



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, APRIL 11, 2019, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. Roll Call.

1. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Nathalie Lund and Stephen Srubas

B. Approval of the Agenda.

1. Approval of the agenda for the April 11, 2019, meeting of the Green Bay Housing Authority.

C. Approval of Minutes.

1. Approval of the minutes from the March 5, 2019, special meeting of the Green Bay Housing Authority.

D. Public Hearing

1. Public Hearing regarding the GBHA Annual Plan update to the Five-Year Plan.

E. Regular Business.

1. Consideration with possible action on approval of the Annual Plan update to the Five-Year Plan, including Certification of Compliance with PHA Plans and Related Regulations, Resolution 19-01 Civil Rights Certification, Resident Advisory Board Comments and Certification by Local Officials of Consistency with Consolidated Plan.
2. Consideration and possible action to amend Chapter 13 (Lease Terminations) of the Admissions and Continued Occupancy Plan to comply with the Housing Opportunities Through Modernization Act (HOTMA).
3. Consideration with possible action to pre-approve the GBHA Scattered Site Gutter Cleaning contract.

F. Informational.

1. GBHA bills.
2. GBHA financial report.
3. Langan Report.
4. Director's Report.
5. Occupancy Report for the month of March 2019.
6. Date of next meeting: May 16, 2019.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council will attend this Green Bay Housing Authority meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.



MINUTES OF THE GREEN BAY HOUSING AUTHORITY

**TUESDAY, MARCH 5, 2019, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. ROLL CALL.

I. William VandeCastle- Chair, Sandra Popp- Vice Chair, Terri Refsguard, Nathalie Lund and Stephen Srubas

Members Present: William VandeCastle, Sandra Popp, Terri Refsguard, Nathalie Lund, Stephen Srubas, Excused: None, Absent: None

B. APPROVAL OF THE AGENDA.

I. Approval of the March 5, 2019, agenda of the Green Bay Housing Authority Special Meeting.

Moved by Stephen Srubas, seconded by Sandra Popp to approve the agenda. Motion carried.
Yes- Sandra Popp, Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No-
None, Abstain- None

C. APPROVAL OF THE MINUTES

I. Approval of the January 17, 2019 minutes of the Green Bay Housing Authority.

Moved by Stephen Srubas, seconded by Terri Refsguard to approve the minutes. Motion carried.
Yes- Sandra Popp, Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No-
None, Abstain- None

D. REGULAR BUSINESS.

1. Review and possible action regarding presentation by Donald Bernards with Baker Tilly regarding Rental Assistance Demonstration (RAD).

Moved by Sandra Popp, seconded by Terri Refsguard to open the floor for discussion. Motion carried.

Yes- Sandra Popp, Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No-None, Abstain- None

Moved by Sandra Popp, seconded by Stephen Srubas to close the floor for discussion. Motion carried.

Yes- Sandra Popp, Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No-None, Abstain- None

Moved by William VandeCastle seconded by Stephen Srubas to allow staff to conduct a capital needs assessment. Motion carried.

Yes- Sandra Popp, Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No-None, Abstain- None

2. Consideration with possible action on election of officers.

Cheryl Renier-Wigg asked for nominations for Chair of the Green Bay Housing Authority. Sandra Popp nominated William VandeCastle. Cheryl Renier-Wigg then asked three additional times if there were any other nominations for Chair of the Green Bay Housing Authority.

Cheryl Renier-Wigg asked for nominations for Vice Chair of the Green Bay Housing Authority. Sandra Popp nominated Terri Refsguard. Cheryl Renier-Wigg then asked three additional times if there were any other nominations for Vice Chair of the Green Bay Housing Authority.

Moved by Sandra Popp seconded by Stephen Srubas to approve William VandeCastle as Chair of the Green Bay Housing Authority and Terri Refsguard as Vice Chair of the Green Bay Housing Authority. Motion carried.

Yes- Sandra Popp, Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No-None, Abstain- None

3. Consideration with possible action on purchase of leased snow removal equipment.

Moved by Board Member Sandra Popp, seconded by Terri Refsguard to approve the purchase of leased snow removal equipment. Motion carried.

Yes- Sandra Popp, Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No-None, Abstain- None

E. INFORMATIONAL.

1. GBHA bills.

Stephanie Schmutzer presented information regarding the Green Bay Housing Authority's bills. No action needed.

2. GBHA financial report.

Stephanie Schmutzer presented information regarding the Green Bay Housing Authority's financial report. No action needed.

3. Langan Report.

Jayme Valentine presented information regarding the Langan report. No action needed.

4. Director's Report.

Cheryl Renier-Wigg presented the Director's report. No action needed.

5. Occupancy Report for the month of February 2019.

Jayme Valentine presented information regarding the Green Bay Housing Authority's Occupancy report for the month of February 2019. No action needed.

6. Date of next meeting: March 21, 2019.

7. Date of April meeting: Please note that April's meeting has been moved to April 11th.

F. ADJOURNMENT.

Moved by Board Member Sandra Popp, seconded by Terri Refsguard to adjourn. Motion carried.
Yes- Sandra Popp, Nathalie Lund, Stephen Srubas, William VandeCastle, Terri Refsguard, No-
None, Abstain- None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

April 11, 2019

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # E.1.

Consideration with possible action on approval of the Annual Plan update to the Five-Year Plan, including Certification of Compliance with PHA Plans and Related Regulations, Resolution 19-01 Civil Rights Certification, Resident Advisory Board Comments and Certification by Local Officials of Consistency with Consolidated Plan.

BACKGROUND

Housing Authorities are required to complete an Annual Plan each year within their Five-Year Plan. The Annual Plan is to be completed on the attached HUD form and must include the attached certifications and Resident Advisory Board comments. The GBHA's Annual Plan noteworthy changes are updates to the Admissions and Continued Occupancy Plan and the possibility of converting Mason Manor to Rental Assistance Demonstration (RAD).

RECOMMENDATION

To approve the annual action plan including the attachments for compliance.

FISCAL IMPACT

ATTACHMENTS

- I. Annual Plan docs

Streamlined Annual PHA Plan <i>(Small PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-SM is to be completed annually by **Small PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, HCV-Only PHA, or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.					
A.1	PHA Name: <u>Green Bay Housing Authority</u> PHA Code: <u>WI074</u> PHA Type: ☒ Small ☐ High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>204</u> Number of Housing Choice Vouchers (HCVs) <u>0</u> Total Combined <u>204</u> PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission				
	Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.				
	☐ PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)				
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
					PH HCV
Lead PHA:					

B.	Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).
B.1	Revision of PHA Plan Elements. (a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission? Y N ☐ ☐ Statement of Housing Needs and Strategy for Addressing Housing Needs. ☐ ☐ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. ☐ ☐ Financial Resources. ☐ ☐ Rent Determination. ☐ ☐ Homeownership Programs. ☐ ☐ Substantial Deviation. ☐ ☐ Significant Amendment/Modification (b) The PHA must submit its Deconcentration Policy for Field Office Review. (c) If the PHA answered yes for any element, describe the revisions for each element below:
B.2	New Activities (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N ☐ ☐ Hope VI or Choice Neighborhoods. ☐ ☐ Mixed Finance Modernization or Development. ☐ ☐ Demolition and/or Disposition. ☐ ☐ Conversion of Public Housing to Tenant Based Assistance. ☐ ☐ Conversion of Public Housing to Project-Based Assistance under RAD. ☐ ☐ Project Based Vouchers. ☐ ☐ Units with Approved Vacancies for Modernization. ☐ ☐ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.
B.3	Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

C.	Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	New Activities (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N ☐ ☒ Hope VI or Choice Neighborhoods. ☐ ☒ Mixed Finance Modernization or Development. ☐ ☒ Demolition and/or Disposition. ☒ ☐ Conversion of Public Housing to Tenant-Based Assistance. ☐ ☒ Project Based Vouchers. ☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. (c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan. (d) The PHA must submit its Deconcentration Policy for Field Office Review.
C.2	Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan Form 50077-SM, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.
D	Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.
D.1	Civil Rights Certification. Form 50077-SM-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
D.2	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y N ☒ ☐ If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. See attached for comments. The GBHA recognizes and appreciates the comments made by the RAB. The GBHA will consider these comments and decide if future changes will be made as a result of these comments and suggestions.
D.3	Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
E	Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
E.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See HUD Form 50075.2 approved by HUD on May 19, 2015.

Instructions for Preparation of Form HUD-50075-SM

Annual Plan for Small and High Performing PHAs

A. PHA Information. All PHAs must complete this section.

- A.1 Include the full PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type, and the Availability of Information, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. (24 CFR §903.23(4)(e))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. (24 CFR §943.128(a))

B. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions.** Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c)

☐ **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. (24 CFR §903.7(d)

☐ **Homeownership Programs.** A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i)

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: Notice PIH 1999-51. (24 CFR §903.7(r)(2)(ii)

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

- B.2 **New Activities.** If the PHA intends to undertake any new activities related to these elements or discretionary policies in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project name, number (if known) and unit count) for which the PHA will apply for HOPE VI; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including name, project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

C. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is not due. (24 CFR §903.12)

C.1 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

☒ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

☐ **Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with 24 CFR §990.145(a)(1).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

C.2 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing form HUD-50077 SM-HP.

D. **Annual Plan.** PHAs must complete this section in all years.

- D.1 Civil Rights Certification.** Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))
- D.2 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)
- D.3 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

E. **Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

- E.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

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, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 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 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 thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

**Certification of Compliance with
PHA Plans and Related Regulations
(Small PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plans and Related Regulations
including Civil Rights and PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning ___/___/2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - ___ 903.7a Housing Needs
 - ☒ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
 - ___ 903.7c Financial Resources
 - ___ 903.7d Rent Determination Policies
 - ___ 903.7h Demolition and Disposition
 - ___ 903.7k Homeownership Programs
 - ___ 903.7r Additional Information
 - ☒ A. Progress in meeting 5-year mission and goals
 - ___ B. Criteria for substantial deviation and significant amendments
 - ___ C. Other information requested by HUD
 - ___ 1. Resident Advisory Board consultation process
 - ___ 2. Membership of Resident Advisory Board
 - ___ 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
 6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
 7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
 8. For a PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
 19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Green Bay Housing Authority _____
PHA Name

WI074 _____
PHA Number/HA Code

_____ 5-Year PHA Plan for Fiscal Years 2015 - 2019

Annual PHA Plan for Fiscal Year 2019 _____

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
William VandeCastle	Chairman
Signature	Date
	04/11/2019

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Kevin Vonck, the Development Director
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Green Bay Housing Authority

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

City of Green Bay

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

The housing needs and strategies to address those needs, as well as the goals and objectives to serve the
needs of low income families, are consistent with the needs, strategies and objectives of the City of Green
Bay's Consolidated Plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Kevin Vonck	Director of Development
Signature	Date
	04/11/2019

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution #19-01

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Green Bay Housing Authority _____
PHA Name

WI074 _____
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	William VandeCastle	Title	Chairman
Signature		Date	04/11/2019

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary						
PHA Name/Number Green Bay Housing Authority/WI074			Locality (City/County & State) Green Bay/Brown County/WI		☒ Original 5-Year Plan ☐ Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
	WI074-001 Mason Manner					
B.	Physical Improvements Subtotal	Annual Statement	106,000	125,000	115,000	107,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		106,000	125,000	115,000	107,000
L.	Total Non-CFP Funds					
M.	Grand Total					

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/20011

Part I: Summary (Continuation)

PHA Name/Number		Locality (City/county & State)		☒ Original 5-Year Plan	☐ Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY 2015	Work Statement for Year 2 FFY 2016	Work Statement for Year 3 FFY 2017	Work Statement for Year 4 FFY 2018	Work Statement for Year 5 FFY 2019
	WI074-002 – Scattered Sites					
B.	Physical Improvements Subtotal	Annual Statement	101,000	82,000	92,000	100,000
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		3,000	3,000	3,000	3,000
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		104,000	85,000	95,000	103,000
L.	Total Non-CFP Funds					
M.	Grand Total					

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY 2010	Work Statement for Year: 2 FFY 2016		Work Statement for Year: 3 FFY 2017	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	<i>Mason Manner</i>		<i>Mason Manner</i>	
	Convert Apt 110 to office space/current office to Exercise Rm		Convert Apt 110 to office space/current office to Exercise Rm	
	Drain work & resealing blacktop on parking lots	\$ 15,000	Drain work & resealing blacktop on parking lots	
	Elevators(replacement/upgrade)		Elevators(replacement/upgrade)	
	Modernize/expand tub rooms	\$ 25,000	Modernize/expand tub rooms	\$ 25,000
	New rubber roofing		New rubber roofing	\$ 80,000
	new tractor & Attachments/new snow blower & Attachments	\$ 30,000	new tractor & Attachments/new snow blower & Attachments	
	Refrigerators/washers/Dryers		Refrigerators/washers/Dryers	
	Remodel community room kitchen		Remodel community room kitchen	
	Replace furnaces &HVAC	\$ 25,000	Replace furnaces &HVAC	
	Replace/upgrade hallway ceilings		Replace/upgrade hallway ceilings	
	Replacement of 3 Mason Manor signs		Replacement of 3 Mason Manor signs	
	Resurface/reline parking lots	\$ 3,000	Resurface/reline parking lots	
	Revamp generator		Revamp generator	\$ 5,000
	Tuck-point/caulk exterior		Tuck-point/caulk exterior	
	Add or Upgrade exterior lighting to LED		Add or Upgrade exterior lighting to LED	
	Boilers		Boilers	
	Common Area Carpeting		Common Area Carpeting	\$ 15,000
	Remodel Computer Room	\$ 1,000	Remodel Computer Room	
	Replacement/Repair Exterior Doors	\$ 3,000	Replacement/Repair Exterior Doors	
	Smoke & CO Detectors	\$ 4,000	Smoke & CO Detectors	
	Subtotal of Estimated Cost	\$106,000	Subtotal of Estimated Cost	\$125,000

Part II: Supporting Pages – Physical Needs Work Statement(s)

Work Statement for Year 1 FFY	Work Statement for Year: 4 FFY 2018		Work Statement for Year: 5 FFY 2019	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement	<i>Mason Manner</i>		<i>Mason Manner</i>	
	Convert Apt 110 to office space/current office to Exercise Rm		Convert Apt 110 to office space/current office to Exercise Rm	
	Drain work & resealing blacktop on parking lots		Drain work & resealing blacktop on parking lots	
	Elevators(replacement/upgrade)		Elevators(replacement/upgrade)	\$ 5,000
	Modernize/expand tub rooms		Modernize/expand tub rooms	
	New rubber roofing		New rubber roofing	
	new tractor & Attachments/new snow blower & Attachments		new tractor & Attachments/new snow blower & Attachments	
	Refrigerators/washers/Dryers	\$ 5,000	Refrigerators/washers/Dryers	
	Remodel community room kitchen		Remodel community room kitchen	
	Replace furnaces &HVAC		Replace furnaces &HVAC	
	Replace/upgrade hallway ceilings		Replace/upgrade hallway ceilings	
	Replacement of 3 Mason Manor signs		Replacement of 3 Mason Manor signs	
	Resurface/reline parking lots		Resurface/reline parking lots	
	Revamp generator		Revamp generator	
	Tuck-point/caulk exterior		Tuck-point/caulk exterior	
	Add or Upgrade exterior lighting to LED		Add or Upgrade exterior lighting to LED	
	Boilers	\$ 95,000	Boilers	\$ 95,000
	Common Area Carpeting	\$ 15,000	Common Area Carpeting	\$ 7,000
	Remodel Computer Room		Remodel Computer Room	
	Replacement/Repair Exterior Doors		Replacement/Repair Exterior Doors	
	Smoke & CO Detectors		Smoke & CO Detectors	
	Subtotal of Estimated Cost	\$115,000	Subtotal of Estimated Cost	\$107,000

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY	Work Statement for Year: 2 FFY 2016		Work Statement for Year: 3 FFY 2017	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	<i>Scattered Sites</i>		<i>Scattered Sites</i>	
Annual	Roof/Gutters	\$ 40,000	Roof/Gutters	\$ 40,000
Statement	Siding	\$ 35,000	Siding	\$ 35,000
	Cabinets/Countertops/Vanities	\$ 10,000	Cabinets/Countertops/Vanities	
	Painting	\$ 2,500	Painting	
	Architecture & Engineering	\$ 1,000	Architecture & Engineering	\$ 2,000
	Administration	\$ 3,000	Administration	\$ 3,000
	Windows/Doors/Caulking	\$ 2,000	Windows/Doors/Caulking	\$ 3,000
	Flooring	\$ 7,500	Flooring	
	Fencing		Fencing	\$ 2,000
	Garage doors /and openers	\$ 3,000	Garage doors /and openers	
	Electrical rewiring (houses, garages, sheds)		Electrical rewiring (houses, garages, sheds)	
	Concrete repair		Concrete repair	
	Relocate (708/710 N Webster)		Relocate (708/710 N Webster)	
	Tech Upgrades		Tech Upgrades	
	Subtotal of Estimated Cost	\$104,000	Subtotal of Estimated Cost	\$85,000

Part III: Supporting Pages – Management Needs Work Statement(s)

Work Statement for Year 1 FFY	Work Statement for Year: 4 FFY 2018		Work Statement for Year: 5 FFY 2019	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See	<i>Scattered Sites</i>		<i>Scattered Sites</i>	
Annual	Roof/Gutters	\$ 40,000	Roof/Gutters	\$ 40,000
Statement	Siding	\$ 35,000	Siding	\$ 35,000
	Cabinets/Countertops/Vanities	\$ 8,000	Cabinets/Countertops/Vanities	\$ 10,000
	Painting	\$ 1,000	Painting	\$ 2,500
	Architecture & Engineering		Architecture & Engineering	
	Administration	\$ 3,000	Administration	\$ 3,000
	Windows/Doors/Caulking	\$ 2,000	Windows/Doors/Caulking	\$ 2,000
	Flooring	\$ 3,000	Flooring	\$ 7,500
	Fencing		Fencing	
	Garage doors /and openers		Garage doors /and openers	
	Electrical rewiring (houses, garages, sheds)		Electrical rewiring (houses, garages, sheds)	
	Concrete repair	\$ 3,000	Concrete repair	\$ 3,000
	Relocate (708/710 N Webster)		Relocate (708/710 N Webster)	
	Tech Upgrades		Tech Upgrades	
	Subtotal of Estimated Cost	\$ 95,000	Subtotal of Estimated Cost	\$ 103,000

COMMENTS FROM GREEN BAY HOUSING AUTHORITY ADVISORY BOARD AND SAFETY COUNCIL/PUBLIC HEARING

THURSDAY, FEBRUARY 21, 2019 AT 10:30AM

- Floor Leader Expectations
 - Cheryl Renier-Wigg introduced herself and shared that the vision of the Resident Advisory Board is to create a positive environment and to develop a sense of community. The Resident Advisory Board will meet quarterly to cover pertinent business topics and share ideas and concerns related to agenda items. Items such as tenant complaints will not be addressed at this meeting; Karen will be the floor leader liaison and will be meeting with floor leaders for concerns and idea sharing, and will also be putting together a monthly informational packet with updates that floor leaders can take back to their floors.
 - The Floor Leader Expectations agreement forms were reviewed, distributed and signed.

- Annual Plan Goals & Objectives

Jayne reported on the Progress of GBHA goals for the Public Housing Plan.

 - **Improvement of safety:** Projects included installation of smoke and CO detectors; parking lot lighting; roofing and others repairs at our Scattered Sites locations; tuck-pointing and parking lot resurfacing.
 - **Property Management:** The REAC inspection this summer placed us in the standard category. We would like to achieve a high performer status. In the areas of occupancy and turnaround time we have decreased our time from 46 to 29 days.
 - **Improve Quality of Life for GBHA Residents:** Achievements include contracting with the WISE program for our Nutrition Program; Emergency Plan for bedbug eradications; contracted with Lutheran Social Services for our Service Coordinator position; received a WHEDA grant for our Community Room kitchen remodel.
 - **Ensure Equal Opportunity and Fair Housing:** The Green Bay Housing Authority joined a consortium of local agencies to meet Fair House requirements.

- Rental Assistance Demonstration (RAD)

Cheryl Renier-Wigg gave an overview of *Rental Assistance Demonstration (RAD)*. RAD works with developers and creates tax credits for needed upgrades. Private dollars are used to incur costs. This is a program that HUD backs up as a solution to provide funds

for needed renovations on aging building such as ours. There is no disruption in management staff or rent calculations and tenants are not displaced. The result is a newer and better facility. Right now we are in the primary investigation stages to see if this is something that would work for us.

- Garbage Chutes

A decision to close all chutes and only have the first floor garbage room open has alleviated our previous issues and violations and will remain in place until further notice. Tenants have concerns on the weekends of bins not being emptied to keep up with the amount of trash. Staff will look into getting additional barrels on the first floor.

- Events for 2019

Karen will set up a meeting to create a calendar of events and idea sharing of potential special interest groups that floor leaders/tenants may want to develop. Her role will be for support floor leaders but we ask that floor leaders take the lead. Be creative and have fun with this, getting people involved will create the positive sense of community.

- Holiday Party Debrief

Cheryl Renier-Wigg asked for input on the Holiday party. All were in agreement that it was a very nice event and having a magician rather than Toms Tunes was a refreshing change. The consensus was to have new type of entertainment each year.

Progress of GBHA 2015 Goals for PHA Plan – as of January, 2019

Goal: Improve the quality of public housing units

Objective: *Implement at least 3 additional safety & security measures in public housing units* (completed: 2015: completed reconstruction of dumpster area, improving safety for maintenance staff; Purchased installed new Smoke Detectors/Carbon Monoxide Detectors at Mason Manor and Scattered Sites; repaired Mason Manor parking lot lighting; 2016: began construction of new Office, which eliminates visitors of the office from accessing other parts of the building, use of more LED lighting. 2017: completed new Office, repairs to retaining wall, repair of parking lot lighting problems, replace damaged stoop rails at 2 Scattered Site properties, replaced roofing on 896 School place, installed lateral to mini-sewer at 3 SS properties, Lead paint testing at 20 Scattered Sites, overhead garage door replacement at 3 Scattered Sites, campus-wide smoke free policy, near elimination of bedbugs at Mason Manor) 2018: mud jacked sidewalks at SS properties, replaced 3 garage doors at SS properties and performed maintenance on another 25, updated co2 detectors at SS properties, rekeyed 6 SS properties to the quik set locking mechanism, installed a new sewer lateral pipe in a SS property. MM: updated elevator transfer switch to successfully have a backup power source, Completed tuck pointing contract and repaved parking lot with new stripping. Recarpeted 2 floors at Mason Manor and replaced common area furniture, replaced MM 2nd floor entry door

Objective: *Implement at least one energy efficiency measure at Mason Manor* (ongoing: experimenting with different LED lights both inside and outside to find the best; 2017: decided on exterior LED lights (purchased and installed in 2018) 2018: starting replacing light fixtures within MM and SS units to LED and in hallways and in outdoor fixtures.

Goal: Manage the properties in an accountable and responsible manner

Objective: *Achieve High Performer status a minimum of 3 out of the next 5 years.* (ongoing: 2015: High Performer; 2016: Small PHA Deregulation (Standard), 2017: Small PHA Deregulation (Standard) 2018: score has not been determined yet

Objective: *Increase occupancy rate to at least 96 percent for each of Mason Manor and Scattered Site* (ongoing: still under 96%) 2018: maintained a minimum of being 96% or above occupied in both MM and SS.

Objective: *Reduce turnaround time of vacated units not needing major rehab to no more than 30 days.* (ongoing: 2015: contracted with a vendor to clean vacant units, 2016: no additional progress; 2017: make ready time reduced to 2 months or less) 2018: with 46 (34 MM and 12 SS) move outs, the average unit turnaround time in 2018 was MM 29 days and 35 days for SS.

Objective: *Continue to perform quarterly quality control reviews of resident re-certifications* (ongoing: 2015: did 3 out of 4 quarters; 2016: did additional due to QC of new Property Manager, did most quarters, 2017: did each quarter. 2018:

two quarters were completed and were transition from housing administrator to accountant.

Goal: *Improve the quality of life for GBHA residents*

Objective: *Implement a program or collaborate with a local service provider to implement/ promote at least one program aimed at improving residents' employability, increase their self-sufficiency, improve their wellbeing, or allow them to age in place.*
(ongoing: 2015: contracted with WISE Program to enhance Nutrition Program at Mason Manor; 2016: improvements to newsletters, Emergency Plan for bedbug eradication; 2017: hired administrative assistant, thus staff has more time to work with individual residents; applied for Resident Service Coordinator position (not awarded, near elimination of bedbugs at Mason Manor) 2018: contracted with Lutheran Social Services to provide Service Coordinator. Reinstated MM hair beautician, updated MM work out room, received WHEDA grant in the amount of \$25,000 to update community kitchen.

Goal: *Ensure equal opportunity and affirmatively further fair housing*

Objective: *Undertake affirmative measures to **ensure access** to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability*
(ongoing)

Objective: *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* (ongoing)

Objective: *Undertake affirmative measures to **ensure accessible housing** to persons with all varieties of disabilities regardless of unit size required* (ongoing)

- **GBHA agreed to join consortium of local agencies required to complete Affirmatively Furthering Fair Housing requirements, which will be required starting in 2020**



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

April 11, 2019

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # E.2.

Consideration and possible action to amend Chapter 13 (Lease Terminations) of the Admissions and Continued Occupancy Plan to comply with the Housing Opportunities Through Modernization Act (HOTMA).

BACKGROUND

HUD has begun to implement items from the Housing Opportunities Through Modernization Act (HOTMA) that was passed by Congress in 2016. One of those items is that all PHAs must update their over-income policy. The law requires that after a family's income has exceeded 120 percent of the area median income for two consecutive years, a PHA must terminate the family's tenancy within six months of the second annual review.

RECOMMENDATION

Approval of the amendment to Chapter 13 of the ACOP.

FISCAL IMPACT

ATTACHMENTS

- I. Chapter 13- Lease Terminations- JV

Chapter 13

LEASE TERMINATIONS

INTRODUCTION

Either party to the dwelling lease agreement may terminate the lease in accordance with the terms of the lease. A public housing lease is different from a private dwelling lease in that the family's rental assistance is tied to their tenancy. When the family moves from their public housing unit, they lose their rental assistance. Therefore, there are additional safeguards to protect the family's tenancy in public housing.

Likewise, there are safeguards to protect HUD's interest in the public housing program. The GBHA has the authority to terminate the lease because of the family's failure to comply with HUD regulations, for serious or repeated violations of the terms of the lease, and for other good cause. HUD regulations also specify when termination of the lease is mandatory by the GBHA.

When determining GBHA policy on terminations of the lease, the GBHA must consider state and local landlord-tenant laws in the area where the GBHA is located. Such laws vary from one location to another, and these variances may be either more or less restrictive than federal law or HUD regulation.

This chapter presents the policies that govern voluntary termination of the lease by the family and the mandatory and voluntary termination of the lease by the GBHA. It is presented in four parts:

Part I: Termination by Tenant. This part discusses the GBHA requirements for voluntary termination of the lease by the family.

Part II: Termination by GBHA- Mandatory. This part describes circumstances when termination of the lease by the GBHA is mandatory. This part also explains nonrenewal of the lease for noncompliance with community service requirements.

Part III: Termination by GBHA- Other Authorized reasons. This part describes the GBHA's options for lease termination that are not mandated by HUD regulation but for which HUD authorizes the GBHA to terminate. For some of these options, HUD requires the GBHA to establish policies and lease provisions for termination, but termination is not mandatory. For other options, the GBHA has full discretion whether to consider the options as just cause to terminate as long as the GBHA policies are reasonable, nondiscriminatory, and do not violate state or local landlord-tenant law. This part also discusses the alternatives that the GBHA may consider in lieu of termination, and the criteria that the GBHA will use when deciding what actions to take.

Part IV: Notification Requirements. This part presents the federal requirements for disclosure of criminal records to the family prior to termination, the HUD requirements and GBHA policies regarding the timing and content of written notices for lease termination and eviction, and notification of the post office when eviction is due to criminal activity. This part also discusses record keeping related to lease termination.

PART I: TERMINATION BY TENANT

13-I.A. TENANT CHOOSES TO TERMINATE THE LEASE

[24 CFR 966.4(k)(1)(ii) and 24 CFR 966.4(l)(1)]

The family may terminate the lease at any time, for any reason, by following the notification procedures as outlined in the lease. Such notice must be in writing and delivered to the property site office or the GBHA central office or sent by pre-paid first-class mail, properly addressed.

GBHA Policy

If a family desires to move and terminate their tenancy with the GBHA, they must give at least 28 calendar days advance written notice to the GBHA of their intent to vacate. However, that notice must be received prior to the first of the vacating month. When a family must give less than 28 days notice due to circumstances beyond their control the GBHA, at its discretion, may waive the 28-day requirement.

The notice of lease termination must be signed by the head of household, spouse, or co-head.

PART II: TERMINATION BY GBHA [MANDATORY]

13-II.A. OVERVIEW

HUD requires mandatory termination of the lease for certain actions or inactions of the family. There are other actions or inactions of the family that constitute grounds for lease termination, but the lease termination is not mandatory. The GBHA must establish policies for termination of the lease in these cases where termination is optional for the GBHA.

For those tenant actions or failures to act where HUD requires termination, the GBHA has no such option. In those cases, the family's lease must be terminated. This part describes situations in which HUD requires the GBHA to terminate the lease.

13-II.B. FAILURE TO PROVIDE CONSENT

[24 CFR 960.259(a) and (b)]

The GBHA must terminate the lease if any family member fails to sign and submit any consent form s/he is required to sign for any re-examination. See Chapter 7 for a complete discussion of consent requirements.

13-II.C. FAILURE TO DOCUMENT CITIZENSHIP

[24 CFR 5.514(c) and (d) and 24 CFR 960.259(a)]

The GBHA must terminate the lease if (1) a family fails to submit required documentation within the required timeframe concerning any family member's citizenship or immigration status; (2) a family submits evidence of citizenship and eligible immigration status in a timely manner, but United States Citizenship and Immigration Services (USCIS) primary and secondary verification does not verify eligible immigration status of the family, resulting in no eligible family members; or (3) a family member, as determined by the GBHA, has knowingly permitted another individual who is not eligible for assistance to reside (on a permanent basis) in the unit. For (3), such termination must be for a period of at least 24 months. This does not apply to ineligible noncitizens already in the household where the family's assistance has been prorated.

13-II.D. FAILURE TO DISCLOSE AND DOCUMENT SOCIAL SECURITY NUMBERS [24 CFR 5.218(c) and 24 CFR 960.259(a)(3), and Notice PIH 2010-3]

The GBHA must terminate assistance if a resident family fails to disclose the complete and accurate Social Security numbers of each household member and the documentation necessary to verify each Social Security number.

However, if the family is otherwise eligible for continued program assistance, and the GBHA determines that the family's failure to meet the SSN disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside of the family's control, the GBHA may defer the family's termination and provide the opportunity to comply with the requirement within a period not to exceed 90 calendar days from the date the GBHA determined the family to be noncompliant.

GBHA Policy

The GBHA will defer the family's termination and provide the family with the opportunity to comply with the requirement for a period of 90 calendar days for circumstances beyond the resident's control such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency, if there is a reasonable likelihood that the participant will be able to disclose an SSN by the deadline.

13-IL.E. FAILURE TO ACCEPT THE GBHA'S OFFER OF A LEASE REVISION

[24 CFR 966.4(l)(2)(ii)(E)]

The GBHA must terminate the lease if the family fails to accept the GBHA's offer of a lease revision to an existing lease.

13-IL.F. METHAMPHETAMINE CONVICTION

[24 CFR 966.4(l)(5)(i)(A)]

The GBHA must immediately terminate the lease if the GBHA determines that any household member has ever been convicted of the manufacture or production of methamphetamine on the premises of federally-assisted housing.

See Part 13-III.B. below for the HUD definition of premises.

13-IL.G. LIFETIME REGISTERED SEX OFFENDERS [Notice PIH 2012-28]

Should the GBHA discover that a member of an assisted household was subject to a lifetime registration requirement at admission and was erroneously admitted after June 25, 2001, the GBHA must immediately terminate assistance for the household member.

In this situation, the GBHA must offer the family the opportunity to remove the ineligible family member from the household. If the family is unwilling to remove that individual from the household, the GBHA must terminate assistance for the household.

13-IL.H. NONCOMPLIANCE WITH COMMUNITY SERVICE REQUIREMENTS

[24 CFR 966.4(l)(2)(ii)(D), 24 CFR 960.603(b) and 24 CFR 960.607(b)(2)(ii) and (c)]

The GBHA is prohibited from renewing the lease at the end of the 12-month lease term when the family fails to comply with the community service requirements as described in Chapter 11.

13-IL.I. DEATH OF A SOLE FAMILY MEMBER [Notice PIH 2010-3]

The GBHA must immediately terminate program assistance for deceased single member households.

PART III: TERMINATION BY GBHA [OTHER AUTHORIZED REASONS]

13-III.A. OVERVIEW

Besides requiring the GBHA to terminate the lease under the circumstances described in Part II, HUD requires the GBHA to establish provisions in the lease for termination pertaining to certain criminal activity, alcohol abuse, and certain household obligations stated in the regulations. While these provisions for lease termination must be in the lease agreement, HUD does not require the GBHA to terminate for such violations in all cases. The GBHA has the discretion to consider circumstances surrounding the violation or, in applicable situations, whether the offending household member has entered or completed rehabilitation, and the GBHA may, as an alternative to termination, require the exclusion of the culpable household member. The GBHA must adopt policies decisions concerning the use of these options.

In addition, HUD authorizes the GBHA to terminate the lease for other grounds, but for only those grounds that constitute serious or repeated violations of material terms of the lease or for other good cause. The GBHA must develop policies pertaining to what constitutes serious or repeated lease violations, and other good cause, based upon the content of the GBHA lease. In the development of the terms of the lease, the GBHA must consider the limitations imposed by state and local landlord-tenant law, as well as HUD regulations and federal statutes. Because of variations in state and local landlord-tenant law, and because HUD affords the GBHA wide discretion in some areas, a broad range of policies could be acceptable.

The GBHA, with some restrictions, also has the option to terminate the tenancies of families who are over income.

The GBHA may consider alternatives to termination and must establish policies describing the criteria the GBHA will use when deciding what action to take, the type of evidence that will be acceptable, and the steps the GBHA must take when terminating a family's lease.

13-III.B. MANDATORY LEASE PROVISIONS

[24 CFR 966.4(i)(5)]

This section addresses provisions for lease termination that must be included in the lease agreement according to HUD regulations. Although the provisions are required, HUD does not require the GBHA to terminate for such violations in all cases.

Definitions [24 CFR 5.100]

The following definitions will be used for this and other parts of this chapter:

Affiliated individual is defined in section 16-VII.B.

Covered person means a tenant, any member of the tenant's household, a guest, or another person under the tenant's control.

Dating violence is defined in section 3-III.F.

Domestic violence is defined in section 3-III.F.

Drug means a controlled substance as defined in section 102 of the Controlled Substances Act [21 U.S.C. 802].

Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with the intent to manufacture, sell, distribute, or use the drug.

Guest means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has expressed or implied authority on behalf of the tenant.

Household means the family and GBHA-approved live-in aide. The term household also includes foster children and/or foster adults that have been approved to reside in the unit [HUD-50058, Instruction Booklet, p.65].

Other person under the tenant's control means that the person, although not staying as a guest in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or implied authority on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not *under the tenant's control*.

Premises means the building or complex or development in which the public or assisted housing dwelling unit is located, including common areas and grounds.

Sexual assault is defined in section 16-VII.B.

Stalking is defined in section 3-III.F.

Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or is reasonably likely to cause, serious bodily injury or property damage.

Drug Crime On or Off the Premises

[24 CFR 966.4(l)(5)(i)(B)]

The lease must provide that drug-related criminal activity engaged in on or off the premises by the tenant, member of the tenant's household or guest, or any such activity engaged in on the premises by any other person under the tenant's control is grounds for termination.

GBHA Policy

The GBHA will terminate the lease for drug-related criminal activity engaged in on or off the premises by any tenant, member of the tenant's household or guest, and any such activity engaged in on the premises by another person under the tenant's control.

The GBHA will consider all credible evidence, including but not limited to, any record of arrests or convictions of covered person related to the drug-related criminal activity.

In making its decision to terminate the lease, the GBHA will consider alternatives as described in Section 13-III.D. and other factors as described in Section 13-III.E. Upon consideration of such alternatives and factors, the GBHA may, on a case-by-case basis, choose not to terminate the lease.

Illegal Use of a Drug

[24 CFR 966.4(l)(5)(i)(B)]

The lease must provide that the GBHA may evict a family when the GBHA determines that a household member is illegally using a drug or that a pattern of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

GBHA Policy

The GBHA will terminate the lease when the GBHA determines that a household member is illegally using a drug or the GBHA determines that a pattern of illegal use of a drug interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.

A pattern of illegal drug use means more than one incident of any use of illegal drugs during the previous six (6) months.

The GBHA will consider all credible evidence, including but not limited to, any record of arrests or convictions of household members related to the use of illegal drugs.

In making its decision to terminate the lease, the GBHA will consider alternatives as described in Section 13-III.D. and other factors as described in Section 13-III.E. Upon consideration of such alternatives and factors, the GBHA may, on a case-by-case basis, choose not to terminate the lease.

Threat to Other Residents

[24 CFR 966.4(l)(5)(ii)(A)]

The lease must provide that any criminal activity by a covered person that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents (including GBHA management staff residing on the premises) or by persons residing in the immediate vicinity of the premises is grounds for termination of tenancy.

GBHA Policy

The GBHA will terminate the lease when a covered person engages in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents (including GBHA management and staff on the premises) or by persons residing in the immediate vicinity of the premises.

Immediate vicinity means within a three (3)-block radius of the premises.

The GBHA will consider all credible evidence, including but not limited to, any record of arrests or convictions of covered persons related to the criminal activity.

In making its decision to terminate the lease, the GBHA will consider alternatives as described in Section 13-III.D. and other factors as described in Section 13-III.E. and 13-III.F. Upon consideration of such alternatives and factors, the GBHA may, on a case-by-case basis, choose not to terminate the lease.

Alcohol Abuse

[24 CFR 966.4(l)(5)(vi)(A)]

The GBHA must establish standards that allow termination of tenancy if the GBHA determines that a household member has or is engaged in abuse or pattern of abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.

GBHA Policy

The GBHA will terminate the lease if the GBHA determines that a household member has or is engaged in abuse or a pattern of abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.

A pattern of such alcohol abuse means more than one incident of any such abuse of alcohol during the previous six (6) months.

The GBHA will consider all credible evidence, including but not limited to, any record of arrests or convictions of household members related to the abuse of alcohol.

In making its decision to terminate the lease, the GBHA will consider alternatives as described in Section 13-III.D. and other factors as described in Sections 13-III.E. and 13-III.F. Upon consideration of such alternatives and factors, the GBHA may, on a case-by-case basis, choose not to terminate the lease.

Furnishing False or Misleading Information Concerning Illegal Drug Use or Alcohol Abuse or Rehabilitation

[24 CFR 966.4(l)(5)(vi)(B)]

The GBHA must establish standards that allow termination of tenancy if the GBHA determines that a household member has furnished false or misleading information concerning illegal drug use, alcohol abuse, or rehabilitation of illegal drug users or alcohol abusers.

GBHA Policy

The GBHA will terminate the lease if the GBHA determines that a household member has furnished false or misleading information concerning illegal drug use, alcohol abuse, or rehabilitation of illegal drug users or alcohol abusers.

The GBHA will consider all credible evidence, including but not limited to, any record of arrests or convictions of household members related to the use of illegal drugs or the abuse of alcohol, and any records or other documentation (or lack of records of documentation) supporting claims of rehabilitation of illegal drug users or alcohol abusers.

In making its decision to terminate the lease, the GBHA will consider alternatives as described in Section 13-III.D. and other factors as described in Section 13-III.E. Upon consideration of such alternatives and factors, the GBHA may, on a case-by-case basis, choose not to terminate the lease.

Other Serious or Repeated Violations of Material Terms of the Lease [Mandatory Lease Provisions]

[24 CFR 966.4(l)(2)(i) and 24 CFR 966.4(f)]

HUD regulations require certain tenant obligations to be incorporated into the lease. Violations of such regulatory obligations are considered to be serious or repeated violations of the lease and grounds for termination. Incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking may not be construed as serious or repeated violations of the lease by the victim or threatened victim of such violence or stalking [Pub.L. 109-162].

GBHA Policy

The GBHA will terminate the lease for the following violations of tenant obligations under the lease:

Failure to make payments due under the lease, including nonpayment of rent (see Chapter 8 for details pertaining to lease requirements for payments due);

Repeated late payment of rent or other charges. Four (4) late payments within a 12-month period shall constitute a repeated late payment.

Failure to fulfill the following household obligations:

Not to assign the lease or to sublease the dwelling unit. Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.

Not to provide accommodations for boarders or lodgers.

To use the dwelling unit solely as a private dwelling for the tenant and the tenant's household as identified in the lease, and not to use or permit its use for any other purpose.

To abide by necessary and reasonable regulations promulgated by the GBHA for the benefit and well-being of the housing project and the tenants which shall be posted in the project office and incorporated by reference in the lease.

To comply with all obligations imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety.

To keep the dwelling unit and such other areas as may be assigned to the tenant for the tenant's exclusive use in a clean and safe condition.

To dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in sanitary and safe manner.

To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appurtenances including elevators.

To refrain from, and to cause the household and guests to refrain from destroying, defacing, damaging, or removing any part of the dwelling unit or project.

To pay reasonable charges (other than for normal wear and tear) for the repair of damages to the dwelling unit, or to the project (including damages to project buildings, facilities or common areas) caused by the tenant, a member of the household or a guest

To act, and cause household members or guests to act, in a manner which will not disturb other residents' peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition.

In making its decision to terminate the lease, the GBHA will consider alternatives as described in Section 13-III.D. and other factors as described in Section 13-III.E. and 13-III.F. Upon consideration of such alternatives and factors, the GBHA may, on a case-by-case basis, choose not to terminate the lease.

13-III.C. OTHER AUTHORIZED REASONS FOR TERMINATION [24 CFR 966.4(l)(2) and (5)(ii)(B)]

HUD authorizes the GBHA to terminate the lease for reasons other than those described in the previous sections. These reasons are referred to as "other good cause."

Other Good Cause

[24 CFR 966.4(l)(2)(ii)(B) and (C)]

HUD regulations state that the GBHA may terminate tenancy for other good cause. The regulations provide a few examples of other good cause, but do not limit the GBHA to only those examples. The Violence Against Women Reauthorization Act of 2013 explicitly prohibits the GBHA from considering incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking as “other good cause” for terminating the tenancy or occupancy rights of the victim of such violence.

GBHA Policy

The GBHA will terminate the lease for the following reasons.

Fugitive Felon or Parole Violator. If a tenant is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees, or that, in the case the State of New Jersey, is a high misdemeanor; or violating a condition of probation or parole imposed under federal or state law.

Persons subject to sex offender registration requirement. If any member of the household has, during their current public housing tenancy, become subject to a registration requirement under a state sex offender registration program.

Discovery of facts after admission to the program that would have made the tenant ineligible.

Discovery of material false statements or fraud by the tenant in connection with an application for assistance or with a re-examination of income.

Failure to furnish such information and certifications regarding family composition and income as may be necessary for the GBHA to make determinations with respect to rent, eligibility, and the appropriateness of the dwelling unit size. Unauthorized household members discovered through a fraud investigation on a household involved with the public housing program will be denied program participation. The period of ineligibility will match the ineligibility of the household they were a part of.

Failure to transfer to an appropriate size dwelling unit based on family composition, upon appropriate notice by the GBHA that such a dwelling unit is available.

Failure to permit access to the unit by the GBHA after proper advance notification for the purpose of performing routine inspections and maintenance, for making improvements or repairs, or to show the dwelling unit for re-leasing, or without advance notice if there is reasonable cause to believe that an emergency exists.

Failure to promptly inform the GBHA of the birth, adoption or court-awarded custody of a child. In such a case, promptly means within 10 business days of the event.

Failure to abide by the provisions of the GBHA pet policy.

If the family has breached the terms of a repayment agreement entered into with the GBHA.

If a family member has violated federal, state, or local law that imposes obligations in connection with the occupancy or use of the premises.

If a household member has engaged in or threatened violent or abusive behavior toward GBHA personnel.

Abusive or violent behavior towards GBHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.

If the property has been deemed a public/chronic nuisance. The GBHA will terminate the lease if a property, within a 6-month period, has two or more separate police responses. Furthermore, the GBHA will terminate the lease if a property, within any 12-month period, has three or more separate police responses resulting in enforcement action (warning, citation, or arrest) due to the following types of violations:

- Harassment
- Disorderly Conduct
- Battery
- Lewd & lascivious behavior
- Prostitution
- Theft
- Animal Violations
- Trespassing
- Weapons violations
- Noise violations
- Execution of warrants
- Alcohol violations
- Obstructing/resisting
- Inspection-related calls in which the police department responds
- Possession of stolen property
- Arson
- Drug activity
- Gambling

Calls that are generated by the household members are exempt and will not be counted, unless police reports verify that repeated calls are posing a nuisance. The GBHA has the discretion, on a case by case circumstance, to determine if otherwise exempted calls are posing a nuisance. Also, calls related to stalking, domestic violence, sexual assault or other instances protected by VAWA will not be counted.

If sole household member is unable to care for self, as determined by a knowledgeable professional or poses a threat to the health, safety, or security of the building and other residents.

In making its decision to terminate the lease, the GBHA will consider alternatives as described in Section 13-III.D. and other factors described in Section 13-III.E. and 13-III.F. Upon consideration of such alternatives and factors, the GBHA may, on a case-by-case basis, choose not to terminate the lease.

Family Absence from Unit
[24 CFR 982.551(i)]

It is reasonable that the family may be absent from the public housing unit for brief periods. However, the GBHA needs a policy on how long the family may be absent from the unit. Absence in this context means that no member of the family is residing in the unit.

GBHA Policy

The family must supply any information or certification requested by the GBHA to verify that the family is living in the unit, or relating to family absence from the unit, including any GBHA-requested information or certification on the purposes of family absences. The family must cooperate with the GBHA for this purpose.

The family must promptly notify the GBHA when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. In such a case promptly means within 10 business days of the start of the extended absence.

If a family is absent from the public housing unit for more than 180 consecutive days, and the family does not adequately verify that they are living in the unit, the GBHA will terminate the lease for other good cause.

Abandonment of the Unit. If the family appears to have vacated the unit without giving proper notice, the GBHA will follow state and local landlord-tenant laws pertaining to abandonment before taking possession of the unit. If necessary, the GBHA will secure the unit immediately to prevent vandalism and other criminal activity.

In making its decision to terminate the lease, the GBHA will consider alternatives as described in Section 13-III.D. and other factors described in Section 13-III.E. and 13-III.F. Upon consideration of such alternatives and factors, the GBHA may, on a case-by-case basis, choose not to terminate the lease.

Over-Income Families

~~[24 CFR 960.261 and FR 11/26/04, p.68786]~~

~~Subject to certain restrictions, HUD authorizes the GBHA to evict or terminate the tenancies of families because they are over-income. Unless required to do so by local law, the GBHA may not evict or terminate the tenancy of a family solely because the family is over-income if: (1) the family has a valid contract of participation in the Family Self-Sufficiency (FSS) Program, or (2) the family is currently receiving the earned income disallowance. This rule does not require the GBHA to evict over-income residents, but rather gives the GBHA the discretion to do so thereby making units available for applicants who are income-eligible.~~

GBHA Policy

~~The GBHA will not evict or terminate the tenancies of families solely because they are over-income.~~

As per stated in Section 103 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA), after a family's income has exceeded 120 percent of the area median income (AMI) (or a different limitation established by the Secretary) for two consecutive years, a PHA must terminate a family's tenant within 6 months of the second income determination or charge the family a monthly rent equal to or greater of (1) the applicable Fair Market Rent (FMR); or (2) the amount of monthly subsidy for the unit including amount from the operating and capital funds, as determined by regulations. Families will be notified of the possible changes in eligible after year one of their over-income status. As a PHA with fewer than 250 public housing units, the Green Bay Housing Authority can rent to families with income exceeding the over-income limit, if the Housing Authority are renting to those families because there are no income-eligible families on the waiting list.

13-III.D. ALTERNATIVES TO TERMINATION OF TENANCY

Exclusion of Culpable Household Member

[24 CFR 966.4(l)(5)(vii)(C)]

As an alternative to termination of the lease for criminal activity or alcohol abuse, HUD provides that the GBHA may consider exclusion of the culpable household member. Such an alternative can be used, for any other reason where such a solution appears viable in accordance with GBHA policy.

GBHA Policy

The GBHA will consider requiring the tenant to exclude a household member in order to continue to reside in the assisted unit, where that household member has participated in or been culpable for action or failure to act that warrants termination.

As a condition of the family's continued occupancy, the head of household must certify that the culpable household member has vacated the unit and will not be permitted to visit or to stay as a guest in the assisted unit. The family must present evidence of the former household member's current address upon GBHA request.

Repayment of Family Debts

GBHA Policy

If a family owes amounts to the GBHA, as a condition of continued occupancy, the GBHA will require the family to repay the full amount or to enter into a repayment agreement, within 30 days of receiving notice from the GBHA of the amount owed. See Chapter 16 for policies on repayment agreements.

13-III.E. CRITERIA FOR DECIDING TO TERMINATE TENANCY

A PHA that has grounds to terminate a tenancy is not required to do so, except as explained in Part II of this chapter, and may consider all of the circumstances relevant to a particular case before making a decision.

Evidence

[24 CFR 982.553(c)]

For criminal activity, HUD permits the GBHA to terminate the lease if a *preponderance of the evidence* indicates that a household member has engaged in the activity, regardless of whether the household member has been arrested or convicted, and without satisfying the standard of proof used for a criminal conviction.

GBHA Policy

The GBHA will use the preponderance of the evidence as the standard for making all termination decisions.

Preponderance of evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. Preponderance of the evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Consideration of Circumstances

[24 CFR 966.4(l)(5)(vii)(B)]

Although it is required that certain lease provisions exist for criminal activity and alcohol abuse, HUD provides that the GBHA may consider all circumstances relevant to a particular case in order to determine whether or not to terminate the lease.

Such relevant circumstances can also be considered when terminating the lease for any other reason.

GBHA Policy

The GBHA will consider the following factors before deciding whether to terminate the lease for any of the HUD required lease provisions or for any other reasons:

The seriousness of the offending action, especially with respect to how it would affect other residents

The extent of participation or culpability of the leaseholder, or other household members, in the offending action, including whether the culpable member is a minor, a person with disabilities, or (as discussed further in section 13-III.F) a victim of domestic violence, dating violence, sexual assault or stalking

The effects that the eviction will have on other family members who were not involved in the action or failure to act

The effect on the community of the termination, or of the GBHA's failure to terminate the tenancy

The effect of the GBHA's decision on the integrity of the public housing program

The demand for housing by eligible families who will adhere to lease responsibilities

The extent to which the leaseholder has shown personal responsibility and whether they have taken all reasonable steps to prevent or mitigate the offending action

The length of time since the violation occurred, the family's recent history, and the likelihood of favorable conduct in the future

In the case of program abuse, the dollar amount of the underpaid rent and whether or not a false certification was signed by the family

Consideration of Rehabilitation

[24 CFR 966.4(l)(5)(vii)(D)]

HUD authorizes the GBHA to take into consideration whether a household member who had used illegal drugs or abused alcohol and is no longer engaging in such use or abuse is participating in or has successfully completed a supervised drug or alcohol rehabilitation program.

GBHA Policy

In determining whether to terminate the lease for illegal drug use or a pattern of illegal drug use, or for abuse or a pattern of abuse of alcohol, by a household member who is no longer engaging in such use or abuse, the GBHA will consider whether such household member has successfully completed a supervised drug or alcohol rehabilitation program.

For this purpose, the GBHA will require the tenant to submit evidence of the household member's successful completion of, a supervised drug or alcohol rehabilitation program.

Reasonable Accommodation

[24 CFR 966.7]

If the family includes a person with disabilities, the GBHA's decision to terminate the family's lease is subject to consideration of reasonable accommodation in accordance with 24 CFR Part 8.

GBHA Policy

If a family indicates that the behavior of a family member with a disability is the reason for a proposed termination of lease, the GBHA will determine whether the behavior is related to the disability. If so, upon the family's request, the GBHA will determine whether alternative measures are appropriate as a reasonable accommodation. The GBHA will only consider accommodations that can reasonably be expected to address the behavior that is the basis of the proposed lease termination. See Chapter 2 for a discussion of reasonable accommodation.

Nondiscrimination Limitation

[24 CFR 966.4(l)(5)(vii)(F)]

The GBHA's eviction actions must be consistent with fair housing and equal opportunity provisions of 24 CFR 5.105.

13-III.F. TERMINATIONS RELATED TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

This section addresses the protections against termination of tenancy that the Violence Against Women Act of 2013 (VAWA) provides for public housing residents who are victims of domestic violence, dating violence, sexual assault, or stalking. For general VAWA requirements and GBHA policies pertaining to notification, documentation, and confidentiality, see section 16-VII of this ACOP, where definitions of key VAWA terms are also located.

VAWA Protections against Termination [24 CFR 5.2005 (c)]

VAWA provides that "criminal activity directly related to domestic violence, dating violence, sexual assault, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control, shall not be cause for termination of tenancy of, occupancy rights of, or assistance to the victim, if the tenant or affiliated individual of the tenant is the victim" [24CFR 5.2005(c)(2)].

VAWA further provides that incidents of actual or threatened domestic violence, dating violence, or stalking may not be construed either as serious or repeated violations of the lease by the victim of such violence or as good cause for terminating the tenancy or occupancy rights of the victim of such violence [24CFR 5.2005(c)(1)].

Limits on VAWA Protections

[24 CFR 5.2005(d) and (e)]

While VAWA prohibits the GBHA from using domestic violence, dating violence, sexual assault or stalking as the cause for a termination or eviction action against a public housing tenant who is the victim of the abuse, the protections it provides are not absolute. Specifically:

- VAWA does not limit the GBHA's otherwise available authority to terminate assistance to or evict a victim for lease violations not premised on an act of domestic violence,

dating violence, sexual assault or stalking providing that the GBHA does not subject the victim to a more demanding standard than other tenants.

- VAWA does not limit the GBHA's authority to terminate the tenancy of any public housing tenant if the GBHA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the property if that tenant's residency is not terminated.

HUD regulations define actual and imminent threat to mean words, gestures, actions, or other indicators of a physical threat that (a) is real, (b) would occur within an immediate time frame, and (c) could result in death or serious bodily harm [24CFR 5.2005(d)(2) and (e)]. In determining whether an individual would pose an actual and imminent threat, the factors to be considered include:

- * the duration of the risk
- * the nature and severity of the potential harm
- * the likelihood that the potential harm will occur
- * the length of time before the potential harm would occur [24CFR 5.2005(e)]

Even when a victim poses an actual and imminent threat, however, HUD regulations authorize the GBHA to terminate the victim's assistance "only when there are no other actions that could be taken to reduce or eliminate the threat" [24CFR 5.2005(d)(3)].

GBHA Policy

In determining whether a public housing tenant who is a victim of domestic violence, dating violence, sexual assault, or stalking is an actual and imminent threat to other tenants or those employed at or providing service to a property, the GBHA will consider the following, and any other relevant, factors:

Whether the threat is toward an employee or tenant other than the victim of domestic violence, dating violence, sexual assault, or stalking

Whether the threat is a physical danger beyond a speculative threat

Whether the threat is likely to happen within a short period of time

Whether the threat to other tenants or employees can be eliminated in some other way, such as by helping the victim relocate to a confidential location, transferring the victim to another unit, or seeking a legal remedy to prevent the perpetrator from acting on the threat

If the tenant wishes to contest the GBHA's determination that he or she is an actual and imminent threat to other tenants or employees, the tenant may do so as part of the grievance hearing or in a court proceeding.

Documentation of Abuse [24CFR 5.2007]

GBHA Policy

When an individual facing termination of tenancy for reasons related to domestic violence, dating violence, sexual assault, or stalking claims protection under VAWA, the GBHA will request that the individual provide documentation supporting the claim in accordance with the policies in section 16-VII.D of this ACOP.

The GBHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the individual will suffice. In such cases, the GBHA will document the waiver in the individual's file.

Terminating or Evicting a Perpetrator of Domestic Violence

Although VAWA provides protection from termination for victims of domestic violence, it does not provide protection for perpetrators. In fact, VAWA gives the GBHA the explicit authority to bifurcate a lease, or to remove a household member from a lease, "in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupancy and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant." [24CFR 5.2009(a)] Moreover, HUD regulations impose on the GBHA the obligation to consider lease bifurcation in any circumstances involving domestic violence, dating violence, sexual assault or stalking [24CFR 966.4(e)(9)].

Specific lease language affirming the GBHA's authority to bifurcate a lease is not necessary, and the authority supersedes any local, state or federal law to the contrary. However, if the GBHA chooses to exercise its authority to bifurcate a lease, it must follow any procedures prescribed by HUD or by applicable local, state, or federal law for eviction, lease termination, or termination of assistance. This means that the GBHA must follow the same rules when terminating or evicting an individual as it would when terminating or evicting an entire family [3/16/07 *Federal Register* notice on the applicability of VAWA to HUD programs].

GBHA Policy

The GBHA will bifurcate a family's lease and terminate the tenancy of a family member if the GBHA determines that the family member has committed criminal acts of physical violence against other family members or others. This action will not affect the tenancy or program assistance of the remaining, non-culpable family members.

In making its decision, the GBHA will consider all credible evidence, including, but not limited to, a signed certification (for HUD-50066) or other documentation of abuse submitted to the GBHA by the victim in accordance with this section. The GBHA will also consider the factors in section 13-III.E. Upon such consideration, the GBHA may, on a case-by-case basis, choose not to bifurcate the lease and terminate the tenancy of the culpable family member.

If the GBHA does bifurcate the lease and terminate the tenancy of the culpable family member, it will do so in accordance with the lease, applicable law, and the policies in this ACOP. If necessary, the GBHA will also take steps to ensure that the remaining family members have a safe place to live during the termination process. For example, the GBHA may offer the remaining family members another public housing unit if available; it may help them relocate to a confidential location; or it may refer them to a victim service provider or other agency with shelter facilities.

PART IV: NOTIFICATION REQUIREMENTS, EVICTION PROCEDURES, AND RECORD KEEPING

13-IV.A. OVERVIEW

HUD regulations specify the requirements for the notice that must be provided prior to lease termination. This part discusses those requirements and the specific requirements that precede and follow termination for certain criminal activities which are addressed in the regulations. This part also discusses specific requirements pertaining to the actual eviction of families and record keeping.

13-IV.B. CONDUCTING CRIMINAL RECORDS CHECKS [24 CFR 5.903(e)(ii) and 24 CFR 960.259]

HUD authorizes the GBHA to conduct criminal records checks on public housing residents for lease enforcement and eviction. GBHA policy determines when the GBHA will conduct such checks.

GBHA Policy

The GBHA will conduct criminal records checks when it has come to the attention of the GBHA, either from local law enforcement or by other means that an individual has engaged in the destruction of property, engaged in violent activity against another person, or has interfered with the right to peaceful enjoyment of the premises of other residents. Such checks will also include sex offender registration information. In order to obtain such information, all adult household members must sign consent forms for release of criminal conviction and sex offender registration records on an annual basis.

The GBHA may not pass along the costs of a criminal records check to the tenant.

13-IV.C. DISCLOSURE OF CRIMINAL RECORDS TO FAMILY [24 CFR 5.903(f), 24 CFR 5.905(d) and 24 CFR 966.4(l)(5)(iv)]

In conducting criminal records checks, if the GBHA uses the authority of 24 CFR 5.903 and 5.905 to obtain such information, certain protections must be afforded the tenant before any adverse action is taken. In such cases, if the GBHA obtains criminal records information from a state or local agency showing that a household member has been convicted of a crime, or is subject to a sex offender registration requirement, relevant to lease enforcement or eviction, the GBHA must notify the household of the proposed action and must provide the subject of the record and the tenant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information before an eviction or lease enforcement action is taken.

GBHA Policy

In all cases where criminal record or sex offender registration information would result in lease enforcement or eviction, the GBHA will notify the household in writing of the proposed adverse action and will provide the subject of the record and the tenant a copy of such information, and an opportunity to dispute the accuracy and relevance of the information before an eviction or lease enforcement action is taken.

The family will be given 10 business days from the date of the GBHA notice, to dispute the accuracy and relevance of the information. If the family does not contact the GBHA to dispute the information within that 10 business day period, the GBHA will proceed with the termination action.

Should the tenant not exercise their right to dispute prior to any adverse action, the tenant still has the right to dispute in the grievance hearing or court trial.

13-IV.D. LEASE TERMINATION NOTICE [24 CFR 966.4(l)(3)]

Forms, Delivery, and Content of the Notice

Notices of lease termination must be in writing. The notice must state the specific grounds for termination, the date the termination will take place, the resident's right to reply to the termination notice, and their right to examine GBHA documents directly relevant to the termination or eviction. If the GBHA

does not make the documents available for examination upon request by the tenant, the GBHA may not proceed with the eviction [24 CFR 996.4(m)].

When the GBHA is required to offer the resident an opportunity for a grievance hearing, the notice must also inform the resident of their right to request a hearing in accordance with the GBHA's grievance procedure. In these cases, the tenancy shall not terminate until the time the tenant can request a grievance hearing has expired and the grievance procedure has been completed.

When the GBHA is not required to offer the resident an opportunity for a grievance hearing because HUD has made a due process determination and the lease termination is for criminal activity that threatens health, safety, or right to peaceful enjoyment or for drug-related criminal activity, the notice of lease termination must state that the tenant is not entitled to a grievance hearing on the termination. It must specify the judicial eviction procedure to be used by the GBHA for eviction of the tenant, and state that HUD has determined that the eviction procedure provides the opportunity for a hearing in court that contains the basic elements of due process as defined in HUD regulations. The notice must also state whether the eviction is for a criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the GBHA, or for a drug-related criminal activity on or off the premises.

GBHA Policy

The GBHA will attempt to deliver notices of lease termination directly to the tenant or an adult member of the household. If such attempt fails, the notice will be sent by first-class mail the same day.

All notices of lease termination will include information about the protection against termination provided by the Violence Against Women Act of 2013 (VAWA) for victims of domestic violence, dating violence, sexual assault, or stalking (see section 16-VII.C). The GBHA will also include a copy of the form HUD-50066. Any family member who claims that the cause for termination involves (a) criminal acts of physical violence against family members or others or (b) incidents of domestic violence, dating violence, sexual assault, or stalking of which a family member is the victim will be given the opportunity to provide documentation in accordance with the policies in Sections 13-III.F and 16-VII.D.

Timing of the Notice

[24 CFR 966.4(l)(3)(i)]

The GBHA must give written notice of lease termination of:

- 14 calendar days in the case of failure to pay rent
- A reasonable period of time considering the seriousness of the situation (but not to exceed 30 calendar days)

If the health or safety of other residents, GBHA employees, or persons residing in the immediate vicinity of the premises is threatened

If any member of the household has engaged in any drug-related criminal activity or violence criminal activity

If any member of the household has been convicted of a felony

- 28 calendar days in any other case, except that if a state or local law allows a shorter notice period, such shorter period shall apply

GBHA Policy

The GBHA will give written notice of 14 calendar days for nonpayment of rent. For all other lease terminations the GBHA will give 28 days' written notice or, if state or local law allows less than 28 days, such shorter notice will be given.

The Notice to Vacate that may be required under state or local law may be combined with or run concurrently with the notice of lease termination.

Notice of Nonrenewal Due to Community Service Noncompliance [24 CFR 966.4(l)(2)(ii)(D), 24 CFR 960.603(b) and 24 CFR 960.607(b)]

When the GBHA finds that a family is in noncompliance with the community service requirement, the tenant and any other noncompliant resident must be notified in writing of this determination. Notices of noncompliance will be issued in accordance with the requirements and policies in Section 11-I.E.

GBHA Policy

If after receiving a notice of initial noncompliance the family does not request a grievance hearing, or does not take either corrective action required by the notice within the required timeframe, a termination notice will be issued in accordance with the policies above.

If a family agreed to cure initial noncompliance by signing an agreement, and is still in noncompliance after being provided the 12-month opportunity to cure, the family will be issued a notice of continued noncompliance. The notice of continued noncompliance will be sent in accordance with the policies in Section 11-I.E. and will also serve as the notice of termination of tenancy.

Notice of Termination Based on Citizenship Status [24 CFR 5.514(c) and (d)]

In cases where termination of tenancy is based on citizenship status, HUD requires the notice of termination to contain additional information. In addition to advising the family of the reasons their assistance is being terminated, the notice must also advise the family of any of the following that apply: the family's eligibility for proration of assistance, the criteria and right to request an appeal to the USCIS of the results of secondary verification of immigration status and to submit additional documentation or a written explanation in support of the appeal, and the family's right to request an informal hearing with the GBHA either upon completion of the USCIS appeal or in lieu of the USCIS appeal.

Please see Chapter 14 for the GBHA's informal hearing procedures.

13-IV.E. EVICTION

[24 CFR 966.4(l)(4) and 966.4(m)]

Eviction notice means a notice to vacate, or a complaint or other initial pleading used under state or local law to commence an eviction action. The GBHA may only evict the tenant from the unit by instituting a court action, unless the law of the jurisdiction permits eviction by administrative action, after a due process administrative hearing, and without a court determination of the rights and liabilities of the parties.

GBHA Policy

When a family does not vacate the unit after receipt of a termination notice, by the deadline given in the notice, the GBHA will follow state and local landlord-tenant law in filing an eviction action with the local court that has jurisdiction in such cases.

If the eviction action is finalized in court and the family remains in occupancy beyond the deadline to vacate given by the court, the GBHA will seek the assistance of the court to remove the family from the premises as per state and local law.

The GBHA may not proceed with an eviction action if the GBHA has not made available the documents to be used in the case against the family, and has not afforded the family the opportunity to examine and copy such documents in accordance with the provisions of 24 CFR 966.41(l)(3) and (m).

13-IV.F. NOTIFICATION TO POST OFFICE

[24 CFR 966.4(l)(5)(iii)(B)]

When the GBHA evicts an individual or family for criminal activity, including drug-related criminal activity, the GBHA must notify the local post office serving the dwelling unit that the individual or family is no longer residing in the unit.

13-IV.G. RECORD KEEPING

For more information concerning general record keeping, see Chapter 16.

GBHA Policy

A written record of every termination and/or eviction will be maintained by the GBHA at the development where the family was residing, and will contain the following information:

Name of resident, number, and identification of unit occupied

Date of the notice of lease termination and any other notices required by state or local law; these notices may be on the same form and will run concurrently

Specific reason(s) for the notices, citing the lease section or provision that was violated, and other facts pertinent to the issuing of the notices described in detail (other than any criminal history reports obtained solely through the authorization provided in 24 CFR 5.903 and 5.905)

Date and method of notifying the resident

Summaries of any conferences held with the resident including dates, names of conference participants, and conclusions



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

April 11, 2019

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.3.

Consideration with possible action to pre-approve the GBHA Scattered Site Gutter Cleaning contract.

BACKGROUND

The GBHA has historically entered into contracts to clean gutters on the scattered site houses. Last year, fall came early with ice and the contractors were unable to clean the gutters. This year the GBHA needs to go out for bid to have the gutters cleaned as the old contract has expired. Staff would like to have the gutters cleaned this spring and again in the fall. Moving forward, the gutters will only be cleaned once in the fall. The Executive Director would like to get approval from the GBHA to award the contract as soon as the bids are returned so we can get a jump on this work and not have to wait for the May GBHA meeting.

The GBHA would like to enter into a 1-year contract with the ability to extend the contract annually for five years if work performed is acceptable.

The annual cost of this contract has been approximately \$2,000 a year for one cleaning. In this instance, the Executive Director would like Authority to award this 1 year contract for an amount not to exceed \$5,000 (2 cleanings) with an additional annual amount not to exceed \$2,500 per year.

RECOMMENDATION

To pre-approve the GBHA Scattered Site Gutter Cleaning Contract not to exceed \$2,500 per cleaning.

FISCAL IMPACT

ATTACHMENTS

None

2:50 PM

04/01/19

Green Bay Housing Authority

Check Detail

March 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5010	03/14/2019	ARMS	shreading	1111.01 · General ...	
Bill	0256637	02/28/2019		shreading	4430.19 · Garbage ...	-8.50
				shreading	4430.19 · Garbage ...	-8.50
TOTAL						-17.00
Bill Pmt -Check	5011	03/14/2019	Bug Blaster Inc		1111.01 · General ...	
Bill	19059	03/07/2019		Bed bug treat...	4430.17 · Extermin...	-280.00
Bill	19061	03/07/2019		general treat...	4430.17 · Extermin...	-100.00
Bill	19060	03/07/2019		bed bug treat...	4430.17 · Extermin...	-140.00
TOTAL						-520.00
Bill Pmt -Check	5012	03/14/2019	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	02/18/2019		drip bowls	4420.00 · Maint - S...	-55.92
Bill	117075	02/20/2019		mailings	4190.02 · Postage	-12.95
				stickers/cale...	4190.01 · Printing	-208.50
Bill	970-12420	02/21/2019		door system	4190.07 · Tele Fax...	-95.45
				door system	4190.07 · Tele Fax...	-95.45
Bill	970-12420	02/25/2019		sponge/prim...	4420.00 · Maint - S...	-32.61
Bill	970-12420	02/28/2019		copies	4190.01 · Printing	-16.85
				copoes	4190.01 · Printing	-16.85
Bill	970-12420	02/28/2019		movie club	4220.01 · Ten Ser -...	-41.24
				adapter	4190.07 · Tele Fax...	-16.98
Bill	970-12420	03/05/2019		envelopes	4190.03 · Paper & ...	-474.13
				envelopes	4190.03 · Paper & ...	-127.73
Bill	970-12420	03/05/2019		keyboard	4190.03 · Paper & ...	-34.62
Bill	970-12420	03/05/2019		storage units	4420.00 · Maint - S...	-156.00
Bill	117445	03/11/2019		fuel	4430.03 · Maint - Tr...	-192.65
				fuel	4430.03 · Maint - Tr...	-192.65
TOTAL						-1,770.58
Bill Pmt -Check	5013	03/14/2019	Clean By Design L...		1111.01 · General ...	
Bill	1511	03/07/2019		cleaning 141...	4430.00 · Maint - C...	-950.00
Bill	1510	03/07/2019		cleaning # 420	4430.00 · Maint - C...	-166.00
				cleaning #816	4430.00 · Maint - C...	-460.00
				cleaning #107	4430.00 · Maint - C...	-340.00
TOTAL						-1,916.00
Bill Pmt -Check	5014	03/14/2019	D & D Glass Co. L...	1424 Admira...	1111.01 · General ...	
Bill	73983	02/14/2019		screen repairs	4420.00 · Maint - S...	-41.42
TOTAL						-41.42
Bill Pmt -Check	5015	03/14/2019	FIRST SUPPLY G...		1111.01 · General ...	
Bill	11568765-00	02/27/2019		flapper kit & ...	4420.00 · Maint - S...	-133.40
Bill	8801424	03/05/2019		flatter kit & a...	4420.00 · Maint - S...	-12.55
TOTAL						-145.95

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04/01/19

Green Bay Housing Authority

Check Detail

March 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5016	03/14/2019	GRAINGER	1424 Admiral	1111.01 · General ...	
Bill	9087703600	02/14/2019		smoke detect...	4420.00 · Maint - S...	-3,077.76
TOTAL						-3,077.76
Bill Pmt -Check	5017	03/14/2019	GREEN BAY WAT...		1111.01 · General ...	
Bill	2/28/19-4665-01	02/28/2019		1424 Admirel...	4390.00 · Other Util...	-424.32
				1424 Admirel...	4310.00 · Water	-3,717.05
Bill	3/4/19-13182-04	03/04/2019		1009 Crooks	4390.00 · Other Util...	-56.19
				1009 Crooks	4310.00 · Water	-375.90
TOTAL						-4,573.46
Bill Pmt -Check	5018	03/14/2019	H.J. MARTIN & SO...	1424 Admiral	1111.01 · General ...	
Bill	HJ256457	02/26/2019		carpet 3 rolls	4430.00 · Maint - C...	-5,985.00
TOTAL						-5,985.00
Bill Pmt -Check	5019	03/14/2019	KONE INC		1111.01 · General ...	
Bill	959029648	09/01/2018		elevator main	4430.12 · Elevator ...	-450.00
Bill	959192681	03/01/2019		elevator maint	4430.12 · Elevator ...	-450.00
TOTAL						-900.00
Bill Pmt -Check	5020	03/14/2019	LANGAN INVESTI...		1111.01 · General ...	
Bill	2/1-28/19 SS	03/01/2019		investigations	4130.01 · Investigat...	-1,601.04
Bill	2/1-28/19 MM	03/01/2019		screenings	4130.01 · Investigat...	-70.00
TOTAL						-1,671.04
Bill Pmt -Check	5021	03/14/2019	Lindeman's Cleani...		1111.01 · General ...	
Bill	62449	02/15/2019		cleaning drap...	4430.01 · Maint - N...	-54.38
Bill	62450	02/15/2019		cleaning drap...	4430.01 · Maint - N...	-58.80
Bill	62453	02/15/2019		cleaning drea...	4430.01 · Maint - N...	-54.38
Bill	63759	02/21/2019		cleaining dra...	4430.01 · Maint - N...	-23.66
Bill	63495	02/21/2019		cleaining dra...	4430.01 · Maint - N...	-26.66
Bill	63754	02/21/2019		cleaining dra...	4430.01 · Maint - N...	-31.62
Bill	63756	02/21/2019		cleaning drap...	4430.01 · Maint - N...	-23.66
Bill	63980	02/27/2019		cleaining dre...	4430.01 · Maint - N...	-15.00
Bill	64223	02/27/2019		cleaining dra...	4430.01 · Maint - N...	-54.38
Bill	64226	02/27/2019		cleaning drap...	4430.01 · Maint - N...	-49.95
Bill	64800	03/01/2019		cleaning drap...	4430.01 · Maint - N...	-67.66
Bill	64861	03/01/2019		cleaning drap...	4430.01 · Maint - N...	-54.38
Bill	65604	03/08/2019		cleaning drap...	4430.01 · Maint - N...	-15.00
TOTAL						-529.53
Bill Pmt -Check	5022	03/14/2019	LIZER LAWN CARE		1111.01 · General ...	
Bill	87172AD	03/06/2019		Snow remov...	4430.11 · Snow Re...	-96.00
Bill	87173AD	03/06/2019		Snow remov...	4430.11 · Snow Re...	-96.00
Bill	87171AD	03/06/2019		Snow remov...	4430.11 · Snow Re...	-96.00
Bill	87174AD	03/06/2019		Snow remov...	4430.11 · Snow Re...	-260.00
TOTAL						-548.00

2:50 PM

04/01/19

Green Bay Housing Authority

Check Detail

March 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5023	03/14/2019		SD refund	1111.01 · General ...	
Bill	SD refund	03/07/2019		SD refund - ... Pet Dept ref...	2114.00 · Tenant S... 2114.02 · Security ...	-108.94 -38.91
TOTAL						-147.85
Bill Pmt -Check	5024	03/14/2019	Robert Salesky	1424 Admiral	1111.01 · General ...	
Bill	790748	03/04/2019		keys	4420.00 · Maint - S...	-145.30
TOTAL						-145.30
Bill Pmt -Check	5025	03/14/2019	Selner Tree & Shr...		1111.01 · General ...	
Bill	3377	03/06/2019		tree trimming	4430.13 · Landscap...	-1,020.00
Bill	3378	03/06/2019		tree timing	4430.13 · Landscap...	-1,190.00
Bill	3349	03/06/2019		tree trimming	4430.13 · Landscap...	-3,782.50
TOTAL						-5,992.50
Bill Pmt -Check	5026	03/14/2019	SERVICE MOTOR ...	equipment	1111.01 · General ...	
Bill	2/4/19 pay out	02/04/2019		skid steer Skid steer skid steer	4430.25 · Unit Repair 4430.25 · Unit Repair 4430.11 · Snow Re...	-23,345.15 -6,949.38 -4,205.47
TOTAL						-34,500.00
Bill Pmt -Check	5027	03/14/2019	SHERWIN-WILLIA...	1424 Admira...	1111.01 · General ...	
Bill	73963	02/01/2019		paint	4420.00 · Maint - S...	-22.16
TOTAL						-22.16
Bill Pmt -Check	5028	03/14/2019		Sd refund	1111.01 · General ...	
Bill	SD refund	03/07/2019		Sd refund - T... Key Dept ref...	2114.00 · Tenant S... 2114.02 · Security ...	-200.00 -5.00
TOTAL						-205.00
Bill Pmt -Check	5029	03/14/2019	TIME WARNER CA...		1111.01 · General ...	
Bill	2/19/19	02/19/2019		internet	4230.00 · Ten Ser-...	-89.99
Bill	3/2/19	03/02/2019		cable	4230.00 · Ten Ser-...	-2,491.20
TOTAL						-2,581.19
Bill Pmt -Check	5030	03/14/2019	WISCONSIN PUBL...		1111.01 · General ...	
Bill	2/27/19-2671-00184	02/27/2019		409 N Maple 409 N Maple	4320.00 · Electricity 4330.00 · Gas	-54.37 -95.97
Bill	3/2019 ur's	03/01/2019		323 N Ashaln... 1009 Crooks ... 1014 Pine - ... 896 School - ... 1420 Univers... 1333 Univers... 415 N Maple ... 837 Christian... 967 Holzer - ...	4320.01 · Utility Rei... 4320.01 · Utility Rei... 4320.01 · Utility Rei... 4320.01 · Utility Rei... 4320.01 · Utility Rei... 4320.01 · Utility Rei... 4320.01 · Utility Rei... 4320.01 · Utility Rei... 4320.01 · Utility Rei...	-71.00 -87.00 -43.00 -89.00 -172.00 -89.00 -114.00 -30.00 -71.00

2:50 PM

04/01/19

Green Bay Housing Authority

Check Detail

March 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
				509 S Maple ...	4320.01 · Utility Rei...	-11.00
				913 N Chest...	4320.01 · Utility Rei...	-69.00
Bill	3/4/19-2671-00036	03/04/2019		1424 Admiral...	4320.00 · Electricity	-1,381.99
Bill	3/5/19-2671-00002	03/05/2019		1424 Admiral...	4320.00 · Electricity	-3,996.86
				1424 Admiral...	4330.00 · Gas	-4,050.74
TOTAL						-10,425.93
Bill Pmt -Check	5031	03/14/2019	AMA HEATING	712 Bond	1111.01 · General ...	
Bill	S85517	02/22/2019		furnace repair	4430.10 · Heating a...	-416.93
TOTAL						-416.93
Bill Pmt -Check	5032	03/28/2019	ACE DRAIN & SE...	1428 Dousm...	1111.01 · General ...	
Bill	13473	02/18/2019		auger drain	4430.16 · Plumbing	-333.00
TOTAL						-333.00
Bill Pmt -Check	5033	03/28/2019	AMA HEATING	967 Holzer	1111.01 · General ...	
Bill	S85822	03/22/2019		plugged drain...	4430.10 · Heating a...	-199.52
TOTAL						-199.52
Bill Pmt -Check	5034	03/28/2019	BELLIN HOME HE...	Community ...	1111.01 · General ...	
Bill	MB2655	03/12/2019		RN communi...	4230.00 · Ten Ser-...	-450.00
TOTAL						-450.00
Bill Pmt -Check	5035	03/28/2019	BELSON CO		1111.01 · General ...	
Bill	322732	03/18/2019		air freshner	4420.00 · Maint - S...	-45.00
Bill	323358	03/22/2019		mops/polish/...	4420.00 · Maint - S...	-471.83
TOTAL						-516.83
Bill Pmt -Check	5036	03/28/2019	CEC		1111.01 · General ...	
Bill	304760	02/28/2019		fire alarm bat...	4430.09 · Fire Prote...	-167.50
Bill	304759	03/09/2019		fire alarm ins...	4430.09 · Fire Prote...	-1,425.00
TOTAL						-1,592.50
Bill Pmt -Check	5037	03/28/2019	CELLCOM	cell bill	1111.01 · General ...	
Bill	441800	03/15/2019		cell bill	4190.07 · Tele Fax...	-62.79
				cell bill	4190.07 · Tele Fax...	-112.44
TOTAL						-175.23

2:50 PM

04/01/19

Green Bay Housing Authority

Check Detail

March 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5038	03/28/2019	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	03/04/2019		flat bottoms	4420.00 · Maint - S...	-58.00
Bill	970-12420	03/05/2019		garbage pick ...	4430.19 · Garbage ...	-328.00
Bill	117412	03/05/2019		trash carts	4430.19 · Garbage ...	-180.10
Bill	970-12420	03/06/2019		antivirus	4190.06 · Computer...	-90.32
Bill	970-12420	03/07/2019		pail/knob/scr...	4420.00 · Maint - S...	-86.55
Bill	970-12420	03/11/2019		stamps	4190.02 · Postage	-137.50
				stamps	4190.02 · Postage	-137.50
				Background ...	4130.01 · Investigat...	-5.96
				Background ...	4130.01 · Investigat...	-5.97
				Tape/highligh...	4190.03 · Paper & ...	-83.02
				Tape/highligh...	4190.03 · Paper & ...	-83.03
Bill	970-12420	03/11/2019		Entry door pa...	4420.00 · Maint - S...	-121.71
				keys/locks/tu...	4420.00 · Maint - S...	-76.74
Bill	117580	03/12/2019		mailings	4190.02 · Postage	-12.26
				recert packet...	4190.01 · Printing	-162.75
				recert packets	4190.01 · Printing	-42.00
Bill	117630	03/20/2019		trash pick up	4430.19 · Garbage ...	-80.00
Bill	117628	03/20/2019		trah pick up	4430.19 · Garbage ...	-80.00
Bill	970-12420	03/31/2019		Wages	4110.00 · Admin Sa...	-5,968.45
				Benefits	4182.00 · Employe...	-2,390.27
				Wages	4410.00 · Maint - L...	-10,665.03
				Benefits	4433.00 · Emp Ben...	-4,695.08
				Wages	4110.00 · Admin Sa...	-3,884.54
				Benefits	4182.00 · Employe...	-1,504.91
				Wages	4410.00 · Maint - L...	-3,684.35
				Benefits	4433.00 · Emp Ben...	-1,411.58
				Wages	4110.00 · Admin Sa...	-4,744.93
				Benefits	4182.00 · Employe...	-2,067.04
TOTAL						-42,787.59
Bill Pmt -Check	5039	03/28/2019	Clean By Design L...		1111.01 · General ...	
Bill	1512	03/14/2019		1341 Univeri...	4430.00 · Maint - C...	-850.80
				1010 Pine Cl...	4430.00 · Maint - C...	-1,137.80
Bill	1514	03/22/2019		cleaning #208	4430.00 · Maint - C...	-460.00
				cleaning #315	4430.00 · Maint - C...	-250.00
Bill	1513	03/22/2019		cleaning 133...	4430.00 · Maint - C...	-950.00
TOTAL						-3,648.60
Bill Pmt -Check	5040	03/28/2019	Ellison Electric Su...		1111.01 · General ...	
Bill	1463697-00	03/08/2019		lighting	4420.00 · Maint - S...	-17.10
Bill	222394-00	03/11/2019		lighting	4420.00 · Maint - S...	-549.45
Bill	222413-00	03/11/2019		lighting	4420.00 · Maint - S...	-361.04
TOTAL						-927.59
Bill Pmt -Check	5041	03/28/2019	FIRST SUPPLY G...	1424 Admira...	1111.01 · General ...	
Bill	11568765-02	03/13/2019		flapper kit	4420.00 · Maint - S...	-6.09
TOTAL						-6.09

2:50 PM

04/01/19

Green Bay Housing Authority

Check Detail

March 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5042	03/28/2019	GRAINGER		1111.01 · General ...	
Bill	9116495376	03/15/2019		blower wheel	4420.00 · Maint - S...	-123.30
Bill	9116495368	03/15/2019		HVAC motor	4420.00 · Maint - S...	-222.36
Bill	9118898783	03/18/2019		HVAC motor	4420.00 · Maint - S...	-222.36
Bill	9118898775	03/18/2019		sump pump -...	4420.00 · Maint - S...	-167.00
TOTAL						-735.02
Bill Pmt -Check	5043	03/28/2019	GREEN BAY WAT...		1111.01 · General ...	
Bill	3/20/19-20802-04	03/20/2019		912 S Oakland	4390.00 · Other Util...	-56.74
				912 S Oakland	4310.00 · Water	-210.28
Bill	3/20/19-20454-02	03/20/2019		1577 Charles	4390.00 · Other Util...	-56.74
				1577 Charles	4310.00 · Water	-191.17
TOTAL						-514.93
Bill Pmt -Check	5044	03/28/2019	HIBU INC.	1424 Admira...	1111.01 · General ...	
Bill	10461120	03/12/2019		ad	4190.08 · Marketing	-16.00
TOTAL						-16.00
Bill Pmt -Check	5045	03/28/2019	Jayme Valentine		1111.01 · General ...	
Bill	2/1-2/28/19 mileage	03/01/2019		Mileage	4150.00 · Travel	-33.35
				Mileage	4150.00 · Travel	-22.33
Bill	3/25/19 WAHA	03/25/2019		WAHA Distri...	4150.00 · Travel	-15.73
Bill	3/1-3/26/19	03/27/2019		Mileage	4150.00 · Travel	-37.70
				Mileage	4150.00 · Travel	-12.18
TOTAL						-121.29
Bill Pmt -Check	5046	03/28/2019	LARSON PAINTING	1424 Admira...	1111.01 · General ...	
Bill	5093	03/04/2019		Painting #106	4430.00 · Maint - C...	-231.80
TOTAL						-231.80
Bill Pmt -Check	5047	03/28/2019	Lindeman's Cleani...		1111.01 · General ...	
Bill	66754	03/14/2019		cleaning drap...	4430.01 · Maint - N...	-67.66
Bill	66753	03/14/2019		cleaning drap...	4430.01 · Maint - N...	-54.38
Bill	67427	03/18/2019		cleaning drea...	4430.01 · Maint - N...	-42.53
Bill	67962	03/22/2019		cleaning drap...	4430.01 · Maint - N...	-15.00
Bill	68025	03/25/2019		cleaning drea...	4430.01 · Maint - N...	-15.00
Bill	68544	03/27/2019		cleaning drep...	4430.01 · Maint - N...	-10.00
TOTAL						-204.57
Bill Pmt -Check	5048	03/28/2019	LIZER LAWN CARE		1111.01 · General ...	
Bill	87346AD	03/20/2019		snow remova...	4430.11 · Snow Re...	-68.00
Bill	87348AD	03/20/2019		snow remova...	4430.11 · Snow Re...	-68.00
Bill	87347AD	03/20/2019		snow remova...	4430.11 · Snow Re...	-68.00
Bill	87349AD	03/20/2019		snow remova...	4430.11 · Snow Re...	-154.00
TOTAL						-358.00

2:50 PM

04/01/19

Green Bay Housing Authority

Check Detail

March 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5049	03/28/2019	MID-STATE SUPPLY	stock items	1111.01 · General ...	
Bill	4274985	03/12/2019		contertop en...	4420.00 · Maint - S...	-228.69
TOTAL						-228.69
Bill Pmt -Check	5050	03/28/2019	Sandberg K9 Solu...	1424 Admira...	1111.01 · General ...	
Bill	1389	03/18/2019		inspeciton	4430.17 · Extermin...	-120.00
TOTAL						-120.00
Bill Pmt -Check	5051	03/28/2019	SCHINDLER ELEV...	1424 Admira...	1111.01 · General ...	
Bill	7152895607	03/20/2019		Service call	4430.12 · Elevator ...	-851.77
TOTAL						-851.77
Bill Pmt -Check	5052	03/28/2019	SHERWIN-WILLIA...	1424 Admira...	1111.01 · General ...	
Bill	9411-2	03/15/2019		paint	4420.00 · Maint - S...	-119.55
TOTAL						-119.55
Bill Pmt -Check	5053	03/28/2019	Stephanie Schmut...	mileage	1111.01 · General ...	
Bill	9/1-12/31/18 milea...	03/25/2019		mileage	4150.00 · Travel	-19.62
TOTAL						-19.62
Bill Pmt -Check	5054	03/28/2019	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	3/196/19	03/19/2019		internet	4230.00 · Ten Ser...	-91.34
TOTAL						-91.34
Bill Pmt -Check	5055	03/28/2019	WISCONSIN MEDIA	notice	1111.01 · General ...	
Bill	2312095	03/01/2019		public notice	4190.04 · Publicatio...	-33.22
TOTAL						-33.22
Bill Pmt -Check	5056	03/28/2019	WISCONSIN PUBL...		1111.01 · General ...	
Bill	3/14/19-2671-0009	03/14/2019		1125 University	4320.00 · Electricity	-36.09
				1125 University	4330.00 · Gas	-59.55
Bill	3/15/19-2671-00186	03/15/2019		1416 University	4320.00 · Electricity	-19.04
				1416 University	4330.00 · Gas	-31.74
Bill	April 2019 UR's	04/01/2019		323 N Ashlan...	4320.01 · Utility Rei...	-71.00
				1009 Crooks ...	4320.01 · Utility Rei...	-87.00
				1014 Pine - ...	4320.01 · Utility Rei...	-43.00
				896 School - ...	4320.01 · Utility Rei...	-89.00
				1420 Univers...	4320.01 · Utility Rei...	-86.00
				1333 Univers...	4320.01 · Utility Rei...	-89.00
				1440 univeris...	4320.01 · Utility Rei...	-86.00
				415 N Maple ...	4320.01 · Utility Rei...	-114.00
				837 Christian...	4320.01 · Utility Rei...	-30.00
				509 S Maple ...	4320.01 · Utility Rei...	-11.00
				913 N Chest...	4320.01 · Utility Rei...	-69.00
TOTAL						-921.42

Green Bay Housing Authority

Budget vs. Actual

Summary

Mar-19

Account #
6000000000

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	117,748.02	172,926.04	642,067.22	758,000.08	131,315.00	24,955.00	239,184.23	293,764.00	1,130,314.47	1,249,645.12
Total Expense	112,695.55	176,070.00	647,860.07	1,018,050.04	15,662.15	153,775.00	339,729.69	545,501.00	1,115,947.46	1,893,396.04
Net Income	<u>5,052.47</u>	<u>-3,143.96</u>	<u>-5,792.85</u>	<u>-260,049.96</u>	<u>115,652.85</u>	<u>-128,820.00</u>	<u>-100,545.46</u>	<u>-251,737.00</u>	<u>14,367.01</u>	<u>-643,750.92</u>

Reserve Spreadsheet

	MM	SS
6/30/2018 Audited FASS	550,585	386,001
YTD Net Income/(loss)	(5,793)	(100,545)
Without Depreciation		
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	394,792	272,974
Transfer	-	-
Projected Reserve	394,792	272,974
6 Month Expenses	421,559	170,535
Excess/shortfall	(26,766)	102,439
	☹	☺

Green Bay Housing Authority Budget vs. Actual Detail

AGGREGATED

	COCC				Mason Manor			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	156,325.44	137,622.00	18,703.44	113.59%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	343,837.70	461,000.00	-117,162.30	74.59%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	3,264.00	4,620.00	-1,356.00	70.65%
3510.00 · Management Fee Revenue	84,444.27	128,981.04	-44,536.77	65.47%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	16,240.00	24,240.00	-8,000.00	67.0%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	11,902.50	18,180.00	-6,277.50	65.47%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	1,500.00	-1,500.00	0.0%	32,697.61	8,000.00	24,697.61	408.72%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	5,448.00	8,000.00	-2,552.00	68.1%
3690.01 · Other Income - Ins Dividends	19.62	25.00	-5.38	78.48%	529.71	800.00	-270.29	66.21%
3690.02 · Other Income	5,141.63	0.00	5,141.63	100.0%	9,888.90	7,000.00	2,888.90	141.27%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	90,075.86	130,958.08	-40,882.22	68.78%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	117,748.02	172,926.04	-55,178.02	68.09%	642,067.22	758,000.08	-115,932.86	84.71%
Expense								
4110.00 · Admin Salaries	47,117.89	103,000.00	-55,882.11	45.75%	55,362.51	89,500.00	-34,137.49	61.86%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4130.00 · Legal Expense	301.62	250.00	51.62	120.65%	1,285.71	3,000.00	-1,714.29	42.86%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	1,741.96	2,600.00	-858.04	67.0%
4140.00 · Staff Training	1,188.26	10,500.00	-9,311.74	11.32%	778.82	3,800.00	-3,021.18	20.5%
4150.00 · Travel	110.96	1,000.00	-889.04	11.1%	103.71	400.00	-296.29	25.93%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	63,958.42	97,055.04	-33,096.62	65.9%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	9,015.00	13,680.00	-4,665.00	65.9%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	12,240.00	18,240.00	-6,000.00	67.11%
4171.00 · Auditing Fees	1,558.00	1,800.00	-242.00	86.56%	3,116.00	3,600.00	-484.00	86.56%
4182.00 · Employee Benefits - Admin	18,383.40	33,000.00	-14,616.60	55.71%	26,911.18	32,000.00	-5,088.82	84.1%
4190.01 · Printing	559.21	1,000.00	-440.79	55.92%	1,791.52	2,500.00	-708.48	71.66%
4190.02 · Postage	187.07	250.00	-62.93	74.83%	637.50	1,000.00	-362.50	63.75%
4190.03 · Paper & Office Supplies	277.02	750.00	-472.98	36.94%	885.57	1,500.00	-614.43	59.04%
4190.04 · Publications	33.22	200.00	-166.78	16.61%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	367.32	500.00	-132.68	73.46%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	5,028.80	5,000.00	28.80	100.58%	11,839.63	9,000.00	2,839.63	131.55%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	1,002.92	1,250.00	-247.08	80.23%
4190.08 · Marketing	0.00	2,000.00	-2,000.00	0.0%	2,107.56	2,300.00	-192.44	91.63%
4190.10 · Miscellaneous	37,338.32	15,000.00	22,338.32	248.92%	0.00	2,000.00	-2,000.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	670.89	1,500.00	-829.11	44.73%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	2,437.59	3,000.00	-562.41	81.25%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	23,910.32	22,500.00	1,410.32	106.27%
4310.00 · Water	0.00	0.00	0.00	0.0%	28,464.63	36,000.00	-7,535.37	79.07%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	51,031.46	65,000.00	-13,968.54	78.51%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	0.00	32,000.00	-32,000.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	22,911.24	3,750.00	19,161.24	610.97%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	3,142.82	129,500.00	-126,357.18	2.43%
4410.00 · Maint - Labor	0.00	100.00	-100.00	0.0%	96,930.42	25,000.00	71,930.42	387.72%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	51,101.93	10,000.00	41,101.93	511.02%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	28,541.14	2,500.00	26,041.14	1,141.65%
4430.01 · Maint - Non-Contract	0.00	800.00	-800.00	0.0%	8,218.14	2,000.00	6,218.14	410.91%
4430.03 · Maint - Truck Maint	44.46	0.00	44.46	100.0%	1,657.66	3,000.00	-1,342.34	55.26%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	9,579.12	1,500.00	8,079.12	638.61%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	4,267.90	1,500.00	2,767.90	284.53%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	9,004.89	8,500.00	504.89	105.94%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	8,835.37	2,000.00	6,835.37	441.77%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	1,944.30	0.00	1,944.30	100.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	266.00	2,750.00	-2,484.00	9.67%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	16,753.12	25,000.00	-8,246.88	67.01%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	2,180.68	3,000.00	-819.32	72.69%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	2,485.73	3,000.00	-514.27	82.86%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	397.00	0.00	397.00	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	39,097.93	47,000.00	-7,902.07	83.19%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%	0.00	500.00	-500.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%	9,799.78	8,500.00	1,299.78	115.29%
4510.01 · Insurance Expenses - Liability	200.00	125.00	75.00	160.0%	5,906.00	5,800.00	106.00	101.83%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	33,750.00	-33,750.00	0.0%
4530.00 · Bank Fees	0.00	145.00	-145.00	0.0%	546.00	1,025.00	-479.00	53.27%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	13,000.00	-13,000.00	0.0%

Green Bay Housing Authority
Budget vs. Actual Detail

AGGREGATE

COCC				Mason Manor			
YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4590.00 · Other General	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	650.00	-650.00	0.00	215,000.00	-215,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.0%	25,000.00	25,000.00	0.00	100.0%
Total Expense	112,695.55	176,070.00	-63,374.45	647,860.07	1,018,050.04	-370,189.97	63.64%
Net Income/(Loss)	5,052.47	-3,143.96	8,196.43	-5,792.85	-260,049.96	254,257.11	2.23%

0.00

-0.00

Green Bay Housing Authority Budget vs. Actual Detail

AGGREGATED

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	0.00	0.00	0.00	0.0%	101,608.62	135,492.00	-33,883.38	74.99%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	99,106.75	118,772.00	-19,665.25	83.44%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	10,000.00	-10,000.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
3690.00 · Other Income - Tenants	119,000.00	0.00	119,000.00	100.0%	205.00	0.00	205.00	100.0%
3690.01 · Other Income - Ins Dividends	0.00	0.00	0.00	0.0%	1,412.55	2,000.00	-587.45	70.63%
3690.02 · Other Income	12,315.00	14,955.00	-2,640.00	82.35%	11,851.31	7,500.00	4,351.31	158.02%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	25,000.00	25,000.00	0.00	100.0%
Total Income	131,315.00	24,955.00	106,360.00	526.21%	239,184.23	293,764.00	-54,579.77	81.42%
Expense								
4110.00 · Admin Salaries	32.52	2,000.00	-1,967.48	1.63%	40,940.96	62,000.00	-21,059.04	66.03%
4120.00 · Compensated Absences	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4130.00 · Legal Expense	0.00	0.00	0.00	0.0%	1,412.08	500.00	912.08	282.42%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	7,465.53	3,000.00	4,465.53	248.85%
4140.00 · Staff Training	0.00	0.00	0.00	0.0%	778.82	3,800.00	-3,021.18	20.5%
4150.00 · Travel	0.00	0.00	0.00	0.0%	240.59	500.00	-259.41	48.12%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	20,485.85	31,926.00	-11,440.15	64.17%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	2,887.50	4,500.00	-1,612.50	64.17%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	3,500.00	6,000.00	-2,500.00	58.33%
4171.00 · Auditing Fees	410.00	525.00	-115.00	78.1%	3,116.00	3,400.00	-284.00	91.65%
4182.00 · Employee Benefits - Admin	19.95	750.00	-730.05	2.66%	19,660.17	22,500.00	-2,839.83	87.38%
4190.01 · Printing	0.00	0.00	0.00	0.0%	441.73	500.00	-58.27	88.35%
4190.02 · Postage	0.00	0.00	0.00	0.0%	637.50	1,000.00	-362.50	63.75%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	539.14	800.00	-260.86	67.39%
4190.04 · Publications	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	0.00	0.00	0.00	0.0%	0.00	50.00	-50.00	0.0%
4190.06 · Computer Support	0.00	0.00	0.00	0.0%	6,483.83	6,000.00	483.83	108.06%
4190.07 · Tele Fax & Comm	0.00	0.00	0.00	0.0%	837.81	1,100.00	-262.19	76.17%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	108.67	500.00	-391.33	21.73%	0.00	1,000.00	-1,000.00	0.0%
4210.00 · Ten Ser-Salary	3,091.01	45,000.00	-41,908.99	6.87%	0.00	0.00	0.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	0.00	1,250.00	-1,250.00	0.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	0.00	0.00	0.0%	21,702.05	25,000.00	-3,297.95	86.81%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	718.35	3,000.00	-2,281.65	23.95%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	8,346.00	3,000.00	5,346.00	278.2%
4330.00 · Gas	0.00	0.00	0.00	0.0%	854.18	10,000.00	-9,145.82	8.54%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	7,032.15	48,500.00	-41,467.85	14.5%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	34,957.84	11,000.00	23,957.84	317.8%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	26,287.88	20,000.00	6,287.88	131.44%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	25,239.90	2,000.00	23,239.90	1,262.0%
4430.01 · Maint - Non-Contract	0.00	0.00	0.00	0.0%	25,524.00	2,500.00	23,024.00	1,020.96%
4430.03 · Maint - Truck Maint	0.00	0.00	0.00	0.0%	1,612.57	0.00	1,612.57	100.0%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	0.00	750.00	-750.00	0.0%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	1,415.58	2,000.00	-584.42	70.78%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	1,415.91	0.00	1,415.91	100.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	0.00	11,000.00	-11,000.00	0.0%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	10,459.20	0.00	10,459.20	100.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.0%	0.00	750.00	-750.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	6,862.00	750.00	6,112.00	914.93%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	815.00	2,000.00	-1,185.00	40.75%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	606.70	1,000.00	-393.30	60.67%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	12,000.00	105,000.00	-93,000.00	11.43%	0.00	5,600.00	-5,600.00	0.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	14,554.87	16,000.00	-1,445.13	90.97%
4480.00 · Protect Service	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4510.00 · Insurance Expense - Property	0.00	0.00	0.00	0.0%	38,788.00	37,000.00	1,788.00	104.83%
4510.01 · Insurance Expenses - Liability	0.00	0.00	0.00	0.0%	3,110.00	3,600.00	-490.00	86.39%
4520.00 · PILOT	0.00	0.00	0.00	0.0%	0.00	27,225.00	-27,225.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	0.00	12,000.00	-12,000.00	0.0%

Green Bay Housing Authority Budget vs. Actual Detail

	RevBonds				ScSite			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	0.00	0.00	0.0%	0.00	149,000.00	-149,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	15,662.15	153,775.00	-138,112.85	10.19%	339,729.69	545,501.00	-205,771.31	62.28%
Net Income/(Loss)	115,652.85	-128,820.00	244,472.85	-89.78%	-100,545.46	-251,737.00	151,191.54	39.94%
	0.00				0.00			

Green Bay Housing Authority Budget vs. Actual Detail

AGGREGATED

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
Income				
2802.00 · Hud Contributions	257,934.06	273,114.00	-15,179.94	94.44%
3110.00 · Dwelling Rental	442,944.45	579,772.00	-136,827.55	76.4%
3120.00 · Excess Utilities	3,264.00	4,620.00	-1,356.00	70.65%
3510.00 · Management Fee Revenue	84,444.27	128,981.04	-44,536.77	65.47%
3520.00 · Asset Management Rev	16,240.00	24,240.00	-8,000.00	67.0%
3530.00 · BookKeeping Fee Rev	11,902.50	18,180.00	-6,277.50	65.47%
3610.00 · Int Income	32,697.61	24,500.00	8,197.61	133.46%
3690.00 · Other Income - Tenants	124,653.00	8,000.00	116,653.00	1,558.16%
3690.01 · Other Income - Ins Dividends	1,961.88	2,825.00	-863.12	69.45%
3690.02 · Other Income	39,196.84	29,455.00	9,741.84	133.07%
3690.03 · Cell Tower Rent	90,075.86	130,958.08	-40,882.22	68.78%
9110.00 · Transfers In	25,000.00	25,000.00	0.00	100.0%
Total Income	1,130,314.47	1,249,645.12	-119,330.65	90.45%
Expense				
4110.00 · Admin Salaries	143,453.88	256,500.00	-113,046.12	55.93%
4120.00 · Compensated Absences	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	2,999.41	3,750.00	-750.59	79.98%
4130.01 · Investigations Expense	9,207.49	5,600.00	3,607.49	164.42%
4140.00 · Staff Training	2,745.90	18,100.00	-15,354.10	15.17%
4150.00 · Travel	455.26	1,900.00	-1,444.74	23.96%
4160.00 · Management Fee	84,444.27	128,981.04	-44,536.77	65.47%
4163.00 · BookKeeping Fee	11,902.50	18,180.00	-6,277.50	65.47%
4165.00 · Asset Management Fee	15,740.00	24,240.00	-8,500.00	64.93%
4171.00 · Auditing Fees	8,200.00	9,325.00	-1,125.00	87.94%
4182.00 · Employee Benefits - Admin	64,974.70	88,250.00	-23,275.30	73.63%
4190.01 · Printing	2,792.46	4,000.00	-1,207.54	69.81%
4190.02 · Postage	1,462.07	2,250.00	-787.93	64.98%
4190.03 · Paper & Office Supplies	1,701.73	3,050.00	-1,348.27	55.79%
4190.04 · Publications	33.22	200.00	-166.78	16.61%
4190.05 · Membership Dues & Fees	367.32	600.00	-232.68	61.22%
4190.06 · Computer Support	23,352.26	20,000.00	3,352.26	116.76%
4190.07 · Tele Fax & Comm	1,840.73	2,350.00	-509.27	78.33%
4190.08 · Marketing	2,107.56	4,300.00	-2,192.44	49.01%
4190.10 · Miscellaneous	37,446.99	18,500.00	18,946.99	202.42%
4210.00 · Ten Ser-Salary			0.00	0.0%
4220.00 · Ten Ser-Recr Etc	670.89	1,500.00	-829.11	44.73%
4220.01 · Ten Ser - Resident Part	2,437.59	4,250.00	-1,812.41	57.36%
4230.00 · Ten Ser-Contrs	23,910.32	22,500.00	1,410.32	106.27%
4310.00 · Water	50,166.68	61,000.00	-10,833.32	82.24%
4320.00 · Electricity	51,749.81	68,000.00	-16,250.19	76.1%
4320.01 · Utility Reimbursements	8,346.00	35,000.00	-26,654.00	23.85%
4330.00 · Gas	23,765.42	13,750.00	10,015.42	172.84%
4390.00 · Other Utilities	10,174.97	178,000.00	-167,825.03	5.72%
4410.00 · Maint - Labor	131,888.26	36,100.00	95,788.26	365.34%
4420.00 · Maint - Supplies	77,389.81	30,000.00	47,389.81	257.97%
4430.00 · Maint - Contracts	53,781.04	4,500.00	49,281.04	1,195.13%
4430.01 · Maint - Non-Contract	33,742.14	5,300.00	28,442.14	636.64%
4430.03 · Maint - Truck Maint	3,314.69	3,000.00	314.69	110.49%
4430.09 · Fire Protection - Maint	9,579.12	2,250.00	7,329.12	425.74%
4430.10 · Heating and Cooling	5,683.48	3,500.00	2,183.48	162.39%
4430.11 · Snow Removal	10,420.80	8,500.00	1,920.80	122.6%
4430.12 · Elevator Maintenance	8,835.37	13,000.00	-4,164.63	67.96%
4430.13 · Landscape and Grounds	12,403.50	0.00	12,403.50	100.0%
4430.14 · Unit Turnaround	0.00	1,750.00	-1,750.00	0.0%
4430.15 · Electrical	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	7,128.00	3,500.00	3,628.00	203.66%
4430.17 · Extermination	17,568.12	27,000.00	-9,431.88	65.07%
4430.18 · Appliances	2,180.68	4,000.00	-1,819.32	54.52%
4430.19 · Garbage & Trash Removal	3,092.43	4,000.00	-907.57	77.31%
4430.25 · Unit Repair	397.00	0.00	397.00	100.0%
4432.00 · Extraordinary Maintenance	12,000.00	110,600.00	-98,600.00	10.85%
4433.00 · Emp Ben Contr-ord maint	53,652.80	63,000.00	-9,347.20	85.16%
4480.00 · Protect Service	0.00	500.00	-500.00	0.0%
4510.00 · Insurance Expense - Property	48,587.78	45,500.00	3,087.78	106.79%
4510.01 · Insurance Expenses - Liability	9,216.00	9,525.00	-309.00	96.76%
4520.00 · PILOT	0.00	60,975.00	-60,975.00	0.0%
4530.00 · Bank Fees				
4572.00 · Bad Debt - Tenant Rents				

**Green Bay Housing Authority
Budget vs. Actual Detail**

	TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget
4590.00 · Other General	0.00	0.00	0.00	0.0%
4800.00 · Depreciation Expense	0.00	364,650.00	-364,650.00	0.0%
9120.00 · Transfers Out	25,000.00	25,000.00	0.00	100.0%
Total Expense	1,115,947.46	1,893,396.04	-777,448.58	58.94%
Net Income/(Loss)	14,367.01	-643,750.92	658,117.93	-2.23%



1723 Murphy Court, Green Bay, WI 54303 • Phone: 920-494-9910 • www.LanganAndAssociates.com

March 1, 2019

Jayne Valentine
Senior Property Manager
Housing Authority of City of Green Bay
1424 Admiral Court
Green Bay, WI 54303

Re: Monthly Report:

Ms. Valentine,

For the month of February 2019 there were five Green Bay Housing applications reviewed. They were:

- 5 Applications for Mason Manor.
- 3 Fraud investigations were still open in February.

Should there be any questions please feel free to contact me at (920) 639-6667.

Respectfully submitted,

Ken Brodhagen

Ken Brodhagen, Investigator
Langan & Associates, Inc.

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April 2, 2019

Jayme Valentine
Senior Property Manager
Housing Authority of City of Green Bay
1424 Admiral Court
Green Bay, WI 54303

Re: Monthly Report:

Ms. Valentine,

For the month of March 2019 there were 31 Green Bay Housing applications reviewed. They were:

12 Applications for Mason Manor.

19 Applications for Scattered Sites.

I do not have a count of the fraud investigations still open from March 2019.

Should there be any questions please feel free to contact me at (920) 639-6667.

Respectfully submitted,

Ken Brodhagen

Ken Brodhagen, Investigator
Langan & Associates, Inc.

This document is confidential and intended for the use of the listed recipient only.

GREEN BAY HOUSING AUTHORITY
(APRIL 2019)

		MASON MANOR VACANCIES (4 TOTAL)			
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	2/01/19	2	?	EVICTON	PEST CONTROL
###	3/1/19	1LG	?	MOVED TO LIVE WITH FAMILY	UNIT TURNOVER
###	3/1/19	1LG	?	RESIDENT PASSED AWAY	UNIT TURNOVER
###	3/1/19	1	?	RESIDENT PASSED AWAY	UNIT TURNOVER
		SCATTERED SITES VACANCIES (5 TOTAL)			
###	2/1/19	4	?	EVICTON	UNIT TURNOVER
###	3/1/19	4	?	NONRENEWAL OF LEASE	UNIT TURNOVER
###	3/1/19	4	?	EVICTON	UNIT TURNOVER
###	3/1/19	2	?	EVICTON	UNIT TURNOVER
###	4/1/19	3	?	EVICTON	UNIT TURNOVER
UPCOMING VACANCIES			APPLICATIONS INFO		
	MASON MANOR (6 TOTAL)		MM APPLICANTS:		TOTAL
	UNIT	STATUS	1 bedroom (24-BC; 19-non BC)		43
	###	NURSING HOME	2 bedroom (0-BC; 0-non BC)		0
	###	MOVED OUT OF GB			
	###	ASSISTED LIVING			
	###	ASSISTED LIVING			
	###	MOVE TO BE W/FAMILY			
	###	IN HOUSE TRANSFER			
	SCATTERED S. (1 TOTAL)		SS APPLICANTS:		TOTAL
	UNIT	STATUS	2 bedroom (65-BC; 32 non BC)		97
	###	IN HOUSE TRANSFER	3 bedroom (11-BC; 12-non BC)		23
			4 bedroom (6-BC; 2 non BC)		8
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
April	99.34%	100.00%	99.67%	100.00%	100.00%
May	97.37%	100.00%	98.68%	98.03%	100.00%
June	98.03%	98.00%	98.01%	98.03%	98.00%
July	98.03%	100.00%	99.01%	98.03%	100.00%
Aug	99.34%	100.00%	99.67%	99.34%	100.00%
Sept	99.34%	96.00%	97.67%	99.34%	96.00%
Oct	99.34%	94.00%	96.67%	99.34%	94.00%
Nov	97.37%	92.00%	94.68%	97.37%	92.00%
Dec	98.03%	96.00%	97.01%	98.68%	96.00%
Jan	98.03%	96.00%	97.01%	98.68%	96.00%
Feb	99.34%	97.92%	98.63%	100.00%	100.00%
March	97.37%	95.83%	96.60%	98.03%	97.92%
TOTAL	90.30%	89.16%	89.73%	90.57%	89.33%