



Brown County Housing Authority

100 North Jefferson Street
Room 608
Green Bay, Wisconsin 54301-5026
Fax: 920.448.3429

Robyn A. Haller
Housing Administrator
920.448.3414
rbhyma@brown-county-housing-authority.org

August 22, 2018

Carrie Poser
Wisconsin Balance of State Continuum of Care
PO Box 272
Eau Claire, WI 54702
Sent via email: carrie.poser@wibos.org

Re: Brown County Housing Authority Confirmation of Preference

Dear Ms. Poser:

Please accept this letter as confirmation that the Brown County Housing Authority (BCHA) offers a general homeless preference in our Housing Choice Voucher program. The BCHA's preferences are outlined on pages 4-14 through 4-15 of the enclosed Administrative Plan.

For the Federal FY 2017, 15 percent of the BCHA's new admissions were homeless upon admission to the Housing Choice Voucher program.

Furthermore, the BCHA discussed the Move On Strategy at its meeting on August 20, 2018, and will be discussed again at the September 24, 2018 meeting. I anticipate that they will approve the Move On Strategy of providing a preference to FSH participants who no longer need intensive services but only need the housing subsidy. If approved, it would change the preferences as indicated on the drafted amendment to the Administrative Plan which is also enclosed. I would be happy to provide confirmation of approval of this preference after the BCHA meeting.

If you need further information, please feel free to contact me at (920) 448-3414 or via email at rbhyma@brown-county-housing-authority.org. Thank you!

Sincerely,

Robyn A. Haller

Robyn Haller
Housing Administrator

RAH:ld
Enclosures



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

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

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

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

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

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

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

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

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

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

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

1



City of Green Bay
Department of Community and Economic Development

August 22, 2018

Carrie Poser
Wisconsin Balance of State Continuum of Care
PO Box 272
Eau Claire, WI 54702
Sent via email: carrie.poser@wibos.org

Re: Green Bay Housing Authority Confirmation of Preference

Dear Ms. Poser:

Please accept this letter as confirmation that the Green Bay Housing Authority (GBHA) offers a general homeless preference in our Public Housing program. The GBHA's preferences are outlined on pages 4-6 through 4-10 of the enclosed Admissions and Continued Occupancy Plan.

For the Federal FY 2017, 59 percent of the GBHA's new admissions were homeless upon admission to the Housing Choice Voucher program.

Furthermore, the GBHA will be discussing the Move On Strategy at its meeting this Thursday, August 23, 2018 and I anticipate that it will approve the Move On Strategy of providing a preference to PSN participants who no longer need intensive services but only need the housing subsidy. If approved, it would change the preferences as indicated on the drafted amendment to the Admissions and Continued Occupancy Plan which is also enclosed. I would be happy to provide confirmation of approval of this preference after the GBHA meeting.

If you need further information, please feel free to contact me at (920) 448-3414 or via email at rcobynh@greenbaywi.gov. Thank you!

Sincerely,

Robyn Hallett
Housing Administrator

RAHjd

Enclosures

100 North Jefferson Street, Room 608, Green Bay, Wisconsin 54301-5026
(p) 920.448.3400 (f) 920.448.3428 greenbaywi.gov

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

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

The HUD definition of homelessness is the following two categories:

- Category 1: an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- a. An individual or family with a primary nighttime residence that is a public or private place not intended for sleeping arrangements, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
 - b. An individual or family living in a supervised publicly or privately operated shelter, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals; or
 - c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

Category 2: Any individual or family who:

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

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

Families who claim they are domestic violence victims must provide written verification from either the law enforcement agency that reported the incident(s), a medical professional, or a social service case worker.

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

2

Eau Claire County Housing Authority

EAU CLAIRE COUNTY GOVERNMENT CENTER
721 OXFORD AVENUE, ROOM 1219
EAU CLAIRE, WISCONSIN 54703
(715) 839-6230

Georgia Grownhart PHM
Executive Director
georgia.grownhart@eau-claire.wisconsin.gov

August 16, 2018

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

Dear Jeanne:

Please find attached copies of the Preference page from our current Housing Choice Voucher Program Administrative Plan along with our planned updates per our 2019 Annual PHA Plan. We are currently in our 45-day comment period, which will be followed by a Public Hearing scheduled for October 15, 2018. Following the Public Hearing, the Housing Authority Board will review the plan for approval.

In 2017 we had a total of 35 new Housing Choice Voucher admissions, of those, 5 were homeless (about 14%).

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

Sincerely,

Georgia Grownhart
Georgia Grownhart
Executive Director

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>6.0(b)(1) below:</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>Eau Claire County Housing Authority, Eau Claire County Government Center, Room 1219, 721 Oxford Avenue, Eau Claire, WI 54703</p> <p>(1) Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.</p> <p>The PHA's Public Housing Admissions & Continued Occupancy Policy and Housing Choice Voucher Program Administrative Plan definitions of family have been revised as follows:</p> <ol style="list-style-type: none"> 1) ACOP was updated to incorporate HUD's No Smoking Rule effective 7/31/2018. Public Housing residents are not allowed to smoke within 25 feet of the building. 2) HCV Admin Plan updated to incorporate waiting list preference(s) if we are funded for HCV Admin Plan updated to incorporate waiting list preference(s) if we are funded for Mainstream HCV, as follows: <ul style="list-style-type: none"> -Non-Elderly, disabled persons/households -Non-elderly persons/households with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. 4) HCV Admin Plan updated to incorporate waiting list preference(s) if we are funded for Family Unification HCV. <ul style="list-style-type: none"> -Families with child/children without adequate housing - where child is in imminent danger of placement in out-of-home care -Families with children where child/children have been placed in out-of-home placement and may be reunited with family if the family can secure adequate housing -Youth between ages of 16-24 transitioning out of foster care, or have left, or will leave foster care within 90 days, and are homeless or at risk of becoming homeless. 5) HCV Admin Plan was updated with Board Resolution #18-05 establishing the Moving Up Program. Ten HCV will be set aside and made available to Permanent Supportive Housing (PSH) participants who are needing rent assistance to move on from the PSH program from Western Dairyland. 6) If we are not funded for either Mainstream or FUP HCV's, we will incorporate the following to update our Local Preference for both HCV Admin Plan and PH ACOP: <ul style="list-style-type: none"> -Involuntary Displacement (24CFR for definition) -Working Family (24CFR for definition)
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50073.1, for each current and open CFP grant and CFP financing.</p>

(3)



Commissioners

Shawnelle Gross, Chair
Miles Hartley, Vice Chair
Lester B. Wright, Jr., Treasurer
Terri Simnot-Chardukian, Commissioner
Charles Lemay, Commissioner

August 10, 2018

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

Dear Lisa:

This letter is to verify that the City of Kenosha Housing Authority has an established Homeless Preference. We are working with the community experts to provide Section 8 Housing Choice Vouchers to Homeless families and individuals who would benefit from rent assistance.

As for fiscal year 2017, we admitted 6 new homeless families or individuals into our Section 8 Housing Choice Voucher Program. That constitutes 6% of all new admissions were homeless at the point of admission.

Should you need any further information regarding our commitment to our community homeless population, please don't hesitate to ask. Good luck.

Sincerely,
CITY OF KENOSHA HOUSING AUTHORITY

Donna Cook
Donna Cook, Executive Director

625 - 52nd Street, Room 98 • Kenosha, Wisconsin 53140 • (262) 653-4120 • FAX (262) 653-4114
e-mail: dkenoshahousing@wi.rr.com



Kenosha Housing Authority Administrative Plan
Approved by KHA Board of Commissioners on

8. Family Unification Program Preference.

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

9. HOMELESS PREFERENCE:

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

- Category 1** – Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- (i) An individual or family with a primary nighttime residence that is a public or private place not meant for human habitation;
 - (ii) An individual or family living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregative shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
 - (iii) An individual who is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Category 2 – Individual or family who will imminently lose their primary nighttime residence, provided that:

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

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

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

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

Category 4 – Any individual or family who:

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

Treatment of Single Applicants

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

5.3

INCOME TARGETING

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

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

6.0

ASSIGNMENT OF BEDROOM SIZES (SUBSIDY STANDARDS)

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

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

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

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

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

July 25, 2018

The City of Sheboygan Housing Authority manages both Public Housing and a Housing Choice Voucher Program in the City of Sheboygan.

The local preferences for Public Housing are:

- 1) City of Sheboygan residency
- 2) Homelessness
- 3) Elderly
- 4) Disabled
- 5) Victims of domestic violence, dating violence and sexual assault
- 6) Families paying more than 50% of their income towards housing

The local preferences for the Housing Choice Voucher program are:

The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.

The PHA will offer a residency preference for a family that resides in the city limits of Sheboygan, or if the family includes a family member who works, or has been notified that they are hired to work in the city of Sheboygan.

The PHA will offer a preference for working families, where the head, spouse or sole member is employed part-time (20 hours per week or more). However, an applicant where the head and spouse or sole member is a person age 62 or older, or is a person with disabilities, they must also be given the benefit of this preference.

The waiting list will be organized in the following order:

1. Applicants who were terminated from the PHA's HCV program due to insufficient funding
2. Applicants who qualify for both the working preference and the residency preference
3. Applicants who qualify for the residency preference only
4. Applicants who qualify for the working preference only
5. Applicants who do not qualify for any preference

5

According to our records, we had 65 new admissions to Public Housing between 10/01/2016 and 9/30/2017, of which 19 were homeless. This numbers are not reflected on the 50058 report in PIC. This represents 29.23% of total admissions. There were no homeless families admitted into the HCV program.

PHA Policy

The PHA will use the following local preference:

City of Sheboygan residency

Homelessness

Elderly

Disabled

Victims of domestic violence, dating violence and sexual assault

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

Income Targeting Requirement [24 CFR 960.202(b)]

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

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

PHA Policy

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

9

August 9, 2018

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

Dear Jeanne:

I am writing to confirm/certify that the homeless preference outlined in the Housing Authority's administrative/occupancy policy, which was previously given to you, is limited preference. Based on that policy, the Housing Authority of the City of Eau Claire will give a preference to up to 25% of all applicants being placed that are displaced or are in substandard housing, including those that are homeless. A total of 17% of households placed received that preference between October 1, 2016 and September 30, 2017. For the calendar year 2017, 20% of all applicants placed received the preference.

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

Very truly yours,



Keith D. Johnathan
Executive Director

cc: Patricia Sweeney

203 SOUTH FARWELL STREET



EAU CLAIRE, WI 54701

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

Displaced unit.

A housing unit is displaced if:

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

Homeless family. An applicant that is a homeless family is considered to be living in substandard housing.

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

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

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

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

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

C. Use of Preferences

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

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

7



WALWORTH COUNTY HOUSING AUTHORITY
affordable housing is the foundation to build a strong community

735 North Wisconsin Street, Suite 100 • Elkhorn, Wisconsin 53121
Phone 262-723-6123 • Fax: 262-723-2079

August 21, 2018

Balance of State Continuum of Care

Attn: Carrie Poser

Dear Ms. Poser:

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

1. The Walworth County Housing Authority has a general homeless preference for the Section 8 Housing Choice Voucher Program waiting list. The homeless preference is for any homeless person/s.
2. The Walworth County Housing Authority does not set-aside vouchers for a "move-on strategy". However, in regards to the COC-funded Hartwell Street Apartments, project-based vouchers are currently being used for all 14 units. If a resident chooses to move from Hartwell Street, they will have the opportunity to be issued a Housing Choice Voucher to use at a new rental unit, if one is available.
3. The percentage of new admissions that were homeless at entry during the time period of October 1, 2015 to September 30, 2016 was 3%.

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

Sincerely,


Sarah Boss
Executive Director

Cc: FILE

Veterans Affairs Supportive Housing (VASH)

VASH vouchers are issued in partnership with the Department of Veterans Affairs (VA) and administered in accordance with the regulations at 24 CFR 982 and VASH-specific regulations.

Specific VASH regulations include but are not limited to:

- VASH –eligible families are referred by VA for the program.
- Income and citizenship eligibility will be determined for eligibility for a VASH voucher
- Lifetime sex offender registrants are ineligible for the VASH program
- All other eligibility criteria is waived

WCHA Policy

The WCHA receives funding for VASH (Veterans Affairs Supportive Housing) vouchers. When a VASH voucher holder is certified by their VA case worker as a graduate of the VASH program, the family will be absorbed into the WCHA's program and the VASH voucher will be available for reissuance to another veteran.

2. Selection Method

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

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

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

WCHA Policy

The Walworth County Housing Authority has adopted the following local preference:

Homeless Preference

The above preference has been defined as any individual or family who lacks a fixed, regular and adequate nighttime residence that meets at least one or more of the following criteria:

- a. Has a primary nighttime residence that is a public or private place not meant for human habitation (includes a car, park, abandoned building, bus or train station, airport, or campground); or
- b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- c. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution(includes mental health or substance abuse treatment facility or jail/prison); or
- d. Is fleeing, or is attempting to flee domestic violence, has no other residence and lacks the resources or support network to obtain other permanent housing.

Initial Determination of Local Preference Qualification

All applicants to the Section 8 Housing Choice Voucher Program waiting list will be notified at the time of the initial application that the Walworth County Housing Authority has adopted the local preference of Homeless Preference.

All interested applicants will be required to certify that they meet the local preference definition at the time their application is submitted to the Section 8 Waiting List. Applicants will be notified of the required documentation needed and that verification of the homeless preference will be conducted during the eligibility process. Applicants will not be required to verify their eligibility for the preference at the time of initial application.

Order of Selection

Applicants who have certified that they meet the local preference criteria will be selected from the waiting list using the following method:

- First come first serve by date and time of application
- The Housing Authority may limit the number of applicants that may qualify for the local preference based on the length and number of applicants on the waiting list.
- As with all applicants on the Section 8 Waiting list, notification of selection from the waiting list is strictly based on program and funding availability.

An applicant who is currently on the waiting and wishes to claim the preference can request to complete the preference certification form. The preference