



AGENDA OF THE GREEN BAY HOUSING AUTHORITY

**THURSDAY, AUGUST 15, 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 August 15, 2019, meeting of the Green Bay Housing Authority.

C. Approval of Minutes.

1. Approval of the minutes from the June 20, 2019, meeting of the Green Bay Housing Authority.

D. Regular Business.

1. Consideration with Possible Action to award the roofing and siding contracts to the lowest responsive and responsible bidder.
2. Consideration with Possible Action to award the lightning rod protection contract for Mason Manor to Eland Electric.
3. Consideration with possible action to amend Chapter 00 - (Introduction) of the Admissions and Continued Occupancy Plan.
4. Consideration with possible action to amend Chapter 2 - (Fair Housing and Equal Opportunity) of the Admissions and Continued Occupancy Plan.
5. Consideration with Possible Action to amend Chapter 4 - Applications, Waiting List and Tenant Selection of the Admissions and Continued Occupancy Plan.
6. Consideration with possible action to amend the House Rules Addendum within the Green Bay Housing Authority's lease packet.

E. Informational.

1. GBHA Bills.
2. GBHA Financial Report.
3. Langan Report.
4. Director's Report.
5. Occupancy Report for the months of July and August 2019.
6. Date of next meeting: September 19, 2019.

F. 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

**THURSDAY, JUNE 20, 2019, 10:30 AM
CITY HALL, ROOM 604 - THE HARRY MAIER ROOM**

A. ROLL CALL.

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

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

B. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the June 20, 2019, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas seconded by Sandra Popp to approve of the agenda for the June 20, 2019 meeting of the Green Bay Housing Authority. Motion carried.

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

C. APPROVAL OF MINUTES.

I. Approval of the minutes from the May 16, 2019, meeting of the Green Bay Housing Authority.

Moved by Stephen Srubas seconded by Sandra Popp to approve of the minutes from the May 16, 2019 meeting of the Green Bay Housing Authority. Motion carried.

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

D. REGULAR BUSINESS.

I. Consideration with Possible Action to authorize staff to begin the process to reposition the Scattered Sites housing units under Section 18 of the Housing Act of 1937.

Moved by Sandy Popp seconded by William VandeCastle to approve of authorizing staff to begin the process to reposition the Scattered Sites housing units under the Section 18 of the Housing Act of 1937. Motion carried.

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

2. Consideration with possible action on writing off delinquent tenant accounts.

Moved Nathalie Lund by seconded by Terri Refsguard to approve of the action of writing off delinquent tenant accounts. Motion carried.

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

E. INFORMATIONAL.

I. GBHA Bills.

Stephanie Schmutzer presented the GBHA Bills. No action needed.

2. GBHA Financial Report.

Stephanie Schmutzer presented the GBHA Financial Report. No action needed

3. Langan Report.

Jayne Valentine presented the Langan report. No action needed.

4. Director's Report.

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

5. Occupancy Report for the month of June 2019.

Jayne Valentine presented the Occupancy Report. No action needed.

6. Date of next meeting: July 18, 2019.

F. ADJOURNMENT.

Moved by Nathalie Lund seconded by Sandy Popp to adjourn the Green Bay Housing Authority meeting. Motion carried.

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



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

August 15, 2019

PREPARED BY

Jayme Valentine, Staff

AGENDA ITEM # D.I.

Consideration with Possible Action to award the roofing and siding contracts to the lowest responsive and responsible bidder.

BACKGROUND

Bids are due August 14, 2019. Staff will bring a hard copy of the proposals to the meeting.

The proposals will include pricing for:

PROJECT 1: 712 Bond Street:

Siding – House & Garage

Roofing – House & Garage

PROJECT 2: 912 S. Oakland:

Siding - House & Garage

PROJECT 3: 409 N. Maple Avenue:

Roofing – House & Garage

PROJECT 4: 509 S. Maple Avenue:

Roofing – House & Garage

Because these projects are subjected to Davis Bacon Wage Rates, the GBHA included two additional projects and will award if funding is available.

PROJECT 5 (OPTIONAL–ALTERNATE #5A): 1125 University Avenue:

Siding–House & Garage

Roofing - House & Garage

PROJECT 6 (OPTIONAL–ALTERNATE #6A): 839 Christiana Street:

Siding – House & Garage

RECOMMENDATION

Staff is recommending approval of award roofing and siding contracts to the lowest and responsive and responsible bidder.

FISCAL IMPACT

ATTACHMENTS

None



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

August 15, 2019

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # D.2.

Consideration with Possible Action to award the lightning rod protection contract for Mason Manor to Eland Electric.

BACKGROUND

In May 2019, the Green Bay Housing Authority approved a contract with Northern Metal and Roofing Company to perform roof repairs. Northern Metal and Roofing met with GBHA Staff and the Department of Public Work's engineers and additional electrical work of removing the conduit and lightning fixtures were found. In order for Northern Metal and Roofing Company to successfully complete their contract this electrical work needs to be completed at the same time.

After reaching out to the local union, the GBHA was advised the work that is needed is very specific and there are only two vendors in the State of Wisconsin that can perform such work. The GBHA received the attached bid from Eland Electric. After reaching out to the other vendor for a quote, they responded that they were hesitant to bid due to the distance that needs to be traveled and advised the GBHA to use the other vendor.

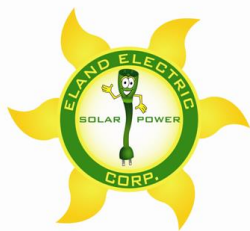
RECOMMENDATION

Staff is recommending approval to award the lightning rod protection contract for Mason Manor to Eland Electric.

FISCAL IMPACT

ATTACHMENTS

- I. Eland - Mason Manor break out

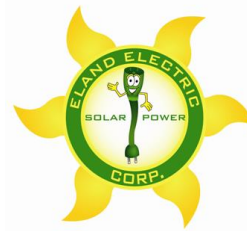


ELAND ELECTRIC CORPORATION

3154 HOLMGREN WAY • GREEN BAY, WI 54304

☎ (920) 338-6000 📠 (920) 338-6009

WWW.ELANDELECTRIC.COM



July 10, 2019

Green Bay Housing Authority
1424 Admiral Court
Green Bay, WI 54303

Attn: David Schmidt

REF: Mason Manor

Electrical Installation for Mason manor. Electrical requirements and design per Eland Electric Corporation to include the following:

Description of Work

- Demo ½" conduit for make up air units off the side wall
- Unstrap PVC conduit for cameras to allow roofers to seal brick
 - After roofers are done re-support Existing PVC conduit on wall through rubber
- Install new conduit on roof blocks for make-up air units
 - Pull new wire from junction box on roof to make-up air units
- Demo ½" lighting conduit off south roof wall and move to roof blocks

Total for above work **\$ 6,816.00**

Description of work

- Copper and Aluminum Lighting Protection system will be installed to meet code requirements
- Reinstall lightning protection system at brick areas located on the perimeter wall where rubber will be brought up to the cap. Replace with aluminum in necessary
- Replace copper with aluminum on the elevator penthouse cap
- Replace missing copper air terminals and base caps, also replace (approx. Six) 12" air terminals with the 24" air terminals that are too short on perimeter wall

Total for above work **\$ 22,180.00**

Total for all above work **\$ 28,996.00**

DISCLAIMER — QUOTATION VALID FOR 30 DAYS AND SUBJECT TO MATERIAL ESCALATORS.

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STATE OF WISCONSIN ELECTRICAL CONTRACTOR #1095791

General Notes

- Patching wall by others
- We anticipate existing circuitry is properly functioning.
- We have included 35' of liquid tite for accidental breakage
- Any attached existing building (s) must have a U.L. listed system that meets current code requirements in order for a new Lightning protection system to be listed
- **This work is to maintain the lightning system in place and will not bring the system up to current standards**
- Roofer to maintain the down Lead conductors coming thru brick areas where this work is taking place
- Pre-existing code violation repairs are not included.
- We have not included overtime or off hour work.
- We have included all applicable sales & use tax.
- Electrical permit is not included in the quote
- 20% cancellation fee applies to all canceled contracts and orders
- Roof contractor at his expense to furnish/install/weatherproof/seal all penetrations and flashings. Pitch pans, all concrete blocks or roofing pavers for air terminals. Cable fasteners for any type roof requiring these items
- All Electrical Personnel State Licensed as per Wisconsin Act 143

If you have any questions or further requirements do not hesitate to contact me. Thank you for your consideration and the opportunity to quote this project.

Thank you,

Eric Ahlgrim
Service Manager/Estimator

DISCLAIMER — QUOTATION VALID FOR 30 DAYS AND SUBJECT TO MATERIAL ESCALATORS.

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STATE OF WISCONSIN ELECTRICAL CONTRACTOR #1095791



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

August 15, 2019

PREPARED BY

Jayme Valentine, Staff

AGENDA ITEM # D.3.

Consideration with possible action to amend Chapter 00 - (Introduction) of the Admissions and Continued Occupancy Plan.

BACKGROUND

New updates were announced by the Department of Housing and Urban Development which the Green Bay Housing Authority is requesting to adopt.

Key Changes include updates to the web addresses and Public and Indian Housing Notice numbers that were updated.

RECOMMENDATION

Staff is recommending approval to amend Chapter 00 - (Introduction) of the Admissions and Continued Occupancy Plan.

FISCAL IMPACT

ATTACHMENTS

- I. Chapter 00- Introduction

Introduction

A. ABOUT THE GBHA ACOP AND THE PUBLIC HOUSING LEASE

GBHA policy must be consistent with the public housing lease and any policy documents provided to tenants, and the lease and policy documents must comply with federal and state law.

The GBHA ACOP contains policies that reflect the terms of the public housing lease. Policies on a particular topic may be included in the public housing lease, or may be a separate document incorporated in the lease by reference, such as the pet policy or transfer policy.

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 are acceptable.

B. REFERENCES CITED IN THE MODEL ACOP

Authority for GBHA policies is derived from many sources. Primary among these sources are regulations and guidance issued by HUD. State law also directs GBHA policy. State law must be followed where such law exists and does not conflict with federal regulations. In the absence of legal requirements or HUD guidance, industry practice may lead to GBHA policy. Finally, the public housing lease will affect GBHA policy and therefore must be consistent with federal and state laws and regulations.

HUD

HUD provides the primary source of GBHA policy through federal regulations, HUD notices and handbooks. Compliance with federal regulations, current HUD notices and HUD handbooks is mandatory.

HUD provides s non-mandatory guidance to the GBHA through HUD published guidebooks. Expired HUD notices and handbooks also provide guidance for GBHA policy. Following HUD guidance is optional, as long as the GBHA policies comply with federal law, federal regulations and mandatory policy. Because HUD has already determined that the guidance it provides is consistent with mandatory policies, GBHA reliance on HUD guidance provides the GBHA with a “safe harbor.”

Content contained on the HUD website can provide further clarification of HUD policies. For example, FAQs on the HUD website can provide direction on the application of federal regulations to a specific pattern.

State Law

Where there is no mandatory federal guidance, the GBHA must comply with state law, if it exists. Where state law is more restrictive than federal law, but does not conflict with it, the GBHA should follow the state law.

Industry Practice

Where no law or HUD authority exists on a particular subject, industry practice may support GBHA policy. An industry practice is a way of doing things that is followed by most housing authorities.

C. RESOURCES CITED IN THE GBHA ACOP

The GBHA ACOP cites several documents. Where a document or resource is cited frequently, it may be abbreviated. Where it is cited only once or twice, the ACOP may contain the entire name of the document or resource. Following is a key to abbreviations used for various sources that are frequently cited in the ACOP and a list of references and document locations that are referenced in the GBHA ACOP.

Abbreviations

Throughout the ACOP, abbreviations are used to designate certain documents in citations. The following is a table of abbreviations of documents cited by the GBHA ACOP.

Abbreviation	Document
CFR	Code of Federal Regulations
HCV GB	Housing Choice Voucher Program Guidebook (7420.10G), April 2001
HUD-50058 IB	HUD-50058 Instruction Booklet
PH OCC GB	Public Housing Occupancy Guidebook, June 2003
RHIIP FAQs	Rental Housing Integrity Improvement Program (RHIIP) Frequently Asked Questions
VG	Verification Guidance, March 2004 (attachment to PIH Notice 2004-1)

Resources and Where to Find Them

Following is a list of resources helpful to the GBHA or referenced in the ACOP, and the online location of each.

Document and Location
Code of Federal Regulations http://www.ecfr.gov
Earned Income Disregard FAQs http://www.hud.gov/offices/pih/phr/about/ao_faq_eid.cfm
Enterprise Income Verification (EIV) System PHA Security Procedures, Version 1.2, issued January 2005 http://www.hud.gov/offices/pih/programs/ph/rhiip/docs/eivsecguidepha.pdf
Executive Order 11063 http://www.hud.gov/offices/fheo/FHLaws/EXO11063.cfm
Federal Register http://www.gpo.gov/fdsys/search/getfrtoc.action
General Income and Rent Determination FAQs http://www.hud.gov/offices/pih/programs/ph/rhiip/faq_gird.cfm
Housing Choice Voucher Program Guidebook (7420.10G), April 2001 http://www.hud.gov/offices/pih/programs/hcv/forms/guidebook.cfm
HUD-50058 Instruction Booklet http://www.hud.gov/sites/documents/FORM50058INSTRUCTBOOKLET.PDF portal.hud.gov/huddoc/documents/huddoc?id=50058i.pdf
Joint Statement of the Department of Housing and Urban Development and the Department of Justice, issued May 17, 2004 http://www.hud.gov/offices/fheo/library/huddojstatement.pdf
Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, published January 22, 2007 http://www.hud.gov/offices/fheo/promoting_fh/FederalRegisterpublishedguidance.pdf
Notice PIH 2007-27 (HA), Disallowed Costs and Sanctions Resulting from On-Site Monitoring Reviews http://www.hud.gov/offices/pih/publications/notices/07/pih2007-27.pdf
Notice PIH 2018-24 2012-10- , Verification of Social Security Numbers (SSNs) <u>Social Security (SS)</u> and Supplemental Security Income (SSI) Benefits; and Effective Use of the Enterprise Income Verification (EIV) System's Identity Verification Report http://www.hud.gov/sites/dfiles/PIH/documents/PIH-2018-24_EIV_SSN_Notece_FINAL.pdf portal.hud.gov/huddoc/pih2012-10.pdf
Notice PIH 2010-19, Administrative Guidance for Effective and Mandated Use of the Enterprise Income Verification (EIV) System

http://www.hud.gov/offices/pih/publications/notices/10/pih2010-19.pdf
Notice PIH 2010-26 (HA), Nondiscrimination and Accessibility Notice http://www.hud.gov/offices/pih/publications/notices/10/pih2010-26.pdf
OMB Circular A-133 http://www.whitehouse.gov/omg/circulars/a133_compliance_supplement_2010
Public Housing Occupancy Guidebook, June 2003 http://www.hud.gov/offices/pih/programs/ph/rhiip/phguidebook.cfm
Rental Housing Integrity Improvement Program (RHIIP) Frequently Asked Questions http://www.hud.gov/offices/pih/programs/ph/rhiip/faq.cfm
VAWA Reauthorization Act of 2013 http://www.gpo.gov/fdsys/pkg/FR-2013-08-06/pdf/2-13-18920.pdf
Verification FAQs https://www.hud.gov/offices/pih/prgorams/ph/rhiip/faq_verif.cfm
Verification Guidance, March 2004 (attachment to Notice PIH 2004-1) http://www.hud.gov/offices/pih/publications/notices/04/verifguidance.pdf

The HUD website is <http://www.hud.gov> ~~portal.hud.gov/hudportal/~~HUD

Guidebooks, handbooks, and other HUD resources may be found at the HUDClips website:

http://www.hud.gov/program_offices/administration/hudclips.
~~portal.hud.gov/hudportal/~~HUD?src=/program_offices/administration/hudclips



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

August 15, 2019

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # D.4.

Consideration with possible action to amend Chapter 2 - (Fair Housing and Equal Opportunity) of the Admissions and Continued Occupancy Plan.

BACKGROUND

New updates were announced by the Department of Housing and Urban Development which the Green Bay Housing Authority is requesting to adopt.

Key changes include verbiage for nondiscrimination of applicant families in protected classes regardless of Sexual Orientation or Gender Identity, how to file a housing discrimination complaint and the specific steps the housing authority has to follow, approval/denial of a reasonable accommodation and finally assisting families with limited English proficiency.

RECOMMENDATION

Staff is recommending approval to amend Chapter 2 - (Fair Housing and Equal Opportunity) of the Admissions and Continued Occupancy Plan.

FISCAL IMPACT

ATTACHMENTS

- I. Chapter 2- Fair Housing&Equal Opportunity

Chapter 2 FAIR HOUSING AND EQUAL OPPORTUNITY

INTRODUCTION

This chapter explains the laws and HUD regulations requiring the GBHA to affirmatively further civil rights and fair housing in all federally-assisted housing programs. The letter and spirit of these laws are implemented through consistent policy and procedures. The responsibility to further nondiscrimination pertains to all areas of the GBHA's public housing operations.

This chapter describes HUD regulations and GBHA policies related to these topics in three parts:

Part I: Nondiscrimination. This part presents the body of laws and regulations governing the responsibilities of the GBHA regarding nondiscrimination.

Part II: Policies Related to Persons with Disabilities. This part discusses the rules and policies of the public housing program related to reasonable accommodation for persons with disabilities.

Part III: Prohibition of Discrimination Against Limited English Proficiency Persons (LEP's). This part details the obligations of the GBHA to ensure meaningful access to the public housing program and its activities by persons with limited English proficiency (LEP). This part incorporates the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons published January 22, 2007, in the *Federal Register*.

PART I: NONDISCRIMINATION

2-I.A. OVERVIEW

Federal laws require the GBHA to treat all applicants and tenant families equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, gender identity, marital status, perceived sexual orientation, and disability. It is the policy of the Housing Authority of the City of Green Bay to fully comply with all federal, state, and local nondiscrimination laws, including:

- Title VI of the Civil Rights Act of 1964
- Title VIII of the Civil Rights Act of 1968
- Executive Order 11063
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- Title II of the Americans with Disabilities Act
- [The Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule, published in the Federal Register February 3, 2012 and further clarified in Notice PIH 2014-20](#)
- Violence Against Women Reauthorization Act of 2013 (VAWA)
- Any applicable state laws or local ordinances and any legislation protecting individual rights of tenants, applicants, or staff that may subsequently be enacted

When more than one civil rights law applies to a situation, the laws will be read and applied together.

2-I.B. NONDISCRIMINATION

Federal regulations prohibit discrimination against certain protected classes and other groups of people. State and local requirements, as well as GBHA policies, can prohibit discrimination against additional classes of people. The GBHA shall not discriminate because of race, color, sex, religion, familial status, age, disability or national origin (called “protected classes”), gender identity, marital status, or perceived sexual orientation. Familial status includes children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18.

The GBHA will not use any of these factors to:

- Deny any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to participate in the public housing program.
- Provide housing that is different from that provided to others
- Subject anyone to segregation or disparate treatment
- Subject anyone to sexual harassment
- Restrict anyone’s access to any benefit enjoyed by others in connection with the housing program
- Treat a person differently in determining eligibility or other requirements for admission.
- Steer an applicant or tenant toward or away from a particular area based on any of these factors.
- Deny anyone access to the same level of services.
- Deny anyone the opportunity to participate in a planning or advisory group that is an integral part of the housing program.
- Discriminate in the provision of residential real estate transactions.
- Discriminate against someone because they are related to or associated with a member of a protected class.
- Publish or cause to be published an advertisement or notice indicating that availability of housing that prefers or excludes persons who are members of a protected class.

Providing Information to Families

The GBHA will take steps to ensure that families are fully aware of all applicable civil rights laws. As part of the public housing orientation process, the GBHA will provide information to public housing applicant families about civil rights requirements.

Discrimination Complaints

If an applicant or tenant family believes that any family member has been discriminated against by the GBHA, the family should advise the GBHA. ~~HUD requires the~~ The GBHA to should make every reasonable attempt to determine whether the applicant’s or tenant family’s assertions have merit and take any warranted corrective action.

In all cases, the GBHA may advise the family to file a fair housing complaint if the family feels they have been discriminated against under the Fair Housing Act.

Upon receipt of a housing discrimination complaint, the PHA is required to:

- Provide written notice of the complaint to those alleged and inform the complainant that such notice was made
- Investigate the allegations and provide the complainant and those alleged with findings and either a proposed corrective action or an explanation of why corrective action is not warranted
- Keep records of all complaints, investigations, notices and corrective actions (Notice PIH 2014-20)

GBHA Policy

Applicants or tenant families who believe that they have been subject to unlawful discrimination may notify the GBHA either orally or in writing.

Within 10 business days of receiving the complaint, the GBHA will provide a written notice to those alleged to have violated the rule. The GBHA will also send a written notice to the complainant informing them that notice was sent to those alleged to have violated the rule, as well as information on how to complete and submit a housing discrimination complaint form to HUD's Office of Fair Housing and Equal Opportunity (FHEO).

The GBHA will attempt to remedy discrimination complaints made against the GBHA and will conduct an investigation into all allegations of discrimination.

Within 10 business days following the conclusion of the GBHA's investigation, the GBHA will provide the complainant and those alleged to have violated the rule with findings and either a proposed corrective action plan or an explanation of why corrective action is not warranted.

The GBHA will keep a record of all complaints, investigations, notices and corrective actions. (See Chapter 16)

The Housing Authority of the City of Green Bay will refer any family to the appropriate housing agency when the family is seeking to file a complaint on the basis of discrimination.

PART II: POLICIES RELATED TO PERSONS WITH DISABILITIES

2-II.A. OVERVIEW

One type of disability discrimination prohibited by the Fair Housing Act is the refusal to make reasonable accommodation in rules, policies, practices, or services when such accommodation may be necessary to afford a person with a disability the equal opportunity to use and enjoy a program or dwelling under the program.

The GBHA ensures that persons with disabilities have full access to the public housing programs and services. This responsibility begins with the first inquiry of an interested family or individual and continues through every area of the public housing program [24 CFR 8].

The GBHA will provide a notice to each tenant that the tenant may, at any time during the tenancy, request reasonable accommodation of a handicap of a household member, including reasonable accommodation so that the tenant can meet lease requirements or other requirements of tenancy [24 CFR 966.76(b)].

GBHA Policy

The GBHA will ask all applicants and resident families if they require any type of accommodations, in writing, on the intake application, re-examination documents, and notices of adverse action by the GBHA, by including the following language:

“If you or anyone in your family is a person with disabilities, and you require a specific accommodation in order to fully utilize our programs and services, please contact the [appropriate management]City of Green Bay Housing Authority.”

A specific position and phone number will be provided as the contact person for requests for accommodation for persons with disabilities.

2-II.B. DEFINITION OF REASONABLE ACCOMMODATION

A “reasonable accommodation” is a change, exception, or adjustment to a policy, practice or service that may be necessary to for a person with a disability to have an equal opportunity to use and enjoy a dwelling, including public and common use spaces. Since policies and services may have a different effect on persons with disabilities than on other persons, treating persons with disabilities exactly the same as others will sometimes deny them an equal opportunity to use and enjoy a dwelling [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

Federal regulations stipulate that requests for accommodations will be considered reasonable if they do not create an “undue financial and administrative burden” for the GBHA, or result in a “fundamental alteration” in the nature of the program or service offered. A fundamental alteration is a modification that alters the essential nature of a provider’s operations.

Types of Reasonable Accommodations

When it is reasonable (see definition above and Section 2-II.E), the GBHA shall accommodate the needs of a person with disabilities. Examples include but are not limited to:

- Permitting applications and re-examinations to be completed by mail
- Providing “large-print” forms
- Conducting home visits
- Permitting a higher utility allowance for the unit if a person with disabilities requires the use of specialized equipment related to the disability
- Modifying or altering a unit or physical system if such a modification or alteration is necessary to provide equal access to a person with a disability
- Installing a ramp into a dwelling or building
- Installing grab bars in a bathroom
- Installing visual fire alarms for hearing impaired persons
- Allowing a GBHA-approved live-in aide to reside in the unit if that person is determined to be essential to the care of a person with disabilities, is not obligated for the support of the person with disabilities, and would not be otherwise living in the unit
- Providing a designated handicapped-accessible parking space
- Allowing an assistance animal

Permitting an authorized designee or advocate to participate in the application or certification process and any other meetings with GBHA staff

2-II.C. REQUEST FOR AN ACCOMMODATION

If an applicant or participant indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability, HUD requires that the GBHA treat the information as a request for a reasonable accommodation, even if no formal request is made [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

The family must explain what type of accommodation is needed to provide the person with the disability full access to the GBHA’s programs and services.

If the need for the accommodation is not readily apparent or known to the GBHA, the family must explain the relationship between the requested accommodation and the disability.

GBHA Policy

The GBHA will encourage the family to make its request in writing. However, the GBHA will consider the accommodation any time the family indicates that an accommodation is needed whether or not a formal written request is submitted.

2-II.D. VERIFICATION OF DISABILITY

The regulatory civil rights definition for persons with disabilities is provided in Exhibit 2-1 at the end of this chapter. The definition of a person with a disability, for the purpose of obtaining a reasonable accommodation, is much broader than the HUD definition of disability which is used for waiting list preferences and income allowances.

Before providing an accommodation, the GBHA must determine that the person meets the definition of a person with a disability, and that the accommodation will enhance the family's access to the GBHA's programs and services.

If a person's disability is obvious or otherwise known to the GBHA, and if the need for the requested accommodation is also readily apparent or known, no further verification will be required [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

-If a family indicates that an accommodation is required for a disability that is not obvious or otherwise known to the GBHA, the GBHA must verify that the person meets the definition of a person with a disability, and that the limitations imposed by the disability require the requested accommodation.

When verifying a disability, the GBHA will follow verification policies located in Chapter 7. All information related to a person's disability will be treated in accordance with the confidentiality policies. In addition to the general requirements that govern all verification efforts, the following requirements apply when verifying a disability.

- Third part verification must be obtained from an individual identified by the family who is competent to make the determination. A doctor or other medical profession, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability may provide verification of a disability [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].
- The GBHA must request only information that is necessary to evaluate the disability-related need for the accommodation. The GBHA may not inquire about the nature or extent of any disability.
- Medical records will not be accepted or retained in the participant file.

2-II.E. APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION *[Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act, Notice PIH 2010-26]*

The GBHA will approve a request for an accommodation if the following three conditions are met:

- The request was made by or on behalf of a person with a disability
- There is a disability-related need for the accommodation
- The requested accommodation is reasonable, meaning it would not impose an undue financial and administrative burden on the GBHA, or fundamentally alter the nature of the GBHA's operations.

Requests for accommodations must be assessed on a case-by-case basis. The determination of undue financial and administrative burden must be made on a case-by-case basis involving various factors, such as the overall size of the GBHA's program with respect to the number of employees, type of facilities and

size of budget, type of operation including composition and structure of workforce, the nature and cost of the requested accommodation, the financial resources of the GBHA at the time of the request, the benefits that the accommodation would provide to the family, and the availability of alternative accommodations that would effectively meet the family's disability-related needs.

Before making a determination whether to approve the request, the GBHA may enter into discussion and negotiation with the family or individual, request more information from the family, or may require the family or individual to sign a consent form so that they GBHA may verify the need for the requested accommodation.

GBHA Policy

After a request for an accommodation is presented, the GBHA will respond, in writing, within 10 business days.

If the GBHA denies a request for an accommodation because there is no relationship found between the disability and the requested accommodation, the notice will inform the family of the right to appeal the GBHA's decision through an informal hearing or the grievance process.

If the GBHA denies a request for an accommodation because it is not reasonable (it would impose an undue financial and administrative burden or fundamentally alter the nature of the GBHA's operations), the GBHA will discuss with the family whether an alternative accommodation could effectively address the family's disability-related needs without a fundamental alteration to the public housing program and without imposing an undue financial and administrative burden.

If the GBHA believes that the family has failed to identify a reasonable alternative accommodation after interactive discussion and negotiation, the GBHA will notify the family, in writing, of its determination within 10 business days from the date of the most recent discussion or communication with the family or individual. The notice will inform the family of the right to appeal the GBHA's decision through an informal hearing or the grievance process.

2-IL.F. PROGRAM ACCESSIBILITY FOR PERSONS WITH HEARING OR VISION IMPAIRMENTS

HUD regulations require the GBHA to take reasonable steps to ensure that persons with disabilities related to hearing and vision have reasonable access to the GBHA's programs and services [24 CFR 8.6].

At the initial point of contact with each applicant, the GBHA shall inform all applicants of alternative forms of communication that can be used other than plain language paperwork.

GBHA Policy

To meet the needs of persons with hearing impairments, TTD/TTY (text telephone display/teletype) communication will be available.

To meet the needs of persons with vision impairments, large-print and audio versions of key program documents will be made available upon request. When visual aids are used in public meetings or presentations, or in meetings with GBHA staff, one-on-one assistance will be provided upon request.

Additional examples of alternative forms of communication are sign language interpretation, having material explained orally by staff, or having a third party representative to receive, interpret, and explain housing materials and be present at all meetings.

2-II. G. PHYSICAL ACCESSIBILITY

The GBHA must comply with a variety of regulations pertaining to physical accessibility, including the following:

- ~~Notice PIH 2010-2602-01, Accessibility Notice~~
- Section 504 of the Rehabilitation Act of 1973
- The Americans with Disabilities Act of 1990
- The Architectural Barriers Act of 1968
- The Fair Housing Act of 1988

The GBHA's policies concerning physical accessibility must be readily available to applicants and resident families. They can be found in three key documents:

- This policy, the Admissions and Continued Occupancy Policy, describes the key policies that govern the GBHA's responsibilities with regard to physical accessibility.
- Notice PIH 2010-2602-01 ~~Accessibility Notice (which must be posted in the public housing office in a conspicuous place)~~ summarizes information about pertinent laws and implementing regulations related to non-discrimination and accessibility in federally-funded housing programs.
- The GBHA Plan provides information about self-evaluation, needs assessment, and transition plans.

The design, construction, or alteration of GBHA facilities must conform to the Uniform Federal Accessibility Standards (UFAS). Notice PIH 2010-26 contains specific information on calculating the percentages of units for meeting UFAS requirements. Newly-constructed facilities must be designed to be readily accessible to and usable by persons with disabilities. Alterations to existing facilities must be accessible to the maximum extent feasible.

2-II.H. DENIAL OR TERMINATION OF ASSISTANCE

The GBHA's decision to deny or terminate the assistance of a family that includes a person with disabilities is subject to consideration of reasonable accommodation [24 CFR 966.7].

When applicants with disabilities are denied assistance, the notice of denial must inform them of their right to request an informal hearing [24 CFR 960.208(a)].

When a family's lease is terminated, the notice of termination must inform the family of their right to request a hearing in accordance with the GBHA's grievance policy [24 CFR 966.4(1)(3)(ii)].

When reviewing reasonable accommodation requests, the GBHA must consider whether reasonable accommodation will allow the family to overcome the problem that led to the GBHA's decision to deny or terminate the assistance. If a reasonable accommodation will allow the family to meet the requirements, the GBHA must make the accommodation [24 CFR 966.7].

In addition, the GBHA must provide reasonable accommodation for persons with disabilities to participate in the hearing process [24 CFR 966.56(h)].

PART III: IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)

2-III.A. OVERVIEW

Under Title IV of the Civil Rights Act, recipients of federal financial assistance have a responsibility to ensure meaningful access to their programs and activities by persons with limited English proficiency (LEP).

Executive order 13166 requires implementation of this provision of Title VI of the Civil Rights Act. On January 22, 2007, in the Federal Register, HUD published a notice explaining the responsibilities of recipients of federal financial assistance to ensure meaningful access to their programs and activities by persons with limited English proficiency (LEP).

The GBHA will take affirmative steps to communicate with people who need services or information in a language other than English. These persons will be referred to as Persons with Limited English Proficiency (LEP).

LEP persons are defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. For the purposes of this Admissions and Continued Occupancy Policy, LEP persons are public housing applications and resident families, and parents and family members of applicants and resident families.

In order to determine the level of access needed by LEP persons, the GBHA will balance the following four factors: (1) the number or proportion of LEP persons eligible to be served or likely to be encountered by the public housing program; (2) the frequency with which LEP persons come into contact with the program; (3) the nature and importance of the program, activity, or service provided by the program to people's lives; and (4) the resources available to the GBHA and costs. Balancing these four factors will ensure meaningful access by LEP persons to critical services while not imposing undue burdens on the GBHA.

GBHA Policy

The Housing Authority of the City of Green Bay will attempt to have bilingual staff or access to individuals who are fluent in languages other than English in order to assist limited English proficient families. The GBHA will network with other agencies and residents to assist in providing translation services in other languages. It is the resident's responsibility to arrange for translation of correspondence, at arranged appointments, and at court proceedings.

2-III.B. ORAL INTERPRETATION

The GBHA will offer, competent interpretation services free of charge, upon request, to the LEP person.

GBHA Policy

The GBHA will utilize a language line for telephone interpreter services.

Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the GBHA. The interpreter may be a family member or friend.

The GBHA will analyze the various kinds of contacts it has with the public, to assess language needs and decide what reasonable steps should be taken. “Reasonable steps” may not be reasonable where the costs imposed substantially exceed the benefits.

Where feasible and possible, according to its language assistance plan (LAP), the GBHA will train and hire bilingual staff to be available to act as interpreters and translators, will pool resources with other PHAs, and will standardize documents.

2-III.C. WRITTEN TRANSLATION

Translation is the replacement of a written text from one language into an equivalent written text in another language.

GBHA Policy

In order to comply with written-translation obligations, the GBHA will take the following steps:

The GBHA will provide written translations of vital documents for each eligible LEP language group that constitutes five percent or 1,000 persons, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally; or

If there are fewer than 50 persons in a language group that reaches the five percent trigger, the GBHA may not translate vital written materials, but will provide written notice in the primary language of the LEP language group of the right to receive competent oral interpretation of those written materials, free of cost.

2-III.D. IMPLEMENTATION PLAN

After completing the four-factor analysis and deciding what language assistance services are appropriate, the GBHA shall determine whether it is necessary to develop a written implementation plan to address the identified needs of the LEP populations it serves.

If the GBHA determines that it is not necessary to develop a written implementation plan, the absence of a written plan does not obviate the underlying obligation to ensure meaningful access by LEP persons to the PHA’s public housing program and services.

GBHA Policy

If it is determined that the GBHA serves very few LEP persons, and the PHA has very limited resources, the GBHA will not develop a written LEP plan, but will consider alternative ways to articulate in a reasonable manner a plan for providing meaningful access. Entities having significant contact with LEP persons, such as schools, grassroots and faith-based organizations, community groups, and groups working with new immigrants will be contacted for input into the process.

If the PHA determines it is appropriate to develop a written LEP plan, the following five steps will be taken: (1) Identifying LEP individuals who need language assistance; (2) identifying language assistance measures; (3) training staff; (4) providing notice to LEP persons; and (5) monitoring and updating the LEP plan.

EXHIBIT 2-1: DEFINITION OF A PERSON WITH A DISABILITY UNDER FEDERAL CIVIL RIGHTS LAWS [24 CFR Parts 8.3 and 100.201]

A person with a disability, as defined under federal civil rights laws, is any person who:

- Has a physical or mental impairment that substantially limits one or more of the major life activities of an individual, or
- Has a record of such impairment, or
- Is regarded as having such impairment

The phrase “physical or mental impairment” includes:

- Any physiological disorder or condition, cosmetic or disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitor-urinary; hemic and lymphatic; skin; and endocrine; or
- Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment” includes, but it’s not limited to: such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction, and alcoholism.

“Major life activities” include, but is not limited to, caring for oneself, performing manual tasks, walking, seeing, hearing, breathing, learning, and/or working.

“Has a record of such impairment” means has a history of, or has been misclassified as having, a mental or physical impairment that substantially limits one or more major live activities.

“Is regarded as having an impairment” is defined as having physical or mental impairment that does not substantially limit one or more major life activities but is treated by a public entity (such as the GBHA) as constituting such a limitation; has none of the impairments defined in this section but is treated by a

public entity as having such an impairment; or has a physical or mental impairment that substantially limits one or more major life activities, only as a result of the attitudes of others toward that impairment.

The definition of a person with disabilities does not include:

- Current illegal drug users
- People whose alcohol use interferes with the rights of others
- Person who objectively pose a direct threat or substantial risk of harm to others that cannot be controlled with a reasonable accommodation under the public housing program

The above definition of disability determines whether an applicant or participant is entitled to any of the protections of federal disability civil rights laws. Thus, a person who does not meet this definition of disability is not entitled to a reasonable accommodation under federal civil rights and fair housing laws and regulations.

The HUD definition of a person with a disability is much narrower than the civil rights definition of disability. The HUD definition of a person with a disability is used for purposes of receiving the disabled family preference, the \$400 elderly/disabled household deduction, the allowance for medical expenses, or the allowance for disability assistance expenses.

The definition of a person with a disability for purposes of granting a reasonable accommodation request is much broader than the HUD definition of disability. Many people will not qualify as a disabled person under the public housing program, yet an accommodation is needed to provide equal opportunity.



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

August 15, 2019

PREPARED BY

Jayme Valentine, Staff

AGENDA ITEM # D.5.

Consideration with Possible Action to amend Chapter 4 - Applications, Waiting List and Tenant Selection of the Admissions and Continued Occupancy Plan.

BACKGROUND

New updates were announced by the Department of Housing and Urban Development which the Green Bay Housing Authority is requesting to adopt.

Key changes include accepting information electronically, changing the verbiage on placing ineligible applicants on the waiting list and a better explanation on the background checks that will be conducted once an application comes to the top of the waiting list.

Minor changes were updated to the local preferences regarding documentation that is required.

RECOMMENDATION

Staff is recommending approval to amend Chapter 4 - Applications, Waiting List and Tenant Selection of the Admissions and Continued Occupancy Plan.

FISCAL IMPACT

ATTACHMENTS

- I. Chapter 4- Applications, Waiting List&Tenant Selection

Chapter 4

APPLICATIONS, WAITING LISTS AND TENANT SELECTION

INTRODUCTION

When a family wishes to reside in public housing, the family must submit an application that provides the GBHA with the information needed to determine the family's eligibility. HUD requires the GBHA to place all eligible families that apply for public housing on a waiting list. When a unit becomes available, the GBHA must select families from the waiting lists in accordance with HUD requirements and GBHA policies as stated in this Admissions and Continued Occupancy ~~Policy Plan~~ (ACOP) and its annual plan.

The GBHA is required to adopt a clear approach to accepting applications, placing families on the waiting lists, and selecting families from the waiting lists, and must follow this approach consistently. The actual order in which families are selected from the waiting lists can be affected if a family has certain characteristics designated by HUD or the GBHA to receive preferential treatment.

HUD regulations require that the GBHA comply with all equal opportunity requirements it must affirmatively further fair housing goals in the administration of the program. Adherence to the selection policies described in this chapter ensures that the GBHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and GBHA policies for accepting applications, managing the waiting lists, and selecting families from the waiting lists. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the GBHA will handle the applications it receives.

Part II: Managing the Waiting lists. This part presents the policies that govern how the GBHA's waiting lists is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for public housing. It also discusses the process the GBHA will use to keep the waiting lists current.

Part III: Tenant Selection. This part describes the policies that guide the GBHA in selecting families from the waiting lists as units become available. It also specifies how in-person interviews will be used to ensure that the GBHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the policies that guide the GBHA's efforts to distribute and accept applications, and to make preliminary determinations of applicant family eligibility that affect placement of the family on the waiting list. This part also describes the GBHA's obligation to ensure the accessibility of the application process.

4-I.B. APPLYING FOR ASSISTANCE

Any family that wishes to reside in public housing must apply for admission to the program [24 CFR 1.4(b)(2)(ii), 24 CFR 960.202(a)(2)(iv), and PH Occ GB, p. 68]. HUD permits the GBHA to determine

the format and content of its applications, as well as how such applications will be made available to interested families and how applications will be accepted by the GBHA. However, the GBHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the GBHA's application [Notice PIH 2009-36].

GBHA Policy

Depending upon the length of time between the date of application and the availability of housing, the GBHA may use a one- or two-step process.

A one-step process will be used when it is expected that a family will be selected from the waiting lists within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and the amount of rent the family will pay.

A two-step process will be used when it is expected that a family will not be selected from the waiting lists for at least 60 days from the date of application. Under the two-step application process, the GBHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting lists. The family will be required to provide all of the information necessary to establish family eligibility and the amount of rent the family will pay when selected from the waiting lists.

Families may obtain application forms from the GBHA's office during normal business hours. Families may also request- by telephone or mail- that an application form be sent to the family via first class mail. Applications are also available on the Housing Authority's website, which is conveniently linked to the City of Green Bay's website [and at City Hall](#).

Completed applications must be returned to the GBHA by mail, [electronically](#), by fax, or submitted in person during normal business hours. Applications must be filled out completely in order to be accepted by the GBHA for processing. If an application is incomplete, the GBHA will notify the family of the additional information required.

4-1.C. ACCESSIBILITY OF THE APPLICATION PROCESS

The GBHA will take a variety of steps to ensure that the application process is accessible to those people who might have difficulty complying with the standard GBHA application process.

Disabled Populations [24 CFR 8; PH Occ GB, p. 68]

The GBHA must provide reasonable accommodation as needed for persons with disabilities to make the application process fully accessible. The facility where applications are accepted and the application process must be fully accessible, or the GBHA must provide an alternate approach that provides equal access to the program. Chapter 2 provides a full discussion of the GBHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

The GBHA is required to take reasonable steps to ensure meaningful access to its programs and activities for persons with limited English proficiency [24 CR 1]. Chapter 2 provides a full discussion on the GBHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-1.D. PLACEMENT ON THE WAITING LISTS

The GBHA will review each completed application received and make a preliminary assessment of the family's eligibility. Applicants for whom the waiting list is open must be placed on the waiting list unless the GBHA determines the family to be ineligible. Where the family is determined to be ineligible, the GBHA will notify the family in writing [24 CFR 960.208(a); PH Occ GB, p.41].

No applicant has a right or entitlement to be listed on the waiting lists, or to any particular position on the waiting lists.

Ineligible for Placement on the Waiting lists

GBHA Policy

~~If the GBHA determines from the information provided during the initial application period that the family is ineligible, the family will not be placed on the waiting lists. When a family is determined to be ineligible, the GBHA will send written notification of the ineligibility determination within 10 business days of receipt of the completed application. The notice will specify the reason for ineligibility, and will inform the family of its right to request an informal hearing and explain the process for doing so.~~

Eligible for Placement on the Waiting lists

GBHA Policy

The GBHA will send written notification of the preliminary eligibility determination within 10 business days of receiving a completed application. If applicable, the notice will also indicate the waiting lists preference(s) for which the family appears to qualify.

Applicants will be placed on the waiting list according to GBHA preference(s) and the date and time their complete application is received by the GBHA.

The GBHA will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to GBHA standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

Placement on the waiting lists does not indicate that the family is, in fact, eligible for admission. When the family is selected from the waiting list, the GBHA will verify any preference(s) claimed ~~by requesting for documentation as verification. The GBHA will also~~ determine eligibility and suitability for admission to the program by conducting a criminal history check along with a past landlord reference background check within the past five years from the current date year.

PART II: MANAGING THE WAITING LISTS

4-11.A. OVERVIEW

The GBHA must have policies regarding the type of waiting lists it will utilize as well as how the waiting list will be organized and managed. This includes policies on notifying the public on the opening and closing of the waiting list to new applicants, updating family information, purging the list of families that

are no longer interested or eligible for public housing, and conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how the GBHA may structure its waiting lists and how families must be treated if they apply for public housing at a PHA that administers more than one assisted housing program.

4-11.B. ORGANIZATION OF THE WAITING LISTS

The GBHA's public housing waiting lists must be organized in such a manner to allow the GBHA to accurately identify and select families in the proper order, according to the admissions policies described in this ACOP.

GBHA Policy

The waiting lists will contain the following information for each applicant listed:

Name and Social Security number of head of household

Unit size required and number of family members

Amount and source of annual income

Accessibility requirement, if any

Date and time of application or application number

Household type (family, elderly, disabled)

Admission preference, if any

Race and ethnicity of the head of household

The GBHA may adopt one community-wide waiting lists or site-based waiting lists. The GBHA must obtain approval from HUD through submission of its Annual Plan before it may offer site-based waiting lists. Site-based waiting lists allow families to select the development where they wish to reside and must be consistent with all applicable civil rights and fair housing laws and regulations [24 CFR 903.7(b)(2)].

GBHA Policy

The GBHA has adopted site-based waiting lists.

HUD requires that public housing applicants must be offered the opportunity to be placed on the waiting lists for any tenant-based or project-based voucher or moderate rehabilitation program that the GBHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs [24 CFR 982.205(a)(2)(i)].

HUD permits, but does not require, that the GBHA maintain a single merged waiting lists for public housing, Section 8, and other subsidized housing programs [24 CFR 982.205(a)(1)].

GBHA Policy

The GBHA will not merge the public housing waiting lists with the waiting lists for any other program the GBHA operates.

4-II.C. OPENING AND CLOSING THE WAITING LISTS

Closing the Waiting lists

The GBHA is permitted to close the waiting lists, in whole or in part, if it has an adequate pool of families to fully lease units in all of its developments. The GBHA may close the waiting lists completely, or restrict intake by preference, type of project, or by size and type of dwelling unit [PH Occ GB, p.31].

GBHA Policy

The GBHA will close the waiting lists when the estimated waiting period for housing applicants on the list reaches 24 months for the most current applicants. Where the GBHA has particular preferences or other criteria that require a specific category of family, the GBHA may elect to continue to accept applications from these applicants while closing the waiting lists to others.

Reopening the Waiting lists

If the waiting lists have been closed, they may be reopened at any time. The GBHA will publish a notice announcing the opening of the waiting list in local newspapers of general circulation, minority media, and other suitable media outlets. Such notice must comply with HUD fair housing requirements. The GBHA should specify who may apply, and where and when applications will be received.

GBHA Policy

The GBHA will announce the reopening of the waiting lists at least 10 business days prior to the date applications will first be accepted. If the lists are only being reopened for certain categories of families, this information will be contained in the notice. The notice will specify where, when, and how applications are to be received.

The GBHA will give public notice by publishing the relevant information in suitable media outlets including, but not limited to:

The Green Bay Press Gazette

4-II.D. FAMILY OUTREACH [24 CFR 903.2(d); 24 CFR 903.7(a) and (b)]

The GBHA should conduct outreach as necessary to ensure that the GBHA has a sufficient number of applicants on the waiting lists to fill anticipated vacancies and to assure that the GBHA is affirmatively furthering fair housing and complying with the Fair Housing Act.

Because HUD requires the GBHA to admit a specified percentage of extremely low income families, the GBHA may need to conduct special outreach to ensure that an adequate number of such families apply for public housing.

GBHA outreach efforts must comply with fair housing requirements. This includes:

- Analyzing the housing market area and the populations currently being serviced to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program

- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

GBHA outreach efforts must be designed to inform qualified families about the availability of units under the program. These efforts may include, as needed, any of the following activities:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that service similar populations, including agencies that provide services for persons with disabilities

GBHA Policy

The GBHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the GBHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-IL.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

GBHA Policy

While the family is on the waiting lists, the family must inform the GBHA, within 10 business days of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing via letter, email or fax. Changes will not be accepted via verbal notice over the telephone.

Changes in an applicant's circumstances while on the waiting lists may affect the family's qualification for a particular bedroom size or entitlement to a preference. When an applicant reports a change that affects their placement on the waiting lists, the waiting lists will be updated accordingly.

4-IL.F. UPDATING THE WAITING LISTS

HUD recognizes the GBHA's authority to establish policies that describe the circumstances under which applicants will be removed from the waiting lists [24 CFR 960.202(a)(2)(iv)].

Purging the Waiting lists

The decision to remove an applicant family that includes a person with disabilities from the waiting lists is subject to reasonable accommodation. If the applicant did not respond to the GBHA's request for information or updates because of the family member's disability, the GBHA must, upon the family's request, reinstate the applicant family to their former position on the waiting lists as a reasonable accommodation [24 CFR 8.4(a), 24 CFR 100.204(a), and PH Occ GB, p.39 and 40]. See Chapter 2 for further information regarding reasonable accommodations.

GBHA Policy

The waiting lists will be updated as needed to ensure that all applicant information is current and timely.

To update the waiting lists, the GBHA will send an update request via first class mail to each family on the waiting lists to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the GBHA has

on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting lists.

The family's response must be in writing and may be delivered in person, by mail, by email or by fax. Responses should be postmarked or received by the GBHA not later than 15 business days from the date of the GBHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting lists without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting lists without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent. If the family fails to respond within this time frame, the family will be removed from the waiting lists without further notice.

When a family is removed from the waiting lists during the update process for failure to respond, no informal hearing will be offered. Such failures to act on the part of the applicant prevent the GBHA from making an eligibility determination; therefore, no informal hearing is required.

If a family is removed from the waiting lists for failure to respond, the GBHA may reinstate the family if the lack of response was due to GBHA error, or to circumstances beyond the family's control.

Removal from the Waiting lists

GBHA Policy

The GBHA will remove an applicant from the waiting lists upon request by the applicant family in writing via letter, email, fax or via verbal notice over the telephone by the head of household listed on the application. In such cases, no informal hearing is required.

If the GBHA determines that the family is not eligible for admission at any time while the family is on the waiting lists, the family will be removed from the waiting lists.

If a family is removed from the waiting lists because the GBHA has determined the family is not eligible for admission, a notice will be sent to the family's address. The notice will state the reasons the family was removed from the waiting lists and will inform the family to how request an informal hearing regarding the decision (see Chapter 14) [24 CFR 960.208(a)].

PART III: TENANT SELECTION

4-III.A. OVERVIEW

The GBHA must establish tenant selection policies for families being admitted to public housing [24 CFR 960.201(a)]. The GBHA must not require any specific income or racial quotas for any developments [24 CFR 903.2(d)]. The GBHA must not assign persons to a particular section of a community or to a development or building based on race, color, religion, sex, disability, familial status, or national origin for purposes of segregating populations [24 CFR 1.4(b)(1)(iii) and 24 CFR 903.2(d)(1)].

The order in which families will be selected from the waiting lists depends on the selection method chosen by the GBHA and is impacted in part by any selection preferences that the family qualifies for. The availability of units also may affect the order in which families are selected from the waiting lists.

The GBHA must maintain a clear record of all information required to verify that the family is selected from the waiting lists according to the GBHA's selection policies [24 CFR 960.206(e)(2)]. The GBHA's policies must be posted any place where the GBHA receives applications. The GBHA must provide a copy of its tenant selection policies upon request to any applicant or tenant. The GBHA may charge the family for providing a copy of its tenant selection policies [24 CFR 960.202(c)(2)].

GBHA Policy

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

4-III.B. SELECTION METHOD

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

Local Preferences [24 CFR 960.206]

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

GBHA Policy

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

The GBHA will use the following local preferences:

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

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

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

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

2nd Preference: Brown County Resident domestic violence victims and homeless families with children:

A minor is defined as a family member other than the head, spouse, or co-head who is under 18 years of age. Proof of age is required.

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

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

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

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

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

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

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

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

5th Preference: Non-Brown County resident

Income Targeting Requirement [24 CFR 960.202(b)]

HUD requires that extremely low-income families make up at least 40 percent of the families admitted to public housing during the GBHA's fiscal year. Extremely low-income families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number

is higher [*Federal Register* notice 06/24/14]. To ensure this requirement is met, the GBHA may skip non-extremely low-income families on the waiting lists in order to select an extremely low-income family.

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

GBHA Policy

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

Mixed Population Developments [24 CFR 960.407]

A mixed population development is a public housing development or portion of a development that was reserved for elderly families and disabled families at its inception (and has retained that character) or the GBHA at some point after its inception obtained HUD approval to give preference in tenant selection for all units in the development (or portion of a development) to elderly and disabled families [24 CFR 960.102]. Elderly family means a family whose head, spouse, co-head, or sole member is a person who is at least 62 years of age. Disabled family means a family whose head, spouse, co-head, or sole member is a person with disabilities [24 CFR 5.403]. The GBHA must give elderly and disabled families equal preference in selecting these families for admission to mixed population developments. The GBHA may not establish limit on the number of elderly or disabled families that may occupy a mixed population development. In selecting elderly and disabled families to fill these units, the GBHA must first offer the units that have accessibility features for families that include a person with a disability and require the accessibility features of such units. The GBHA may not discriminate against elderly or disabled families that include children (Fair Housing Amendments Act of 1988).

Units Designated for Elderly or Disabled Families 924 CFR 945]

The GBHA may designate projects or portions of a public housing project specifically for elderly or disabled families. The GBHA must have a HUD-approved allocation plan before the designation may take place.

Among the designated developments, the GBHA must also apply any preferences that it has established. If there are not enough elderly families to occupy the units in a designated elderly development, the GBHA may allow near-elderly families to occupy the units [24 CFR 945.303(c)(1)]. Near-elderly family means a family whose head, spouse, or co-head is at least 50 years old, but is less than 62 years of age [24 CFR 5.403].

If there are an insufficient number of elderly families and near-elderly families for the units in a development designated for elderly families, the GBHA must make available to all other families any unit that is read for re-rental and has been vacant for more than 60 consecutive days [24 CFR 945.303(c)(2)].

The decision of any disabled family or elderly family not to occupy or accept occupancy in designated housing shall not have an adverse affect on their admission or continued occupancy in public housing or their position on or placement on the waiting lists. However, this protection does not apply to any family who refuses to occupy or accept occupancy in designated housing because of the race, color, religion, sex, disability, familial status, or national origin of the occupants of the designated housing or the surrounding area [24 CFR 945.303(d)(1) and (2)].

This protection does apply to an elderly family or disabled family that declines to accept occupancy, respectively, in a designated project for elderly families or for disabled families, and requests occupancy in a general occupancy project or in a mixed population project [24 CFR 945.202(d)(3)].

GBHA Policy

The GBHA currently manages and maintains Mason Manor. ~~Retirement Community~~, which is an eight story high rise with one and two bedroom apartments. Mason Manor has a designation plan approved by HUD to allow the GBHA to keep the building's population 85% elderly and/or disabled individuals and 15% for individuals who are not elderly or disabled. housing designated for elderly or disabled individuals.

De-concentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

The GBHA's admission policy must be designed to provide for de-concentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of the GBHA's de-concentration policies must be included in its annual plan [24 CFR 903.7(b)].

The GBHA's de-concentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the de-concentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to de-concentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

GBHA Policy

The GBHA will comply with any and all statutory requirements to de-concentrate poverty and provide for income mixing in Mason Manor and Scattered Sites.

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to de-concentrate poverty and provide for income mixing in covered developments, the GBHA must comply with the following steps:

Step 1. The GBHA must determine the average income of all families residing in all the GBHA's covered developments. The GBHA may use the median income, instead of average income, provided that the GBHA includes a written explanation in its annual plan justifying the use of median income.

GBHA Policy

When applicable, the GBHA will determine the average income of all families in all covered developments on an annual basis.

Step 2. The GBHA must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, the GBHA has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

GBHA Policy

When applicable, the GBHA will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. The GBHA must then determine whether each of its covered developments falls above, within, or below the established income range, which is from 85 percent to 115 percent of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30 percent of median income).

Step 4. The GBHA with covered developments having average incomes outside the established income range must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, the GBHA must include in its admission policy its specific policy to provide for de-concentration of poverty and income mixing.

Depending on local circumstances, the GBHA's de-concentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the established income range to encourage families with incomes above the established income range to accept units in those developments
- Establishing a preference for admission of working families in developments below the established income range
- Skipping a family on the waiting lists to reach another family in an effort to further the goals of de-concentration
- Providing other strategies permitted by statute and determined by the GBHA in consultation with the residents and the community through the annual plan process to be responsive to local needs and GBHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under the GBHA's de-concentration policy. The GBHA must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under the GBHA's de-concentration policy [24 CFR 903.2(c)(4)].

If, an annual review, the average incomes at all general occupancy developments are within the established income range, the GBHA will be considered to be in compliance with the de-concentration requirement and no further action is required.

Order of Selection [24 CFR 960.206(e)]

The GBHA system of preferences may select families either according to the date and time of application or by a random selection process.

GBHA Policy

Families will be selected from the waiting lists based on preference. Among applicants with the same preference, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the GBHA.

When selecting applicants from the waiting lists, the GBHA will match the characteristics of the available unit (unit size, accessibility features, unit type) to the applicants on the waiting lists. The GBHA will offer the unit to the highest ranking applicant who qualifies for that unit size or type, or that requires the accessibility features.

By matching unit and family characteristics, it is possible that families who are lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application or higher preference status.

Factors such as deconcentration or income mixing and income targeting will also be considered in accordance with HUD requirements and GBHA policy.

4-III.C. NOTIFICATION OF SELECTION

When the family has been selected from the waiting lists, the GBHA will notify the family.

GBHA Policy

The GBHA will notify the family by mail when they are selected from the waiting lists. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
- Who is required to attend the interview
- Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation
- Documents that must be provided at the interview to document eligibility for a preference, if applicable
- Other documents and information that should be brought to the interview

If a notification letter is returned to the GBHA with no forwarding address, the family will be removed from the waiting lists without further notice. Such failure to act on the part of the applicant prevents the GBHA from making an eligibility determination; therefore, no informal hearing will be offered.

4-III.D. THE APPLICATION INTERVIEW

HUD recommends that the GBHA obtain the information and documentation needed to make an eligibility determination through a private interview. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the GBHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the GBHA [Notice PIH 2018-24].

Reasonable accommodation will be made for persons with disabilities who are unable to attend an interview due to their disability [24 CFR 8.4(a) and 24 CFR 100.204(a)].

GBHA Policy

Families selected from the waiting lists are required to participate in an eligibility interview.

The head of household and the spouse will be strongly encouraged to attend the interview together. However, either the head of household or the spouse may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the GBHA.

The interview will be conducted only if the head of household or spouse provides appropriate documentation of legal identity. If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.

Pending disclosure and documentation of Social Security Numbers (SSN), the GBHA will allow the family to retain its place on the waiting list for 14 days. If not all household members have disclosed their SSNs at the next time a unit becomes available, the GBHA will offer a unit to the next eligible applicant family on the waiting list.

If the family is claiming a waiting lists preference, the family must provide documentation to verify their eligibility for the preference. If the family is verified as eligible for the preference, the GBHA will proceed with the interview. If the GBHA determines the family is not eligible for the preference, the interview will not proceed and the family will be placed back on the waiting lists according to the date and time of their application.

The family must provide the information necessary to establish the family's eligibility, including suitability, and the appropriate amount of rent the family will pay. The family must also complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the GBHA will provide the family with a written list of items that must be submitted.

Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview. If the family is unable to obtain the information or materials within the required time, the family may request an extension. If the required documents and information are not provided within the required time plus extensions, the family will be sent a notice of denial.

An advocate, interpreter, or other assistant may assist the family with the application and the interview process.

Interviews will be conducted in English. For limited English proficient applicants, the GBHA will provide translation services in accordance with the GBHA's limited English proficiency plan (refer to Chapter 2).

If the family is unable to attend a scheduled interview, the family should contact the GBHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the GBHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews with GBHA approval will have their applications made inactive based on the family's failure to supply information needed to determine eligibility. The second letter will state that failure to appear for the appointment without request to reschedule will be interpreted to mean that the family is no longer interest and their application will be made inactive. Such failure to act on the part of the applicant prevents the GBHA from making an eligibility determination; therefore the GBHA will not offer an informal hearing.

4-III.E. FINAL ELIGIBILITY DETERMINATION

The GBHA must verify all information provided by the family (see Chapter 7). Based on verified information related to the eligibility requirements, including GBHA suitability standards, the GBHA must make a final determination of eligibility (see Chapter 3).

When a determination is made that a family is eligible and satisfies all requirements for admission, including tenant selection criteria, the applicant must be notified of the approximate date of occupancy insofar as that date can be reasonably determined [24 CFR 960.208(b)].

GBHA Policy

The GBHA will notify the family in writing of their eligibility within 10 business days of the determination and will provide the approximate date of occupancy insofar as that date can be reasonably determined.

The GBHA must promptly notify any family determined to be ineligible for admission of the basis for such determination, and must provide the applicant upon request, within a reasonable time after the determination is made, with an opportunity for an informal hearing on such determination [24 CFR 960.208(a)].

GBHA Policy

If the GBHA determines that the family is ineligible, the GBHA will send written notification of the ineligibility determination within 10 business day of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal hearing.

If the GBHA uses a criminal record or sex offender registration information obtained under 24 CFR 5, Subpart J, as the basis of a denial, a copy of the record must precede the notice to deny, with an opportunity for the applicant to dispute the accuracy and relevance of the information before the GBHA can move to deny the application. See Section3-III.G for the GBHA's policy regarding such circumstances.



Report to the
Housing Authority
of the City of Green Bay

MEETING DATE

August 15, 2019

PREPARED BY

Jayme Valentine, Staff

AGENDA ITEM # D.6.

Consideration with possible action to amend the House Rules Addendum within the Green Bay Housing Authority's lease packet.

BACKGROUND

The House Rules Addendum is a summary of the Lease and all other addendums that is required to be signed by each tenant. Because other policies have been updated the House Rules addendum has to be updated as well.

Key changes include: collection of rent, parking policy, garbage policy, maintenance requests including charges that will be charged back to the tenants, and a better explanation of the pet policy.

RECOMMENDATION

Staff is recommending approval to amend the House Rules Addendum within the Green Bay Housing Authority's lease packet.

FISCAL IMPACT

ATTACHMENTS

- I. House Rules Addendum-MM highlighted changes (2)



HOUSE RULES ADDENDUM

This addendum made part of the Lease or Rental Agreement dated _____ for the Tenant referred to in singular, whether one or more, _____ with respect to the property at 1424 ADMIRAL COURT # _____, GREEN BAY, WI 54303.

1. All business is to be transacted at the office within the Mason Manor building located at 1424 Admiral Court, Green Bay, WI 54303- Telephone: (920) 492-3790. The office is open Monday through Friday between 7:00AM and 4:00PM.
2. RENT: Rent is due on or before the first day of each month. Management permits a grace period for all residents to pay rent between the first and the sixth of every month in order for rent to be considered paid on time. All rent payments submitted after the sixth of each month will be considered late. The penalty for late rent payments is a onetime additional **\$10.00** late fee in addition to the monthly rent rate. All checks and money orders should be made out to Green Bay Housing Authority or G.B.H.A. and they can be mailed to 1424 Admiral Court, Green Bay, WI 54303.
3. LIABILITY OF MULTIPLE TENANTS: All tenants, if more than one, shall be jointly and severally liable for the full amount of any payments due under this Lease. Tenants are responsible for all damages done to the premises or common areas by any member of their household or by any guests. If there is a case of vandalism, a police report must be submitted to Management or the tenant will be charged for the repairs. If a report is submitted showing a breach in security, the tenant will be charged for the repairs.
4. RENTER'S INSURANCE: The owner's insurance does not cover the tenant's personal property. All tenants are encouraged to obtain and maintain rental insurance from the date of move-in through the date tenant surrenders the premises.
5. MAINTENANCE REQUESTS: All maintenance requests should be made through Management. If Management is not available, leave a message on the voicemail box on either phone number: (920) 492-3790 or (920) 492-3792 and a work order will be generated within the next business day. You should NOT make additional requests directly to the maintenance staff. If you contact a contractor instead of Management, you will be liable for their costs.
6. LAWN CARE/SNOW REMOVAL: **SCATTERED SITES ONLY**: Single Family Homes- tenants are responsible for full lawn care and snow removal from all sidewalks, driveways, and porches. Two Family Homes (Lower/Upper and Front/Back)- Lower/Front tenants are responsible for full lawn care plus snow removal from all sidewalks and their porches/driveways. Lawn care includes WEEKLY cutting, trimming, weeding and raking. Snow removal includes removal of all snow, slush, and ice from the full width of the concrete. If the tenant fails to maintain either the snow removal or lawn care the tenant will be charged a **\$110.00** service fee for each visit.
7. BASEMENTS: **SCATTERED SITES ONLY**: Basements may not be used as a gather place nor are they play areas for children. Many basements have hook ups for washers and dryers, however, this does not mean that you can store your dirty laundry there. Remember, many basements are shared with other tenants so please keep them neat and sanitary. Doors should be closed and locked at all times.
8. HALLS, STAIRWAYS & PORCHES: **SCATTERED SITES ONLY**: These are not to be used as play areas for children under any circumstances. They are not to be used for storage of furniture, bicycles, strollers, shoes, boots, trash or any other items. Grills may not be used on porches, as it is a fire hazard and against City code.
9. WINDOWS: No light-up signs or disrespectful objects shall be hung in windows. Drapes and curtains must remain inside the windows. Unsightly colors and designs will not be allowed. Also, shaking rugs outside of windows or throwing any objects out of windows will not be allowed.
10. PARKING LOTS: **SCATTERED SITES ONLY**: Each rental unit has parking space for one vehicle; if there is an additional space available, the household is authorized to have a second vehicle. However, all parking spaces are for tenant use only; guests must park on the street. All vehicles parked on the site must be registered and in working order. All parking must be on paved parking areas only; parking or driving on lawns is not permitted. **BOTH PROGRAMS**: No boats or recreational vehicles will be allowed on the site without written authorization from Management. Any unauthorized vehicles will be towed away at the owner's expense. Vehicles, boats, bicycles, etc. that block driveway entrances, are an obstruction to entry, or are an unsightly nuisance will not be allowed. **Street**

Parking: Remember that the City of Green Bay does not allow overnight parking on city streets or alleys. If you have a guest who will be parked on the street after 2:00 AM, they should notify the police or they may get a ticket.

11. **HOUSEKEEPING:** Tenants are responsible for all housekeeping and cleaning within the home. Keeping the inside of the home clean and presentable is expected. Common areas and yard must also be kept clean and presentable. This includes picking up after yourself and your guest. Neglectful abuse of the home and property will result in termination of this Lease. **MASON MANOR**

ONLY: All units will be inspected for housekeeping in conjunction with the quarterly bed bug canine inspection.

12. **APPLIANCES:** Tenants are responsible for the proper care/cleaning of the appliances in their unit. Repairs for any damage caused by the tenant or his/her guest will be charged to back the tenant. **MASON MANOR ONLY:** Management will replace all light bulbs within the light fixtures that are already in the unit. The fees for light bulbs are: \$3.00, \$2.00 and \$1.50 depending on which light bulb is being changed. Tenants are responsible to replace their own light bulbs for any lamps/lights brought into the unit.

13. **PLUMBING:** Tenants can avoid plumbing issues by not pouring grease or any type of food into any sink/drain within the unit. A charge of **\$30.00/hour** will be issued to the tenant when maintenance discovers during a plumbing maintenance related repair that grease any type of food was the cause of the issue. This charge will also apply for toilet plumbing issues. If staff discovers that the tenant or his/her guest is improperly disposing of food or any other material down the toilet then this will lead to the tenant being charged the **\$30.00/hour** plus materials for how long it will take maintenance to repair the issue.

14. **FLOORS:** Tenants are expected to maintain and clean the floor coverings on a regular basis. Failure to do so could result in damage to the flooring. Tenants will be charged for cleaning, repair, or replacement of damaged flooring.

15. **DAMAGES:** The tenant is responsible for all damages done to the premises or common areas by any member of their household, including pets and guests. Tenants are responsible for all damage, discoloration and odor caused by pets and/or smoking. Tenants are responsible for the security of the unit, the garage and all common areas. All doors and windows should be locked when the tenant is not present. If there is a case of vandalism, a police report must be submitted to Management or the tenant will be charged for the repairs. If a police report is submitted showing a breach in security, the tenant will be charged for the repairs.

16. **LOCKS:** Tenants are responsible for the security of the unit and their possessions within. Tenant's personal possessions are not protected under Management's property insurance. No additional locks, bolts, or chains shall be affixed to any door except by written consent of the Management. The tenant shall **NOT** change any door locks within the unit. If locks are changed or need to be rekeyed for any reason the tenant will be responsible for all costs.

17. **LOST KEYS:** Tenants will be charged for lost keys and each key will cost \$5.00 (**SCATTERED SITES ONLY**). **MASON MANOR ONLY:** Lost unit or storage keys will cost \$5.00 to replace and a lost white key card or parking pass will cost \$10.00 to replace. Upon moveout, tenants will be refunded the key deposit amounts. If the unit needs to be rekeyed, you will be responsible for that charge also.

18. **RIGHT OF ENTRY:** Tenants will be notified at least 24 hours in advance of entry into their unit under normal circumstances (for example, maintenance requests). In case of a health or safety emergency, Management will enter your unit without prior notification but will subsequently provide you with a written notice verifying that the unit was entered due to the emergency. In the case where the Green Bay Housing Authority is notified to conduct a welfare check from an outside agency, family member, friend or caretaker then staff will enter the unit as this is considered an emergency.

19. **INSPECTIONS:** All units will be inspected at least quarterly (every 3 months). This is in addition to any evaluations needed or you to receive a rental subsidy. You will be notified at least 24 hours in advance. Each inspection should only take a few minutes. **MASON MANOR ONLY:** All units will be inspected by a trained bed bug canine along with a canine specialist on a quarterly basis to keep the building bed bug free.

20. **GARBAGE & RECYCLING:** Each tenant is responsible for bagging and placing his/her garbage in covered trash cans or at the appropriate dumpsters. **SCATTERED SITES ONLY:** Garbage/garbage bags shall not be stored: in the kitchen within unit, on porches, in the hallways, within the stairways, within the garage, outside of any of the unit doors and/or within the basement. All tenants are expected to recycle. Recycling should be separated and placed in the appropriate bins (**BLUE**). Anyone recycling improperly will receive a fine. Remember- it is Wisconsin Law to recycle. Garbage and recycling must be placed out for collection not more than 12 hours before collection day. All cans and containers must be removed not more than 12 hours after collection. **MASON MANOR ONLY:** Tenants are responsible for properly disposing of his/her garbage within the 1st floor garbage room or by the outside dumpsters. All recyclables must be bagged and placed into the blue recycle bin in the garbage room. The garbage room hours are 7AM-7PM.

21. **SMOKE ALARMS:** Each tenant is responsible for reporting to Management immediately if his/her smoke alarm is alerting for a battery replacement. Tenants should NOT remove their smoke alarms at any time for any reason. A fine of **\$500.00** will be charged to a tenant if staff finds that he/she removed a smoke alarm in the unit.

22. **WATERBEDS:** Waterbeds are allowed if the tenant has renter's insurance to cover the costs of any damage caused by the waterbed. Proof of this insurance must be brought to our office for our records.

23. **GUESTS:** Tenants who expect to have overnight guests for three (3) or more days must report this to the Office immediately. Tenants should call the Office at (920) 492-3790 to provide dates for how long his/her guest(s) plan to stay. Tenants are allowed to have guests for a total of 14 consecutive days per year or 30 days in a year. Management will need names, expected date of arrival, and expected date of departure.

24. **PET CLAUSE:** Tenant agrees that no animals, birds, reptiles, or pets of any kind shall be kept or harbored in the dwelling unit without written permission of Management. A pet deposit fee of \$250.00 must be paid to Management in full before the tenant can have a dog or a cat living in the unit. A pet deposit fee of \$110.00 must be paid to Management in full before smaller pets like rabbits, hamsters, guinea pigs or birds are brought into the unit. The pet deposit fee for fish varies depending on the size of the aquarium. If an aquarium will hold 10 gallons of water or more than the tenant must submit a pet deposit fee in full of \$110.00 before setting up the aquarium. Tenant assures full compliance with adopted Pet Policy. The tenant, occupants, family members, or any other persons related to or affiliated in any way with the tenant are prohibited from bringing pets into dwelling units or project facilities without written permission of Management. Tenants are allowed to have visiting pets within the unit. If tenants are pet sitting, then the tenant must notify Management and submit the full security deposit amount (depending on what type of pet) before the tenant can bring the pet into the unit.

25. **NOISE:** Tenant will refrain from making or permitting noises or acts that will disturb the rights or comfort of neighbors. Any disruptive conduct which impairs the rights of other tenants to the peaceful use and enjoyment of their residences may be cause for termination of the Lease. No tenant shall play, or allow another person to play any musical instrument between the hours of 10:00 PM and 8:00 AM of the following day. Radio, stereo and television operation is permitted during these hours if it is tuned so that it can be heard in your unit only.

26. **MOVE-OUTS:** The Green Bay Housing Authority requires a written 30- day notice to vacate the premises from any tenant who has fulfilled his/her one year and will be moving out of the unit. Your unit must be vacated and keys must be turned in by no later than noon of the last day of the written 30 day notice. If keys are not returned, the amount to rekey all of the locks will be deducted from the tenant's security deposit. Tenants should set up a time to go through the apartment with the inspector so that damages, normal wear and tear, etc. can be discussed. If the tenant does not set up an appointment for this inspection, the inspection will still be done and the inspector will let Management know what damages were found.

27. **DISPOSAL OF TENANT'S PROPERTY:** If tenant leaves any property on the premises after vacating or abandoning the premises, tenant shall be deemed to have abandoned the property, and the Management shall have the right to dispose of the property in a manner provided by Wisconsin Law. If tenant leaves any medical equipment or medical prescriptions/medication, then Management must hold these items for one week and allow the tenant to come back to pick up these items.

28. **POLICE CALLS.** Property owners in the City of Green Bay are legally responsible for properly maintaining/managing their properties. If a public/chronic nuisance exists, under Green Bay Ordinance Chapter 28, the property owner may be subject to the following:

- 1) Citations for Maintaining a Public Nuisance, with fines up to **\$2,566.00** per incident for each day the nuisance continues.
- 2) Bills for police services at the property due to failure to eliminate the nuisance activity.
- 3) Additional legal action against the owner/property by the City.

The second section of Chapter 28 allows the City of Green Bay to recover the costs of police services from the property owner under certain circumstances.

If a property has, within a 6-month period, two or more separate police responses, the lease will be terminated immediately to prevent the GBHA property from being deemed a public/chronic nuisance. Furthermore, if a property has, within any 12-month period, three or more separate police responses resulting in enforcement action (warning, citation, arrest) due to harassment, disorderly conduct, battery, lewd and lascivious behavior, prostitution, theft, animal violations, trespassing, weapons violations, noise violations, execution of warrants, alcohol violations, obstructing/resisting, possession of stolen property, arson, drug activity, gambling, or inspection-related calls in which the police department responds, the lease will be terminated immediately to prevent the GBHA-property from being deemed a public/chronic nuisance. Any citations or fines attached to a police call will be the financial

responsibility of the current household. Calls that are generated by the household members are exempt and will not be counted. Also, calls related to stalking, domestic violence, or sexual assault will not be counted.

29. RULES: Management may make rules governing the premises, the building, and the complex of which they are part as Management deems necessary. Tenant agrees to observe and comply with all such rules and any violations of the rules shall be deemed a breach of this Lease. Management may make changes in the rules and shall give written notice of changes to tenants at least 14 days before the new rules become effective.

I have read these House Rules and agree to abide by all covenants listed.

_____ Signature of Tenant	_____ Date	_____ Signature of Management	_____ Date
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_____ Signature of Tenant	_____ Date
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_____ Signature of Tenant	_____ Date
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08/05/19

Green Bay Housing Authority

Check Detail

July 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5211	07/10/2019	BELSON CO	1424 Admira...	1111.01 · General ...	
Bill	333619	07/01/2019		air freshner	4420.00 · Maint - S...	-90.00
TOTAL						-90.00
Bill Pmt -Check	5212	07/10/2019	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12420	07/01/2019		copies	4190.01 · Printing	-81.60
				copies	4190.01 · Printing	-81.61
Bill	120659	07/02/2019		fuel	4430.03 · Maint - Tr...	-93.81
				fuel	4430.03 · Maint - Tr...	-93.81
TOTAL						-350.83
Bill Pmt -Check	5213	07/10/2019	Ellison Electric Su...	1424 Admira...	1111.01 · General ...	
Bill	1101918	06/29/2019		lights	4430.25 · Unit Repair	-94.36
TOTAL						-94.36
Bill Pmt -Check	5214	07/10/2019	GRAINGER	1424 Admira...	1111.01 · General ...	
Bill	9221108096	07/01/2019		drain cleaner	4420.00 · Maint - S...	-108.50
TOTAL						-108.50
Bill Pmt -Check	5215	07/10/2019	Jayme Valentine	Mileage	1111.01 · General ...	
Bill	6/1-6/30/19 mileage	06/30/2019		mileage	4150.00 · Travel	-25.00
				mileage	4150.00 · Travel	-43.44
TOTAL						-68.44
Bill Pmt -Check	5216	07/10/2019	KONE INC	1424 Admira...	1111.01 · General ...	
Bill	959295527	07/01/2019		maint agree...	4430.12 · Elevator ...	-450.00
TOTAL						-450.00
Bill Pmt -Check	5217	07/10/2019	LANGAN INVESTI...		1111.01 · General ...	
Bill	6/1-6/30/19 mm	07/03/2019		screenings	4130.01 · Investigat...	-128.50
Bill	6/1-6/30/19 ss	07/03/2019		screenings	4130.01 · Investigat...	-419.30
TOTAL						-547.80
Bill Pmt -Check	5218	07/10/2019	LIZER LAWN CARE	ss	1111.01 · General ...	
Bill	92348	07/02/2019		pesticides ap...	4430.13 · Landscap...	-1,302.00
TOTAL						-1,302.00
Bill Pmt -Check	5219	07/10/2019	PHILADELPHIA IN...		1111.01 · General ...	
Bill	8/19/19-8704481754	07/01/2019		flood ins	4510.00 · Insurance...	-838.00
Bill	8/19/19-870448175	07/01/2019		flood ins	4510.00 · Insurance...	-760.00
Bill	8/19/19-8704481753	07/01/2019		flood ins	4510.00 · Insurance...	-870.00
Bill	8/19/19-8704481755	07/01/2019		flood ins	4510.00 · Insurance...	-760.00
TOTAL						-3,228.00

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Green Bay Housing Authority

Check Detail

July 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5220	07/10/2019	TIME WARNER CA...	1424 Admira...	1111.01 · General ...	
Bill	7/1-7/31/19	07/02/2019		cable	4230.00 · Ten Ser-...	-2,483.39
TOTAL						-2,483.39
Bill Pmt -Check	5221	07/10/2019	WISCONSIN PUBL...		1111.01 · General ...	
Bill	July 2019 UR's	07/01/2019		1009 Crooks ...	4320.01 · Utility Rei...	-81.00
				510 N Chest...	4320.01 · Utility Rei...	-89.00
				1343 Univers...	4320.01 · Utility Rei...	-67.00
				1014 Pine - ...	4320.01 · Utility Rei...	-55.00
				1404 Univers...	4320.01 · Utility Rei...	-110.00
				1420 Univers...	4320.01 · Utility Rei...	-86.00
				1440 Univeri...	4320.01 · Utility Rei...	-86.00
				886 Divison -...	4320.01 · Utility Rei...	-178.00
				415 N Maple ...	4320.01 · Utility Rei...	-114.00
				837 Christian...	4320.01 · Utility Rei...	-30.00
Bill	7/2/19-2671-00036	07/02/2019		509 S Maple ...	4320.01 · Utility Rei...	-88.00
Bill	7/2/19-2671-0002	07/02/2019		1424 Admiral...	4320.00 · Electricity	-252.90
				1424 Admiral...	4320.00 · Electricity	-5,233.00
				1424 Admiral...	4330.00 · Gas	-575.37
TOTAL						-7,045.27
Bill Pmt -Check	5222	07/10/2019	CELLCOM	cell bill	1111.01 · General ...	
Bill	837780	06/15/2019		cell bill	4190.07 · Tele Fax...	-52.75
				cell bill	4190.07 · Tele Fax...	-102.33
TOTAL						-155.08
Bill Pmt -Check	5223	07/18/2019	ABC Supply Co.		1111.01 · General ...	
Bill	82514798	06/28/2019		1410 Univeir...	4430.25 · Unit Repair	-3,065.27
Bill	82586440	06/28/2019		816 N Maple ...	4430.25 · Unit Repair	-2,410.60
TOTAL						-5,475.87
Bill Pmt -Check	5224	07/18/2019		SD refund	1111.01 · General ...	
Bill	SD Refund	07/01/2019		SD refund - ...	2114.00 · Tenant S...	-203.15
				Key Dept Ref...	2114.02 · Security ...	-1.85
TOTAL						-205.00
Bill Pmt -Check	5225	07/18/2019	BELLIN HOME HE...	RN commun...	1111.01 · General ...	
Bill	MB3176	07/11/2019		RN communi...	4230.00 · Ten Ser-...	-525.00
TOTAL						-525.00
Bill Pmt -Check	5226	07/18/2019	Carrie Uhlig	sign langua...	1111.01 · General ...	
Bill	062719	06/27/2019		sign languag...	4190.10 · Miscellan...	-90.00
TOTAL						-90.00

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Green Bay Housing Authority

Check Detail

July 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5227	07/18/2019	CITY OF GREEN B...		1111.01 · General ...	
Bill	970-12422	06/30/2019		Wages	4110.00 · Admin Sa...	-6,415.62
				Benefits	4182.00 · Employe...	-2,722.81
				Wages	4410.00 · Maint - L...	-9,422.72
				Benefits	4433.00 · Emp Ben...	-4,070.67
				Wages	4110.00 · Admin Sa...	-4,252.59
				Benefits	4182.00 · Employe...	-1,688.84
				Wages	4410.00 · Maint - L...	-3,599.21
				Benefits	4433.00 · Emp Ben...	-1,432.35
				Wages	4110.00 · Admin Sa...	-4,965.31
				Benefits	4182.00 · Employe...	-2,290.69
Bill	970-12420	07/03/2019		windows & D...	4430.25 · Unit Repair	-1,500.09
				windows & D...	4430.25 · Unit Repair	-1,757.87
				warranty	4430.03 · Maint - Tr...	-753.00
Bill	121520	07/12/2019		connector,pa...	4420.00 · Maint - S...	-63.03
				tenant items	4430.19 · Garbage ...	-160.00
TOTAL						-45,094.80
Bill Pmt -Check	5228	07/18/2019	Clean By Design L...	1424 Admira...	1111.01 · General ...	
Bill	1526	07/10/2019		cleaning #511	4430.00 · Maint - C...	-250.00
				cleaning #413	4430.00 · Maint - C...	-360.00
TOTAL						-610.00
Bill Pmt -Check	5229	07/18/2019	GREEN BAY WAT...		1111.01 · General ...	
Bill	7/10/19-514-06	07/10/2019		967 Holzer	4390.00 · Other Util...	-57.41
				967 Holzer	4310.00 · Water	-257.34
Bill	7/10/19-1033-02	07/10/2019		712 Bond	4390.00 · Other Util...	-57.41
				712 Bond	4310.00 · Water	-267.08
TOTAL						-639.24
Bill Pmt -Check	5230	07/18/2019	HOUSING AUTHO...	Liability Ins	1111.01 · General ...	
Bill	HG00099851	07/18/2019		Liability Ins	4510.01 · Insurance...	-232.00
				Liability Ins	4510.01 · Insurance...	-6,619.00
				Liability Ins	4510.01 · Insurance...	-2,628.00
TOTAL						-9,479.00
Bill Pmt -Check	5231	07/18/2019	HOUSING INSURA...	Property Ins	1111.01 · General ...	
Bill	HP00094380	07/18/2019		Property Ins	4510.00 · Insurance...	-10,606.50
				Property Ins	4510.00 · Insurance...	-37,111.50
TOTAL						-47,718.00
Bill Pmt -Check	5232	07/18/2019	SHERWIN-WILLIA...	1424 Admira...	1111.01 · General ...	
Bill	1509-7	06/06/2019		paint	4420.00 · Maint - S...	-27.87
TOTAL						-27.87

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Green Bay Housing Authority

Check Detail

July 2019

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	5233	07/18/2019	WISCONSIN PUBL...	816 N Maple	1111.01 · General ...	
Bill	7/11/19-2671-00189	07/11/2019		816 N Maple	4320.00 · Electricity	-29.98
				816 N Maple	4330.00 · Gas	-18.29
TOTAL						-48.27

Green Bay Housing Authority
CFP Report
August-19

	<u>2016</u>	<u>2017</u>	<u>2018</u>	<u>2019</u>	
Mason Manor	15,966.47	109,275.02	223,784.50	251,500.00	600,525.99
Scattered Sites	33,753.62	72,073.04	89,000.00	76,425.13	271,251.79
	49,720.09	181,348.06	312,784.50	327,925.13	<u>871,777.78</u>
Obligation Date	4/12/2018	8/15/2019	5/28/2020	4/15/2021	
Grant End Date	4/12/2020	8/15/2021	5/28/2022	4/15/2023	
Grant Amount	\$190,918	\$207,049	\$ 316,571	\$ 330,432	

Green Bay Housing Authority

Budget vs. Actual

Summary

Jun-19

	COCC		Mason Manor		RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	174,774.90	172,926.04	926,672.58	758,000.08	132,635.00	24,955.00	345,366.79	293,764.00	1,579,449.27	1,249,645.12
Total Expense	139,511.30	196,070.00	921,363.04	1,018,050.04	26,179.86	153,775.00	480,737.61	545,501.00	1,567,791.81	1,913,396.04
Net Income	35,263.60	-23,143.96	5,309.54	-260,049.96	106,455.14	-128,820.00	-135,370.82	-251,737.00	11,657.46	-663,750.92

Reserve Spreadsheet

	MM	SS
6/30/2018 Audited FASS	550,585	386,001
YTD Net Income/(loss) Without Depreciation	5,310	(135,371)
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	405,895	238,148
Transfer	-	-
Projected Reserve	405,895	238,148
6 Month Expenses	421,559	170,535
Excess/shortfall	(15,664)	67,613
	☹	☺

Green Bay Housing Authority Budget vs. Actual Detail

	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%	193,101.61	137,622.00	55,479.61	140.31%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	507,105.70	461,000.00	46,105.70	110.0%
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	4,900.00	4,620.00	280.00	106.06%
3510.00 · Management Fee Revenue	127,441.15	128,981.04	-1,539.89	98.81%	0.00	0.00	0.00	0.0%
3520.00 · Asset Management Rev	24,360.00	24,240.00	120.00	100.5%	0.00	0.00	0.00	0.0%
3530.00 · BookKeeping Fee Rev	17,812.50	18,180.00	-367.50	97.98%	0.00	0.00	0.00	0.0%
3610.00 · Int Income	0.00	1,500.00	-1,500.00	0.0%	49,023.31	8,000.00	41,023.31	612.79%
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	6,737.04	8,000.00	-1,262.96	84.21%
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%	27,519.26	7,000.00	20,519.26	393.13%
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	137,755.95	130,958.08	6,797.87	105.19%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	174,774.90	172,926.04	1,848.86	101.07%	926,672.58	758,000.08	168,672.50	122.25%
Expense								
4110.00 · Admin Salaries	63,995.71	103,000.00	-39,004.29	62.13%	87,689.10	89,500.00	-1,810.90	97.98%
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%	1,453.36	3,000.00	-1,546.64	48.45%
4130.01 · Investigations Expense	0.00	0.00	0.00	0.0%	2,800.73	2,600.00	200.73	107.72%
4140.00 · Staff Training	6,188.26	10,500.00	-4,311.74	58.94%	778.82	3,800.00	-3,021.18	20.5%
4150.00 · Travel	209.43	1,000.00	-790.57	20.94%	174.10	400.00	-225.90	43.53%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	96,642.11	97,055.04	-412.93	99.58%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	13,507.50	13,680.00	-172.50	98.74%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	18,360.00	18,240.00	120.00	100.66%
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	25,635.69	33,000.00	-7,364.31	77.68%	42,175.88	32,000.00	10,175.88	131.8%
4190.01 · Printing	559.21	1,000.00	-440.79	55.92%	2,745.14	2,500.00	245.14	109.81%
4190.02 · Postage	254.15	250.00	4.15	101.66%	802.50	1,000.00	-197.50	80.25%
4190.03 · Paper & Office Supplies	277.02	750.00	-472.98	36.94%	1,045.99	1,500.00	-454.01	69.73%
4190.04 · Publications	65.29	200.00	-134.71	32.65%	0.00	0.00	0.00	0.0%
4190.05 · Membership Dues & Fees	566.32	500.00	66.32	113.26%	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%	1,583.76	1,250.00	333.76	126.7%
4190.08 · Marketing	0.00	2,000.00	-2,000.00	0.0%	2,167.56	2,300.00	-132.44	94.24%
4190.10 · Miscellaneous	34,573.44	35,000.00	-426.56	98.78%	1,986.93	2,000.00	-13.07	99.35%
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%	780.67	1,500.00	-719.33	52.05%
4220.01 · Ten Ser - Resident Part	0.00	0.00	0.00	0.0%	3,038.86	3,000.00	38.86	101.3%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	33,117.10	22,500.00	10,617.10	147.19%
4310.00 · Water	0.00	0.00	0.00	0.0%	42,489.10	36,000.00	6,489.10	118.03%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	64,124.00	65,000.00	-876.00	98.65%
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%	29,888.63	3,750.00	26,138.63	797.03%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	4,833.86	129,500.00	-124,666.14	3.73%
4410.00 · Maint - Labor	0.00	100.00	-100.00	0.0%	120,620.28	25,000.00	95,620.28	482.48%
4420.00 · Maint - Supplies	53.90	0.00	53.90	100.0%	56,358.55	10,000.00	46,358.55	563.59%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	43,306.69	2,500.00	40,806.69	1,732.27%
4430.01 · Maint - Non-Contract	0.00	800.00	-800.00	0.0%	5,522.91	2,000.00	3,522.91	276.15%
4430.03 · Maint - Truck Maint	44.46	0.00	44.46	100.0%	2,080.66	3,000.00	-919.34	69.36%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	11,477.17	1,500.00	9,977.17	765.15%
4430.10 · Heating and Cooling	0.00	0.00	0.00	0.0%	5,515.60	1,500.00	4,015.60	367.71%
4430.11 · Snow Removal	0.00	0.00	0.00	0.0%	9,217.56	8,500.00	717.56	108.44%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	10,545.37	2,000.00	8,545.37	527.27%
4430.13 · Landscape and Grounds	0.00	0.00	0.00	0.0%	3,316.62	0.00	3,316.62	100.0%
4430.14 · Unit Turnaround	0.00	0.00	0.00	0.0%	573.30	1,000.00	-426.70	57.33%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	4,520.78	0.00	4,520.78	100.0%
4430.16 · Plumbing	0.00	0.00	0.00	0.0%	918.49	2,750.00	-1,831.51	33.4%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	22,793.10	25,000.00	-2,206.90	91.17%
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%	3,675.00	3,000.00	675.00	122.5%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	690.00	0.00	690.00	100.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	14,140.80	0.00	14,140.80	100.0%
4433.00 · Emp Ben Contr-ord maint	0.00	0.00	0.00	0.0%	46,407.07	47,000.00	-592.93	98.74%
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%	33,135.05	33,750.00	-614.95	98.18%
4530.00 · Bank Fees	0.00	145.00	-145.00	0.0%	904.50	1,025.00	-120.50	88.24%
4572.00 · Bad Debt - Tenant Rents	0.00	0.00	0.00	0.0%	15,615.75	13,000.00	2,615.75	120.12%
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	650.00	-650.00	0.0%	0.00	215,000.00	-215,000.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	25,000.00	25,000.00	0.00	100.0%
Total Expense	139,511.30	196,070.00	-56,558.70	71.15%	921,363.04	1,018,050.04	-96,687.00	90.5%
Net Income/(Loss)	35,263.60	-23,143.96	58,407.56	-152.37%	5,309.54	-260,049.96	265,359.50	-2.04%

Green Bay Housing Authority Budget vs. Actual Detail

	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%	135,885.95	135,492.00	393.95	100.29%
3110.00 · Dwelling Rental	0.00	0.00	0.00	0.0%	157,151.92	118,772.00	38,379.92	132.31%
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	13,635.00	14,955.00	-1,320.00	91.17%	25,711.37	7,500.00	18,211.37	342.82%
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	132,635.00	24,955.00	107,680.00	531.5%	345,366.79	293,764.00	51,602.79	117.57%
Expense								
4110.00 · Admin Salaries	32.52	2,000.00	-1,967.48	1.63%	56,115.34	62,000.00	-5,884.66	90.51%
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%	7,979.39	3,000.00	4,979.39	265.98%
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%	372.20	500.00	-127.80	74.44%
4160.00 · Management Fee	0.00	0.00	0.00	0.0%	30,799.04	31,926.00	-1,126.96	96.47%
4163.00 · BookKeeping Fee	0.00	0.00	0.00	0.0%	4,305.00	4,500.00	-195.00	95.67%
4165.00 · Asset Management Fee	0.00	0.00	0.00	0.0%	5,500.00	6,000.00	-500.00	91.67%
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%	26,074.13	22,500.00	3,574.13	115.89%
4190.01 · Printing	0.00	0.00	0.00	0.0%	906.55	500.00	406.55	181.31%
4190.02 · Postage	0.00	0.00	0.00	0.0%	802.50	1,000.00	-197.50	80.25%
4190.03 · Paper & Office Supplies	0.00	0.00	0.00	0.0%	699.56	800.00	-100.44	87.45%
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%	1,269.89	1,100.00	169.89	115.45%
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%	1,395.86	1,000.00	395.86	139.59%
4210.00 · Ten Ser-Salary	13,608.72	45,000.00	-31,391.28	30.24%	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%	1,250.00	1,250.00	0.00	100.0%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	52.75	0.00	52.75	100.0%
4310.00 · Water	0.00	0.00	0.00	0.0%	28,660.12	25,000.00	3,660.12	114.64%
4320.00 · Electricity	0.00	0.00	0.00	0.0%	1,406.42	3,000.00	-1,593.58	46.88%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
4330.00 · Gas	0.00	0.00	0.00	0.0%	1,471.82	10,000.00	-8,528.18	14.72%
4390.00 · Other Utilities	0.00	0.00	0.00	0.0%	9,441.35	48,500.00	-39,058.65	19.47%
4410.00 · Maint - Labor	0.00	0.00	0.00	0.0%	47,450.26	11,000.00	36,450.26	431.37%
4420.00 · Maint - Supplies	0.00	0.00	0.00	0.0%	29,321.81	20,000.00	9,321.81	146.61%
4430.00 · Maint - Contracts	0.00	0.00	0.00	0.0%	31,197.90	2,000.00	29,197.90	1,559.9%
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%	1,901.18	0.00	1,901.18	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%	1,689.91	0.00	1,689.91	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%	12,774.90	0.00	12,774.90	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%	6,987.00	750.00	6,237.00	931.6%
4430.17 · Extermination	0.00	0.00	0.00	0.0%	1,015.00	2,000.00	-985.00	50.75%
4430.18 · Appliances	0.00	0.00	0.00	0.0%	1,450.00	1,000.00	450.00	145.0%
4430.19 · Garbage & Trash Removal	0.00	0.00	0.00	0.0%	1,002.70	1,000.00	2.70	100.27%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	2,170.61	0.00	2,170.61	100.0%
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%	19,006.53	16,000.00	3,006.53	118.79%
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%	39,469.00	37,000.00	2,469.00	106.67%
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%	34,934.87	27,225.00	7,709.87	128.32%
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%	30,023.71	12,000.00	18,023.71	250.2%
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	26,179.86	153,775.00	-127,595.14	17.03%	480,737.61	545,501.00	-64,763.39	88.13%
Net Income/(Loss)	106,455.14	-128,820.00	235,275.14	-82.64%	-135,370.82	-251,737.00	116,366.18	53.78%

Green Bay Housing Authority Budget vs. Actual Detail

TOTAL

Income

	YTD	Budget	\$ Over Budget	% of Budget
2802.00 · Hud Contributions	328,987.56	273,114.00	55,873.56	120.46%
3110.00 · Dwelling Rental	664,257.62	579,772.00	84,485.62	114.57%
3120.00 · Excess Utilities	4,900.00	4,620.00	280.00	106.06%
3510.00 · Management Fee Revenue	127,441.15	128,981.04	-1,539.89	98.81%
3520.00 · Asset Management Rev	24,360.00	24,240.00	120.00	100.5%
3530.00 · BookKeeping Fee Rev	17,812.50	18,180.00	-367.50	97.98%
3610.00 · Int Income	49,023.31	24,500.00	24,523.31	200.1%
3690.00 · Other Income - Tenants	125,942.04	8,000.00	117,942.04	1,574.28%
3690.01 · Other Income - Ins Dividends	1,961.88	2,825.00	-863.12	69.45%
3690.02 · Other Income	72,007.26	29,455.00	42,552.26	244.47%
3690.03 · Cell Tower Rent	137,755.95	130,958.08	6,797.87	105.19%
9110.00 · Transfers In	25,000.00	25,000.00	0.00	100.0%
Total Income	1,579,449.27	1,249,645.12	329,804.15	126.39%

Expense

	YTD	Budget	\$ Over Budget	% of Budget
4110.00 · Admin Salaries	207,832.67	256,500.00	-48,667.33	81.03%
4120.00 · Compensated Absences	0.00	2,000.00	-2,000.00	0.0%
4130.00 · Legal Expense	3,167.06	3,750.00	-582.94	84.46%
4130.01 · Investigations Expense	10,780.12	5,600.00	5,180.12	192.5%
4140.00 · Staff Training	7,745.90	18,100.00	-10,354.10	42.8%
4150.00 · Travel	755.73	1,900.00	-1,144.27	39.78%
4160.00 · Management Fee	127,441.15	128,981.04	-1,539.89	98.81%
4163.00 · BookKeeping Fee	17,812.50	18,180.00	-367.50	97.98%
4165.00 · Asset Management Fee	23,860.00	24,240.00	-380.00	98.43%
4171.00 · Auditing Fees	8,200.00	9,325.00	-1,125.00	87.94%
4182.00 · Employee Benefits - Admin	93,905.65	88,250.00	5,655.65	106.41%
4190.01 · Printing	4,210.90	4,000.00	210.90	105.27%
4190.02 · Postage	1,859.15	2,250.00	-390.85	82.63%
4190.03 · Paper & Office Supplies	2,022.57	3,050.00	-1,027.43	66.31%
4190.04 · Publications	65.29	200.00	-134.71	32.65%
4190.05 · Membership Dues & Fees	566.32	600.00	-33.68	94.39%
4190.06 · Computer Support	23,352.26	20,000.00	3,352.26	116.76%
4190.07 · Tele Fax & Comm	2,853.65	2,350.00	503.65	121.43%
4190.08 · Marketing	2,167.56	4,300.00	-2,132.44	50.41%
4190.10 · Miscellaneous	38,064.90	38,500.00	-435.10	98.87%
4210.00 · Ten Ser-Salary	13,608.72	45,000.00	-31,391.28	30.24%
4220.00 · Ten Ser-Recr Etc	780.67	1,500.00	-719.33	52.05%
4220.01 · Ten Ser - Resident Part	4,288.86	4,250.00	38.86	100.91%
4230.00 · Ten Ser-Contrs	33,169.85	22,500.00	10,669.85	147.42%
4310.00 · Water	71,149.22	61,000.00	10,149.22	116.64%
4320.00 · Electricity	65,530.42	68,000.00	-2,469.58	96.37%
4320.01 · Utility Reimbursements	0.00	35,000.00	-35,000.00	0.0%
4330.00 · Gas	31,360.45	13,750.00	17,610.45	228.08%
4390.00 · Other Utilities	14,275.21	178,000.00	-163,724.79	8.02%
4410.00 · Maint - Labor	168,070.54	36,100.00	131,970.54	465.57%
4420.00 · Maint - Supplies	85,734.26	30,000.00	55,734.26	285.78%
4430.00 · Maint - Contracts	74,504.59	4,500.00	70,004.59	1,655.66%
4430.01 · Maint - Non-Contract	31,046.91	5,300.00	25,746.91	585.79%
4430.03 · Maint - Truck Maint	4,026.30	3,000.00	1,026.30	134.21%
4430.09 · Fire Protection - Maint	11,477.17	2,250.00	9,227.17	510.1%
4430.10 · Heating and Cooling	6,931.18	3,500.00	3,431.18	198.03%
4430.11 · Snow Removal	10,907.47	8,500.00	2,407.47	128.32%
4430.12 · Elevator Maintenance	10,545.37	13,000.00	-2,454.63	81.12%
4430.13 · Landscape and Grounds	16,091.52	0.00	16,091.52	100.0%
4430.14 · Unit Turnaround	573.30	1,750.00	-1,176.70	32.76%
4430.15 · Electrical	4,520.78	0.00	4,520.78	100.0%
4430.16 · Plumbing	7,905.49	3,500.00	4,405.49	225.87%
4430.17 · Extermination	23,808.10	27,000.00	-3,191.90	88.18%
4430.18 · Appliances	3,630.68	4,000.00	-369.32	90.77%
4430.19 · Garbage & Trash Removal	4,677.70	4,000.00	677.70	116.94%
4430.25 · Unit Repair	2,860.61	0.00	2,860.61	100.0%
4432.00 · Extraordinary Maintenance	26,140.80	110,600.00	-84,459.20	23.64%
4433.00 · Emp Ben Contr-ord maint	65,413.60	63,000.00	2,413.60	103.83%
4480.00 · Protect Service	0.00	500.00	-500.00	0.0%
4510.00 · Insurance Expense - Property	49,268.78	45,500.00	3,768.78	108.28%
4510.01 · Insurance Expenses - Liability	9,216.00	9,525.00	-309.00	96.76%
4520.00 · PILOT	68,069.92	60,975.00	7,094.92	111.64%
4530.00 · Bank Fees	904.50	1,170.00	-265.50	77.31%
4572.00 · Bad Debt - Tenant Rents	45,639.46	25,000.00	20,639.46	182.56%
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	1,567,791.81	1,913,396.04	-345,604.23	81.94%
Net Income/(Loss)	11,657.46	-663,750.92	675,408.38	-1.76%

Green Bay Housing Authority

Budget vs. Actual

Summary

	COCC		Mason Manor		Jul-19 RevBonds		ScSite		TOTAL	
	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget	YTD	Budget
Total Income	14,167.17	2,525.00	97,205.16	820,095.69	0.00	24,955.00	29,932.00	291,940.58	141,304.33	1,139,516.27
Total Expense	594.26	158,300.00	42,632.64	1,154,394.73	0.00	717,325.00	54,710.54	639,921.85	97,937.44	2,669,941.58
Net Income	13,572.91	-155,775.00	54,572.52	-334,299.04	0.00	-692,370.00	-24,778.54	-347,981.27	43,366.89	-1,530,425.31

Reserve Spreadsheet		
	MM	SS
Projected from 6/30/19	405,895	238,148
YTD Net Income/(loss) Without Depreciation	54,573	(24,779)
Committed Funds	(150,000)	-
Remaining Projects	-	(12,482)
Subtotal	310,468	200,887
Transfer	-	-
Projected Reserve	310,468	200,887
6 Month Expenses	421,559	170,535
Excess/shortfall	(111,091)	30,352
	☹	☺

Green Bay Housing Authority Budget vs. Actual Detail

	Mason Manor				RevBonds			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	13,751.50	160,609.00	-146,857.50	8.56%	0.00	0.00	0.00	0.0%
3110.00 · Dwelling Rental	42,400.00	494,266.69	-451,866.69	8.58%	0.00	0.00	0.00	0.0%
3120.00 · Excess Utilities	532.00	4,620.00	-4,088.00	11.52%	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	10,000.00	-10,000.00	0.0%
3690.00 · Other Income - Tenants	900.00	8,000.00	-7,100.00	11.25%	0.00	0.00	0.00	0.0%
3690.01 · Other Income - Ins Dividends	3,492.94	600.00	2,892.94	582.16%	0.00	0.00	0.00	0.0%
3690.02 · Other Income	36,128.72	8,000.00	28,128.72	451.61%	0.00	14,955.00	-14,955.00	0.0%
3690.03 · Cell Tower Rent	0.00	134,000.00	-134,000.00	0.0%	0.00	0.00	0.00	0.0%
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
Total Income	97,205.16	820,095.69	-722,890.53	11.85%	0.00	24,955.00	-24,955.00	0.0%
Expense								
4110.00 · Admin Salaries	0.00	92,000.00	-92,000.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4120.00 · Compensated Absences	0.00	1,000.00	-1,000.00	0.0%	0.00	0.00	0.00	0.0%
4130.00 · Legal Expense	0.00	2,500.00	-2,500.00	0.0%	0.00	0.00	0.00	0.0%
4130.01 · Investigations Expense	133.47	2,600.00	-2,466.53	5.13%	0.00	0.00	0.00	0.0%
4140.00 · Staff Training	0.00	4,000.00	-4,000.00	0.0%	0.00	0.00	0.00	0.0%
4150.00 · Travel	0.00	200.00	-200.00	0.0%	0.00	0.00	0.00	0.0%
4160.00 · Management Fee	8,116.50	97,055.04	-88,938.54	8.36%	0.00	0.00	0.00	0.0%
4163.00 · BookKeeping Fee	1,125.00	13,680.00	-12,555.00	8.22%	0.00	0.00	0.00	0.0%
4165.00 · Asset Management Fee	1,530.00	18,240.00	-16,710.00	8.39%	0.00	0.00	0.00	0.0%
4171.00 · Auditing Fees	0.00	3,600.00	-3,600.00	0.0%	0.00	525.00	-525.00	0.0%
4182.00 · Employee Benefits - Admin	543.38	40,000.00	-39,456.62	1.36%	0.00	300.00	-300.00	0.0%
4190.01 · Printing	81.60	2,500.00	-2,418.40	3.26%	0.00	0.00	0.00	0.0%
4190.02 · Postage	220.00	1,000.00	-780.00	22.0%	0.00	0.00	0.00	0.0%
4190.03 · Paper & Office Supplies	0.00	1,500.00	-1,500.00	0.0%	0.00	0.00	0.00	0.0%
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	50.00	-50.00	0.0%	0.00	0.00	0.00	0.0%
4190.06 · Computer Support	0.00	12,000.00	-12,000.00	0.0%	0.00	0.00	0.00	0.0%
4190.07 · Tele Fax & Comm	139.21	1,500.00	-1,360.79	9.28%	0.00	0.00	0.00	0.0%
4190.08 · Marketing	906.00	2,300.00	-1,394.00	39.39%	0.00	0.00	0.00	0.0%
4190.10 · Miscellaneous	0.00	2,000.00	-2,000.00	0.0%	0.00	500.00	-500.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	1,500.00	-1,500.00	0.0%	0.00	0.00	0.00	0.0%
4220.01 · Ten Ser - Resident Part	77.00	3,000.00	-2,923.00	2.57%	0.00	0.00	0.00	0.0%
4230.00 · Ten Ser-Contrs	3,008.39	36,500.00	-33,491.61	8.24%	0.00	0.00	0.00	0.0%
4310.00 · Water	0.00	43,000.00	-43,000.00	0.0%	0.00	0.00	0.00	0.0%
4320.00 · Electricity	5,485.90	68,500.00	-63,014.10	8.01%	0.00	0.00	0.00	0.0%
4320.01 · Utility Reimbursements	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4330.00 · Gas	575.37	31,000.00	-30,424.63	1.86%	0.00	0.00	0.00	0.0%
4390.00 · Other Utilities	0.00	4,250.00	-4,250.00	0.0%	0.00	0.00	0.00	0.0%
4410.00 · Maint - Labor	0.00	127,500.00	-127,500.00	0.0%	0.00	0.00	0.00	0.0%
4420.00 · Maint - Supplies	724.68	67,000.00	-66,275.32	1.08%	0.00	0.00	0.00	0.0%
4430.00 · Maint - Contracts	610.00	37,219.69	-36,609.69	1.64%	0.00	0.00	0.00	0.0%
4430.01 · Maint - Non-Contract	109.32	5,500.00	-5,390.68	1.99%	0.00	0.00	0.00	0.0%
4430.03 · Maint - Truck Maint	846.81	2,500.00	-1,653.19	33.87%	0.00	0.00	0.00	0.0%
4430.09 · Fire Protection - Maint	0.00	9,000.00	-9,000.00	0.0%	0.00	0.00	0.00	0.0%
4430.10 · Heating and Cooling	0.00	5,000.00	-5,000.00	0.0%	0.00	0.00	0.00	0.0%
4430.11 · Snow Removal	0.00	12,500.00	-12,500.00	0.0%	0.00	0.00	0.00	0.0%
4430.12 · Elevator Maintenance	450.00	10,500.00	-10,050.00	4.29%	0.00	0.00	0.00	0.0%
4430.13 · Landscape and Grounds	0.00	8,000.00	-8,000.00	0.0%	0.00	0.00	0.00	0.0%
4430.15 · Electrical	0.00	1,000.00	-1,000.00	0.0%	0.00	0.00	0.00	0.0%
4430.16 · Plumbing	0.00	1,750.00	-1,750.00	0.0%	0.00	0.00	0.00	0.0%
4430.17 · Extermination	0.00	23,000.00	-23,000.00	0.0%	0.00	0.00	0.00	0.0%
4430.18 · Appliances	0.00	5,000.00	-5,000.00	0.0%	0.00	0.00	0.00	0.0%
4430.19 · Garbage & Trash Removal	0.00	3,500.00	-3,500.00	0.0%	0.00	0.00	0.00	0.0%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	0.00	710,000.00	-710,000.00	0.0%
4433.00 · Emp Ben Contr-ord maint	724.51	47,000.00	-46,275.49	1.54%	0.00	0.00	0.00	0.0%
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	10,606.50	10,100.00	506.50	105.02%	0.00	0.00	0.00	0.0%
4510.01 · Insurance Expenses - Liability	6,619.00	6,100.00	519.00	108.51%	0.00	0.00	0.00	0.0%
4520.00 · PILOT	0.00	33,750.00	-33,750.00	0.0%	0.00	0.00	0.00	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	13,000.00	-13,000.00	0.0%	0.00	0.00	0.00	0.0%
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	215,000.00	-215,000.00	0.0%	0.00	0.00	0.00	0.0%
9120.00 · Transfers Out	0.00	25,000.00	-25,000.00	0.0%	0.00	0.00	0.00	0.0%
Total Expense	42,632.64	1,154,394.73	-1,111,762.09	3.69%	0.00	717,325.00	-717,325.00	0.0%
Net Income/(Loss)	54,572.52	-334,299.04	388,871.56	-16.32%	0.00	-692,370.00	692,370.00	0.0%

Green Bay Housing Authority Budget vs. Actual Detail

	ScSite				TOTAL			
	YTD	Budget	\$ Over Budget	% of Budget	YTD	Budget	\$ Over Budget	% of Budget
Income								
2802.00 · Hud Contributions	14,994.00	143,472.00	-128,478.00	10.45%	28,745.50	304,081.00	-275,335.50	0.09
3110.00 · Dwelling Rental	13,966.00	130,468.58	-116,502.58	10.7%	56,366.00	624,735.27	-568,369.27	0.09
3120.00 · Excess Utilities	0.00	0.00	0.00	0.0%	532.00	4,620.00	-4,088.00	0.12
3510.00 · Management Fee Revenue	0.00	0.00	0.00	0.0%	10,659.67	0.00	10,659.67	1.00
3520.00 · Asset Management Rev	0.00	0.00	0.00	0.0%	2,030.00	0.00	2,030.00	1.00
3530.00 · BookKeeping Fee Rev	0.00	0.00	0.00	0.0%	1,477.50	0.00	1,477.50	1.00
3610.00 · Int Income	0.00	7,500.00	-7,500.00	0.0%	0.00	30,000.00	-30,000.00	0.00
3690.00 · Other Income - Tenants	0.00	0.00	0.00	0.0%	900.00	8,000.00	-7,100.00	0.11
3690.01 · Other Income - Ins Dividends	0.00	1,500.00	-1,500.00	0.0%	3,492.94	2,125.00	1,367.94	1.64
3690.02 · Other Income	972.00	9,000.00	-8,028.00	10.8%	37,100.72	31,955.00	5,145.72	1.16
3690.03 · Cell Tower Rent	0.00	0.00	0.00	0.0%	0.00	134,000.00	-134,000.00	0.00
9110.00 · Transfers In	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.00
Total Income	29,932.00	291,940.58	-262,008.58	10.25%	141,304.33	1,139,516.27	-998,211.94	12.4%
Expense								
4110.00 · Admin Salaries	0.00	64,000.00	-64,000.00	0.0%	0.00	227,000.00	-227,000.00	0.0%
4120.00 · Compensated Absences	0.00	2,000.00	-2,000.00	0.0%	0.00	3,000.00	-3,000.00	0.0%
4130.00 · Legal Expense	50.00	1,500.00	-1,450.00	3.33%	50.00	4,350.00	-4,300.00	1.15%
4130.01 · Investigations Expense	424.28	3,500.00	-3,075.72	12.12%	557.75	6,100.00	-5,542.25	9.14%
4140.00 · Staff Training	0.00	4,000.00	-4,000.00	0.0%	0.00	15,000.00	-15,000.00	0.0%
4150.00 · Travel	0.00	500.00	-500.00	0.0%	0.00	1,450.00	-1,450.00	0.0%
4160.00 · Management Fee	2,543.17	31,926.00	-29,382.83	7.97%	10,659.67	128,981.04	-118,321.37	8.27%
4163.00 · BookKeeping Fee	352.50	4,500.00	-4,147.50	7.83%	1,477.50	18,180.00	-16,702.50	8.13%
4165.00 · Asset Management Fee	500.00	6,000.00	-5,500.00	8.33%	2,030.00	24,240.00	-22,210.00	8.38%
4171.00 · Auditing Fees	0.00	3,400.00	-3,400.00	0.0%	0.00	9,325.00	-9,325.00	0.0%
4182.00 · Employee Benefits - Admin	543.38	26,500.00	-25,956.62	2.05%	1,449.02	96,300.00	-94,850.98	1.51%
4190.01 · Printing	81.61	600.00	-518.39	13.6%	163.21	4,100.00	-3,936.79	3.98%
4190.02 · Postage	220.00	1,000.00	-780.00	22.0%	440.00	2,300.00	-1,860.00	19.13%
4190.03 · Paper & Office Supplies	0.00	800.00	-800.00	0.0%	0.00	3,800.00	-3,800.00	0.0%
4190.04 · Publications	0.00	0.00	0.00	0.0%	0.00	300.00	-300.00	0.0%
4190.05 · Membership Dues & Fees	0.00	50.00	-50.00	0.0%	0.00	500.00	-500.00	0.0%
4190.06 · Computer Support	0.00	6,750.00	-6,750.00	0.0%	0.00	26,750.00	-26,750.00	0.0%
4190.07 · Tele Fax & Comm	89.24	1,200.00	-1,110.76	7.44%	228.45	2,700.00	-2,471.55	8.46%
4190.08 · Marketing	0.00	0.00	0.00	0.0%	906.00	2,300.00	-1,394.00	39.39%
4190.10 · Miscellaneous	0.00	500.00	-500.00	0.0%	0.00	18,000.00	-18,000.00	0.0%
4210.00 · Ten Ser-Salary	0.00	0.00	0.00	0.0%	0.00	5,000.00	-5,000.00	0.0%
4220.00 · Ten Ser-Recr Etc	0.00	0.00	0.00	0.0%	0.00	1,500.00	-1,500.00	0.0%
4220.01 · Ten Ser - Resident Part	0.00	1,250.00	-1,250.00	0.0%	77.00	4,250.00	-4,173.00	1.81%
4230.00 · Ten Ser-Contrs	0.00	0.00	0.00	0.0%	3,008.39	36,500.00	-33,491.61	8.24%
4310.00 · Water	2,993.80	25,000.00	-22,006.20	11.98%	2,993.80	68,000.00	-65,006.20	4.4%
4320.00 · Electricity	91.50	1,500.00	-1,408.50	6.1%	5,577.40	70,000.00	-64,422.60	7.97%
4320.01 · Utility Reimbursements	984.00	0.00	984.00	100.0%	984.00	0.00	984.00	100.0%
4330.00 · Gas	45.17	1,500.00	-1,454.83	3.01%	620.54	32,500.00	-31,879.46	1.91%
4390.00 · Other Utilities	0.00	10,000.00	-10,000.00	0.0%	0.00	14,250.00	-14,250.00	0.0%
4410.00 · Maint - Labor	0.00	46,000.00	-46,000.00	0.0%	0.00	173,500.00	-173,500.00	0.0%
4420.00 · Maint - Supplies	582.62	39,000.00	-38,417.38	1.49%	1,307.30	106,100.00	-104,792.70	1.23%
4430.00 · Maint - Contracts	0.00	39,059.85	-39,059.85	0.0%	610.00	76,279.54	-75,669.54	0.8%
4430.01 · Maint - Non-Contract	0.00	38,286.00	-38,286.00	0.0%	109.32	43,786.00	-43,676.68	0.25%
4430.03 · Maint - Truck Maint	93.81	2,500.00	-2,406.19	3.75%	940.62	5,400.00	-4,459.38	17.42%
4430.09 · Fire Protection - Maint	0.00	0.00	0.00	0.0%	0.00	9,000.00	-9,000.00	0.0%
4430.10 · Heating and Cooling	0.00	1,500.00	-1,500.00	0.0%	0.00	6,500.00	-6,500.00	0.0%
4430.11 · Snow Removal	0.00	1,500.00	-1,500.00	0.0%	0.00	14,000.00	-14,000.00	0.0%
4430.12 · Elevator Maintenance	0.00	0.00	0.00	0.0%	450.00	10,500.00	-10,050.00	4.29%
4430.13 · Landscape and Grounds	1,625.70	11,000.00	-9,374.30	14.78%	1,625.70	19,000.00	-17,374.30	8.56%
4430.15 · Electrical	0.00	0.00	0.00	0.0%	0.00	1,000.00	-1,000.00	0.0%
4430.16 · Plumbing	0.00	7,000.00	-7,000.00	0.0%	0.00	8,750.00	-8,750.00	0.0%
4430.17 · Extermination	0.00	1,500.00	-1,500.00	0.0%	0.00	24,500.00	-24,500.00	0.0%
4430.18 · Appliances	0.00	1,000.00	-1,000.00	0.0%	0.00	6,000.00	-6,000.00	0.0%
4430.19 · Garbage & Trash Removal	160.00	1,000.00	-840.00	16.0%	160.00	4,500.00	-4,340.00	3.56%
4430.25 · Unit Repair	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
4432.00 · Extraordinary Maintenance	0.00	0.00	0.00	0.0%	0.00	710,000.00	-710,000.00	0.0%
4433.00 · Emp Ben Contr-ord maint	362.26	16,000.00	-15,637.74	2.26%	1,086.77	63,000.00	-61,913.23	1.73%
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	40,339.50	40,000.00	339.50	100.85%	50,946.00	50,100.00	846.00	101.69%
4510.01 · Insurance Expenses - Liability	2,628.00	3,600.00	-972.00	73.0%	9,479.00	9,925.00	-446.00	95.51%
4520.00 · PILOT	0.00	32,000.00	-32,000.00	0.0%	0.00	65,750.00	-65,750.00	0.0%
4530.00 · Bank Fees	0.00	0.00	0.00	0.0%	0.00	1,025.00	-1,025.00	0.0%
4572.00 · Bad Debt - Tenant Rents	0.00	12,000.00	-12,000.00	0.0%	0.00	25,000.00	-25,000.00	0.0%
4590.00 · Other General	0.00	0.00	0.00	0.0%	0.00	20,000.00	-20,000.00	0.0%
4800.00 · Depreciation Expense	0.00	149,000.00	-149,000.00	0.0%	0.00	364,650.00	-364,650.00	0.0%
9120.00 · Transfers Out	0.00	0.00	0.00	0.0%	0.00	25,000.00	-25,000.00	0.0%
Total Expense	54,710.54	639,921.85	-585,211.31	8.55%	97,937.44	2,669,941.58	-2,572,004.14	3.67%
Net Income/(Loss)	-24,778.54	-347,981.27	323,202.73	7.12%	43,366.89	-1,530,425.31	1,573,792.20	-2.83%



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

August 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 July 2019 there were 35 Green Bay Housing applications reviewed. They were:

- 12** Applications for Mason Manor.
- 23** Applications for Scattered Sites.

There are two fraud investigations still open and one was closed in July 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
(AUGUST 2019)

			MASON MANOR VACANCIES (2 TOTAL)		
UNIT	MOVEOUT	BEDRM	NEW LEASE	MOVE OUT REASON	CURRENT STATUS OF UNIT
###	8/1/19	1	?	EVICTON-PEST CONTROL/HOUSEKEEPING	UNIT TURNOVER
###	8/12/19	1	?	MOVED-WANTED LARGER APT.	UNIT TURNOVER
			SCATTERED SITES VACANCIES (4 TOTAL)		
###	5/1/19	4	?	IN HOUSE TRANSFER TO MASON MANOR	UNIT TURNOVER
###	7/5/19	4	?	MOVED OUT TO LIVE W/CHILDREN	UNIT TURNOVER
###	7/10/19	3	?	MOVED OUT TO LIVE W/SIGNIFICANT OTHER	UNIT TURNOVER
###	8/7/19	3	?	MOVED TO APPLETON	UNIT TURNOVER
UPCOMING VACANCIES			APPLICATIONS INFO		
	MASON MANOR (3 TOTAL)		MM APPLICANTS:		TOTAL
	UNIT	STATUS		1 bedroom (44-BC; 28-non BC)	72
	###	28 DAY NOTICE		2 bedroom (1-BC; 1-non BC)	2
	###	NURSING HOME			
	###	NURSING HOME			
	SCATTERED S. (2 TOTAL)		SS APPLICANTS:		TOTAL
	UNIT	STATUS		2 bedroom (14-BC; 8 non BC)	22
	###	NONRENEWAL LEASE		3 bedroom (14-BC; 13-non BC)	27
	###	EVICTON		4 bedroom (2-BC; 0 non BC)	2
	OCCUPANY RATES			HUD	
	MM	SS	GBHA	MM	SS
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%
April	99.34%	97.92%	98.63%	99.34%	97.92%
May	98.03%	97.92%	97.97%	98.03%	97.92%
June	98.68%	97.92%	98.30%	98.68%	100.00%
July	98.68%	95.83%	97.26%	98.68%	97.92%
TOTAL	90.35%	88.46%	89.40%	90.57%	88.98%