



Brown County Housing Authority

100 North Jefferson Street
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Green Bay, Wisconsin 54301-5026
Fax 920.448.3426

Robyn A. Haller
Housing Administrator
920.448.3414
robymh@ci.greenbay.wi.us

August 22, 2018

Carrie Poser
Wisconsin Balance of State Continuum of Care
PO Box 272
Eau Claire, WI 54702
Sent via email: carrie.poser@wbos.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 robymh@ci.greenbay.wi.us. Thank you!

Sincerely,

Robyn A. Haller

Robyn Haller
Housing Administrator

RAH:jd
Enclosures



Report to the Housing Authority of Brown County

August 20, 2018

#3

Robyn Haller, Housing Administrator

REQUEST

Consideration with possible action to amend Chapter 4 (Waiting List and Tenant Selection) of Administrative Plan to provide a Move On Strategy preference.

ANALYSIS

HUD has implemented a Move On Strategy by which PHAs are encouraged to provide a preference to move current Continuum of Care (CoC)-funded Permanent Supportive Housing (PSH) participants who no longer require intensive services, but still need a rental subsidy from FSH slots to other housing assistance programs. This allows CoC-funded PSH slots to be freed up so they may become available for other persons experiencing homelessness. The Wisconsin Balance of State CoC, of which Brown County is a member, has requested BCHA to consider adopting this Move On Strategy by modifying our Administrative Plan to allow for this waiting list preference in the HCY program. The only FSH agency in Brown County is Newcap, Inc., which currently has 45 FSH slots and is applying for 15 more. Newcap estimates approximately five participants per year would qualify to move on.

RECOMMENDATION

Approval of amendment to Chapter 4 of the Administrative Plan.

ATTACHMENTS

1. Amendment to Chapter 4 of the Administrative Plan

①

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

3rd preference: Brown County resident Elderly, Disabled, Veteran, Homeless residents with children in the household or any other homeless residents. Proof of age, disability, veteran or homeless status is required (03/2015)

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

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

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

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

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

4th 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.

5th preference: Brown County residents who are not displaced, elderly, disabled, veterans or families with minor children in the household.



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@wbos.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 homelessness preference in our Public Housing program. The GBHA's preferences are outlined on pages 4-8 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 PSH 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 robymha@greenbaywi.gov. Thank you!

Sincerely,

Robyn Halic
Housing Administrator

RAHjd

Enclosures

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Local Preferences 24 CFR 960.2061

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

GBHA Policy

The GBHA defines Brown County residency as any family who lives, works, or is hired to work in Brown County. In order to verify the applicant qualifies for a residency preference, the GBHA will require a minimum of 1 of the following documents: Driver's license/state ID, employer or agency record, check stub from a local employer, school records, or voter registration record.

The GBHA will use the following local preferences:

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

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

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

2nd Preference: Brown County Resident PSH participant: Brown County resident referred by Newcap, Inc. as a participant of Newcap's Permanent Supportive Housing (PSH) program who no longer requires the intensive services of the PSH program but only needs the rental subsidy. (08/2018)

3rd 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:



Resolution# 18-05
Eau Claire County Housing Authority
Proposed Update to Housing Choice Voucher Administrative Plan

Moving Up Program

EC Co HA is establishing a program in Eau Claire County, Wisconsin to be called the Moving Up Program. EC Co HA is designating the use of a limited number of its own HCV vouchers for this program.

EC Co HA will begin administering the Moving Up Program after their public hearing on October 15, 2018.

- The EC Co HA and the Dairyland local homeless coalition will be partnering in this program preferencing individuals and families transitioning, or "moving up", from Permanent Supportive Housing (PSH) units. These are persons that were previously homeless prior to entry in to the PSH program and who continue to need a housing subsidy, but no longer need the level of supportive services PSH provides.
- The referral agency for these Housing Choice Vouchers will be Dairyland Permanent Supportive Housing (PSH) providers.
- Dairyland PSH providers will determine when individuals and families have reached a level of stability that makes them a good candidate for a successful transition to a Housing Choice Voucher. Those individuals and families will receive a targeted Moving Up preference.
- The EC Co HA will initially allocate up to 10 Housing Choice Vouchers from their existing HCV program toward the Moving Up Program.
- As the Program moves forward, the EC Co HA may consider allocating additional HCV's toward this program as needed.

WHEREAS, the Board has adopted the above Targeted preference for HCV Program applicants,

NOW THEREFORE BE IT RESOLVED, The Eau Claire County Housing Authority Board of Commissioners does hereby adopt Resolution # 18-05. I hereby certify that the foregoing correctly represents the actions taken by the undersigned committee on January 23, 2018, by a vote of 4 for, 0 against.

Robin J. Leary, Chairperson
Eau Claire County Housing Authority

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PHA Plan Update	<p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission.</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 administration of 5 VASH Vouchers. 3) 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-50075.1, for each current and open CRP grant and CRFP financing.</p>

Eau Claire County Housing Authority Moving Up Plan

A. PHACOC "Moving Up" Plan

The Eau Claire County Housing Authority ("PHA"), administrator of a Housing Choice Voucher ("HCV") Program, has partnered with Western Dairyland EOC, Inc., a member of the Dairyland local homeless coalition, to identify individuals and families ready to transition or "move up" from Permanent Supportive Housing ("PSH") into the HCV Program ("Moving Up Plan"). These are persons that were homeless prior to entry into the PSH program and who continue to need a rental subsidy but no longer require intensive supportive services.

The PHA has incorporated a Moving Up Preference into its HCV Administrative Plan ("MU Preference"), and has allocated up to ten (10) HCVs specifically for targeted households under the MU Preference. The PHA in its sole discretion may allocate additional HCVs.

- A HCV provides tenant-based rental assistance towards a private market rental unit and follows the HCV holder if they choose to move to a new unit following the end of a lease term. Households admitted to the HCV Program through the MU Preference will be eligible for other PHA programs and services offered to all other HCV participants (i.e. Family Self-Sufficiency (FSS) Program, etc.).

- The PHA will accept referrals from Dairyland's Permanent Supportive Housing Program (PSH) case management team who will identify those individuals and families that are good candidates for a successful transition from PSH to a HCV.

- Qualifying applicants will be given absolute priority over other applicants until the number of HCVs allocated under the MU Preference is reached, taking into account any additional preferences for which they qualify. Once these vouchers have been utilized, no additional priority will be given under the MU Preference until a participating "move up" household ends participation in the HCV program, at which point the PHA will select an additional "move up" eligible family for the next available voucher. The PHA will continue to accept additional referrals and the PHA may at its discretion allocate additional vouchers based on funding availability, community need and the length of the current waiting list.

B. About This Plan

The policies and procedures set forth in this Moving Up Plan are not intended to be incorporated into and/or supplant any part of the PHA's Administrative Plan governing the administration of its HCV Program. These policies and procedures relate solely to coordination between the CoC PSH providers and the PHA in support of the Moving Up Plan. In the event of any conflict between policies and/or procedures set forth in the PHA HCV Administrative Plan and this Moving Up Plan, the HCV Administrative Plan shall prevail.

C. Eligibility for Targeted Moving Up Preference

The eligibility criteria for the Targeted MU Preference is:

1. The individual/family currently enrolled in PSH, as evidenced by records in the Continuum of Care (CoC) Homeless Management Information System (HMIS), an information technology system used to collect client-level data on the provision of housing and services to homeless individuals and families;
 2. The individual/family has a stable housing history and no longer needs the intensive support of PSH as determined by the Moving Up Assessment;
 3. The individual/family is willing to participate in the "move-up" plan voluntarily, understands the nature of the HQS tenant-based program, and provides a written request for Housing Choice Voucher assistance; and
 4. The individual/family is a low-income family and otherwise eligible for the Housing Choice Voucher Program.
- D. PHA - CoC Coordination Process**

1. Referral Process

- Prior to seeking a referral, PSH providers must pre-screen their PSH participant to determine if the PSH participant is a good candidate for the HCV Program.
 - The PSH provider must submit a request for referral on behalf of their PSH participant to the EC Co HA Eligibility Specialist by completing a Moving Up Referral form which must be signed by both the PSH participant and the PSH provider.
 - The Moving Up Referral will include an Applicant Acknowledgment setting forth that: (a) the applicant understands the nature of the HCV Program; (b) once participating in the HCV Voucher Program they may not return to PSH; and (c) they are voluntarily applying to transition from PSH to the HCV Program;
- 2. Moving Up Preference Waitlist**
- The PHA will utilize policies and processes set forth in its HCV Administrative Plan to create and manage a waitlist of persons referred for admission under the Targeted MU Preference. The PHA will provide an explanation of these policies and processes to the Dairyland PSH provider.

3. HCV Application Assistance

- The PSH provider shall be notified in advance that their participant is being scheduled for an HCV eligibility interview. As may be needed, the PSH provider will assist their participant in completing the HCV application and gathering required documentation prior to the interview.
- The HCV application package must include a Supplement to Application for Federally Assisted Housing (HUD Form 92006) from applicant listing PSH provider.

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

Nikki Gerhard
Community Development Specialist
City of Appleton-Community & Economic Development Dept.
100 N. Appleton Street
Appleton, WI 54911

August 13, 2018

Dear Ms. Gerhard,

The Appleton Housing Authority has had 56 new admissions to the Housing Choice Voucher program between 10/1/16 and 9/30/17. Of that number above 8 were homeless veterans. This number is lower since voucher funding was stagnant for a time.

We do not use the term "move on" vouchers or "move on" preference. However, we provide a preference to families/individuals who are homeless veterans under the VA VASH program and under transitional housing & formerly homeless families successfully graduating from the HOME TBRA program. Under the TBRA program, we work collaboratively with the Salvation Army, Housing Partnership, Advocap and Homeless Connections.

We had 6 homeless families/individuals move into Grandview Townhomes during this time period as well. We provide 10 units that are set aside for homeless families at Grandview Townhomes which is a Tax Credit property.

In essence, the Appleton Housing Authority provides housing services to the homeless population through a variety of programs. We also know, that the best method of housing for the homeless population is supportive housing that focuses on housing stability into the future.

If you require any other information, please feel free to reach out to us.

Debra Dillenber
Executive Director
Appleton Housing Authority

5.0 SELECTING FAMILIES FROM THE WAITING LIST

5.1 WAITING LIST ADMISSIONS AND SPECIAL ADMISSIONS

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

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

5.2 PREFERENCES

The Appleton Housing Authority may select families based on the following preferences.

- A. Preference will be given to families who have successfully completed a Transitional Housing Program through Housing Partnership, Salvation Army, or Homeless Connections as part of the TBRA Grant Contract (Tenant Based Rental Assistance). Families will need to provide AHA with a certificate of successful completion. These families are not guaranteed a Voucher upon completion, but will be given preference on the Waiting List.
- B. Preference will be given to working families. Families with head of household, spouse or sole member employed at least 25 hours a week. Self-employed household members must meet requirements of net monthly earnings equal or exceed the dollar value of 25 hours per week at minimum wage. This preference must also be given to a family where the head, spouse, or sole member is age 62 or older, or is a person with disabilities.
- C. Preference will be given to applicants that live, work (head of household or spouse), or are attending school in Outagamie County. Attending School is defined as the Head or Spouse attending school full-time at an institution of Higher Education.
- D. Preference will be given to families who have a legal source of income.
- E. Preference will be given to applicants who currently have a rent burden of paying more than 50% of their monthly income towards their rent. Families who do not have a rent burden will not be given preference before those who do.
- F. All other applicants.

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



Beloit Housing Authority
210 Portland Avenue
Beloit, Wisconsin 53511

608-364-8740
608-364-8745 (fax)
beloithi.gov
Equal Opportunity Employer

August 21, 2018

Jessica Loecher
Associate Director
ECHO, Inc.
65 S High St.
Janesville, WI 53548

Re: Beloit Housing Authority Preferences

Ms. Loecher,

Please allow this letter to confirm that the Beloit Housing Authority currently utilizes the following local preferences for admission into our assisted housing programs:

- Displaced by a federal, state or local declared disaster within the last 6 months. (20 Points)
- Beloit residency. Applicant must live, work or attend school within the zip code boundary of Beloit, Wisconsin. (20 Points)
- Participant in program for victims of domestic violence. (10 Points)
- Income falls between 0% - 30% of the county median income limit by family size. (5 Points)
- Honorably discharged United States Veteran. (5 Points)
- Graduate of a Transitional Housing Program within the last 6 months. (5 Points)
- Handicapped accessible unit required. (3 Points)

In addition, please also allow this letter to confirm that during the period from October 1, 2016 and September 30, 2017 there were 75 new admissions to both the Housing Choice Voucher and Low-Income Public Housing programs. Of these 75 new admissions, zero individuals identified themselves as homeless upon entry into their respective program.

Sincerely,

Clinton Cole
Director
Beloit Housing Authority

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4-III.C. SELECTION METHOD

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

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

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

PHA Policy

The PHA has established the following local preferences:

- Displaced by a federal, state or local declared disaster within the last 6 months. (20 Points)
- Beloit residency. Applicant must live, work or attend school within the zip code boundary of Beloit, Wisconsin. (20 Points)
- Participant in program for victims of domestic violence. (10 Points)
- Income falls between 0% - 30% of the county median income limit by family size. (5 Points)
- Honorably discharged United States Veteran. (5 Points)
- Graduate of a Transitional Housing Program within the last 6 months. (5 Points)
- Handicapped accessible unit required. (3 Points)

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

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program 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. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low-income families admitted to the program that are "continuously assisted" under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

PHA Policy

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



August 22, 2018

Jessica Locher
Homeless Intervention Task Force, Chair
Sent via email: jlocher@echojanesville.org

Re: Information Request - Preferences and Homeless Admissions 10/1/16-9/30/17

Dear Jessica,

This letter is to confirm that the City of Janesville Housing Authority has the following local preferences:

1. Displaced by Governmental Action - A family must have been vacated from their living unit by a governmental body for reasons beyond their control, and such order must be expected to last a minimum of 60 days.
2. Displaced by Rental Rehabilitation - A family must have been displaced according to the Uniform Relocation Act from a living unit that has been approved for a City of Janesville Rental Rehabilitation Program loan.
3. Homeless Transitional Living Program (TLP) Participant - A family must be homeless and have signed an agreement to participate in a TLP with an Agency or Organization that has a transitional living program approved by the HA.
4. Local Residency Preference - A family must live or work in the City of Janesville.

During the time period of 10/1/16-9/30/17, the Janesville Housing Authority had a total of 84 new admissions, of which, thirteen (13), or 15% reported as homeless at admission.

Sincerely,

Chandler Pettazzello
Chandler Pettazzello
Neighborhood & Community Services Director

POLICY 5
SELECTION OF APPLICANTS FROM WAIT LISTS(S)

5.01 PRIMARY WAIT LIST

5.01.1 Applicants will be selected for admission to the Rent Assistance program from the *Primary* wait list based upon a system of local preferences, a local residency preference and the date and time of application.

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

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

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

5.01.4 Selection from among applicants with equal local and residency preferences will be based upon date and time of application.

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

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

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- Applicants who live or work in the city of Janesville, and
- Applicants who do not live or work in the city of Janesville.

5.02 SECONDARY WAIT LIST

5.02.1 Applicants will be selected for admission to the Rent Assistance program from the *Secondary* wait list based upon a system of local preferences, a local residency preference, and the date and time of application.

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

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

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

5.02.4 Selection from among applicants with equal local and residency preferences will be based upon date and time of application.

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

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

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