

PHA Plans

Streamlined 5-Year/Annual Version

U.S. Department of Housing and
Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
(exp 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Wisconsin Housing and Economic Development Authority
(WHEDA)

PHA Number: WI901

PHA Fiscal Year Beginning: (mm/yyyy) 07/2005

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units:
 Number of S8 units: 1,247
 Number of public housing units:
 Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans and attachments (if any) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- X Main business office of the PHA
- PHA development management offices
- Other (list below)

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

X The PHA's mission is: (state mission here)
Wisconsin Housing and Economic Development Authority offers innovative products and services in partnership with others to link Wisconsin residents and communities with affordable housing and economic development opportunities.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

X PHA Goal: Expand the supply of assisted housing
Objectives:
X Apply for additional rental vouchers:
 Reduce public housing vacancies:
X Leverage private or other public funds to create additional housing opportunities:
 Acquire or build units or developments
 Other (list below)

X PHA Goal: Improve the quality of assisted housing
Objectives:
 Improve public housing management: (PHAS score)
X Improve voucher management: (SEMAP score)
X Increase customer satisfaction:
X Concentrate on efforts to improve specific management functions:
(list; e.g., public housing finance; voucher unit inspections)
 Renovate or modernize public housing units:
 Demolish or dispose of obsolete public housing:
 Provide replacement public housing:

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- Provide replacement vouchers:
- Other: (list below)

X PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

WHEDA will maintain payment standards at 100% of FMRs based on funding availability.

HUD Strategic Goal: Improve community quality of life and economic vitality

X PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

Home Loans Multifamily Loans Small Business Loans Crop Loans
 First Time Farmer Loans Rehabilitation Loans Affordable Housing Tax Credits

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

WHEDA operates an FSS Program.

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HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - X Other: (list below)
WHEDA will provide 504 technical assistance.

Other PHA Goals and Objectives: (list below)

Streamlined Annual PHA Plan

PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- X 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- X 11. Supporting Documents Available for Review
- 12. FY 20__ Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

WHEDA has developed a statewide Section 8 Housing Choice Voucher Program. It has been WHEDA and HUD's objective to develop assistance programs in those areas of the State of Wisconsin that do not have assistance available. This has primarily brought the focus into more rural areas of the State that do not have functioning Housing Authorities or countywide networks in place capable of developing such assistance. When WHEDA first began this initiative at HUD's request, there were over 40 counties in the State that did not have any tenant-based assistance. We have developed programs in 37 of these counties.

WHEDA's ACC authority for the Housing Choice Voucher Program under contract with HUD for WHEDA's fiscal year, beginning July 1, 2005, is 1,247 units.

In establishing programs in 37 counties, WHEDA has been able to develop and nurture a variety of local agents to assist in administering the Vouchers and the Family Self-Sufficiency (FSS) component. WHEDA and its local agents have been able to successfully adhere to the Housing Quality Standards as detailed in 24 CFR 887. Units are inspected at least annually, and at other times as needed to determine that the units meets HQS.

WHEDA and its local agents have many participants who taken their Housing Choice Vouchers portable to other communities that operate a program. We have had extensive experience with all facets of portability and have worked cooperatively with many other housing authorities to resolve issues and coordinate participant transfers.

WHEDA and its local agents comply with Fair Housing and Equal Housing Opportunity requirements.

WHEDA and its agents have an excellent record of correct payment computation and rent reasonableness. Our agents have received the proper training and have the tools to determine participant and Housing Assistance Payments (HAP) contributions and are reviewed annually by WHEDA to assure accuracy. The agents in the local communities have great knowledge of the local housing markets and utilize this knowledge to assure that contract rents are fair, appropriate for the size of the unit, type and quality of housing.

WHEDA and its agents take great care in entering and maintaining information in PIC. Agents submit family information on a minimum of a monthly basis and WHEDA reviews system-generated reports and other materials for accuracy.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3083		
Extremely low income <=30% AMI	2194	71	
Very low income (>30% but <=50% AMI)	832	27	
Low income (>50% but <80% AMI)	58	2	
Families with children	1719	56	
Elderly families	718	23	
Families with Disabilities	523	17	
Race/ethnicity Hispanic	211	7	
Race/ethnicity Black	272	9	
Race/ethnicity American Indian	30	1	
Race/ethnicity Asian	55	2	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input type="checkbox"/> Yes ****			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
X No <input type="checkbox"/> Yes			
**** Because WHEDA's Agents all maintain their own waiting lists they decide whether to close them based on size and anticipated wait time. At this point in time several lists are closed.			

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B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

WHEDA is a State Housing Finance Authority designed as quasi-governmental and chartered under Legislation for WHEDA to exist for the purpose of providing housing for low and moderate income persons in the State of Wisconsin. WHEDA is governed by its Board of Directors and Executive Director who are appointed by the Governor.

The Authority has a staff of 174 and is divided into nine groups, which are further divided into teams: Executive Office; Economic Development; Human Resources; Asset Management; Community Development; Credit; Legal; Finance and Information Technology. The Housing Choice Voucher Program is administered by the Asset Management Team branch of WHEDA. Personnel involved specifically with this program are three Program Representatives (PRs), one Quality Assurance Analyst (QA) and a manager.

Organizationally WHEDA subcontracts most of the fieldwork involving waiting lists, resident selection, voucher processing, document processing and unit inspections to third-party service providers.

WHEDA staff prepare the voucher contract budgets, plans, year-end reports on funding, contracts with private organizations and provide administrative over-site for the program at large, including resolution of participant disputes. Staff also administers the monthly requests for HAP funds and administrative fees from the field service providers.

(1) Strategies**Need: Shortage of affordable housing for all eligible populations****Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- X Seek replacement of public housing units lost to the inventory through mixed finance development
- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government

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- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 20__ grants)	\$0	
a) Public Housing Operating Fund	\$0	
b) Public Housing Capital Fund	\$0	
c) HOPE VI Revitalization	\$0	
d) HOPE VI Demolition	\$0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	Approximately \$4.6 Million	
f) Resident Opportunity and Self-Sufficiency Grants	\$0	
g) Community Development Block Grant	\$0	
h) HOME	\$0	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	\$0	
3. Public Housing Dwelling Rental Income	\$0	
4. Other income (list below)	\$0	
4. Non-federal sources (list below)	\$0	
Total resources	Approximately \$4.6 Million	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (state number)
 When families are within a certain time of being offered a unit: (state time)
 Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
 Rental history
 Housekeeping
 Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
 Sub-jurisdictional lists
 Site-based waiting lists
 Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
 PHA development site management office
 Other (list below)

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) **Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA’s site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

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(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
 Two
 Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
 Over-housed
 Under-housed
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below)
 Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
 Victims of domestic violence
 Substandard housing
 Homelessness
 High rent burden (rent is > 50 percent of income)

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Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

- Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation
 More general screening than criminal and drug-related activity (list factors):
 WHEDA also conducts Non-Citizen and Income Screening.
 Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
 Other (describe below)

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
 Federal public housing
 Federal moderate rehabilitation
 Federal project-based certificate program
 Other federal or local program (list below)

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b. Where may interested persons apply for admission to section 8 tenant-based assistance?

(select all that apply)

- PHA main administrative office
- Other (list below)

AGENT NAME (S) & ADDRESS (S)	COUNTY/COUNTIES SERVED	CONTRACT ID #
Denise Loveland - President	Buffalo	922
Horizon Management Group	Calumet	912
PO Box 2829	Clark	922
LaCrosse, WI 54602-2829	Green	922
608-784-2935	Green Lake	922
dloveland@centurytel.net	Jackson	922
Kay Hanna - Voucher Administrator	Kenosha	912/917
Horizon Management Group	Kewaunee	912
N1095 Sleepy Hollow Rd.	Manitowoc	912
Denmark, WI 54208	Marquette	922
920-776-2191	Ozaukee	915
horizonk@tds.net	Pepin	922
	Rock	917
	Sheboygan	916
	Vernon	922
	Washington	915
	Waupaca	922
	Waushara	922

Robert Koller - Executive Director	Florence	904
Linda Jarvey/Debbie Vandenlangenberg	Forest	
Voucher Administrators	Langlade	
NEWCAP, Inc.	Oconto	
1201 Main St.	Oneida	
Oconto, WI 54153	Vilas	
920-834-4621 or 800-242-7334	Iron	909
920-834-4887 (fax)	Price	909
debbievan@newcap.org		
lindajarvey@newcap.org		
robertkoller@newcap.org		

Michael Morrissey, Executive Director	Marathon	905
Wendy Jasurda – Public Housing Manager		
Mary Fisher - Voucher Administrator		
Wausau CDA		
550 E. Thomas St		
Wausau, WI 54403-6442		
715-845-4144		
FAX: 715-843-5167		
wsjasurda@mail.ci.wausau.wi.us		

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Fred Hebert - Executive Director	Adams	908
Lisa Williams – Voucher Administrator	Columbia	
Central WI CAC, Inc.	Rusk	909
1000 Highway 13	Taylor	
PO Box 430	Washburn	
Wisconsin Dells, WI 53965		
608-254-8353		
FAX: 608-254-4327		
cwcac.lisa@verizon.net		
cwcac.joan@verizon.net (Fred's e-mail)		

Linda Ring Weber - Executive Director	Walworth	911
Housing Authority of Walworth County		
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Elkhorn, WI 53121		
262-723-6123		
Fax: #262-723-2079		
wcha@genevaonline.com		

Greta Hansen - Executive Director	Jefferson	918
Community Action Coalition for So. Central WI		
1717 N. Stoughton Rd.		
Madison, WI 53704-2605		
608-246-4730 X 83		

Jean Carlson – Voucher Administrator
Community Action Coalition for So. Central WI
114 E Main St
Watertown, WI 53094
920-262-9667 (Watertown Office)
608-246-4730 ext. 229 (Madison Office)
920-2622-9559 (fax)
jeanc@cacscw.org

Ron Schnyder - Executive Director	Lincoln	923
Rosemary Huber –Director of Client Services		
North Central CAP		
P O Box 1141		
Wisconsin Rapids, WI 54495-1141		
715-424-2581		
rosemarynccap@charter.net		
ronnccap@charter.net		

North Central CAP
Stacey Bartlet – Voucher Administrator
608A E 2nd St
Merrill, WI 54452
715-536-9581 (phone/fax)
staciebnccap@charterinternet.net

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Barbara A. Ullom - Voucher Administrator

St. Croix/Pierce

924

WEST CAP, Inc.
525 Second St
PO Box 308
Glenwood City, WI 54013
(800) 606-9227 X303
(715) 265-4271 X303
(715) 265-7031 (fax)
bullom@wcap.org
pkilde@wcap.org

(3) Search Time

a. X Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?
If yes, state circumstances below:

The Voucher is issued to the family for an initial term of 60 calendar days. Within the 60 days, the family should submit a Request for Tenancy Approval (RTA) form (HUD-51517) and a copy of the proposed lease. If the family has not found an appropriate housing unit during this time, the family should document where they have applied for housing to be eligible for an extension of up to another 60 days (120 days total).

Extensions for the additional 60 days, may be granted if the family submits a written request for an extension and details the circumstances for the request. Factors that may be considered in granting an extension include (but are not limited to):

- The family's size made finding a unit difficult
- The family submitted RTA(s) but the unit(s) was not approved
- The family encountered extenuating circumstances, such as a death or illness, which prevented the family from finding a unit.

The family will be notified of an extension, and the notice will state the term of the extension (i.e., 20 days, 30 days, 40 days, etc.) up to an additional 60 days. WHEDA Agents will use their best judgment in extending the Voucher for these additional days.

If the family needs and requests an extension of the Voucher term, over and above the 120 days, WHEDA agents may grant one more 30-day extension, not to exceed a total of 150 days from the date the Voucher was issued. This last extension will only be granted to a person with a disability for reasonable accommodations, or for a very large family that is having difficulty in finding a suitable unit for the family's size.

(4) Admissions Preferences

a. Income targeting

Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes X No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent)

(5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

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Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one of the following two)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))
- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% of adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

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2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
 Fair market rents (FMR)
 95th percentile rents
 75 percent of operating costs
 100 percent of operating costs for general occupancy (family) developments
 Operating costs plus debt service
 The "rental value" of the unit
 Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
 At family option
 Any time the family experiences an income increase
 Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
 Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

a. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
 Survey of rents listed in local newspaper
 Survey of similar unassisted units in the neighborhood
 Other (list/describe below)

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B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
 100% of FMR
 Above 100% but at or below 110% of FMR
 Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
 The PHA has chosen to serve additional families by lowering the payment standard
 Reflects market or submarket
 Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 Reflects market or submarket
 To increase housing options for families
 Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
 Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
 Rent burdens of assisted families
 Other (list below)

Funding issues may impact payment standard determination.

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(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

All participants claiming zero-income must complete a notarized quarterly income questionnaire and certification every three months. The questionnaire is an abridged form of the Income, Asset and Deduction checklist which is completed annually.

Families that request minimum rent exemptions must submit a WHEDA-required form and sign a repayment agreement if approved for a short-term exemption. Exemptions are granted to any family unable to pay the minimum rent due to financial hardships. Such hardships may be caused by loss of employment, death in the family, loss of eligibility for assistance programs and other circumstances as determined by WHEDA and/or HUD.

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below for each grant, copying and completing as many times as necessary)
- b. Status of HOPE VI revitalization grant (complete one set of questions for each grant)
Development name:
Development (project) number:
Status of grant: (select the statement that best describes the current status)
 Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/>	
Disposition <input type="checkbox"/>	
3. Application status (select one)	
Approved <input type="checkbox"/>	
Submitted, pending approval <input type="checkbox"/>	
Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	
7. Timeline for activity:	
a. Actual or projected start date of activity:	
b. Projected end date of activity:	

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(1) Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the Section 8 homeownership option?

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? ___

b. PHA established eligibility criteria

Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 - 2004.

In an effort to increase the effectiveness of the Housing Choice Voucher Program WHEDA has created an internal team to work specifically with vouchers. The team is comprised of a manager, three Program Representatives and a Quality Assurance Analyst. The team has instituted new policies to assure consistent administration among our subcontracted agencies. We continue to promote self-sufficiency and have redoubled our monitoring for accuracy of income reporting. WHEDA is very involved in the effort to bring Up Front Income Verification (UIV) to the State of Wisconsin, which will ensure even further accuracy.

HUD's funding changes for both FY2004 and FY2005 have had a large impact on the administration of the Housing Choice Voucher Program. The current funding is close to \$250,000 less than what is necessary to maintain the program at its current levels. WHEDA is taking major steps to reduce per unit costs, including lowering Payment Standards to 100%. While Payment Standard percentages have been lowered from the previous amounts many of the counties within WHEDA's jurisdiction have had the Fair Market Rents raised; in some cases several hundred dollars.

The per unit cost for FY2005 has been reduced \$4.52 from the FY2004 level which was well below needed amounts. WHEDA's jurisdiction is primarily in rural counties of the state but also includes several of the highest cost counties, St Croix and Pierce counties, for example, are a part of the Minneapolis MSA. The costs in these counties are several hundred dollars over the funded per unit cost.

WHEDA has also begun administering portabilities instead of absorbing them. This has allowed more control over voucher issuance and assured that the families on the waiting lists are served within a reasonable time frame.

While the frequent funding and policy changes make it difficult to maintain consistent policies WHEDA is working toward its mission by taking proactive measures to ensure that families holding WHEDA vouchers are not terminated from the program or paying more than an appropriate portion of their income toward housing.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan
- b. Significant Amendment or Modification to the Annual Plan

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- a. Yes X No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

***Please see PHA Certification of Compliance, HUD-50077.

- b. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

***Please see PHA Certification of Compliance, HUD-50077.

Name of Resident Member of the PHA Governing Board:

Method of Selection:

Appointment

The term of appointment is (include the date term expires):

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

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b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

WHEDA is a quasi-state agency that has no public housing units and administers housing choice vouchers. WHEDA's Board of Director membership is established by State Statutes. The Board is comprised of 12 members: six public members appointed by the Governor, as well as the Secretary of the state Department of Commerce, the Secretary of the state Department of Administration, two state Senators and two state Representatives. WHEDA's Board Chairman is designated by the Governor.

Perry Armstrong, Chairman
Dan Lee, Secretary
Senator Lena Taylor
David W. Kruger, Vice Chairman
Representative Leon Young
Senator Theodore J. Kanavas
Cheryll Olson-Collins
Geoffrey Hurtado
Linda Stewart
Representative Steve Wieckert
Mary Burke, Department of Commerce
Marc Marrotta, Department of Administration

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position):

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(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

Consolidated Plan jurisdiction: State of Wisconsin

a. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply):

- The PHA has based its statement of needs of families on its waiting list on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

b. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

(4) (Reserved)

Use this section to provide any additional information requested by HUD.

10. Project-Based Voucher Programa. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. (<i>Administrative Plan, et al</i>)	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program (<i>All WHEDA Programs – available from Finance Group</i>)	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. X Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP) (<i>See attachment. WHEDA's latest score was 93, or High</i>)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types X check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. X Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings. <i>(Available on-line at www.wheda.com)</i>	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia

HA Code: WI901

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	Other supporting documents (optional). List individually. <i>Map of counties WHEDA serves</i> <i>List of agents contracted to administer the HCV program in these counties.</i>	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

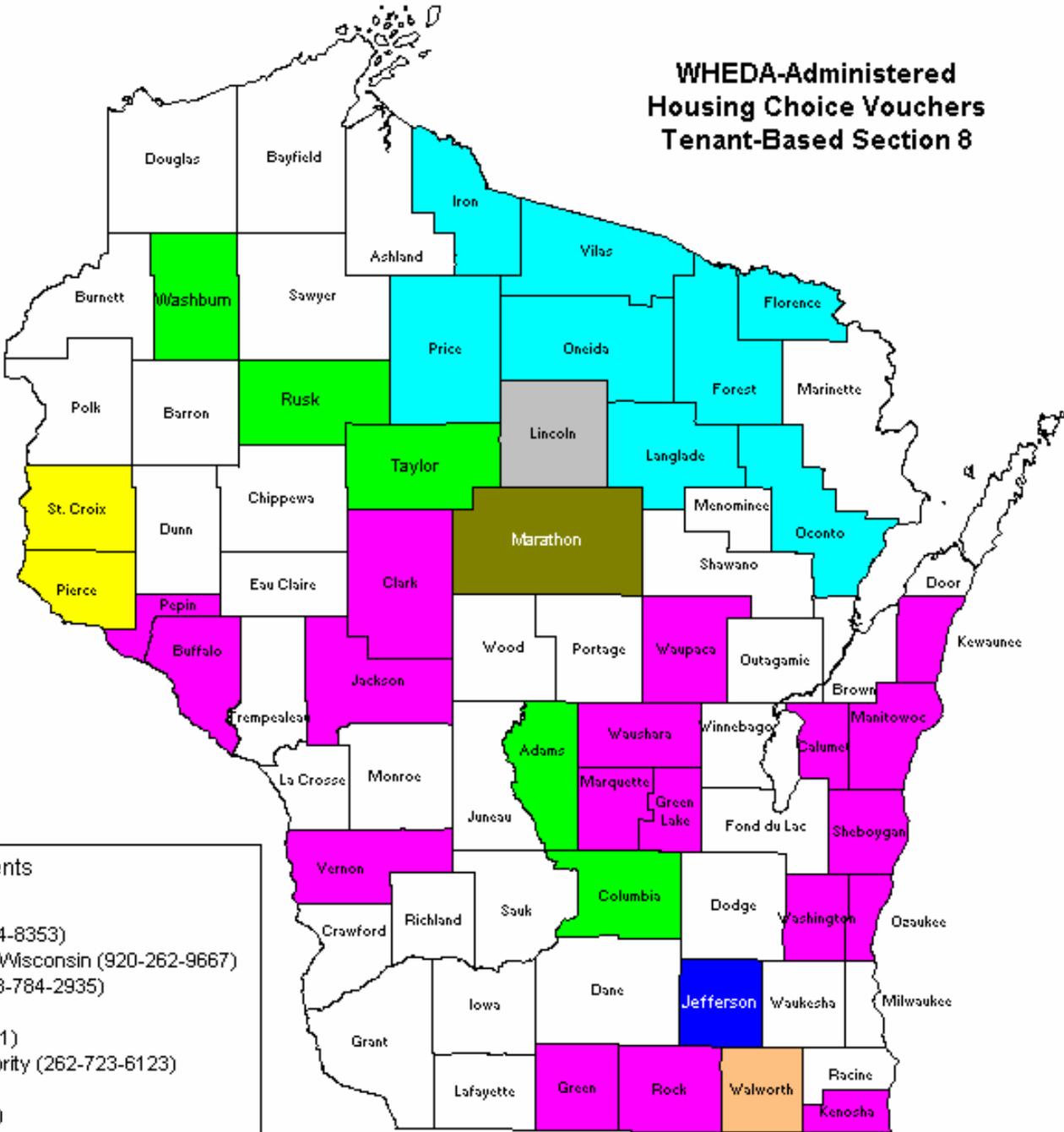
13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

13. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

**WHEDA-Administered
Housing Choice Vouchers
Tenant-Based Section 8**



Voucher Agents
April 2005

- Central Wisconsin CAA (608-254-8353)
- Community Action Coalition - SC Wisconsin (920-262-9667)
- Horizon Management Group (608-784-2935)
- NEWCAP (920-834-4621)
- North Central CAP (715-536-9581)
- Walworth County Housing Authority (262-723-6123)
- Wausau CDA (715-845-4144)
- West CAP (715-265-4271 x303)

WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY

ACTION PLAN

FAMILY SELF-SUFFICIENCY PROGRAM

PURPOSE

The purpose of the Wisconsin Housing and Economic Development Authority (the "Authority") Family Self-Sufficiency Program (FSS) is to promote the development of local strategies to coordinate use of public housing and assistance under the voucher programs under Section 8 with public and private resources, and to enable eligible families to achieve economic independence and self-sufficiency.

APPLICABILITY OF PROGRAM REGULATIONS

The FSS Program shall be operated in conformity with all applicable public housing and Section 8 program regulations and applicable civil rights authorities, including Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Executive Order 11063, and section 3 of the Housing and Urban Development Act of 1968.

OVERVIEW

Outreach activity and participant selection of the Authority's FSS Program will begin within 12 months of notification of application approval. Enrollment will be completed and delivery of supportive services for all families begun no later than two years from the date of notification of application approval.

The Authority has engaged the active support of its Chief Executive Officer for its FSS Program. The Authority is also committed to provide the program with coordination services.

ELEMENTS OF THE FAMILY SELF-SUFFICIENCY PROGRAM

General

The FSS Program shall be operated in compliance with its "Action Plan" and shall provide comprehensive "supportive services" for eligible families electing to participate in the program.

Administration

Administration of the Authority's FSS Program will be performed by WHEDA's agents.

Use of Section 8 Assistance

The Authority may also reach the required minimum FSS Program size by using turnover rental vouchers for the FSS Program participants or by offering program participation to current Section 8 participants.

Implementation Deadline

Outreach activity and participant selection of the Authority's FSS Program will begin within 12 months of notification of application approval. Enrollment will be completed and delivery of supportive services for all families begun no later than two years from the date of notification of application approval.

PROGRAM SIZE

The minimum program size for the Authority's Section 8 FSS Program shall be the sum of 55 rental vouchers awarded under the FSS incentive award allocations for FY 92, 128 FSS rental vouchers awarded in FY 93, and 85 rental vouchers awarded in FY 94.

The Authority will certify to HUD the inability to establish and carry out an FSS Program of the minimum program size if it determines that establishment and operation of an FSS Program of the minimum program size is not feasible because of local circumstances, which may include:

1. lack of supportive services funding;
2. lack of funding for reasonable administrative costs;
3. lack of cooperation by other units of state or local government; or
4. any other circumstances that the Secretary may consider appropriate.

PROGRAM COORDINATING COMMITTEE

In each "primary funding area," a Program Coordinating Committee (PCC) will be established whose function will be to assist the Authority or its agent in securing commitments of public and private resources for the operation of the FSS Program in the Authority's jurisdiction, including assistance in developing the Action Plan and in implementing the program.

Membership

The PCC consists of representatives of the Authority, Section 8 participants, local agencies responsible for carrying out programs under the Job Training Partnership Act or the Job Opportunities and Basic Skills Training Program, or other organizations, such as other state or local welfare and employment agencies, public and private education or training institutions, child care providers, nonprofit service providers, private business, or other public and private service providers affected by the operation of the FSS Program.

The PCC may be an existing entity in a community with representatives from the necessary social service, educational and business providers. Membership includes a Section 8 participant and representative of the Authority.

ACTION PLAN

General

The Authority's PCC will carry out activities under the FSS Program. The FSS Action Plan shall describe the supportive services that the Authority, or its agent, will provide; the size, characteristics (including racial ethnic, and gender data), number, and needs of the families expected to participate in the program; and the services and activities to be provided to families by both public and private resources, along with how the services will be delivered to families. The Action Plan will give a description of the public and private resources that may be made available to underwrite the activities and services under the FSS Program, and a timetable for implementation of the program.

The Authority will also certify to HUD that the FSS Program has been coordinated with other similar federal, state, or local programs to avoid duplication of services and activities.

Development of Action Plan

The Action Plan has been developed in consultation with, and assistance from the Chief Executive Officer of the jurisdiction served by the Authority; the PCC; and local agencies responsible for carrying out job training programs, and other public and private service providers.

Initial Submission and Revisions

The Authority's initial Action Plan was submitted to HUD for approval within 120 days of notification of approval by HUD of the Authority's application for FSS incentive award of Section 8 vouchers. Thereafter, the Authority will maintain a current Action Plan. All changes will be approved by HUD.

Contents of Plan

The Action Plan shall contain, at a minimum:

1. A description of the number, size, characteristics, and other demographics (including racial, ethnic, and gender data), and the supportive service needs of the families expected to participate in the FSS Program.
2. A description of the number of eligible participating families who can reasonably be expected to receive supportive services under the FSS Program, based on available and anticipated federal, state, local, and private resources.
3. A description of the activities and supportive services to be provided by both public and private resources to participating families.
4. A description of how the FSS Program will identify needs and deliver services and activities according to the needs of the participating families.
5. A description of both the public and private resources that are expected to be made available, to provide the activities and services under the FSS Program.
6. A timetable for implementation of the FSS Program. Outreach activity and participant selection must begin within 12 months from the date of notification of application approval. Enrollment must be completed and delivery of supportive services for all families begun no later than 2 years from the date of notification of application approval.

7. A certification that development of the services and activities under the FSS Program has been coordinated with the Job Opportunities and Basic Skills Training Program, under the Job Training Partnership Act, and any other relevant employment, child care, transportation, training, and education programs in the applicable area, and that implementation will continue to be coordinated, in order to avoid duplication of services and activities.
8. A designation of the number of units for the FSS Program by bedroom size according to allocation and local demand.
9. FSS participants must be selected from current Section 8 rental voucher participants .
10. A description of the Authority's notification and outreach efforts, including efforts to notify Section 8 participants, of FSS Program availability and requirements, and a description of the Authority's efforts to recruit FSS participants if an insufficient number of current Section 8 participants are not interested in participating. The Action Plan will specify what actions the Authority will take to assure that both minority and non-minority groups are informed about the FSS Program, and how the Authority will make this information known.
11. A description of the system for establishing the list of interested participants/residents and selection preferences, if the Authority opts to select some or all FSS participants from among current Section 8 participants. The systems must be objective and provide all participants/residents with a reasonable opportunity to place their names on the list of interested participants/residents. A system may not be established with criteria such as the family's motivation to work.
12. A description of the Authority's policies for terminating or withholding Section 8 assistance and supportive services for families failing to comply with the requirements under their Contract of Participation. A description of the Section 8 participant hearing procedures for families so affected.
13. Such other information that would help HUD determine the soundness of a proposed Program.

Single Action Plan

The Authority shall submit one Action Plan for implementation of its FSS Program, by any and all of its contract Agents. Local conditions, requirements, and revisions are noted herein by Exhibits.

PARTICIPANT SELECTION

The Authority or its Agent will select FSS participants from current voucher program participants. Families who elect to participate in the FSS Program will be advised that FSS program participation is voluntary. The Housing Authority or its Agent may administer the Section 8 Program and the FSS Program through one or a combination of several agents, agencies, or other resource providers.

The Authority or its Agent will select FSS program participants according to the following:

1. The Authority may select up to 50 percent of the FSS slots to program participants with one or more family members currently enrolled in, or on the waiting list for, one or more FSS-related service programs, such as Job Opportunities and Basic Skill training (JOBS) and Job Training Partnership Act (JPTA). An FSS-related service program means a program providing one or more of the support services listed in the program rules. The remaining FSS slots will be filled from program participants based upon a first come-first serve basis.
2. The Authority or its Agent may use motivational screening factors to determine the family's interest in and motivation to participate in the program. All participating families are required to attend one FSS orientation session at which the Authority or its agent describe the FSS program and explains the responsibilities of the family.
3. Reasons not to allow participation of a family may include:
 - a. Non or tardy attendance at the scheduled orientation;
 - b. Failure or unwillingness to undertake tasks assigned by the Housing Authority or its agent provided that the activities and tasks assigned to a prospective family may be accomplishable by that family based on the family educational level and disabilities, if any.
4. Reasonable accommodations will be made for individuals with mobility, manual, sensory, and/or speech impairments.

NONDISCRIMINATION

In selecting families for the FSS Program, the Authority's selection of applicants will treat potential FSS participants without regard to race, color, religion, sex, handicap, familial status, or national origin.

SECTION 8 RESIDENCY REQUIREMENTS

Initial Occupancy

In order to participate in the Authority's Section 8 FSS Program, a family receiving assistance under the Section 8 Rental Voucher Program must initially reside in the jurisdiction of the Authority's Annual Contribution Contract's (ACC) "primary funding" area. The primary funding area will be identified by each contract project number.

Moves

If the participating family chooses to continue to participate in the Section 8 Program but moves to another jurisdiction after signing its FSS Contract of Participation, the participating family may continue in the FSS Program of the Authority if it demonstrates to the satisfaction of the Authority that, notwithstanding the move, the participating family will be able to fulfill its responsibilities under the initial or modified Contract of Participation at its new place of residence.

Family Self-Sufficiency Termination and Loss of Family Self-Sufficiency Escrow

In the case of a participating family who has opted to move, but is unable to fulfill its obligations under its Contract of Participation, or any modifications thereto, the Housing Authority may terminate the participating family from the FSS Program and the participating family's escrow account will be forfeited.

CONTRACT OF PARTICIPATION

General

Participating families will enter into a "Contract of Participation" with the Authority. The "Contract of Participation" will be an agreement between the Authority and a participating family that sets forth the provisions of the FSS Program and specifies the resources and appropriate FSS supportive services to be made available to a participating family during the time that the participating family is receiving assistance under the FSS Program. The Contract of Participation will also spell out the responsibilities of a participating family, including the conditions or causes for termination from the FSS Program.

The contract, which shall be in a form prescribed by HUD, shall provide, among other things, that the Authority may: 1) terminate or withhold FSS supportive services for participating Section 8 families; and, 2) terminate or withhold the Section 8 assistance if the participating family fails to comply with the requirements of the contract.

Obligations

The contract shall provide that each participating family will be required to fulfill those obligations to which the family has committed itself under the Contract of Participation no later than five years after entering in the contract. Participating families must fulfill their obligations under the Contract or the Authority may withhold or terminate FSS supportive services and the participating family will forfeit any escrow account funds. In the case of a Section 8 participating family, the Authority may also withhold or terminate housing assistance if the participating family does not fulfill its obligations under the Contract of Participation.

Extension

The Authority shall, in writing, extend the term of the contract, and the period for fulfillment of the family obligations under the Contract of Participation, for no more than two years beyond the original five-year term for any participating family that, in writing, requests an extension (including a description of the need for an extension), provided the Authority finds that "Good Cause" exists for granting the extension. An example of "Good Cause" is a serious family illness or involuntary loss of employment. Extension of the contract will entitle the participating family to continue to receive FSS escrow credits.

Employment

The person designated in the Contract of Participation as the head of the participating family shall be required under the contract to seek and maintain suitable employment (as determined by the parties based on the person's skills, education, and the available job opportunities within or near the Authority's jurisdiction) during the term of the contract and any extension thereof. The contract will specify what corrective action the Authority will take with respect to a head of a participating family who refuses to seek suitable employment.

Transitional Assistance

The Authority may continue to offer a former participating family who is employed and has completed its contract, appropriate FSS supportive services that may assist the family in remaining self-sufficient.

Modification

The parties to the Contract of Participation may mutually agree to make changes to the contract, on terms acceptable to the parties, including changes related to the number or identity of participating family members, and the supportive services to be provided to the participating family, provided the changes are consistent with the objectives of the FSS Program.

Termination

The Contract of Participation may be terminated by:

1. mutual consent of the parties;
2. the failure of a participating family or a member of the participating family to honor the terms of the contract;
3. a participating family's achieving self-sufficiency;
4. expiration of the term of the contract and any extension thereof;
5. a participating family's withdrawal from the FSS Program;
6. by such other act as is deemed inconsistent with the purpose of the FSS Program; or
7. the Authority is permitted in accordance with HUD requirements.

FAMILY SELF-SUFFICIENCY ESCROW ACCOUNTS

Establishment of Account

The Authority shall establish a FSS Escrow Account for each family participating in the FSS Program. During the term of the Contract of Participation, the Authority will credit to the FSS Account the amount of the FSS credit as determined below.

Amount of Family Self-Sufficiency Credit

The term "Family Contribution" for the purpose of the Section 8 FSS Rental Voucher Program account computation is defined to mean "30 percent of adjusted monthly income". The monthly FSS credit for a very-low-income participating family will be the lesser of the two amounts:

1. thirty percent of current monthly adjusted income, minus the amount of Family Contribution obtained by disregarding any increase in participating family earned income since execution of the Contract of Participation; or
2. the current Family Contribution less the Family Contribution at the time of execution of the Contract of Participation.

In computing the FSS credit, "earned income" means income from wages, salaries and other employee compensation, as well as any earnings from self-employment. The term does not include any pension or annuity, transfer payments or any cash or in-kind benefits.

For a low-income, but not very-low-income FSS participant, the amount of the FSS credit will be half the amount computed in accordance with the same formula applied to very-low-income participating families.

FSS participants who are not low-income families (income above 80 percent of the area median) shall not be entitled to receive any credit.

Investment of Funds in Family Self-Sufficiency Accounts

Funds held by the Authority in the FSS accounts of families participating in the FSS Program shall be held in escrow by the Authority and invested in HUD-approved investments. Investment income shall be credited, periodically, but no less than annually, to each participating family's FSS Account.

Escrow Savings Account

A participating family's earned income may increase during the term of the Contract of Participation. The Authority will establish an "escrow savings account" for each FSS family and credit this FSS account with a portion of the increase of rent paid that would otherwise result from increases in earned income during the term of the Contract of Participation.

The amount of the "FSS credit" will be based on the amount of "rent paid" by the participating family. This term refers to the family contribution to rent as defined in accordance with existing program procedures. For a family whose income is below 50 percent of the area median (a "very-low-income family"), the "rent paid" may not be increased because of an increase in earned income during the term of the Contract of Participation. Such a family's FSS account will be credited a part of the increase in the rent which would otherwise be paid by the participating family because of an increase in earned income during FSS participation. The escrow credit will be calculated in accordance with a statutory formula: the difference between 30 percent of the family adjusted income and the amount of the "rent paid" by the participating family. In computing the participating family's rent paid for this purpose, the participating family's income will not include any increase in family's earned income since commencement of the Contract of Participation. The participating family's net rent will be effectively reduced by the amount of credits to the FSS account, and the account balance will be held by the Authority as savings for the participant family.

Participating families with incomes between 50 and 80 percent of the area median ("low-income", but not "very-low-income"), the maximum potential FSS credit will be subject to a similar formula. For such participating families, low-income participating families are allowed half of the escrow credit of very-low-income participating families.

If the income of a participating family rises to 80 percent or more of the area median, FSS credits will no longer be made by the Authority on behalf of the participating family.

Effect of Increases in Family Income

Any increase in the earned income of a participating family during its participation in a FSS Program may not be considered as income or a resource for purposes of eligibility of the participating family for other benefits, or amount of benefits payable to the participating family, under any other program administered by HUD, unless the income of the participating family equals or exceeds 80 percent of the median income of the area.

Disposition of Family Self-Sufficiency Accounts

Withdrawal

A participating family may request up to 50% of escrow funds before the family has fulfilled all obligations imposed by the Contract of Participation, provided that:

1. the family has met certain interim goals established in the Contract of Participation; and
2. the use of these amounts (withdrawn before completion of the contract) is for purposes consistent with the Contract of Participation.

The amount in a participating family's FSS Account in excess of any amount owed the Authority may be paid to the head of the family. The amount shall not be paid until:

1. The Authority determines the participating family has met its obligations under the Contract of Participation; and
2. The head of family certifies that, to the best of his or her knowledge and belief, members of the participation family are no longer receiving welfare assistance. Welfare assistance means income assistance from federal or state welfare programs including AFDC, SSI that is subject to an income eligibility test, Medicaid, food stamps and general assistance. Welfare assistance does not include transitional Medicaid or child care for JOBS participants or SSI payments to guardians of disabled children.

Succession

If the head of the family ceases to reside with other family members in the assisted unit, the remaining members of the family, after consultation with the Authority, shall have the right to designate another member to receive the funds.

Forfeiture

Amounts in the FSS Account shall be forfeited:

1. if a participating family has failed to meet its obligation under the Contract of Participation, including failure to meet its FSS responsibilities because the participating family moved outside the Authority's jurisdiction; or

2. the participating family is no longer under a Contract of Participation, and is still receiving any federal, state, local, or other public assistance for housing ten years from the commencement of the Contract of Participation.

FSS Account funds forfeited by a section 8 participant will be treated as program receipts for such program, and shall be used in accordance with HUD requirements regarding the use of program receipts.

Waiting Period

The Authority may require a participating family who withdraws funds from its FSS Account to wait for a period of no more than two years, beginning from the date of withdrawal, to apply for assisted housing owned or administered by the Authority, unless the former participating family reimburses the Authority in the amount of funds withdrawn.

SUPPORTIVE SERVICES

"Supportive services" means those appropriate services that the Authority or its Agent will make available, or cause to be made available to a participating family under a contract of participation, and may include:

1. child care of a type that provides sufficient hours of operation and serves an appropriate range of ages to permit education and/or employment;
2. transportation necessary to enable a participating family to receive available services;
3. remedial education;
4. education for completion of secondary or post secondary schooling;
5. job training, preparation, and counseling; job development and placement; and follow-up assistance after job placement and completion of the Contract of Participation;
6. substance/alcohol abuse treatment and counseling;
7. training in homemaking and parenting skills;
8. training in money management;

9. training in household management;
10. counseling in the responsibilities of home ownership, and on opportunities available for rental and home ownership in the private housing market, including information on an individual's rights under the Fair Housing Act;
11. any other services and resources appropriate to assist participating families to to achieve economic independence and self-sufficiency.

HOUSING AUTHORITY FEES AND COSTS

To the extent that funds are available, the Authority or its Agent will be paid a fee for the costs incurred in administering rental voucher assistance under the FSS Program. Authority administration of rental vouchers awarded in connection with the FSS voucher award allocation will be as follows:

1. an ongoing administrative fee of 8.2 percent of the two-bedroom existing housing fair market rent (FMR) published for effect;
2. maximum preliminary fees of \$275 per unit; and
3. a \$75 fee for each hard-to-house family (3 or more minors).

HUD will use the 8.2 percent fee amount appropriated for the incremental rental vouchers being made available for the FSS Program to determine the blended rate for the ongoing administrative fee for the Authority's entire rental voucher program.

REPORTS

The Authority shall submit, by September of each year, in the form prescribed by HUD, a report regarding its FSS Program to the Assistant Secretary for Housing - Federal Housing Commissioner. The report shall detail its activities, describe its effectiveness, and make recommendations, if any, for legislative or administrative action, ways to improve the Program. It shall include, among other things:

1. A description of the activities carried out under the program;
2. A description of the effectiveness of the program in assisting families to achieve economic independence and self-sufficiency;

3. A description of the effectiveness of the program in coordinating resources in the community to assist families to achieve economic independence and self-sufficiency;
4. Any recommendations of the Authority or the PCC for legislative or administrative action that would improve the FSS Program and ensure the effectiveness of the program; and
5. A breakdown of the racial and ethnic data with respect to families who:
 - a. declined to participate in the FSS Program;
 - b. elected to participate in the FSS Program, but did not execute a FSS contract;
 - c. executed a FSS contract, signed a lease, and voluntarily left the FSS Program;
 - d. executed a FSS contract, signed a lease, and were asked to leave the FSS Program;
 - e. executed a FSS contract, signed a lease, and completed the FSS Program; and
 - f. executed a FSS contract, signed a lease, and remain in the FSS Program.

Data will be broken down to show where persons offered an opportunity to participate in the FSS Program were found; i.e., Section 8 voucher participants, or on the Section 8 waiting list.

HUD intends to perform a long-term evaluation of the FSS Program. To help assure the quality of that evaluation, the Authority shall submit a certification with the application agreeing to cooperate with and provide requested data to the entity responsible for the program evaluation, if requested to do so by HUD.

Revised April, 1995



**WISCONSIN HOUSING AND ECONOMIC
DEVELOPMENT AUTHORITY**

**SECTION 8 HOUSING CHOICE
VOUCHER PROGRAM**

ADMINISTRATIVE PLAN

REVISED APRIL 2004

WHEDA has been developing a statewide Section 8 Housing Voucher Program since 1988. It has been WHEDA and HUD's objective to develop assistance programs in those areas of the State of Wisconsin that do not have a tenant-based program available. This has primarily brought the focus into more rural areas of the State that do not have functioning Housing Authority's or countywide networks in place capable of developing such a program. When WHEDA first began this initiative at HUD's request, there were over 40 counties within the State that did not have any tenant-based housing assistance. To date WHEDA has been able to develop programs in 37 of those counties.

In establishing programs in 37 counties, WHEDA has been able to develop and nurture a variety of "local" agents to assist in administering the Housing Choice Vouchers.

The primary goal of the Wisconsin Housing and Economic Development Authority (WHEDA) is to promote safe, decent, sanitary and affordable housing for low, very low and extremely low income people. The goal shall, in part, be accomplished by providing the following services:

1. Rental assistance through the HUD-funded Section 8 Housing Voucher Program;
2. Housing Counseling to low income people who frequently can not resolve their long-term housing needs;
3. Non-housing related supportive service referrals;
4. When possible, housing rental referrals;
5. The opportunity for greater housing mobility of low income people;
6. Rental subsidy assistance to landlords to help improve rental housing; and
7. Management and administrative support in compliance with the Department of Housing and Urban Development rules and regulations.

It is the policy of WHEDA and its Agent to comply fully with:

- Title VI of the 1964 Civil Rights Act;
- Executive Order 11063, Equal Opportunity in Housing, 1962;
- Title VIII of the 1968 Civil Rights Act;
- Fair Housing Amendments Act of 1988, which amends Title VIII of the 1968 Civil Rights Act;
- Americans with Disabilities Act (42 U.S.C. 12101-12213);
- Section 504 of the Rehabilitation Act of 1973;

- The Age Discrimination Act of 1975; and
- Other related regulations or other requirements.

WHEDA or its Agent will not deny any person(s) the opportunity to apply for or receive assistance under HUD's Section 8 Housing Voucher Program on the basis of race, color, religion, age, sex, disability, familial status, national origin, lawful source of income, or any other class protected by law.

WHEDA or its Agent will provide information to applicants and participants regarding housing discrimination and any recourse available to them should they feel they have been the victims of discrimination. Such information will be given during the briefing session, and included in the "Briefing Packet."

Participating and potential landlords shall be apprised of WHEDA's policy and actions that can be taken against them if they practice discriminatory leasing.

WHEDA or its Agent will make available HUD's Discrimination Complaint Form #HUD-903 (or other forms as they are updated) to anyone who feels they have been discriminated against. Assistance in filling out and processing the form will be given, if requested.

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SELECTION OF APPLICANTS FROM THE WAITING LIST

Applications

Applications shall be available at the office of WHEDA Agents and may be obtained by calling, writing or coming into that office. Assistance in filling out the application may be obtained by the same method. Applications will be taken on a continual basis. Families will be placed on the waiting list according to the time and date of receipt of their application. Families declared eligible will be placed on a waiting list in the order in which the applications were received.

Agents may also schedule open application intakes in the counties in which they administer WHEDA's Voucher program.

Pre-Screening

Application information obtained from potential participants in the Section 8 Housing Voucher Program will be used to determine eligibility to recommend unit size and amount of contribution by participant. Verification of accuracy of information furnished will be done to further assure applicant's eligibility.

Waiting Lists

WHEDA Agents will place a family on its waiting list after preliminary determination that the family is eligible for assistance as allowed by program regulations.

All potentially eligible persons who express a desire to participate in the Program will be given an equal opportunity to apply for assistance whenever the waiting list is open.

Closing the Waiting List:

If there is insufficient funding authority to admit all eligible applicants, WHEDA Agents at any time may stop accepting new applications or adding new applications to the waiting list.

Reopening the Waiting List:

WHEDA Agents must provide public notice by publication in local newspaper of general circulation. The notice must state limitations on who may apply for available slots. The notice must provide information on where and when families may apply for the program.

Removal from the Waiting List

Families may be removed from the waiting list for failure to respond to requests for information or updates, or refusal of assistance under the Rental Voucher program. However, this policy will not violate the rights of a disabled person under the regulations, such as cases where the failure to respond was caused by the applicant's disability.

ISSUING OR DENYING VOUCHERS

Issuance of Vouchers

The Housing Choice Voucher is the family's authorization to search for housing. Issuance of a voucher does not give a household any right to participate in the Voucher Program nor does WHEDA or WHEDA's Agent have any liability to anyone who receives a voucher. A family becomes a program participant only after the HAP contract between WHEDA's Agent and the owner of the unit takes effect.

At the time the voucher is issued, WHEDA's Agent anticipates that HUD will provide adequate funding to enter into a HAP contract with the owner. If circumstances should change and the anticipated funding is no longer expected to be available, WHEDA's Agent will notify the family that the voucher is being canceled. The family will then go back on the waiting list in the same status they were prior to issuance of the voucher.

A family that is issued a Voucher is responsible for finding a suitable housing unit of the family's choice where the owner agrees to lease under the program. This unit may include the family's present residence. The appropriate unit size for a family will be listed on the family's Voucher.

The Voucher is issued to the family for an initial term of 60 calendar days. Within the 60 days, the family should submit a Request for Tenancy Approval (RTA) form (HUD-51517) and a copy of the proposed lease. If the family has not found an appropriate housing unit during this time, the family should document where they have applied for housing to be eligible for an extension of up to another 60 days (120 days total).

Extensions for the additional 60 days, may be granted if the family submits a written request for an extension and details the circumstances for the request. Factors that may be considered in granting an extension include (but are not limited to):

- The family's size made finding a unit difficult
- The family submitted RTA(s) but the unit(s) was not approved
- The family encountered extenuating circumstances, such as a death or illness, which prevented the family from finding a unit.

The family will be notified of an extension, and the notice will state the term of the extension (i.e., 20 days, 30 days, 40 days, etc.) up to an additional 60 days. WHEDA Agents will use their best judgement in extending the Voucher for these additional days.

If the family needs and requests an extension of the Voucher term, over and above the 120 days, WHEDA agents may grant one more 30-day extension, not to exceed a total of 150 days from the date the Voucher was issued. This last extension will only be granted to a person with a disability for reasonable accommodations, or for a very large family that is having difficulty in finding a suitable unit for the family' size.

DENIAL OF ASSISTANCE

Required Denial for Drug Abuse and Other Criminal Activity

WHEDA Agents will screen for drug related or criminal activity prior to issuance of a Housing Choice Voucher. Once a family is on the Program, it will not be necessary to screen at the family's annual recertification time.

WHEDA Agents MUST deny admission of a household to the program if any household member has been evicted from federally assisted housing for drug-related criminal activity. This applies for a period of three years from the date of eviction. WHEDA may admit the household member if the member has successfully completed an approved supervised drug rehabilitation program, or the circumstances leading to the eviction no longer exist (for example, if the family member died or is imprisoned).

WHEDA Agents MUST deny admission if it is determined that any household member is currently engaging in illegal drug use.

WHEDA Agents MUST deny admission if there is reasonable cause to believe that any household member's use or pattern of illegal drug abuse may threaten the health, safety or right to peaceful enjoyment of the premises by other residents.

WHEDA Agents MUST deny admission to any household member who has ever been convicted of drug-related criminal activity for methamphetamine production on the premises of federally assisted housing.

WHEDA Agents MUST deny admission to any household member who is subject to a lifetime registration requirement under a State sex offender registration program. A criminal records check in the State where the housing is located and in other States where the household member is known to have resided will be conducted by checking listings as provided by Internet databases.

WHEDA Agents will deny admission of a household if it has been determined that any household member is currently engaged in or has engaged in criminal activity during the past three (3) years before the admission that:

- is drug related;
- is violent;
- may threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or
- may threaten the health or safety or the owner, property management staff or persons performing work on behalf of the WHEDA.

Examples of credible evidence include, but are not limited to, evidence provided by police, the Wisconsin Court System, Wisconsin Sex Offender system, testimony from neighbors, etc.

Screening Policies

Families will be declared ineligible for Criminal and Alcohol abuse under any of the following circumstances:

- It is determined that any household member is currently engaging in illegal use of a drug.
- It is determined that there is reasonable cause to believe that illegal drug use or a pattern of illegal drug use by a household member may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
- Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing (this denial is immediate and permanent).
- Any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.
- It is determined that there is reasonable cause to believe that abuse or pattern of abuse of alcohol by a household member may threaten the health or safety of, or the right to peaceful enjoyment of the premises by other residents.

If WHEDA Agent previously denied admission to a household due to criminal activity, WHEDA Agent may reconsider the applicant if there is “sufficient evidence” that members of the household are not currently engaging in such criminal activity, or have not engaged in such criminal activity during the last three years.

“Sufficient evidence” may consist of a certification by any of the household members with supporting documentation (verified by WHEDA Agent) from the following sources: probation officer, landlord, neighbors, social service agency workers, criminal records, etc.

Consideration of Circumstances

When deciding to deny admission because of action or failure to act by members of the family, WHEDA Agent has the discretion of considering circumstances including:

- The seriousness of the case;
- The extent of participation or culpability of family members;
- Mitigating circumstances relating to the disability of a family member; and
- The effect that denial of admission would have on other members of the family who were not involved in the action or failure to act.

For an admission decision based on illegal use of drugs or alcohol abuse by a family member who no longer engages in such behavior, WHEDA Agent may consider whether the member: has successfully completed a rehabilitation program, has otherwise been successfully rehabilitated.

WHEDA Agent may also require the family member to submit evidence of such rehabilitation.

Denial decisions for a family that includes a disabled person are subject to consideration of reasonable accommodations.

Denial decision must also be consistent with fair housing and equal opportunity provisions.

Termination of Assistance for Criminals and Alcohol Abusers

Mandatory Termination of Assistance

WHEDA Agent must immediately terminate assistance for a family under the program if the WHEDA or its Agent determines that any member of the household has ever been convicted of drug-related criminal activity for methamphetamine manufacture or production on the premises of federally assisted housing.

Required Standards Allowing PHA Termination of Assistance

WHEDA Agent will terminate assistance if WHEDA Agent determines the presence of any of the following by a household member:

- Current illegal drug use
- Pattern of illegal drug use that interferes with the health, safety or right to enjoyment of the premises by other residents
- Violation of family's obligation not to engage in any drug-related criminal activity
- Violation of family's obligation not to engage in any violent criminal activity
- Abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents

Evidence of Criminal Activity

WHEDA Agent will terminate assistance for criminal activity if it is determined that the household member has engaged in such an activity.

The determination must be based on a preponderance of evidence standard.

WHEDA Agent can terminate regardless of whether the household member has actually been arrested or convicted for the identified activity.

Use of Criminal Record

Before WHEDA's decision to terminate assistance for criminal activity is carried out, WHEDA Agent must:

- Notify the household of the proposed action, based on information about such activity
- Supply the **subject** of the record and the **applicant** with a copy of the criminal record or information
- Give the family an opportunity to dispute the accuracy and relevance of the record before the denial action

Termination of Assistance Based on Information from a State Wage Information Collection Agency (SWICA) or Federal Agency

Income Matching:

- IRS data matched with HUD 50058 data
- State wage match
- TEVS verification

Family must promptly furnish WHEDA Agent with any letter or other notice by HUD to a member of the family that provides information concerning the amount or verification of family income.

WHEDA Agent must:

- Verify accuracy of in the income information received from the family
- Change the amount of HAP or terminate assistance as appropriate

Other Termination Issues

- Termination of assistance does not automatically affect the family's right to remain in occupancy without Section 8 assistance. The owner may offer a new lease to the family or continue the current lease.
- In cases which no subsidy is being paid because the family's total tenant payment (TTP) covers the gross rent and the HAP contract has not been terminated, WHEDA Agent must restart HAP payments if:
 1. less than 180 days has elapsed since the date of the last HAP payment; and
 2. the family notifies WHEDA Agent that its income has been reduced (or gross rent increased) to the point that the family's TTP no longer covers the gross rent.
- WHEDA Agent may issue a new voucher to a current participant for whom no HAP payment is being made if:
 1. the family meets the criteria described in the preceding paragraph; and
 2. the family plans to move and there will be a HAP Payment in the new unit.

During the 180-day period, the family is still considered under the obligations and benefits of the rental assistance program. Issuing a voucher for another unit is one of those benefits.

If more than 180 days has elapsed since the last HAP payment, the family must reapply to receive further assistance.

FAMILY BRIEFING

When WHEDA Agent selects a family to participate in our Housing Choice Voucher Program, the family must attend an oral briefing.

The oral briefing must include information on the following subjects:

- Description of how the program works
- Family and owner responsibilities
- Where the family may lease a unit, including areas outside WHEDA's jurisdiction
- Explanation of portability and a list of portability contacts at neighboring PHAs

If the family is currently living in a high-poverty census tract, the briefing must also explain the advantages of moving to an area that does not have a high concentration of poor families.

In briefing a family that includes any disabled person, WHEDA Agents must take appropriate steps to ensure effective communication in accordance with regulations for "Nondiscrimination Based on Handicap in Federally Assisted Programs" (24CFR 8.6).

WHEDA Agent must specify any local obligations of a welfare-to-work family and make clear that failure to meet the obligations is grounds for denial or termination of assistance.

The Section 8 Management Assessment Program (SEMR) regulation requires WHEDA Agents to: have and use maps showing various areas with housing opportunities outside areas of concentration, both within its jurisdiction and in neighboring jurisdictions; and use information about services in these areas in its briefings.

HOUSING CHOICE VOUCHER HOLDER'S PACKET

When WHEDA Agent issues a voucher to a family for the first time, it also must give the family a packet that includes items required by HUD. WHEDA Agent may wish to include other items in the packet as well.

Required Voucher Holder's Packet Items

- Term of the voucher
- Policy on any extensions or suspensions of the term
- If extensions are allowed, an explanation of how the family can request an extension
- How the PHA determines HAP for the family, including:
 - 1) how the payment standard is determined for the family,
 - 2) how the TTP is determined, and
 - 3) information on the payment standard and WHEDA's utility allowance schedule
- How the maximum rent is determined for an assisted unit
- Where the family may lease a unit. For a family that qualifies to lease a unit outside WHEDA's jurisdiction under portability procedures, the information packet must include an explanation of how portability works.
- HUD-required tenancy addendum, which must be included in the lease

- Form that the family uses to request WHEDA's approval of their assisted tenancy— explanation of how to request such approval
- Statement of WHEDA's policy on providing family information to prospective owners
- WHEDA subsidy standards and when WHEDA will consider exceptions
- HUD brochure on how to select a unit, "A Good Place to Live" (HUD H-593)
- HUD lead-based paint (LBP) brochure, "Protect Your Family from Lead in Your Home!"
- Information on how to fill out and file a housing discrimination complaint, including information on federal, state and local equal opportunity laws, and a copy of the housing discrimination complaint form (HUD-903)
- List of landlords or others who may be willing to lease a unit or a list of other organizations that will help families find units: lists must include properties or organizations that operate outside areas of poverty or minority concentration, and areas of concentration must be clearly delineated.
- A notice that if the family includes a disabled person, the family may request a current listing of accessible units that are known to WHEDA Agent and may be available
- Family obligations under the applicable program
- Grounds on which WHEDA Agent may terminate assistance because of family action or failure to act
- WHEDA's informal hearing procedures—these procedures must describe when WHEDA Agent is required to provide the opportunity for an informal hearing and how the family may request a hearing.

Optional Voucher Holder's Packet Items

- Brochures to explain the program to landlords
- HAP contract for both the participant and owner to review
- Description of the program's security deposit requirement
- Information on service organizations and utility companies
- Procedures for notifying WHEDA Agent of any income or family composition changes during the search period.

PORTABILITY

WHEDA Agent will provide families with the broadest geographical choice of housing within the defined program jurisdiction. This part sets out policies for providing greater choice to housing voucher holders and participants who desire to move between jurisdictions.

For purposes of this part the following definitions apply:

Initial PHA. The PHA administering the housing programs when the participant with a housing choice voucher moves to another area.

Receiving PHA. The PHA administering the housing programs that accepts a participant from another PHA.

Jurisdiction. The geographic area within the boundaries where a public housing agency is authorized to function.

Absorbs. Refers to the receiving PHA incorporating into its program a family who has exercised portability by moving from another PHA's jurisdiction into its jurisdiction. By the receiving PHA absorbing the family into its program, the initial PHA will be able to use the certificate or voucher it originally issued to the family to assist another family in its jurisdiction.

WHEDA's Jurisdiction

WHEDA can legally operate within the boundaries of the State of Wisconsin. While WHEDA can operate within every county of the State as the State Housing Authority, for purpose of the Section 8 Voucher program, WHEDA will focus its program in those areas where there is no existing Section 8 Housing Voucher program. This in no way precludes future housing program operations in any area of the State.

Since WHEDA's jurisdiction may overlap a local PHA's boundaries, WHEDA may choose to administer its voucher contract authority within the entire jurisdiction. WHEDA will contact the local PHA to make them aware of our program in their area.

Encouraging Continued Participation When a Family Wants to Move Outside the Initial PHA's Jurisdiction and Receive Section 8 Tenant-Based Assistance

A voucher holder or participant family has the right to receive tenant-based voucher assistance to lease a unit outside the initial PHA jurisdiction, anywhere in the USA and its territories in the jurisdiction of a PHA that administers a Housing Choice Voucher Program.

Family Eligibility

- A family is eligible for portability if the family has lived in WHEDA's initial jurisdiction and is a participant in the WHEDA Housing Choice Voucher Program.
- WHEDA prohibits any move by a family during their initial one-year lease term.
- WHEDA will limit family moves to not more than one in any twelve-month period. The portability move can occur after the expiration of the initial HAP contract and lease term.

When WHEDA is the Initial PHA

The following procedures will be used:

WHEDA Agent will inform the housing choice voucher holders and participants of the portability option during the briefing and reexamination sessions.

A family is eligible for portability if the family has lived in an area of WHEDA jurisdiction for one year and holds a current housing voucher.

The family eligible for portability will notify WHEDA Agent of its desire to move to another PHA's jurisdiction. WHEDA Agent will advise the family that they must promptly contact the receiving PHA and comply with receiving PHA's procedures for incoming portable families.

If the Receiving PHA operates a Housing Choice Voucher program, it shall accept the family and provide services to the family as if the family were part of its own voucher program.

WHEDA Agent will:

- a) Notify the Receiving PHA to expect the family;
- b) Verify to the Receiving PHA that the family meets the income eligibility requirements for admission to WHEDA's program by forwarding the following items:
 - 1) The current HUD-50058
 - 2) Copies of the income verification for the current HUD-50058
 - 3) Copies of the citizen/eligible immigrant verification
 - 4) A copy of the family's voucher
 - 5) The Portability Form, HUD 52665, with Part 1 completed
 - 6) (Optional) Family Self-Sufficiency information if the family is participating in FSS
- c) Confirm with the Receiving PHA the due date for the submission of a Request for Tenancy Approval (HUD 51517) by the portable family;
- d) Issue the family a housing voucher and state the date by which a Request for Tenancy Approval must be submitted to the Receiving PHA.

When the family moves out of WHEDA's jurisdiction, WHEDA retains the funding for the voucher under its Annual Contributions Contract (ACC).

WHEDA Agent shall reimburse the Receiving PHA for the full amount of the housing assistance payment made by the Receiving PHA on behalf of the family. The amount of housing assistance shall be based on the payment standard in effect as established by the Receiving PHA. If the Receiving PHA elects to absorb the family into their program by utilizing funding under its own voucher program, WHEDA Agent will issue this Voucher to the next family on their waiting list.

WHEDA Agent shall reimburse the Receiving PHA an amount equal to eighty (80) percent of the administrative fee under HUD regulations as published yearly in the Federal Register.

WHEDA Agent shall reimburse the Receiving PHA for amounts owed for housing assistance payments and administrative fees on a monthly basis.

If the portable family leaves the program, or if the Receiving PHA elects to absorb the family by issuing the family one of its own Housing Choice Vouchers, then WHEDA Agent is free to use the funding that was needed to support this portable family for other families on the waiting list.

When WHEDA is the Receiving PHA

The following procedures will be used:

WHEDA Agent does not redetermine eligibility for a portable family that was already receiving assistance in the initial PHA tenant-based program.

WHEDA Agent must provide assistance when a family has a right to lease up under portability.

The family must submit a Request for Tenancy Approval during the term of the Initial PHA's Voucher.

WHEDA Agent will require the Initial PHA to provide copies of the following items:

- 1) The current HUD-50058
- 2) Copies of the income verification for the current HUD-50058
- 3) Copies of the citizen/eligible immigrant verification
- 4) A copy of the family's voucher
- 5) The Portability Form, HUD-52665, with Part 1 completed
- 6) (Optional) Family Self-Sufficiency information if the family is participating in FSS

WHEDA Agent will promptly notify the Initial PHA if the family does not submit a Request for Tenancy Approval by the date specified.

WHEDA Agent shall recertify family income initially for the purpose of determining housing assistance payments. All the functions normally associated with providing assistance to a family on our own voucher program will be performed, including lease approval, annual recertification and unit inspection.

WHEDA Agent will promptly notify the initial PHA that they are administering this family after the unit has been inspected and passes, and the lease and Housing Assistance Payment (HAP) Contract have been signed.

At any time the initial PHA or WHEDA Agent may make a determination to deny or terminate assistance to the family in accordance with program regulations.

WHEDA Agent may deny or terminate assistance for action or inaction of the family.

Denial or Termination of Assistance

WHEDA Agent may at any time deny assistance to a family for reasons including:

- If the family violates any "family obligation" as listed on the Voucher form.
- If any member of the family has been evicted from federally assisted housing in the last five years.
- If a PHA has ever terminated assistance under the Voucher program for any member of the family.
- If any family member commits fraud, bribery, or another corrupt or criminal act regarding any federal housing program.
- If the family currently owes rent or other amounts to WHEDA or to another PHA in connection with Section 8 or public housing programs.
- If the family has not reimbursed any PHA for amount paid to an owner under a HAP contract for: rent, damage to unit, and other amounts owed by family under the lease. (Note: WHEDA may offer a family the opportunity for a repayment agreement. WHEDA may prescribe the terms of the agreement.)
- If the family breaches an agreement with WHEDA Agent to pay amounts owed to WHEDA, or amounts paid to an owner by a PHA.
- If the family is a FSS participant and fails to comply, without good cause, with the FSS contract of participation.

- If the family has engaged in or threatened abusive or violent behavior towards WHEDA personnel or WHEDA Agents' personnel.

Denial of Admission for Drug Abuse and Other Criminal Activity

WHEDA Agent may prohibit admission of a household if WHEDA determines that any household member is currently engaged in or has engaged in criminal activity during a reasonable time before the admission that:

- Is drug related
- Is violent
- May threaten the health, safety or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity
- May threaten the health or safety or the owner, property management staff or persons performing work on behalf of WHEDA.

An applicant must not have engaged in the activities (listed above) during the past three years in order to qualify for a Housing Choice Voucher.

- If WHEDA Agent previously denied admission to a household due to criminal activity, WHEDA Agent may reconsider the applicant if there is "sufficient evidence" that members of the household:
 - 1) are not currently engaging in such criminal activity; or
 - 2) have not engaged in such criminal activity for a minimum of three years prior to admission.
- "Sufficient evidence" might consist of a certification by a household member with supporting documentation (verified by the WHEDA Agent) from one of the following sources: probation officer, landlord, neighbors, social service agency workers, criminal records, or any other source that would document "sufficient evidence".
- The term "currently engaging in" for WHEDA Agent denial decisions refers to behavior occurring recently enough to justify a reasonable belief that the behavior is current.

SPECIAL PROVISIONS FOR THE USE OF TARGETED VOUCHERS

Currently WHEDA does not receive HUD funding targeted for specific groups or household categories, such as Welfare-to-Work Voucher Program, Mainstream Housing Opportunities for Persons with Disabilities, Family Unification Program. Should targeted funding become available in the future, and should WHEDA apply for this funding, WHEDA will revise its PHA Plans and Administrative Plan to comply with Program regulations.

OCCUPANCY POLICIES

Definition of a Family:

A family is either a single person or a group of persons and includes, but is not limited to:

- A family with or without children (temporary absence of a child from the home to placement in foster care shall be considered in determining family composition and size)
- An elderly family which is defined as:
 - 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;
 - one or more persons at least 62 years of age living with one or more live-in aides.
- A disabled family which is defined as:
 - a family whose head, spouse or sole member is a person with disabilities;
 - Two or more persons with disabilities living together;
 - One or more persons with disabilities living with one or more live-in aides.
- A displaced family is defined as:
 - one in which each member or sole member is a person displaced by governmental action;
 - or a person whose dwelling has been damaged or destroyed by a formally recognized disaster.
- The remaining member of a Housing Choice Voucher family. This is a family member of an assisted family who continues to be qualified for the Voucher when other members of the family have left the program.
- A single person who is not elderly or displaced, or a person with disabilities, or the remaining member of a tenant family.

Factors in determining eligibility shall be in accordance with HUD's criteria as well as any permissible additional criteria established by WHEDA. Eligibility factors are:

- The applicant must be a "family" as defined above.
- The family must qualify as very-low income.
- All family members six years or older must provide a Social Security Number or family must certify that they do not have one.
- Applicant(s) must furnish evidence of citizenship or eligible immigrant status.
- "Low-income" families who are 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 Voucher program.

Families may be declared ineligible for the following reasons:

- Household income is over income limits;
- Families whose income is within the applicable income limit but whose Total Tenant Payment (TTP) equals or exceeds the Payment Standard;
- Past participants in the Section 8 Housing Choice Voucher Program and former Public Housing tenants of any Housing Authority who failed to satisfy liability for unpaid rent or tenant damages;
- Applicants who have committed fraud in any Federal housing assistance program or violated family obligations under the Section 8 Program.
- Family vacated unit in violation of lease agreement.
- Family fails to submit evidence of citizenship or eligible immigration status. Assistance must be denied based on noncitizen rule regulations and applicable informal hearing procedures.
- A family may not receive the benefit of Housing Voucher assistance while receiving one of the following other Section 8 or Section 23 Housing Assistance:
 - 1) Section 101 rent supplements;
 - 2) Section 236 rental assistance payments;
 - 3) or other duplicated Federal (e.g. FmHA Section 521 Program), State or local housing subsidy, as determined by HUD.

Families declared ineligible will be given written notice as prescribed in HUD's regulations. The notice shall contain information regarding the applicant's right to request a hearing and instruction on how to request a hearing.

Verification of Income

Verification of income will be done through third party verification, written, telephone, or review of documents. Child care and medical expenses shall also be verified.

Calculation of the gross family contribution will be on HUD forms and determined in accordance with schedules and criteria established by HUD for all Section 8 Housing Voucher Programs administered by WHEDA and it's Agents.

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 Housing Choice Voucher program.

Example: If a low-income public housing resident who was to be relocated after being issued a Housing Choice Voucher moves temporarily to a domestic abuse shelter, the family may be deemed over-income and therefore ineligible when the family was ready to be issued a Voucher. WHEDA Agent will consider a family eligible to receive the Voucher if they family was housed in a temporary residence, such as a shelter, despite the family's income.

WHEDA Agent may also approve admission of a "low-income" family if by doing so will reduce the total subsidy cost. Example: two sisters want to live together. Individually they meet the

very low-income limit. Together they exceed the very low-income limit, but not the low-income limit. It would be less expensive to house them in a two-bedroom unit rather than in two one-bedroom units.

WHEDA Agent will also continuously assist those families who are in project-based subsidized units and the owner has elected to opt out of the HAP contract. Family's who move into the project-based development after the owner has submitted the 120-day notice to HUD, but before the end of the HAP contract, will be given a HCV if funding is available. Should the project be eligible for enhanced Vouchers, this Voucher will be subject to the normal WHEDA HCV regulations.

ENCOURAGING OWNERS OUTSIDE AREAS OF POVERTY/MINORITY CONCENTRATION

For the most part, WHEDA administers the Housing Choice Voucher program in rural areas across the State of Wisconsin. WHEDA encourages the participation of rural rental property owners. Information about landlords is provided to potential Voucher program participants during the briefing session.

ASSISTANCE TO FAMILIES THAT INCLUDE PERSONS WITH DISABILITIES

See specific sections on:

- 1) Family Briefing;
- 2) Required Voucher Holder Packet Items;
- 3) Issuance of Vouchers;
- 4) Procedures for Setting and Revising Payment Standards.

ASSISTANCE TO BE PROVIDED TO APPLICANTS AND PARTICIPANTS CLAIMING ILLEGAL DISCRIMINATION

WHEDA Agent will provide applicants and participating families with the HUD-903 Housing Discrimination Complaint form and printed instructions on how to complete and file a housing discrimination complaint.

If requested, WHEDA Agent will assist families with completing the Housing Discrimination Complaint form.

Persons claiming housing discrimination and filing a complaint may receive a 30-day extension on the initial term of their Voucher for continuing their housing search.

TENANT SCREENING

WHEDA Agent does not screen applicants for family behavior or suitability for tenancy. It is the owner's responsibility to screen potential residents.

INFORMATION TO BE PROVIDED TO PROSPECTIVE OWNERS

WHEDA Agent will provide prospective owners:

1. The family's current and prior address (as shown in the applicant's file); and
2. The name and address (if known) of the landlord at the family's current and prior addresses.

WHEDA Agent will not provide any additional information it possesses about the family.

POLICIES DENYING OWNER PARTICIPATION IN THE PROGRAM

WHEDA Agent will not approve an assisted tenancy if it has been notified that the owner is debarred, suspended, or subject to a limited denial of participation.

WHEDA Agent will not approve a unit when directed by HUD if:

- Federal action is pending on government-instituted administrative or judicial action against owner for a Fair Housing or other federal equal opportunity requirement violation; or
- A court or administrative agency has determined that the owner violated Fair Housing or other federal equal opportunity requirements.

WHEDA Agent will not approve an assisted tenancy if the owner of the unit is the parent, child, grandparent, grandchild, sister or brother or any member of the family unless approving the unit would provide reasonable accommodation for a family member who is a person with disabilities.

WHEDA Agent will deny approval to lease a unit from an owner if the owner has:

- Violated his/her obligations under a Section 8 HAP contract.
- Committed fraud, bribery or any other corrupt or criminal act involving any federal housing program.
- Engaged in any drug-related or violent criminal activity.
- A history or practice of non-compliance with HQS for tenant-based programs or with applicable standards for other federal housing programs.
- A history or practice of failing to terminate the tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity engaged in by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
 - threatens the right to peaceful enjoyment of the premises by other residents;

- threatens the health or safety of residents, employees of WHEDA or the owner, or other persons engaged in management of the housing;
- threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or
- is drug-related criminal activity or violent criminal activity.
- A history or practice of renting units that fail State or local housing codes.
- Not paid State or local real estate taxes, fines or assessments.

WHEDA SUBSIDY STANDARDS

Standards Used to Issue
Housing Choice Voucher

Housing Choice Voucher Size (BR=Bedroom)	Minimum No. of Persons in Household	Maximum No. of Persons in Household	Unit Size (BR=Bedroom)
0-BR	1	1	0-BR
1-BR	1	2	1-BR
2-BR	2	4	2-BR
3-BR	3	6	3-BR
4-BR	4	8	4-BR
5-BR	5	10	5-BR

Voucher size issuance

The appropriate unit size for a family must be listed on the family’s voucher.

Factors considered in unit size assignment include: number of persons, relationship of persons, sex and age of persons, and the need to avoid overcrowding, maximize use of space and minimize subsidy costs.

Determining Family Unit Size

WHEDA has established a subsidy standard that provides for the smallest number of bedrooms needed to house the family without overcrowding and complies with the HQS space requirements. WHEDA Agent will consistently apply the subsidy standard for all families of the same size and composition.

Other applicable requirements include:

- A child temporarily absent because of placement in foster care is considered a family member in determining family size.
- A family that consists of **only** a pregnant woman must be treated as a two-person family.
- Any live-in aide must be counted in determining unit size.
- A single-person household (without a live-in aide) must be either a zero- or one-bedroom subsidy size.

- A single person who is not a remaining family member, disabled or elderly may get only a zero- or one-bedroom unit and is not eligible for an exception.

WHEDA Agent may grant an exception based on age, sex, health, handicap, relationship of family members, or other personal circumstances.

Effect of Family Unit Size on Maximum Subsidy

The family unit size is used to determine the maximum rent subsidy for a family. For a voucher tenancy, the payment standard is established by number of bedrooms.

The payment standard amount for a family shall be the lower of the payment standard amount for the family unit size, or the size of the unit rented by the family.

Unit Selected

HQS allows two persons per bedroom or living/sleeping room.

Children of the opposite sex, other than very young children, may not be required to occupy the same bedroom or living/sleeping room.

Each sleeping room must have a window, which must be openable if so designed, and two working electrical outlets or one working electrical outlet and one working permanently installed light fixture.

There are no requirements for square footage, closets, doors, or access within unit.

Actual Unit Size Selection

Families may select larger units than listed on their voucher.

Families may select smaller units than listed on their voucher if the units selected have at least one bedroom or living/sleeping room for each two persons in the household.

The Utility Allowance used is always for the unit size selected.

Occupancy Range Example

	Table 1	Table 2
Issued Bedroom Size	3	3
Selected Unit Size	4	2
Applicable Payment Standard	3	2
Utility Allowance	4	2

LENGTH OF TIME A FAMILY MAY BE ABSENT FROM THE DWELLING UNIT

A family absence means that no member of the family shown on the lease is residing in the assisted unit. A family cannot be absent from the assisted unit for a period of more than 120 consecutive days in any circumstance or for any reason.

WHEDA Agent will verify family absence or occupancy by:

- Mailing a written request to the family's unit asking the family to contact the Agent
- Phoning the family at its unit
- Phoning the family's head of household at its place of employment
- Making a home visit with the family
- Questioning the family's landlord or neighbors

A family must supply WHEDA Agent any requested information or certification to verify that the family is residing in the unit, or relating to family absence from the unit. The family must promptly notify WHEDA Agent of absences from the unit, including information on purpose of absence.

Housing assistance payments, HAP Contract and assisted lease terminate if the family is absent for longer than 120 days. The owner must reimburse WHEDA Agent for any HAP paid to cover the time after termination.

If housing assistance payments were suspended during the time of the absent, WHEDA Agent will resume assistance payments as long as the absence has not exceed 120 days.

A family may be readmitted after an absence as long as the family has supplied WHEDA Agent with the requested information and the absence has not exceeded 120 days.

A family may be absent from the assisted unit for a period of up to 120 days due to vacation, hospitalization and/or rehabilitation at a skilled care facility, death in the family, or imprisonment not related to violence or drug trafficking.

ELIGIBILITY IN CASE OF A FAMILY DISSOLUTION

WHEDA Agent will determine which family members continue to receive assistance if a family breaks up. Factors to be considered in making this decision may include:

1. Whether assistance stays with family members remaining in original assisted unit.
2. Interest of minor children or of ill, elderly, or disabled family members.
3. Family members were forced to leave unit as a result of actual or threatened physical violence against family members by a spouse or other member of household.

NOTE: In cases where a court determines the disposition of property between members of the assisted family in a divorce or separation under a settlement or judicial decree, WHEDA Agent is bound by the court's determination of which family members continue to receive assistance in the program.

INFORMAL REVIEW PROCEDURES

Informal reviews are required if there has been a decision concerning a family's listing on the waiting list, their Voucher issuance, or the family's participation/eligibility in the program.

If, as a result of the interview and/or verification, the applicant is determined ineligible by WHEDA Agent, the applicant will be informed of the reasons for the determination. The notice will state:

- the reasons why the applicant is ineligible;
- the family's right to request an informal review; and
- the deadline date (10 days from the notice date) for the family to submit its written request to WHEDA's Agent.

WHEDA's Agent will establish a mutually convenient date and time for the informal review, and send a written confirmation to the applicant. An informal review should be held as soon as possible after receipt of the applicant's request, or no longer than 20 days.

A person other than those who made or approved the decision or their subordinates will conduct all informal reviews. This person will be the Reviewing Officer and will conduct the informal review.

During the informal review, applicants may present oral or written objections to the decision to deny.

After the informal review is completed, the Reviewing Officer will notify the applicant within 10 days and in writing of the final decision and state the reasons for its determination.

All requests for a review, supporting documentation, and copy of the Reviewing Officer's final decision will be retained in the family's file for a period of three years.

WHEDA Agent is not required to conduct informal reviews for established policies and procedures, such as:

- Determination of the family unit size under WHEDA's subsidy standards
- Determination that a unit does not meet or comply with HQS or are not in accordance with Family Size
- Disapproval of Owner's Lease
- Determination not to approve an extension or suspension of a Voucher term
- General policy issues or class grievances
- Discretionary administrative determinations

Applicants have the opportunity to dispute the accuracy and relevance of a criminal record. Applicants will be provided with an opportunity for an informal review before denial of admission, and the applicant will be provided with a copy of the criminal record before the informal review.

INFORMAL HEARING PROCEDURES

Program participants have the opportunity for an informal hearing to consider decisions regarding:

- Calculation of TTP or Tenant Rent;
- Eligible Immigration Status;
- Determination of appropriate utility allowance from WHEDA's utility allowance schedule;
- Termination of assistance;
- Determination of unit size for participants under WHEDA's subsidy standards; and
- Denial of a hardship exemption to the minimum rent requirement.

WHEDA Agent is not required to conduct informal hearings for the following:

- Rejection of unit that fails HQS;
- Refusal to extend or suspend a Voucher term;
- Discretionary administrative determinations by WHEDA or its Agent;
- General policy issues or class grievances;
- How WHEDA established its utility allowance schedule;
- WHEDA Agent determination not to approve a unit or lease;
- Determination that a unit does not meet HQS due to family size or change in composition; and
- A determination to exercise or not to exercise any rights or remedy against the owner under the HAP Contract.

Participants will have an opportunity for an informal hearing before WHEDA Agent terminates or reduces the HAP for a family under an outstanding HAP contract for:

- Determination that a regular tenancy family is over housed or that the family is denied an exception to the subsidy standards.
- Determination to terminate assistance for participant family because of family's action or failure to act.
- Determination to terminate assistance because the family has been absent from the assisted unit for longer than HUD rules or WHEDA policy allow.

WHEDA Agent will notify the family when the family asks for an explanation of the basis of the determination of:

- The family's annual or adjusted income and its use to compute the HAP.
- Appropriate utility allowance (if any) for tenant-paid utilities from WHEDA's schedule.
- Family voucher size under WHEDA's subsidy standards.

If the family does not agree with WHEDA Agent's determination, the family may request an informal hearing on the decision.

WHEDA Agent will give the family prompt written notice that the family may request a hearing for the other decisions which require a hearing. The notice will:

- contain a brief statement of the reasons for the decision;
- state that if the family does not agree with the decision the family may request an informal hearing; and
- state the deadline date (10 days from the notice date) for the family to submit its written request to WHEDA's Agent.

WHEDA's Agent will establish a mutually convenient date and time for the informal hearing, and send a written confirmation to the family. An informal hearing should be held as soon as possible after receipt of the family's request, or no longer than 20 days.

A person other than those who made or approved the decision or their subordinates will conduct all informal hearings. This person will be the Hearing Officer and will conduct the informal hearing.

Before the hearing, the family has the opportunity to examine the documents directly relevant to the hearing. Documents include records and regulations. The family may copy the documents at its own expense.

WHEDA Agent must be allowed to copy, at its expense, family documents/evidence. If the family does not make the documents available, the family may not rely on the document at the hearing.

The family has the right to legal counsel, at its own expense.

Both the family and WHEDA Agent will have the opportunity to present evidence and question witnesses.

After the informal review is completed, the Hearing Officer will notify the family within 10 days and in writing of the final decision and state the reasons for its determination.

WHEDA Agent is not bound by the hearing decision if:

- WHEDA Agent is not required to provide an opportunity for a hearing.
- The decision exceeds the authority of the Hearing Officer.
- The decision is contrary to HUD regulations or requirements.
- The decision is contrary to federal, state or local law.

If WHEDA Agent determines it is not bound by a hearing decision, WHEDA Agent will promptly notify the family in writing and provide the reasons that the decision is not binding.

All requests for an informal hearing, supporting documentation, the Hearing Officer's final decision and, if applicable, the subsequent determination will be retained in the family's file for a period of three years.

If WHEDA Agent proposes to terminate assistance for criminal activity as shown by a criminal records, the family will be provided with a copy of the criminal record before the informal hearing. The family will be given the opportunity to dispute the accuracy and relevance of the criminal record.

Determination of Ineligible Immigration Status

A participating family may request an informal hearing within 30 days of receipt of the ineligibility determination from the U.S. Immigration and Naturalization Service (INS) or WHEDA Agent's decision to delay, terminate, or deny assistance.

All denial or termination of assistance documents related to immigration status will be kept in the family's file for a minimum of five years. Documents include any applications for initial or continued assistance.

With good cause, WHEDA Agent may extend the period to request an informal hearing related to immigration status.

PROCEDURES FOR SETTING AND REVISING PAYMENT STANDARDS

In conjunction with HUD's annual publication of the fair market rents (FMRs) for Wisconsin, WHEDA establishes a payment standard for each unit size (number of bedrooms, including zero-bedroom) for each county where it administers the Housing Choice Voucher Program.

WHEDA establishes the payment standard amount for a unit at any level between 90% and 110% of the published FMR for that unit size.

WHEDA confers with its Agents throughout the year or annually to assess rural area trends and markets, and WHEDA may refer to data or information from other statewide housing programs it administers, before setting or revising payment standards.

WHEDA may establish a higher payment standard within the basic range (90%-110%) if required as a reasonable accommodation for a family that includes a person with disabilities.

WHEDA Agent will utilize the payment standard to calculate the monthly housing assistance payment for a family. The "payment standard" is the maximum monthly assistance payment for the family (before deducting the total tenant payment by the family).

The payment standard is the lower of:

- The payment standard amount for the family unit size; or
- The gross rent amount for the size of the dwelling unit rented by the family.

If WHEDA changes the payment standard **resulting in a lower payment standard** amount during the term of a HAP contract, WHEDA's Agent will determine the payment standard for the family as follows:

At the First Regular (Annual) Reexamination:

Step 1 - WHEDA's Agent will determine the payment standard for the family using the new lower payment standard amount; and then

Step 2 - WHEDA's Agent will compare the payment standard amount from Step 1 to the payment standard amount last used for the family. The Agent will use the higher of these two amounts as the payment standard for the first regular reexamination following the decrease in the payment standard amount.

WHEDA's Agent will advise the family that the application of the decreased payment standard amount will be deferred until the family's second regular reexamination following the effective date of the decrease in the payment standard amount.

At the Second Reexamination:

The lower (decreased) payment standard amount is used, unless WHEDA has subsequently increased the payment standard amount.

If WHEDA changes the payment standard **resulting in an increased payment standard** amount during the term of the HAP contract, the increased payment standard amount is used to calculate the monthly housing assistance payment for the family: at the effective date of the family's first regular reexamination on or after the effective date of the increase in payment standard amount.

If the **family unit size changes** during the term of the HAP contract, the new family unit size must be used to determine the payment standard amount: at the family's first regular reexam after the change in the family unit size regardless of any increase or decrease in the payment standard.

METHOD FOR DETERMINING RENT REASONABLENESS

The purpose of the rent reasonableness test is to assure that:

- A fair rent is paid for units selected for participation in the Section 8 program, and
- The program does not have the effect of inflating rents in the community.

Rent reasonableness determinations must be made before WHEDA Agent approves the initial rent to owner.

WHEDA Agent must redetermine the reasonable rent:

- Before any increase in the rent to owner.
- If there is a five percent decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary.
- If directed by HUD.

WHEDA Agent may also redetermine the reasonable rent at any other time as market conditions warrant.

WHEDA Agent must document on a case-by-case basis that the approved rent is reasonable based on current rents for comparable unassisted units.

The PHA's comparability system must take into consideration:

- Location
- Size
- Type
- Quality
- Age of unit
- Amenities
- Housing services provided
- Maintenance provided
- Utilities provided

Owner Certification

By accepting each monthly payment from WHEDA's Agent, the owner certifies that the rent to owner is not more than the rent charged by the owner for comparable unassisted units.

The owner must give WHEDA Agents information regarding rents charged for other units.

Rent Controlled Units

In addition to the rent reasonableness limits set by HUD, the amount of rent to owner may also be subject to rent control limits under State or local law.

Other Fees and Charges

The cost and value of meals and supportive services may not be included in the calculation of rent to owner.

The lease may not require the family members to pay charges for meals and supportive services, and non-payment of such charges is not grounds for termination of tenancy.

The owner may not charge the tenant extra amounts for items customarily included in rent in the locality, or provided at no additional cost to unsubsidized tenants in the premises.

Rent Increases in the HCV Program

After the initial term of the lease, the owner may increase the rent.

The owner must notify WHEDA Agent in writing of the increase at least 60 days before the change is to be effective.

Changes in rent charges are subject to rent reasonableness requirements.

Approval of tenancy and execution of a new HAP contract **are not** required for a change in the amount of rent to owner.

Maximum Rent at Initial Occupancy

The only limitation on the amount of rent to owner is rent reasonableness.

At the time a family initially receives tenant-based assistance for occupancy of a dwelling unit, if the gross rent for the unit is greater than the payment standard for the family, the family share may not exceed 40 percent of the family's monthly-adjusted income. *This limit applies to admission to the program and whenever a family moves thereafter.*

The determination of adjusted monthly income must be based on verification received by WHEDA's Agent no earlier than 60 days before the voucher is issued.

POLICIES ON THE USE OF SPECIAL HOUSING TYPES

WHEDA will not allow the Housing Choice Voucher to be used in the following special housing types:

- homeownership,
- single room occupancy (SRO) housing,
- congregate housing,
- shared housing, group homes,
- cooperative housing, and
- space rentals for family-owned manufactured housing (mobile homes).

WHEDA will permit the use of the following special housing types if it is needed as a reasonable accommodation to make the program readily accessible to and usable by persons with disabilities. WHEDA will make determinations on a case-by-case basis.

- SRO housing,
- congregate housing,
- shared housing,
- group homes, and
- cooperative housing.

POLICIES ON PAYMENT OF MONIES OWED BY A FAMILY TO WHEDA

(Assumes tenant error, not WHEDA Agent's failure to properly certify)

"If a tenant fails to supply required reports of interim changes in income or other factors, or submits incorrect information on any application, certification or recertification and, as a result, is charged a rent less than the amount required by HUD's rent formulas, the tenant must

reimburse WHEDA for the difference between the rent the tenant should have paid and the rent he/she was charged.

When WHEDA's Agent becomes aware that a resident may have provided inaccurate and/or incomplete information resulting in overpayment of HAP on behalf of the resident, WHEDA's Agent should notify the resident of the discrepancy in writing. The resident should be given 10 calendar days to respond and should be advised that their current rent could be raised to contract rent if no response is received.

WHEDA's Agents are to correct tenant rent payments, execute repayment agreements with tenants and, if necessary, file a civil action. The line of reasoning behind this authorizing action is twofold: 1) to correct the deficiencies and ensure that tenants are receiving no more than the amount of assistance for which they are qualified. . . and 2) to actively seek recovery of overpaid subsidy.

An interim recertification must be completed and signed by the resident to correct past assistance payments. **It is strongly encouraged** that WHEDA's Agents have the resident also execute a repayment agreement at the same time, if applicable. A copy of the repayment agreement, letters to the resident or other documentation detailing the efforts to collect the overpaid subsidy **must** be maintained in the residents' file.

WHEDA's Agent is not required to immediately reimburse WHEDA/HUD for overpayments of assistance where the overpayment was caused by the tenant's submission of incorrect information. Repayments are required when and as tenants repay in accordance with an agreed upon repayment plan. However, as stated above, WHEDA's Agents are required to actively seek recovery of overpaid subsidy.

WHEDA will allow our Agents to retain the greater of (24CFR 792.202):

1. Fifty percent of the amount it actually collects from the administrative repayment agreement; or
2. Reasonable and necessary costs that WHEDA's Agent has incurred related to the collection from the administrative repayment agreement. Reasonable and necessary costs may include the costs of the investigation, legal fees and collection agency fees.

If WHEDA incurs costs on behalf of the Agent related to the collection from the administrative repayment agreement, these costs will be deducted from the amount to be retained by WHEDA's Agent.

WHEDA will only use the amount of the recovery it is authorized to retain in support of the Section 8 program in which fraud occurred. The remaining balance of the recovery proceeds will be applied directly back to WHEDA to be used in WHEDA's Housing Choice Voucher program or returned to HUD.

Resident's Responsibility

If a resident leaves the Housing Choice Voucher program without having complied with the terms of the payback agreement, and WHEDA's Agent has made all reasonable efforts to collect the money, WHEDA's Agent will not be held responsible for the unpaid portion. Documentation of the collection effort must be maintained in the resident's file.

INTERIM RE-EXAMINATIONS OF INCOME AND HOUSEHOLD COMPOSITION

An interim review and/or inspection will be conducted for the following reasons:

1. Changes in household income;
2. Changes in household composition;
3. Change of unit.

The family and owner will be notified of the results of the reexamination and the effective date of the change.

- If the tenant's rent increases because of an interim adjustment, WHEDA Agent must give the tenant 30 days advance notice of the increase. The effective date of the increase will be the first of the month commencing after the end of the 30-day period.
- If the tenant's rent decreases because of an interim adjustment, WHEDA Agent must make the decrease effective the first day of the month commencing after the date of the action which caused the decrease. A 30-day notice of a rent decrease is not required.

The family must report changes in household income and composition within fifteen (15) days after the change occurs. Failure to report changes could result in loss of rent assistance. If a household's income increases by more than \$100.00 per month, an interim recertification will be completed to reflect this increase in income.

However, if a family who is at zero income reports a change in household income, an interim recertification will be completed for this family even if the change is less than \$100.00 per month.

WHEDA Agent may refuse to process an interim recertification when the tenant reports a decrease in income only if:

1. The decrease was caused by a deliberate action of the tenant to avoid paying rent (example: The tenant quits a job in order to qualify for a lower rent and that can be documented in the record.)
2. WHEDA Agent receives confirmation that the decrease will last less than one month. (Example: An employer states that a tenant will be laid-off for only two weeks.)

WHEDA Agent may delay (but not refuse) processing an interim recertification if it has been confirmed that the tenant's income will be partially or fully restored within two months. Processing may be delayed only until the new income is known. (Example: The tenant has lost a job and unemployment payments will begin within 4-6 weeks) Once the processing of the

recertification is completed, any reduction of rent shall be made retroactive the first day of the month commencing after the date of the action which caused the decrease.

A family does not have to report an interim increase in Social Security or SSI.

MINIMUM RENT

HUD requires that PHA's implement a minimum rent of \$0.00 to \$50.00. WHEDA and its agents will use **\$25.00** as the minimum rent.

The family must pay the greater of 30% of their adjusted monthly income, 10% of its Monthly Unadjusted Income for rent, or a minimum of \$25.00.

WHEDA's Agent must grant an exemption from the minimum rent requirement to any family unable to pay the amount due to financial hardship unless the hardship is temporary. Financial hardship includes:

1. Family has lost eligibility or is awaiting an eligibility determination for a Federal, State, or local assistance program;
2. Family would be evicted as a result of imposing the minimum rent requirement;
3. Family income has decreased because of changed circumstances including the loss of employment;
4. Death in the family;
5. Other circumstances as determined by WHEDA, its agent or HUD.

WHEDA Agent must notify all families:

1. Of the right to request minimum rent hardship exceptions; and
2. That the hardship determinations are subject to WHEDA's informal hearing procedures.

If a family requests a minimum rent hardship exception, WHEDA's Agent must suspend the minimum rent charge and adjust the HAP payment effective the beginning of the month following the family's hardship request.

- WHEDA's Agent may request documentation of the hardship and must determine promptly whether a hardship exists and whether it is temporary or long term.
- If WHEDA's Agent determines that no hardship exists, the minimum rent is imposed retroactively to the time of suspension.
- If the hardship is determined to be temporary:
 1. The minimum rent may not be imposed for a period of 90 days from the date of the family's request.
 2. At the end of that period, the minimum rent is imposed retroactively to the time of suspension.

3. A reasonable repayment agreement to cover minimum rent charges accumulated during the suspension must be offered.
- If the HA determines the hardship to be of long-term duration, the family receives an exemption until the hardship no longer exists.

FAMILY MOVES

WHEDA Agent will prohibit any move by the family during the initial year of assisted occupancy (rent-up). Families are limited from making more than one move during any one-year period. However, WHEDA Agent may look at extenuating circumstances in which a move other than once a year would be warranted (i.e., employment in different location, health & safety issue, owner issues, etc.).

ADMINISTRATIVE FEE RESERVES

Currently WHEDA does not have an administrative fee reserve for the Housing Choice Voucher Program. Should WHEDA establish an administrative fee reserve, the Executive Director, Deputy Executive Director, Director of Asset Management, or the Manager of Asset Management would be authorized to approve use of these funds.

GUIDELINES AND STANDARDS FOR HQS INSPECTIONS

Housing leased under the program will abide by Housing Quality Standards requirements outlined by HUD.

WHEDA Agent will conduct HQS inspections:

- Before a HAP contract can be signed
- At least annually for each assisted unit
- When requested by the family, owner or general public (Complaint Inspections)
Violations resulting from complaint inspections are treated in the same manner as annual inspection violations. Failure to comply with violation notices issued from complaint inspections result in abatement of payment to owners and/or termination of program assistance for tenants. Complaint inspections should be scheduled based upon the nature of the complaint. Staff that receive complaints should distinguish between emergency (life threatening) and routine matters and act accordingly.

WHEDA Agent will utilize HUD's inspection checklists:

- HUD 52580-A (long version) at initial inspections; and
- HUD-52580 (short version) for annual inspections

At initial inspections, units not meeting HQS must be repaired and re-inspected, with a passing score, before a HAP contract can be executed.

If the unit fails inspection, WHEDA Agent will provide the owner/landlord with a detailed list of items that must be corrected and provide the landlord a reasonable period of time to make repairs.

Owners who are required to make repairs shall under normal circumstances be required to do so within 30 days. WHEDA Agent, however, realizes that major repairs may take additional time and may, upon request with a reasonable explanation, extend the time to a period of not more than 60 days.

If repairs are not completed within the required time, WHEDA Agent will notify the landlord in writing of WHEDA Agent's abatement of payment. A copy of this letter will be sent to the tenant. Upon completion of all repairs, designated staff will reinspect the unit.

If WHEDA determines that a failed item is a "health and safety" issue, the owner/landlord will be given 72 hours in order to remedy the issue. Examples of health and safety issues include but are not limited to: smoke detectors that are not working, infestation problems (mice, rats, insects, etc.), hazardous materials lying around, etc.

WISCONSIN HOUSING & ECONOMIC DEVELOPMENT AUTHORITY

VOUCHER PROGRAM

<u>AGENT NAME (S) & ADDRESS (S)</u>	<u>COUNTY/COUNTIES SERVED</u>	<u>CONTRACT ID #</u>
Denise Loveland - President Horizon Management Group PO Box 2829 La Crosse, WI 54602-2829 608-784-2935 dloveland@centurytel.net	Buffalo Calumet Clark Green Green Lake Jackson Kenosha	922 912 922 922 922 922 912/917
Kay Hanna - Voucher Administrator Horizon Management Group N1095 Sleepy Hollow Rd. Denmark, WI 54208 920-776-2191 horizonk@tds.net	Kewaunee Manitowoc Marquette Ozaukee Pepin Rock Sheboygan Vernon Washington Waupaca Waushara	912 912 922 915 922 917 916 922 915 922 922

Robert Koller - Executive Director Linda Jarvey/Debbie Vandenlangenberg Voucher Administrators NEWCAP, Inc. 1201 Main St. Oconto, WI 54153 920-834-4621 or 800-242-7334 920-834-4887 (fax) debbievan@newcap.org lindajarvey@newcap.org robertkoller@newcap.org	Florence Forest Langlade Oconto Oneida Vilas Iron Price	904 909

Michael Morrissey, Executive Director Wendy Jasurda – Public Housing Manager Mary Fisher - Voucher Administrator Wausau CDA 550 E. Thomas St Wausau, WI 54403-6442 715-845-4144 FAX: 715-843-5167 wsjasurda@mail.ci.wausau.wi.us	Marathon	905

Fred Hebert - Executive Director	Adams	908
Lisa Williams – Voucher Administrator	Columbia	
Central WI CAC, Inc.	Rusk	909
1000 Highway 13	Taylor	
PO Box 430	Washburn	
Wisconsin Dells, WI 53965		
608-254-8353		
FAX: 608-254-4327		
cwcac.lisa@verizon.net		
cwcac.joan@verizon.net (Fred's e-mail)		

Linda Ring Weber - Executive Director	Walworth	911
Housing Authority of Walworth County		
35 S Wisconsin St		
Elkhorn, WI 53121		
262-723-6123		
Fax: #262-723-2079		
wcha@genevaonline.com		

Greta Hansen - Executive Director	Jefferson	918
Barb Goble		
Community Action Coalition for So. Central WI		
1717 N. Stoughton Rd.		
Madison, WI 53704-2605		
608-246-4730 X 83		

Jean Carlson – Voucher Administrator
Community Action Coalition for So. Central WI
114 E Main St
Watertown, WI 53094
920-262-9667 (Watertown Office)
608-246-4730 ext. 229 (Madison Office)
920-2622-9559 (fax)
jeanc@cacscw.org

Ron Schnyder - Executive Director	Lincoln	923
Rosemary Huber –Director of Client Services		
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P O Box 1141		
Wisconsin Rapids, WI 54495-1141		
715-424-2581		
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ronnccap@charter.net		

North Central CAP
Stacey Bartlet – Voucher Administrator
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Merrill, WI 54452
715-536-9581 (phone/fax)
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Barbara A. Ullom - Voucher Administrator

St. Croix/Pierce

924

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