

PUBLIC MEETING NOTICE

CHIPPEWA COUNTY HOUSING AUTHORITY
MONDAY, DECEMBER 12, 2022

THE MEETING WILL FOLLOW DIRECTLY AFTER THE ANNUAL HEARING OF THE
AUTHORITY'S 5-YEAR PLAN WHICH BEGINS AT 3:30 P.M.

THE MEETING WILL BE HELD IN ROOM 003, CHIPPEWA COUNTY COURTHOUSE
711 N. BRIDGE ST., CHIPPEWA FALLS, WI

1. Call to Order
2. Roll Call
3. Members of the Public Wishing to be Heard
4. Consent Agenda
(Unless separation of an item is requested, all will be adopted in one motion)
 1. Approve the Agenda
 2. Approval of the Minutes of the October 24, 2022 Meeting
 3. Approval of the Minutes of the October 24, 2022 Section 8 Informal Hearing
 4. Schedule next meeting date – January 23, 2023
5. Reports:
 1. V. Prueher Retirement
6. Business Items:
 1. Approval of the Financial Reports for October 2022
 2. Approval of the Financial Reports for November 2022
 3. Authorization to Modify Work Hours
 4. Authorization to Include July 5th as Paid Holiday
 5. Authorization to Increase FTE Status for J. Jacque
 6. Authorization to Purchase PHA-Web Software for Section 8 Program
 7. Authorization to Purchase Neighborly Software for CDBG Program
 8. Approval of Section 8 Homeownership Maintenance and Repair Schedule
 9. Approval of Nan McKay Updates to Section 8 Administrative Plan
7. Agenda Items for Future Consideration
8. Adjournment

Cc: County Media, County Board Chairman, County Clerk and County Administrator

Persons needing additional accommodations should contact Jessica Oleson-Bue at 715-726-7933.



Equal Opportunity

This Institution is an Equal Opportunity Employer and Housing Provider

**PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY (CCHA)
MONDAY, OCTOBER 24, 2022
IMMEDIATELY FOLLOWING THE SECTION 8 INFORMAL HEARING
ROOM 016 OF THE CHIPPEWA COUNTY COURTHOUSE**

1. CALL TO ORDER

Hull called the meeting to order at 4:14 p.m.

2. ROLL CALL

Members present: Danielson, Hull, Jankoski, Kingenberg and McGill

Members absent: None

Others present: Oleson-Bue

3. MEMBERS OF THE PUBLIC WISHING TO BE HEARD

None.

4. CONSENT AGENDA

Jankoski and McGill made a motion to approve the meeting agenda, minutes of the September 26, 2022 meeting as printed, minutes of the September 26, 2022 Section 8 Informal Hearing, and schedule the next meeting for December 12, 2022. Motion carried with all present voting aye.

5. REPORTS

1. Group Health Insurance 2023 Plan Options and Premium Increase: Oleson-Bue referenced the written report and provided an update that nine employees will participate in the group health insurance for 2023, which is unchanged from 2022. Discussion included the health plan options for 2023.

2. Update on 904 Therbrook St. Chippewa Falls: In addition to the written report, Oleson-Bue stated that the Authority has used MJW Enterprise for other new construction projects and they have been satisfied with the quality of work.

3. Update on Regional CDBG Program Monitoring: No addition to the written report.

4. Update on Hope Village Project and Grant Monitoring: In addition to the written report, Oleson-Bue stated that she will schedule a time for the Authority staff and Commissioners to tour the Hope Village community center. Oleson-Bue provided an update that the State concluded the CDBG CV grant monitoring on 10/21/22 and there were no findings and no concerns.

5. Jankoski Term Expiration: Jankoski confirmed interest in being re-appointed to the Authority's Commission for a five-year term ending on 12/31/27.

6. BUSINESS ITEMS

1. Approval of the Financial Reports for September 2022: Oleson-Bue noted that some of the quarterly billing for July – September has not been completed yet and is expected to show on the profit and loss statement for October. Hull called for questions; there were none. Klingenberg and McGill made a motion to approve the financial reports for September 2022 as presented. Motion carried with all present voting aye.

2. Resolution 2022-07: To Sell 102 McKnight St. Stanley: Oleson-Bue referenced the written report. Klingenberg and McGill made a motion to approve resolution 2022-07. Roll call vote. Jankoski-aye, McGill-aye, Danielson-aye, Klingenberg-aye. Motion carried.

7. AGENDA ITEMS FOR FUTURE CONSIDERATION

Hull called for agenda items for future consideration. There were none.

8. ADJOURNMENT

Jankoski and Klingenberg made a motion to adjourn at 4:38 p.m. Motion carried with all present voting aye.

Respectfully Submitted,

Certified:

12/12/2022

Jessica Oleson-Bue
Executive Director/Secretary to the Commission

Chuck Hull
Chair

Date

**PUBLIC MEETING MINUTES
CHIPPEWA COUNTY HOUSING AUTHORITY
SECTION 8 INFORMAL HEARING
MONDAY, OCTOBER 24, 2022 AT 3:30 P.M.
ROOM 016 THE CHIPPEWA COUNTY COURTHOUSE**

REGARDING JOCELYN BLESKACEK

Hull called the hearing to order at 3:30 p.m.

Attendance: Danielson, Hull, Jankoski, Klingenberg, McGill, Lauren Hasmuk, Janette Jacque, Jessica Oleson-Bue, Jocelyn Bleskacek and Kyndra Feirn (Chippewa County Human Services)

Oleson-Bue read the procedures and issued the oath to Hasmuk, Jacque, Bleskacek, and Feirn. Those present introduced themselves.

Hasmuk reviewed the documents that were included in the packet and the events that lead to the termination of assistance. Hasmuk stated that the Authority's usual procedure is to begin the annual recertification process with participants 120 days in advance of the annual recertification date to allow time for paperwork to be received, 3rd party verifications to be obtained, inspection (if required) to be conducted and to allow a 30 day notice to participants if their portion of the rent will increase. Hasmuk called attention to handwritten notes on the tenant itemized worksheets where Bleskacek had indicated income that was incorrect with prior interim or annual certifications.

Bleskacek stated that it was hard to remember if the child support was reported and asked if the Authority looks at verifying income and asset information with every reported change. Jacque responded that the Authority staff members do not run child support verification with interim changes unless there was a change in child support that was reported by the participant.

Bleskacek stated that this was "an honest mistake" and that her family can't afford to lose the rental assistance. Bleskacek further stated that losing rental assistance would cause her children to backslide and erase the progress they have made over the past three years. Bleskacek stated that this was a simple mistake and "in the past three years I have reported everything by email."

Oleson-Bue stated that Bleskacek had been provided a notice dated 10/5/22 regarding the repayment amount and was provided a deadline of 10/20/22 to schedule an appointment to review and sign the repayment agreement and pay 10% of the debt. Oleson-Bue questioned why Bleskacek had not signed the repayment agreement. Bleskacek stated that she received that letter the same day as the termination notice and so she did not remember that she needed to come in and sign the repayment agreement.

Oleson-Bue asked if there were any questions. There were none.

Feirn stated that she has worked with two of Bleskacek's children over the past three years. They have worked together on parenting and the children's behaviors. Feirn stated that Bleskacek has "done everything to engage and move forward with the boys." Feirn went on to state that she has never experienced any problems with communication despite Bleskacek's history with past trauma and depression.

Hull asked what child support payment made up the repayment amount. Hasmuk confirmed the child support documentation I2 – I6 in the packet was used to determine the repayment amount. McGill asked if the prior debt has been paid. Hasmuk stated that it has not been paid in full. Oleson-Bue stated that back in 2020, the Authority allowed participants who had an overpayment of assistance that exceeded \$1,000 to remain on the program and that the Authority did not enforce monthly payments at that time due to HUD's guidance to

preserve housing during the pandemic and the numerous statutory and regulatory waivers that were in place at that time.

Hull asked if Bleskacek is working. Bleskacek stated that neither of the adults in the household are employed at this time but that the children receive social security payments.

Oleson-Bue called for any further questions. There were none.

Oleson-Bue thanked Bleskacek for her attendance and explained that she would receive a written notice of the decision within 7 days.

Hull closed the hearing at 3:56 p.m.

Klingenberg noted that it is important to enforce the program rules. Discussion included the Authority's practice to have participants come in to the office to review any repayment, sign the repayment agreement, and make a 10% down payment on the debt. McGill stated that if not for the change in procedure during the pandemic, Bleskacek's assistance would have been terminated in 2020 for a repayment of assistance that exceeded \$1,000.

McGill and Klingenberg made a motion to uphold the termination. Motion carried with all present voting aye.

Further discussion included the fact that the Authority owns the rental unit where Bleskacek and her family reside. There was discussion on local resources and the Authority's practice of providing information about local resources to tenants who fall behind on rent. Oleson-Bue stated that if the family were to fall two months' behind on rent, they will likely be given a lease non-renewal. Hull inquired about the amount of the housing assistance payment and Oleson-Bue provided the information.

Respectfully submitted:

Jessica Oleson-Bue
Executive Director

Certified:

Chuck Hull
Chair

12/12/22

Date

**Attachment to the Agenda of the December 12, 2022 Meeting
Chippewa County Housing Authority (CCHA) Commission Meeting**

Reports:

1. **V. Prueher Retirement:** Valerie has given formal notice of her retirement, and her last day of employment will be February 3, 2023. Valerie has been employed with the Authority for twenty-three years and has extensive knowledge and experience with many programs operated by the Authority, particularly the CDBG program. Valerie indicated plans to retire well in advance and has been spending a great deal of time over the past year training other staff members to ensure a smooth transition. Valerie has been a tremendous asset to the Authority and she will be greatly missed. We will begin the hiring process late December or early January to find a replacement.

Business Items:

1. **Approval of the Financial Reports for October 2022:** The financial reports are enclosed with the meeting packet.
2. **Approval of the Financial Reports for November 2022:** The financial reports are enclosed with the meeting packet.
3. **Authorization to Modify Work Hours:** Chippewa County has approved a change in the courthouse hours effective January 1, 2023. The new hours will be 7:30 a.m.-4:30 p.m. Monday through Thursday and 7:30 a.m.-11:30 a.m. on Fridays. With this change, employees can take a twenty minute paid lunch break instead of a thirty minute unpaid lunch break. The purpose of this change is to improve employee attraction and retention since it is difficult for public agencies to increase wages. Since the Authority is located within the County courthouse, I am proposing to modify the work hours to align with Chippewa County.
4. **Authorization to Include July 5th as Paid Holiday:** This is another change that Chippewa County is implementing in 2023. In addition to the change in work hours, this change will help us be competitive in attracting qualified employees and retaining current staff. I am proposing to add July 5th as a tenth paid holiday for the Authority's staff.
5. **Authorization to Increase FTE Status for J. Jacque:** Janette is willing to increase her hours from 32 hours per week to 40 hours per week. About two years ago, Janette transitioned from the Section 8 program to the CDBG home repair program when Bruce Burton transitioned down to a part-time role. Bruce's position with the CDBG program was full-time, but we accommodated Janette's desire to remain at 32 hours per week at that time. She is now interested in working full-time. Janette is highly productive and I would recommend her hours be increased effective January 1, 2023.
6. **Authorization to Purchase PHA-Web Software for Section 8 Program:** Several months ago I was notified that our current software, Housing Data Systems (HDS), was written with code that is no longer supported by Windows. HDS has been patching the software but they are eventually phasing it out entirely. We have been noticing some glitches with the software and have recognized that we will need to change vendors. We conducted demonstrations with five software vendors and PHA-Web was the clear choice based on both cost and quality. We have been paying \$3,870 annual license fee for HDS and the cost has just increased to \$4,838. With the new software, we will have improved functionality with a cloud based platform and will reduce our cost in software fees for the Section 8 program. We will also be able to

manage our tenants and rental units within the PHA-Web software. Here is a chart showing the price comparisons for the various vendors:

Company	Version	Programs	Setup Fee	Annual Fee	First Year
PHA-Web		Sec 8 & Rentals	4,250	2,750	7,000
MRI - Happy Software (minimum)	Desktop	Sec 8 & Rentals	19,325	13,250	32,575
Yardi Voyager (no RentCafe)	Online	Sec 8, Rental, Financials	38,800	15,510	54,310
Emphasys	Desktop	Sec 8 & Rentals	105,670	17,106	122,776
MRI - Happy Software (minimum)	Online	Sec 8 & Rentals	22,300	17,750	40,050
Emphasys	Online	Sec 8 & Rentals	105,670	18,956	124,626
Yardi Voyager	Online	Sec 8, Rental, Financials	56,800	19,646	76,446
Neighborly Software - HCV	Online	Sec 8		24,000	24,000
MRI - Happy Software (full)	Desktop	Sec 8 & Rentals	19,325	29,100	48,425
MRI - Happy Software (full)	Online	Sec 8 & Rentals	22,300	33,600	55,900
Doorways (f.k.a. HDS)	Online	Sec 8			-

7. **Authorization to Purchase Neighborly Software for CDBG Program:** The Authority administers the regional Community Development Block Grant (CDBG) in addition to CDBG revolving loan funds for 24 municipalities. Six employees have primary duties within the CDBG program and others support the program as well. We have been operating with excel spreadsheets, Quickbooks, and hard copy project files. Now, technology is available to manage our project files and funding, and I believe utilization of software would improve our efficiency significantly.

When we first started looking at software options for the Section 8 program, we were hopeful that we could find one software that could be used for all programs and financials that are managed by the Authority. Neighborly seemed to have great functionality for both the Community Development Block Grant (CDBG) program and the Section 8 program. However, Neighborly has not yet finished development of the Section 8 platform and the cost per user is significantly higher than PHA-Web.

We were only able to find two software vendors that offered a program for managing home repair projects: Neighborly and MRI Rehab Pro. We conducted demonstrations with both companies and found Neighborly to be the only software that could accommodate program administration from beginning (waiting list) to end (loan payoff and satisfaction of mortgage). While MRI Rehab Pro is less expensive, it did not have the functionality with loan management that we need to complete our work within the software system. The cost for Neighborly is high, but this would be an eligible expense for reimbursement from CDBG administrative funds on an annual basis. Here is the cost breakout for both:

Company	Version	Programs	Setup Fee	Annual Fee	First Year
MRI - Rehab Pro Direct	Online	CDBG	2,275	10,000	12,275
Neighborly Software - CDBG	Online	CDBG	12,500	19,700	32,200

8. **Approval of Section 8 Homeownership Maintenance and Repair Schedule:** We operate a Section 8 Homeownership program for up to ten housing choice voucher participants. We

currently have four homeowners participating in the program. It has come to my attention that we need to implement a maintenance and repair schedule to include an allowance as part of the mortgage assistance calculation. HUD does not provide guidance on how to determine the maintenance and repair allowance, so I have conducted some research on the topic and found that a good rule of thumb is to expect to spend at least 1% of the home's value each year on maintenance and repairs. I have enclosed the proposed schedule for approval at the meeting to become effective with any interim or annual reexamination starting on 2/1/23.

9. **Approval of Nan McKay Updates to Section 8 Administrative Plan:** We utilize a company called Nan McKay to manage updates to our administrative plan for the Section 8 Housing Choice Voucher program. They keep us apprised of changes to HUD regulation and provide recommendations for administrative policies. Many of the changes in this version pertain to operating the program via virtual or remote means. Our administrative plan consists of 18 chapters of HUD regulation and public housing authority (PHA) policy. I have only included the pages of the administrative plan that have been updated. The recommended updates are underlined and/or stricken on the attached pages for review and approval.

Section 8 Homeownership Maintenance and Repair Schedule

Home Value Range	Maintenance/ Repair Allowance
\$0 - \$50,000	\$42
\$50,001 - \$100,000	\$83
\$100,001 - \$150,000	\$125
\$150,001 - \$200,000	\$167
\$200,001 - \$250,000	\$208
\$250,001 - \$300,000	\$250
\$300,001 - \$350,000	\$292
\$350,001 - \$400,000	\$333

*Monthly Allowance

****Note:** Monthly allowance is determined by taking the top value in the range multiplied by 1% and dividing by 12.

7:58 AM

12/06/22

Accrual Basis

NEW Chippewa Co Housing Authority
Profit & Loss Budget Performance
October 2022

	Oct 22	Budget	Apr - Oct 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
700 · Administrative Fees-715	14,337.50	13,050.00	41,776.58	40,725.00	76,400.00
704 · Interest Income-712	1,431.84	291.67	5,838.85	2,041.69	3,500.04
705 · Donation income-715	0.00	0.00	8,592.44	10,000.00	10,000.00
715 · Other Revenue-715	0.00		200.00		
731 · TBRA Admin-715	0.00	666.67	2,954.75	4,766.68	8,100.03
738 · Admin Income-715	113,355.22	76,277.08	195,535.20	254,064.56	510,344.96
Total Income	<u>129,124.56</u>	<u>90,285.42</u>	<u>254,897.82</u>	<u>311,597.93</u>	<u>608,345.03</u>
Gross Profit	129,124.56	90,285.42	254,897.82	311,597.93	608,345.03
Expense					
909 · Contract Service-973	-11.15	525.01	3,612.90	4,575.07	7,200.12
910 · CCHA Per Diem-973	315.00	420.00	630.00	840.00	1,680.00
911 · Salaries-911	22,160.61	26,716.75	216,119.40	223,267.25	383,855.00
912 · Audit Fees-912	0.00	0.00	2,625.00	4,069.00	8,138.00
915 · Employee Benefits-915	8,694.34	16,209.42	78,218.25	102,162.19	176,427.04
916 · Other Operating-Admin-916	2,559.99	2,567.00	7,814.43	12,301.50	20,844.00
943 · Maintenance-Contract Costs-973	1,643.74	1,725.00	3,340.84	4,325.00	8,300.00
961 · Insurance Expenses-961	4,422.00	45.83	4,422.00	320.81	1,049.96
962 · Other General Expenses-962	-8,309.90	16.67	1,895.56	116.69	200.04
973 · CDBG CV Motel Payments	-2,540.00		-6,515.00		
9999 · Suspense AC Will Clear	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>28,934.63</u>	<u>48,225.68</u>	<u>312,163.38</u>	<u>351,977.51</u>	<u>607,694.16</u>
Net Ordinary Income	100,189.93	42,059.74	-57,265.56	-40,379.58	650.87
Other Income/Expense					
Other Expense					
999 · Capital Replacements	0.00		0.00		400.00
Total Other Expense	<u>0.00</u>		<u>0.00</u>		<u>400.00</u>
Net Other Income	0.00	0.00	0.00	0.00	-400.00
Net Income	<u><u>100,189.93</u></u>	<u><u>42,059.74</u></u>	<u><u>-57,265.56</u></u>	<u><u>-40,379.58</u></u>	<u><u>250.87</u></u>

RECEIPTS AND DISBURSEMENTS STATEMENT ENDING OCTOBER 2022

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
BALANCE	\$2,561,789.72	\$435,218.43	\$12,572.97	\$332,827.09	\$354,156.76	\$1,427,014.47
RECEIPTS	\$371,060.49	\$153,081.95	\$0.00	\$72.62	\$193,160.17	\$24,745.75
DISBURSEMENTS	\$314,355.59	\$82,696.73	\$33.66	\$0.00	\$187,588.78	\$44,036.42
BALANCE	\$2,618,494.62	\$505,603.65	\$12,539.31	\$332,899.71	\$359,728.15	\$1,407,723.80
Math check	\$2,618,494.62					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						YouthBuild
Certified:						
			12/12/2022			
			Date			
Chairman						

NEW Chippewa Co Housing Authority GENERAL MANAGEMENT Account QuickReport

As of October 31, 2022

Type	Date	Num	Name	Memo	Amount	Balance
112 - Cash Restricted						435,218.43
112.10 - NW Bank						435,218.43
112.1 - General/Mgmt						435,218.43
Deposit	10/04/2022			Deposit	7,241.33	442,459.76
Deposit	10/04/2022			Deposit	126.53	442,586.29
Deposit	10/04/2022			Deposit	225.00	442,811.29
General Journal	10/06/2022	payroll		Net Pay	-13,985.17	428,826.12
General Journal	10/06/2022	payroll		EE HSA - Pretax	-395.00	428,431.12
Check	10/07/2022	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 10/6/22 payroll	-823.00	427,608.12
Deposit	10/11/2022			Deposit	450.00	428,058.12
Deposit	10/11/2022			Deposit	7,050.50	435,108.62
Deposit	10/11/2022			Deposit	18,174.52	453,283.14
Payment	10/11/2022	1050	Chippewa County CDBG	pmt 10/11/2022	16,788.10	470,071.24
Check	10/12/2022	ACH	Verizon Wireless	Acct # 442197098-00001	-93.88	469,977.36
Check	10/13/2022	Fed tax	Internal Revenue Services	941 Fed Tax Deposit for 10/6/22 payroll	-4,657.41	465,319.95
Check	10/13/2022	16212	Innovative Office Solutions LLC	Cust # NB21557 Inv # IN3967907	-48.09	465,271.86
Check	10/13/2022	16213	CHIPPEWA COUNTY REGISTER OF DEEDS	Millen, Elizabeth - satisfaction filing fee	-60.00	465,211.86
Check	10/13/2022	16214	RICK D ENDRES	September mileage & reimbursements	-873.01	464,338.85
Check	10/13/2022	16215	Drug Test Midwest LLC	Inv # 26007	-59.50	464,279.35
Check	10/13/2022	16216	CHIPPEWA COUNTY TREASURER	July - September 2022 reimbursements	-6,310.24	457,969.11
Check	10/13/2022	16217	AMERICAN FAMILY INSURANCE GROUP	Acct # 016-274-530-70	-4,422.00	453,547.11
Check	10/13/2022	16218	GFL Environmental	Cust # UE-424052 Inv # UE-280011	-758.88	452,788.23
Check	10/13/2022	16219	Chippewa Valley Lawn Care	Lawn care	-1,380.00	451,408.23
Check	10/13/2022	16220	CHIPPEWA COUNTY REGISTER OF DEEDS	Millen, Elizabeth - new mortgage filing fee	-60.00	451,348.23
Check	10/13/2022	16221	Jacobsons Hardware	Acct # 68400	-54.65	451,293.58
Check	10/13/2022	16222	HOUSING AUTHORITY ACCOUNTING SPECIALI...	September services	-1,267.96	450,025.62
Check	10/13/2022	16223	L.E Phillips Career Dev Center	Customer # CHIAUT Inv # 0098874-IN Mot...	-232.50	449,793.12
Check	10/13/2022	16224	LUCAS ENDRES	August 2022 cleaning for County K & Northland	-430.00	449,363.12
Check	10/13/2022	16225	River Valley Newspaper Group	Acct # 116-60081083	-78.10	449,285.02
Check	10/13/2022	16226	Securian Financial Group	Policy # 002832L & 76038	-327.05	448,957.97
Check	10/13/2022	16227	Eau Claire County Housing Authority	Ling admin	-1,778.00	447,179.97
Check	10/13/2022	16228	DAVID JANKOSKI	July - Sept 2022 per diem & mileage	-184.56	446,995.41
Check	10/13/2022	16229	Art Klingenberg	July - Sept 2022 per diem & mileage	-166.20	446,829.21
Check	10/13/2022	16230	Colleen Danielson	July - Sept 2022 per diem & mileage	-193.74	446,635.47
Check	10/13/2022	16231	Badger Motel & Suites	Motel Voucher - Hope Village	-750.00	445,885.47
Check	10/13/2022	16232	Indianhead Motel	Motel Voucher - Hope Village	-1,575.00	444,310.47
Check	10/13/2022	16233	Andy Clay	September inspection	-1,655.00	442,655.47
Check	10/13/2022	16234	VALERIE PRUEHER	September mileage	-22.44	442,633.03
Check	10/13/2022	16235	Jessica Oleson-Bue	September mileage	-239.70	442,393.33
Check	10/13/2022	16236	Bobbie Guest	September mileage	-8.16	442,385.17
Check	10/13/2022	16237	Joel Weiss	September mileage	-63.75	442,321.42
Check	10/13/2022	16238	Hazugas True Value Hardware	Cust # 67933	-67.97	442,253.45
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	780.30	443,033.75
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	3,835.54	446,869.29
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	1,111.68	447,980.97
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	54.50	448,035.47
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	1,796.29	449,831.76
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	3,438.72	453,270.48
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	1,025.00	454,295.48
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	374.88	454,670.36
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	3,296.38	457,966.74
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	1,091.17	459,057.91
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	7,185.57	466,243.48
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	2,405.40	468,648.88
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	6,661.85	475,310.73
General Journal	10/14/2022	GL23056		2nd Quarter Reimbursement	3,300.00	478,610.73
Deposit	10/18/2022			Deposit	4,065.15	482,675.88
Deposit	10/18/2022			Deposit	305.98	482,981.86
Payment	10/18/2022	10441	NSP	pmt 10/18/2022	481.01	483,462.87
Payment	10/18/2022	10440	Home AR	pmt 10/18/2022	23,835.64	507,298.51
Deposit	10/18/2022			Deposit	225.00	507,523.51
Deposit	10/18/2022			Deposit	900.00	508,423.51
Deposit	10/18/2022			Deposit	13,140.10	521,563.61
Deposit	10/18/2022			Deposit	838.93	522,402.54
General Journal	10/20/2022	payroll		Net Pay	-13,930.20	508,472.34
General Journal	10/20/2022	payroll		EE HSA - Pretax	-395.00	508,077.34
Check	10/21/2022	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 10/20/22 payroll	-823.00	507,254.34
Check	10/21/2022	ACH	State of Wisconsin Health Insurance	November 2022 Health Insurance	-12,426.98	494,827.36
Check	10/21/2022	ACH	Verizon Wireless	Acct # 442197098-00001	-93.88	494,733.48
Check	10/24/2022	16250	Delta Dental	11/1 - 11/30/2022 Dental & Vision Plans	-274.58	494,458.90
Check	10/24/2022	16251	Innovative Office Solutions LLC	Cust # NB21557 Inv # IN3971239	-15.99	494,442.91
General Journal	10/24/2022	GL23058		Vision salaries & benefits - deposit	33.66	494,476.57
Check	10/25/2022	WRS	WISCONSIN RETIREMENT SYSTEM	WRS Contribution for September 2022	-5,659.31	488,817.26
Deposit	10/25/2022			Deposit	450.00	489,267.26
Deposit	10/25/2022			Deposit	5,802.86	495,070.12
Deposit	10/25/2022			Deposit	15,265.49	510,335.61
Deposit	10/25/2022			Deposit	1,149.01	511,484.62
Check	10/26/2022	Fed tax	Internal Revenue Services	941 Fed Tax Deposit for 10/20/22 payroll	-4,636.21	506,848.41
Check	10/31/2022	State Tax	WISCONSIN DEPT OF REVENUE	State tax - 9/30/22 period	-1,404.62	505,443.79
Deposit	10/31/2022			Deposit	175.86	505,619.65
Check	10/31/2022	ACH Fees	NORTHWESTERN BANK	ACH Fees October	-16.00	505,603.65
Total 112.1 - General/Mgmt					70,385.22	505,603.65
Total 112.10 - NW Bank					70,385.22	505,603.65
Total 112 - Cash Restricted					70,385.22	505,603.65
TOTAL					70,385.22	505,603.65

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12/06/22

Accrual Basis

NEW Chippewa Co Housing Authority
VISION Account QuickReport
As of October 31, 2022

Type	Date	Num	Name	Memo	Amount	Balance
112 · Cash Restricted						12,572.97
112.10 · NW Bank						12,572.97
112.15 · Vision						12,572.97
General Journal	10/24/2022	GL23058		Vision salaries & benefits - payment	-33.66	12,539.31
Total 112.15 · Vision					-33.66	12,539.31
Total 112.10 · NW Bank					-33.66	12,539.31
Total 112 · Cash Restricted					-33.66	12,539.31
TOTAL					-33.66	12,539.31

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12/06/22

Accrual Basis

NEW Chippewa Co Housing Authority
HCRI Account QuickReport
 As of October 31, 2022

Type	Date	Num	Name	Memo	Amount	Balance
112 · Cash Restricted						332,827.09
112.10 · NW Bank						332,827.09
112.11 · HCRI-No post account						332,827.09
112.114 · RL Homebuyer/Homeowner Asst						128,597.69
Total 112.114 · RL Homebuyer/Homeowner Asst						128,597.69
112.112 · HCRI-Admin RL						55,691.90
Total 112.112 · HCRI-Admin RL						55,691.90
112.111 · HCRI-Activity RENTAL/SEC.DEP						148,537.50
Deposit	10/11/2022			Deposit	72.62	148,610.12
Total 112.111 · HCRI-Activity RENTAL/SEC.DEP					72.62	148,610.12
Total 112.11 · HCRI-No post account					72.62	332,899.71
Total 112.10 · NW Bank					72.62	332,899.71
Total 112 · Cash Restricted					72.62	332,899.71
TOTAL					72.62	332,899.71

12/06/22

SECT 8
Section 8 Account QuickReport
As of October 31, 2022

Type	Date	Num	Name	Amount	Balance
1111 · Northwestern Bank					354,156.76
1111.1 · ADMIN ACCOUNT					295,094.11
Deposit	10/03/2022			19,412.00	314,506.11
Deposit	10/07/2022			3,000.00	317,506.11
Check	10/13/2022	26948	CCHA	-4,065.15	313,440.96
Check	10/24/2022	26950	CHIPPEWA COUNTY HOUSING AU...	-15,265.49	298,175.47
Deposit	10/31/2022			32.17	298,207.64
Check	10/31/2022	Auto Fee	NORTHWESTERN BANK	-29.15	298,178.49
Total 1111.1 · ADMIN ACCOUNT				3,084.38	298,178.49
1111.2 · NW CHECKING					44,745.55
Deposit	10/03/2022			137,996.00	182,741.55
Check	10/03/2022	Rent Checks	RENT CHECKS	-139,696.00	43,045.55
Check	10/03/2022	26923	RENT CHECKS	-745.00	42,300.55
Check	10/03/2022	26924	RENT CHECKS	-673.00	41,627.55
Check	10/03/2022	26925	RENT CHECKS	-533.00	41,094.55
Check	10/03/2022	26926	RENT CHECKS	-367.00	40,727.55
Check	10/03/2022	26928	RENT CHECKS	-152.00	40,575.55
Check	10/03/2022	26929	RENT CHECKS	-206.00	40,369.55
Check	10/03/2022	26930	RENT CHECKS	-311.00	40,058.55
Check	10/03/2022	26931	RENT CHECKS	-69.00	39,989.55
Check	10/03/2022	26932	RENT CHECKS	-920.00	39,069.55
Check	10/03/2022	26933	RENT CHECKS	-401.00	38,668.55
Check	10/03/2022	26934	RENT CHECKS	-367.00	38,301.55
Check	10/03/2022	26935	RENT CHECKS	-211.00	38,090.55
Check	10/03/2022	26936	RENT CHECKS	-600.00	37,490.55
Check	10/03/2022	26937	RENT CHECKS	-27.00	37,463.55
Check	10/03/2022	26938	RENT CHECKS	-550.00	36,913.55
Check	10/03/2022	26939	RENT CHECKS	-493.00	36,420.55
Check	10/03/2022	26940	RENT CHECKS	-2,802.00	33,618.55
Check	10/03/2022	26941	RENT CHECKS	-700.00	32,918.55
Check	10/03/2022	26942	RENT CHECKS	-1,100.00	31,818.55
Check	10/03/2022	26943	RENT CHECKS	-950.00	30,868.55
Check	10/03/2022	26944	RENT CHECKS	-461.00	30,407.55
Deposit	10/03/2022			14,500.00	44,907.55
Payment	10/04/2022	1111	Bleskacek, Jocelyn (Daniel) f tripped	25.00	44,932.55
Payment	10/04/2022		Balsiger, Martino f tripped	20.00	44,952.55
Deposit	10/07/2022			1,599.00	46,551.55
Payment	10/11/2022	5022	Perry, Jennifer / Hazelton, Travis - F	50.00	46,601.55
Deposit	10/11/2022			332.00	46,933.55
Check	10/12/2022	26945	RENT CHECKS	-415.00	46,518.55
Check	10/12/2022	26946	RENT CHECKS	-187.00	46,331.55
Payment	10/18/2022	933437	ERDMAN, LYNN f	30.00	46,361.55
Payment	10/19/2022	1892	GUMBERT, EMILY f	1,280.00	47,641.55
Total 1111.2 · NW CHECKING				2,896.00	47,641.55
1111.5 · Mainstream HAP					-1,873.00
Deposit	10/03/2022			13,241.00	11,368.00
Check	10/03/2022	Rent Checks	RENT CHECKS	-13,244.00	-1,876.00
Check	10/03/2022	26927	RENT CHECKS	-58.00	-1,934.00
Check	10/03/2022	26940	RENT CHECKS	-536.00	-2,470.00
Total 1111.5 · Mainstream HAP				-597.00	-2,470.00
1111.6 · Mainstream Admin					-5,741.31
Deposit	10/03/2022			1,643.00	-4,098.31
Check	10/13/2022	26949	CCHA	-305.98	-4,404.29
Check	10/24/2022	26951	CHIPPEWA COUNTY HOUSING AU...	-1,149.01	-5,553.30
Total 1111.6 · Mainstream Admin				188.01	-5,553.30
1111 · Northwestern Bank - Other					21,931.41
Total 1111 · Northwestern Bank - Other					21,931.41
Total 1111 · Northwestern Bank				5,571.39	359,728.15
TOTAL				5,571.39	359,728.15

Home/RR/LTP/Self Help/TBRA Federal Account QuickReport As of October 31, 2022

Type	Date	Num	Name	Amount	Balance
113 · Federal Funds-NW Bank Acct					1,427,014.47
115 · Shop Checking Account					40,402.55
115.1 · ACTIVITY					37,843.93
General Journal	10/13/2022	GL23001		0.00	37,843.93
Total 115.1 · ACTIVITY				0.00	37,843.93
115.2 · ADMIN					2,558.62
General Journal	10/13/2022	GL23001		0.00	2,558.62
Total 115.2 · ADMIN				0.00	2,558.62
Total 115 · Shop Checking Account				0.00	40,402.55
113.79 · LHR					56,840.22
General Journal	10/28/2022	GL23002		-4,689.30	52,150.92
Total 113.79 · LHR				-4,689.30	52,150.92
113.82 · LHC					23,427.28
Payment	10/04/2022	2153	Bruyette, Sharon - Birch Rental 3%:Bruyette, Sharon ...	285.14	23,712.42
Deposit	10/04/2022			25.86	23,738.28
Payment	10/04/2022	2152	Bruyette, Sharon - Maynard Rental 3%:Bruyette, Sha...	276.28	24,014.56
Deposit	10/04/2022			34.72	24,049.28
General Journal	10/28/2022	GL23002		-746.40	23,302.88
Total 113.82 · LHC				-124.40	23,302.88
113.799 · LHC/LHR Admin					155.59
General Journal	10/28/2022	GL23002		4,689.30	4,844.89
General Journal	10/28/2022	GL23002		746.40	5,591.29
Total 113.799 · LHC/LHR Admin				5,435.70	5,591.29
113.994 · TBRA					-1,748.56
113.089 · 2021 Activity					-2,291.00
Check	10/03/2022	10439	TBRA RENT CHECKS	0.00	-2,291.00
Check	10/03/2022	Dir Dep	TBRA RENT CHECKS	-2,888.00	-5,179.00
Total 113.089 · 2021 Activity				-2,888.00	-5,179.00
113.088 · 2021 Admin					-481.20
Check	10/31/2022	ACH Fee	Northwestern Bank	-2.00	-483.20
Total 113.088 · 2021 Admin				-2.00	-483.20
113.097 · 2020 Activity					-1,080.00
Total 113.097 · 2020 Activity					-1,080.00
113.096 · 2020 Admin					-2.20
Total 113.096 · 2020 Admin					-2.20
113.091 · 2016 ACTIVITY					2,105.84
Total 113.091 · 2016 ACTIVITY					2,105.84
Total 113.994 · TBRA				-2,890.00	-4,636.56
113.952 · REV LOAN NSP					175,675.27
Payment	10/11/2022	3722	Dukart (Eternick), Dan & Cora 90605:Current - 5%	285.66	175,960.93
Deposit	10/11/2022			237.34	176,198.27
General Journal	10/13/2022	GL23001		-6,069.01	170,129.26
Payment	10/18/2022	2174	Bohman,Daniel and Tina 90602:Current - 5%	316.19	170,445.45
Total 113.952 · REV LOAN NSP				-5,229.82	170,445.45
113.957 · Revolving loan Admin NSP					23,239.20
General Journal	10/13/2022	GL23001		6,069.01	29,308.21
Check	10/13/2022	10441	CCHA	-481.01	28,827.20
Total 113.957 · Revolving loan Admin NSP				5,588.00	28,827.20
113.81 · Other non revolving loan					45,426.02

Home/RR/LTP/Self Help/TBRA Federal Account QuickReport As of October 31, 2022

Type	Date	Num	Name	Amount	Balance
Deposit	10/04/2022			260.00	45,686.02
Deposit	10/04/2022			170.00	45,856.02
Deposit	10/11/2022			146.00	46,002.02
Deposit	10/11/2022			90.00	46,092.02
Deposit	10/11/2022			127.00	46,219.02
Deposit	10/18/2022			143.81	46,362.83
Deposit	10/18/2022			240.00	46,602.83
Deposit	10/18/2022			275.00	46,877.83
Deposit	10/25/2022			130.00	47,007.83
Total 113.81 · Other non revolving loan				1,581.81	47,007.83
112.1 · RENTAL REHAB					7,622.22
112.16 · Rev. Loan Admin					4,242.42
General Journal	10/13/2022	GL23001		191.65	4,434.07
Total 112.16 · Rev. Loan Admin				191.65	4,434.07
112.14 · Revolving Loan					3,379.80
Payment	10/11/2022	2761	Venzke, Donald - 245 Pine 3%	195.80	3,575.60
Deposit	10/11/2022			11.36	3,586.96
Payment	10/11/2022	2066	Marsh, Ariel 5%	394.29	3,981.25
Deposit	10/11/2022			3.71	3,984.96
General Journal	10/13/2022	GL23001		-191.65	3,793.31
Total 112.14 · Revolving Loan				413.51	3,793.31
Total 112.1 · RENTAL REHAB				605.16	8,227.38
113.110 · RL Special Projects Account					11,095.60
Total 113.110 · RL Special Projects Account					11,095.60
113.70 · HOME Revolving Loan Accounts					1,064,408.11
113.87 · Home Revolving Loan Funds					831,159.05
Payment	10/04/2022	10018	REITAN, JOHN & TARA 5%:CURRENT	232.03	831,391.08
Deposit	10/04/2022			264.97	831,656.05
Payment	10/04/2022	28306306...	Hale, Shauntia 5%:Current Portion	548.36	832,204.41
Deposit	10/04/2022			81.64	832,286.05
Payment	10/11/2022	1234	Weycker, Jessica & Drangstveit, Jerid 5%	373.51	832,659.56
Deposit	10/11/2022			55.49	832,715.05
Payment	10/11/2022	4367	Svoma, Kris - 5%:current	283.01	832,998.06
Deposit	10/11/2022			157.14	833,155.20
Payment	10/11/2022		Wozniak, Katie:2nd loan	251.49	833,406.69
Deposit	10/11/2022			138.51	833,545.20
Payment	10/11/2022	995316	Klenke, Melissa 5%:HOME Funds	120.05	833,665.25
Deposit	10/11/2022			89.95	833,755.20
General Journal	10/13/2022	GL23001		-2,847.56	830,907.64
Check	10/13/2022	10442	City of Cornell	-89.82	830,817.82
Check	10/14/2022	ACH	Xcel Energy	-10.35	830,807.47
Payment	10/18/2022	10105	Jepson, Lori:Jepson, Lori 5% Current	496.24	831,303.71
Deposit	10/18/2022			128.76	831,432.47
Payment	10/25/2022	6663	Isham, Diane E 5%:2nd Loan	231.75	831,664.22
Deposit	10/25/2022			9.25	831,673.47
Payment	10/25/2022	2015	Garrett, Brian C. & Denise J 5%:Current Loan	392.41	832,065.88
Deposit	10/25/2022			87.59	832,153.47
Payment	10/25/2022	995317	Klenke, Melissa 5%:HOME Funds	157.25	832,310.72
Deposit	10/25/2022			52.75	832,363.47
Check	10/25/2022	ACH	Xcel Energy	-31.68	832,331.79
Total 113.87 · Home Revolving Loan Funds				1,172.74	832,331.79
113.86 · Clark Co - HOME RLF					163,132.00
113.862 · Clark Co - HOME - Activity					148,972.80
General Journal	10/13/2022	GL23001		-2,154.00	146,818.80
Total 113.862 · Clark Co - HOME - Activity				-2,154.00	146,818.80
113.861 · Clark Co - HOME - Admin					14,159.20
General Journal	10/13/2022	GL23001		2,154.00	16,313.20

**Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of October 31, 2022**

Type	Date	Num	Name	Amount	Balance
Total 113.861 · Clark Co - HOME - Admin				2,154.00	16,313.20
Total 113.86 · Clark Co - HOME RLF				0.00	163,132.00
113.72 · Self/Help					-37.59
113.77 · Admin					71,554.52
General Journal	10/13/2022	GL23001		2,847.56	74,402.08
Check	10/13/2022	10440	CCHA	-23,835.64	50,566.44
Total 113.77 · Admin				-20,988.08	50,566.44
113.70 · HOME Revolving Loan Accounts - Other					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts - Other					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts				-19,815.34	1,044,592.77
113 · Federal Funds-NW Bank Acct - Other					-19,529.03
Deposit	10/31/2022			247.52	-19,281.51
Total 113 · Federal Funds-NW Bank Acct - Other				247.52	-19,281.51
Total 113 · Federal Funds-NW Bank Acct				-19,290.67	1,407,723.80
TOTAL				-19,290.67	1,407,723.80

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Accrual Basis

NEW Chippewa Co Housing Authority
Profit & Loss Budget Performance
November 2022

	Nov 22	Budget	Apr - Nov 22	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
700 · Administrative Fees-715	1,722.48	2,925.00	43,499.06	43,650.00	76,400.00
704 · Interest Income-712	173.24	291.67	6,012.09	2,333.36	3,500.04
705 · Donation income-715	0.00	0.00	8,592.44	10,000.00	10,000.00
715 · Other Revenue-715	0.00		200.00		
731 · TBRA Admin-715	0.00	666.67	2,954.75	5,433.35	8,100.03
738 · Admin Income-715	3,387.13	21,102.08	198,922.33	275,166.64	510,344.96
Total Income	<u>5,282.85</u>	<u>24,985.42</u>	<u>260,180.67</u>	<u>336,583.35</u>	<u>608,345.03</u>
Gross Profit	5,282.85	24,985.42	260,180.67	336,583.35	608,345.03
Expense					
909 · Contract Service-973	3,852.96	525.01	7,465.86	5,100.08	7,200.12
910 · CCHA Per Diem-973	0.00	0.00	630.00	840.00	1,680.00
911 · Salaries-911	43,289.25	33,966.75	259,408.65	257,234.00	383,855.00
912 · Audit Fees-912	1,050.00	0.00	3,675.00	4,069.00	8,138.00
915 · Employee Benefits-915	16,042.34	13,948.67	94,260.59	116,110.86	176,427.04
916 · Other Operating-Admin-916	602.36	1,054.50	8,416.79	13,356.00	20,844.00
943 · Maintenance-Contract Costs-973	99.00	175.00	3,439.84	4,500.00	8,300.00
961 · Insurance Expenses-961	0.00	45.83	4,422.00	366.64	1,049.96
962 · Other General Expenses-962	2,702.45	16.67	4,598.01	133.36	200.04
973 · CDBG CV Motel Payments	3,700.00		-2,815.00		
9999 · Suspense AC Will Clear	0.00	0.00	0.00	0.00	0.00
Total Expense	<u>71,338.36</u>	<u>49,732.43</u>	<u>383,501.74</u>	<u>401,709.94</u>	<u>607,694.16</u>
Net Ordinary Income	-66,055.51	-24,747.01	-123,321.07	-65,126.59	650.87
Other Income/Expense					
Other Expense					
999 · Capital Replacements	0.00		0.00		400.00
Total Other Expense	<u>0.00</u>		<u>0.00</u>		<u>400.00</u>
Net Other Income	0.00	0.00	0.00	0.00	-400.00
Net Income	<u><u>-66,055.51</u></u>	<u><u>-24,747.01</u></u>	<u><u>-123,321.07</u></u>	<u><u>-65,126.59</u></u>	<u><u>250.87</u></u>

RECEIPTS AND DISBURSEMENTS STATEMENT ENDING NOVEMBER 2022

	TOTAL	General Management Account	VISION Account	HCRI Programs Account	Section 8 Account	Federal Programs Account
BALANCE	\$2,618,494.62	\$505,603.65	\$12,539.31	\$332,899.71	\$359,728.15	\$1,407,723.80
RECEIPTS	\$213,472.84	\$14,305.59	\$0.00	\$695.72	\$183,942.90	\$14,528.63
DISBURSEMENTS	\$322,347.84	\$80,591.87	\$320.78	\$1,375.72	\$188,186.51	\$51,872.96
BALANCE	\$2,509,619.62	\$439,317.37	\$12,218.53	\$332,219.71	\$355,484.54	\$1,370,379.47
Math check	\$2,509,619.62					
				First Time Homebuyer		Rental Rehab
				Tax/Mortgage		Lease Purchase
				HELP loans		Self-Help
						First Time Homebuyer
						YouthBuild
Certified:						
			12/12/2022			
			Date			
Chairman						

NEW Chippewa Co Housing Authority GENERAL MANAGEMENT Account QuickReport

As of November 30, 2022

Type	Date	Num	Name	Memo	Amount	Balance
112 - Cash Restricted						505,603.65
112.10 - NW Bank						505,603.65
112.1 - General/Mgmt						505,603.65
Deposit	11/01/2022			Deposit	9,159.32	514,762.97
General Journal	11/03/2022	payroll		Net Pay	-13,930.15	500,832.82
General Journal	11/03/2022	payroll		EE HSA - Pretax	-395.00	500,437.82
Check	11/04/2022	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 11/3/22 payroll	-823.00	499,614.82
Check	11/07/2022	16256	Securian Financial Group	Policy # 002832L & 76038	-327.05	499,287.77
Check	11/07/2022	16257	VALERIE PRUEHER	October mileage	-15.81	499,271.96
Check	11/07/2022	16258	RICK D ENDRES	October mileage	-375.36	498,896.60
Check	11/07/2022	16259	Bobbie Guest	October mileage	-7.14	498,889.46
Check	11/07/2022	16260	Innovative Office Solutions LLC	Cust # NB21557 Inv # IN3772960	-91.70	498,797.76
Check	11/07/2022	16261	CliftonLarsonAllen LLP	Acct # 095-204423 Inv # 3458863	-1,050.00	497,747.76
Check	11/07/2022	16262	MENARDS EAU CLAIRE WEST	Acct # 30110389 Inv # 67577	-33.59	497,714.17
Check	11/07/2022	16263	Andy Clay	October inspection	-1,750.00	495,964.17
Check	11/07/2022	16264	Bauman Associates, Ltd	Client # 50694000 Inv # 117198	-430.00	495,534.17
Check	11/07/2022	16265	GFL Environmental	Cust # UE-424052 Inv # UE-307571	-194.04	495,340.13
Check	11/07/2022	16266	River Valley Newspaper Group	Acct # 116-60081083	-26.86	495,313.27
Check	11/07/2022	16267	Jacobsons Hardware	Acct # 68400	-118.95	495,194.32
Check	11/07/2022	16268	Chippewa Valley Lawn Care	Lawn care	-440.00	494,754.32
Check	11/07/2022	16269	HOUSING AUTHORITY ACCOUNTING SPECIALI...	October services	-1,672.96	493,081.36
Check	11/07/2022	16270	LUCAS ENDRES	October 2022 cleaning for County K & Northl...	-325.00	492,756.36
Check	11/07/2022	16271	Ferg & Sinclair, Ltd.	Nelson's Case # 2022-CV-105	-260.00	492,496.36
General Journal	11/07/2022	GL23062		Vision mileage - deposit	1.02	492,497.38
Check	11/07/2022	16272	Badger Motel & Suites	Motel Voucher - Hope Village	-1,250.00	491,247.38
Check	11/07/2022	16273	Indianhead Motel	Motel Voucher - Hope Village	-2,450.00	488,797.38
Check	11/09/2022	Fed tax	Internal Revenue Services	941 Fed Tax Deposit for 11/3/22 payroll	-4,636.30	484,161.08
Check	11/09/2022	ACH	WE ENERGIES	Acct # 0736893402-00002	-4.52	484,156.56
Deposit	11/15/2022			Deposit	516.02	484,672.58
Deposit	11/15/2022			Deposit	2,119.81	486,792.39
Deposit	11/15/2022			Deposit	780.00	487,572.39
General Journal	11/17/2022	payroll		Net Pay	-14,036.64	473,535.75
General Journal	11/17/2022	payroll		EE HSA - Pretax	-395.00	473,140.75
Check	11/18/2022	Def Comp	WISCONSIN DEFERRED COMP PROGRAM	DEF COMP for 11/17/22 payroll	-823.00	472,317.75
Check	11/21/2022	WRS	WISCONSIN RETIREMENT SYSTEM	WRS Contribution for October 2022	-5,664.51	466,653.24
Check	11/21/2022	ACH	State of Wisconsin Health Insurance	December 2022 Health Insurance	-12,426.98	454,226.26
Deposit	11/22/2022			Deposit	1,011.42	455,237.68
Check	11/23/2022	Fed tax	Internal Revenue Services	941 Fed Tax Deposit for 11/17/22 payroll	-4,677.31	450,560.37
Check	11/28/2022	16281	ELAN FINANCIAL SERVICES	Acct # 4798 5100 6375 8326	-410.80	450,149.57
Check	11/28/2022	16282	Innovative Office Solutions LLC	Cust # NB21557 Inv # IN3994098	-26.14	450,123.43
Check	11/28/2022	16283	L E Phillips Career Dev Center	Customer # CHIAUT Inv # 0099033-IN Mot...	-370.00	449,753.43
Check	11/28/2022	16284	MENARDS EAU CLAIRE EAST	Acct # 30530491 Inv # 5857	-55.63	449,697.80
Check	11/28/2022	16285	MENARDS EAU CLAIRE WEST	Acct # 30110389 Inv #	-192.34	449,505.46
Check	11/28/2022	16286	Eau Claire County Housing Authority	Ruscini Admin	-7,522.00	441,983.46
Check	11/28/2022	16287	John & Emma Fehr	Refund homebuyer application fee	-100.00	441,883.46
Check	11/28/2022	16288	Elizabeth Millen	Refund homebuyer application fee	-100.00	441,783.46
Check	11/28/2022	16289	Rooney Printing	Inv # 98344	-240.00	441,543.46
Check	11/28/2022	16290	DEPARTMENT OF PUBLIC UTILITIES	8/1 - 11/1/22 water/sewer	-1,246.51	440,296.95
Check	11/28/2022	16291	Delta Dental	12/1 - 12/31/2022 Dental & Vision Plans	-274.58	440,022.37
Deposit	11/29/2022			Deposit	225.00	440,247.37
General Journal	11/30/2022	GL23065		Vision salaries & benefits - deposit	129.46	440,376.83
General Journal	11/30/2022	GL23065		Vision licensing - deposit	190.30	440,567.13
Deposit	11/30/2022			Deposit	173.24	440,740.37
Check	11/30/2022	ACH Fees	NORTHWESTERN BANK	ACH Fees November	-16.00	440,724.37
Check	11/30/2022	State Tax	WISCONSIN DEPT OF REVENUE	State tax - 10/31/22 period	-1,407.00	439,317.37
Total 112.1 - General/Mgmt					-66,286.28	439,317.37
Total 112.10 - NW Bank					-66,286.28	439,317.37
Total 112 - Cash Restricted					-66,286.28	439,317.37
TOTAL					-66,286.28	439,317.37

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Accrual Basis

NEW Chippewa Co Housing Authority
VISION Account QuickReport

As of November 30, 2022

Type	Date	Num	Name	Memo	Amount	Balance
112 · Cash Restricted						12,539.31
112.10 · NW Bank						12,539.31
112.15 · Vision						12,539.31
General Journal	11/07/2022	GL23062		Vision mileage - payment	-1.02	12,538.29
General Journal	11/30/2022	GL23065		Vision salaries & benefits - payment	-129.46	12,408.83
General Journal	11/30/2022	GL23065		Vision licensing - payment	-190.30	12,218.53
Total 112.15 · Vision					-320.78	12,218.53
Total 112.10 · NW Bank					-320.78	12,218.53
Total 112 · Cash Restricted					-320.78	12,218.53
TOTAL					-320.78	12,218.53

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Accrual Basis

NEW Chippewa Co Housing Authority
HCRI Account QuickReport
 As of November 30, 2022

Type	Date	Num	Name	Memo	Amount	Balance
112 · Cash Restricted						332,899.71
112.10 · NW Bank						332,899.71
112.11 · HCRI-No post account						332,899.71
112.114 · RL Homebuyer/Homeowner Asst						128,597.69
Total 112.114 · RL Homebuyer/Homeowner Asst						128,597.69
112.112 · HCRI-Admin RL						55,691.90
Total 112.112 · HCRI-Admin RL						55,691.90
112.111 · HCRI-Activity RENTAL/SEC.DEP						148,610.12
Deposit	11/07/2022			Deposit	695.72	149,305.84
Check	11/28/2022	16292	CCHA - Section 8	Sec 8 Mann (Tiemann), Jennifer TRIP payment	-695.72	148,610.12
Check	11/28/2022	16293	Shoe Factory Holdings, LLC	Schick, Bobbi security deposit	-680.00	147,930.12
Total 112.111 · HCRI-Activity RENTAL/SEC.DEP						-680.00
Total 112.11 · HCRI-No post account						-680.00
Total 112.10 · NW Bank						-680.00
Total 112 · Cash Restricted						-680.00
TOTAL						-680.00
						332,219.71

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SECT 8
Section 8 Account QuickReport
As of November 30, 2022

Type	Date	Num	Name	Amount	Balance
1111 · Northwestern Bank					359,728.15
1111.1 · ADMIN ACCOUNT					298,178.49
Deposit	11/01/2022			20,251.00	318,429.49
Check	11/28/2022	26991	CHIPPEWA COUNTY HOUSING AUTHORI...	-19,471.51	298,957.98
Deposit	11/30/2022			30.90	298,988.88
Check	11/30/2022	Auto Fee	NORTHWESTERN BANK	-29.40	298,959.48
Total 1111.1 · ADMIN ACCOUNT				780.99	298,959.48
1111.2 · NW CHECKING					47,641.55
Deposit	11/01/2022			138,277.00	185,918.55
Check	11/01/2022	Rent Checks	RENT CHECKS	-140,473.00	45,445.55
Check	11/01/2022	26952	RENT CHECKS	-745.00	44,700.55
Check	11/01/2022	26953	RENT CHECKS	-1,623.00	43,077.55
Check	11/01/2022	26954	RENT CHECKS	-533.00	42,544.55
Check	11/01/2022	26955	RENT CHECKS	-367.00	42,177.55
Check	11/01/2022	26957	RENT CHECKS	-152.00	42,025.55
Check	11/01/2022	26958	RENT CHECKS	-206.00	41,819.55
Check	11/01/2022	26959	RENT CHECKS	-713.00	41,106.55
Check	11/01/2022	26960	RENT CHECKS	-920.00	40,186.55
Check	11/01/2022	26961	RENT CHECKS	-713.00	39,473.55
Check	11/01/2022	26962	RENT CHECKS	-353.00	39,120.55
Check	11/01/2022	26963	RENT CHECKS	-211.00	38,909.55
Check	11/01/2022	26964	RENT CHECKS	-600.00	38,309.55
Check	11/01/2022	26965	RENT CHECKS	-27.00	38,282.55
Check	11/01/2022	26966	RENT CHECKS	-886.00	37,396.55
Check	11/01/2022	26967	RENT CHECKS	-54.00	37,342.55
Check	11/01/2022	26968	RENT CHECKS	-2,926.00	34,416.55
Check	11/01/2022	26969	RENT CHECKS	-700.00	33,716.55
Check	11/01/2022	26970	RENT CHECKS	-461.00	33,255.55
Check	11/01/2022	26971	RENT CHECKS	-290.00	32,965.55
Payment	11/08/2022		Balsiger, Martino f tripped	30.00	32,995.55
Payment	11/08/2022	5023	Perry, Jennifer / Hazelton, Travis - F	50.00	33,045.55
Payment	11/08/2022	1113	Bleskacek, Jocelyn (Daniel) f tripped	25.00	33,070.55
Deposit	11/10/2022			1,599.00	34,669.55
Payment	11/15/2022		Hunsucker (Joyner), Jaclyn f	150.00	34,819.55
Payment	11/15/2022	941888	ERDMAN, LYNN f	30.00	34,849.55
Deposit	11/16/2022			8,100.00	42,949.55
Total 1111.2 · NW CHECKING				-4,692.00	42,949.55
1111.5 · Mainstream HAP					-2,470.00
Deposit	11/01/2022			13,013.00	10,543.00
Check	11/01/2022	Rent Checks	RENT CHECKS	-13,673.00	-3,130.00
Check	11/01/2022	26956	RENT CHECKS	-58.00	-3,188.00
Check	11/01/2022	26968	RENT CHECKS	-536.00	-3,724.00
Deposit	11/28/2022			599.00	-3,125.00
Total 1111.5 · Mainstream HAP				-655.00	-3,125.00
1111.6 · Mainstream Admin					-5,553.30
Deposit	11/01/2022			1,788.00	-3,765.30
Check	11/28/2022	26992	CHIPPEWA COUNTY HOUSING AUTHORI...	-1,465.60	-5,230.90
Total 1111.6 · Mainstream Admin				322.40	-5,230.90
1111 · Northwestern Bank - Other					21,931.41
Total 1111 · Northwestern Bank - Other					21,931.41
Total 1111 · Northwestern Bank				-4,243.61	355,484.54
TOTAL				-4,243.61	355,484.54

**Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of November 30, 2022**

Type	Date	Num	Name	Amount	Balance
113 · Federal Funds-NW Bank Acct					1,407,723.80
115 · Shop Checking Account					40,402.55
115.1 · ACTIVITY					37,843.93
Total 115.1 · ACTIVITY					37,843.93
115.2 · ADMIN					2,558.62
Total 115.2 · ADMIN					2,558.62
Total 115 · Shop Checking Account					40,402.55
113.79 · LHR					52,150.92
Total 113.79 · LHR					52,150.92
113.82 · LHC					23,302.88
Payment	11/01/2022	2167	Bruyette, Sharon - Birch Rental 3%:Bruyette, Sharon ...	284.08	23,586.96
Deposit	11/01/2022			26.92	23,613.88
Payment	11/01/2022	2168	Bruyette, Sharon - Maynard Rental 3%:Bruyette, Sha...	274.59	23,888.47
Deposit	11/01/2022			36.41	23,924.88
Total 113.82 · LHC				622.00	23,924.88
113.799 · LHC/LHR Admin					5,591.29
Total 113.799 · LHC/LHR Admin					5,591.29
113.994 · TBRA					-4,638.56
113.089 · 2021 Activity					-5,179.00
Check	11/01/2022	Dir Dep	TBRA RENT CHECKS	-2,613.00	-7,792.00
Deposit	11/22/2022			2,912.41	-4,879.59
Check	11/28/2022	10453	CCHA	-127.58	-5,007.17
Deposit	11/29/2022			3,474.17	-1,533.00
Total 113.089 · 2021 Activity				3,646.00	-1,533.00
113.088 · 2021 Admin					-483.20
Deposit	11/22/2022			291.24	-191.96
Check	11/28/2022	10452	CCHA	-635.46	-827.42
Deposit	11/29/2022			347.42	-480.00
Check	11/30/2022	ACH Fees	Northwestern Bank	-1.60	-481.60
Total 113.088 · 2021 Admin				1.60	-481.60
113.097 · 2020 Activity					-1,080.00
Total 113.097 · 2020 Activity					-1,080.00
113.096 · 2020 Admin					-2.20
Total 113.096 · 2020 Admin					-2.20
113.091 · 2016 ACTIVITY					2,105.84
Total 113.091 · 2016 ACTIVITY					2,105.84
Total 113.994 · TBRA				3,647.60	-990.96
113.952 · REV LOAN NSP					170,445.45
Payment	11/15/2022	2184	Bohman,Daniel and Tina 90602:Current - 5%	392.74	170,838.19
Deposit	11/15/2022			147.26	170,985.45
Payment	11/15/2022	3723	Dukart (Eternick), Dan & Cora 90605:Current - 5%	279.54	171,264.99
Deposit	11/15/2022			243.46	171,508.45
Total 113.952 · REV LOAN NSP				1,063.00	171,508.45
113.957 · Revolving loan Admin NSP					28,827.20
Total 113.957 · Revolving loan Admin NSP					28,827.20
113.81 · Other non revolving loan					47,007.83
Deposit	11/01/2022			260.00	47,267.83
Deposit	11/08/2022			146.00	47,413.83
Deposit	11/08/2022			90.00	47,503.83
Deposit	11/15/2022			275.00	47,778.83
Deposit	11/15/2022			240.00	48,018.83
Deposit	11/15/2022			127.00	48,145.83

Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of November 30, 2022

Type	Date	Num	Name	Amount	Balance
Deposit	11/22/2022			170.00	48,315.83
Total 113.81 · Other non revolving loan				1,308.00	48,315.83
112.1 · RENTAL REHAB					8,227.38
112.16 · Rev. Loan Admin					4,434.07
Total 112.16 · Rev. Loan Admin					4,434.07
112.14 · Revolving Loan					3,793.31
Payment	11/08/2022	2773	Venzke, Donald - 245 Pine 3%	196.64	3,989.95
Deposit	11/08/2022			10.52	4,000.47
Payment	11/08/2022	2076	Marsh, Ariel 5%	395.16	4,395.63
Deposit	11/08/2022			2.84	4,398.47
Total 112.14 · Revolving Loan				605.16	4,398.47
Total 112.1 · RENTAL REHAB				605.16	8,832.54
113.110 · RL Special Projects Account					11,095.60
Total 113.110 · RL Special Projects Account					11,095.60
113.70 · HOME Revolving Loan Accounts					1,044,592.77
113.87 · Home Revolving Loan Funds					832,331.79
Payment	11/01/2022	10019	REITAN, JOHN & TARA 5%:CURRENT	297.37	832,629.16
Deposit	11/01/2022			199.63	832,828.79
Check	11/07/2022	10443	Mike Woodford dba MJW Enterprisies	-41,830.65	790,998.14
Check	11/07/2022	10444	City of Cornell	-83.69	790,914.45
Check	11/07/2022	10445	CCHA	-516.02	790,398.43
Payment	11/08/2022	4369	Svoma, Kris - 5%:current	249.94	790,648.37
Deposit	11/08/2022			190.21	790,838.58
Payment	11/08/2022	1235	Weycker, Jessica & Drangstveit, Jerid 5%	366.87	791,205.45
Deposit	11/08/2022			62.13	791,267.58
Payment	11/08/2022	995318	Klenke, Melissa 5%:HOME Funds	131.20	791,398.78
Deposit	11/08/2022			78.80	791,477.58
Payment	11/15/2022		Wozniak, Katie:2nd loan	216.75	791,694.33
Deposit	11/15/2022			173.25	791,867.58
Payment	11/15/2022	10117	Jepson, Lori:Jepson, Lori 5% Current	510.95	792,378.53
Deposit	11/15/2022			114.05	792,492.58
Payment	11/22/2022	6665	Isham, Diane E 5%:2nd Loan	232.60	792,725.18
Deposit	11/22/2022			8.40	792,733.58
Payment	11/22/2022	28306308...	Hale, Shauntia 5%:Current Portion	314.07	793,047.65
Deposit	11/22/2022			315.93	793,363.58
Payment	11/22/2022	995319	Klenke, Melissa 5%:HOME Funds	147.18	793,510.76
Deposit	11/22/2022			62.82	793,573.58
Check	11/28/2022	10446	Menards Eau Claire West	-364.95	793,208.63
Check	11/28/2022	10447	Menards Eau Claire East	-685.93	792,522.70
Check	11/28/2022	10448	Karls	-3,219.96	789,302.74
Check	11/28/2022	10449	Michael Zamsky	-32.72	789,270.02
Check	11/28/2022	10450	Mike Woodford dba MJW Enterprisies	-1,475.66	787,794.36
Check	11/28/2022	10451	CCHA	-261.50	787,532.86
Check	11/29/2022	ACH	Xcel Energy	-24.24	787,508.62
Total 113.87 · Home Revolving Loan Funds				-44,823.17	787,508.62
113.86 · Clark Co - HOME RLF					163,132.00
113.862 · Clark Co - HOME - Activity					146,818.80
Total 113.862 · Clark Co - HOME - Activity					146,818.80
113.861 · Clark Co - HOME - Admin					16,313.20
Total 113.861 · Clark Co - HOME - Admin					16,313.20
Total 113.86 · Clark Co - HOME RLF					163,132.00
113.72 · Self/Help					-37.59
113.77 · Admin					50,566.44
Total 113.77 · Admin					50,566.44
113.70 · HOME Revolving Loan Accounts - Other					-1,399.87
Total 113.70 · HOME Revolving Loan Accounts - Other					-1,399.87

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12/06/22
Accrual Basis

Home/RR/LTP/Self Help/TBRA
Federal Account QuickReport
As of November 30, 2022

Type	Date	Num	Name	Amount	Balance
Total 113.70			HOME Revolving Loan Accounts	-44,823.17	999,769.60
113 · Federal Funds-NW Bank Acct - Other					-19,281.51
Deposit	11/30/2022			233.08	-19,048.43
Total 113 · Federal Funds-NW Bank Acct - Other				233.08	-19,048.43
Total 113 · Federal Funds-NW Bank Acct				-37,344.33	1,370,379.47
TOTAL				-37,344.33	1,370,379.47

2-III.B. ORAL INTERPRETATION

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

PHA Policy

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

When exercising the option to conduct remote briefings, informal reviews, or hearings, however, the PHA will coordinate with a remote interpretation service which, when available, uses video conferencing technology rather than voice-only interpretation.

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 PHA. The PHA, at its discretion, may choose to use the language services even when LEP persons desire to use an interpreter of their choosing. The interpreter may be a family member or friend. If the interpreter chosen by the family is a minor, the PHA will not rely on the minor to serve as the interpreter.

The PHA 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, the PHA will pool resources with other PHAs, and will standardize documents. Where feasible and possible, the PHA will encourage the use of qualified community volunteers.

2-III.C. WRITTEN TRANSLATION

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

PHA Policy

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

If there are fewer than 50 persons in a language group that reaches the 5 percent trigger, the PHA does not translate vital written materials, but provides 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.

Absences Due to Placement in Foster Care [24 CFR 5.403]

Children temporarily absent from the home as a result of placement in foster care are considered members of the family.

PHA Policy

If a child has been placed in foster care, the PHA will verify with the appropriate agency whether and when the child is expected to return to the home. The child will be removed from the home while in foster care, but if expected to return to the home, the bedroom size will remain the same.

Absent Head, Spouse, or Cohead

PHA Policy

An employed head, spouse, or cohead absent from the unit more than 90 consecutive days due to employment will continue to be considered a family member.

Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22]

If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted [HCV GB, p. 5-22].

PHA Policy

An individual confined to a nursing home or hospital on a permanent basis is not considered a family member.

The PHA will request verification of the family member's permanent absence from a responsible medical professional. If the responsible medical professional cannot provide a determination, the person will be considered temporarily absent. If the family certifies that the family member is confined on a permanent basis, they may present, and the PHA will consider any additional documentation or evidence.

Return of Permanently Absent Family Members

PHA Policy

The family must request PHA approval for the return of any adult family members that the PHA previously determined to be permanently absent. The individual is subject to the eligibility and screening requirements discussed elsewhere in this chapter.

Determining Parental Income Eligibility

PHA Policy

For any student who is subject to the 5.612 restrictions and who does not satisfy the definition of *independent student* in this section, the PHA will determine the income eligibility of the student's parents as follows:

If the student's parents are married and living together, the PHA will obtain a joint income declaration and certification of joint income from the parents.

If the student's parent is widowed or single, the PHA will obtain an income declaration and certification of income from that parent.

If the student's parents are divorced or separated, the PHA will obtain an income declaration and certification of income from each parent.

If the student has been living with one of his/her parents and has not had contact with or does not know where to contact his/her other parent, the PHA will require the student to submit a certification under penalty of perjury describing the circumstances and stating that the student does not receive financial assistance from the other parent. The PHA will then obtain an income declaration and certification of income from the parent with whom the student has been living or had contact.

In determining the income eligibility of the student's parents, the PHA will use the income limits for the jurisdiction in which the parents live.

3-II.F. EIV SYSTEM SEARCHES [Notice PIH 2018-18; EIV FAQs; EIV System Training 9/30/20]

Existing Tenant Search

Prior to admission to the program, the PHA must search for all household members using the EIV Existing Tenant Search module. The PHA must review the reports for any SSA matches involving another PHA or a multifamily entity and follow up on any issues identified. The PHA must provide the family with a copy of the Existing Tenant Search results if requested. At no time may any family member receive duplicative assistance.

If the tenant is a new admission to the PHA, and a match is identified at a multifamily property, the PHA must report the program admission date to the multifamily property and document the notification in the tenant file. The family must provide documentation of move-out from the assisted unit, as applicable.

PHA Policy

The PHA will contact the PHA or owner identified in the report to confirm that the family has moved out of the unit and obtain documentation of current tenancy status, including a form HUD-50058 or 50059, as applicable, showing an end of participation. The PHA will only approve assistance contingent upon the move-out from the currently occupied assisted unit.

Debts Owed to PHAs and Terminations

All adult household members must sign the form HUD-52675 Debts Owed to Public Housing and Terminations. Prior to admission to the program, the PHA must search for each adult family member in the Debts Owed to PHAs and Terminations module.

If a current or former tenant disputes the information in the module, the tenant should contact the PHA directly in writing to dispute the information and provide any documentation that supports the dispute. If the PHA determines that the disputed information is incorrect, the PHA will update or delete the record from EIV. Former tenants may dispute debt and termination information for a period of up to three years from the end of participation date in the program.

PHA Policy

The PHA will require each adult household member to sign the form HUD-52675 once at the eligibility determination. Any new members added to the household after admission will be required to sign the form HUD-52675 prior to being added to the household.

The PHA will search the Debts Owed to PHAs and Terminations module as part of the eligibility determination for new households and as part of the screening process for any household members added after the household is admitted to the program. If any information on debts or terminations is returned by the search, the PHA will determine if this information warrants a denial in accordance with the policies in Part III of this chapter.

Income and IVT Reports

For each new admission, the PHA is required to review the EIV Income and IVT Reports to confirm and validate family reported income within 120 days of the IMS/PIC submission date of the new admission. The PHA must print and maintain copies of the EIV Income and IVT reports in the tenant file and resolve any discrepancies with the family within 60 days of the EIV Income or IVT report dates.

5-I.B. BRIEFING [24 CFR 982.301]

Notification of Briefing

Prior to issuance of a voucher, ~~t~~The PHA must give the family an oral briefing and provide the family with a briefing packet containing written information about the program. Families may be briefed in individual face-to-face meetings, through individually or in-group briefing sessions, or via remote briefing sessions.

PHA Policy

Families will be notified of their eligibility for assistance at the time they are invited to a briefing. The notice will be sent by first class mail. Family preference to receive notice and briefing packet electronically or to pick up materials in person will be considered by the PHA.

The notice will advise the family of the type of briefing, who is required to be present at the briefing, and the date and time of the briefing. The notice will also inform the family of any additional requirements for in-person or remote briefings as addressed in relevant policy elsewhere in this section.

If the notice is returned by the post office with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If the notice is returned by the post office with a forwarding address, the notice will be resent to the address indicated.

In-Person Briefings

At the briefing, the PHA must ensure effective communication in accordance with Section 504 requirements (Section 504 of the Rehabilitation Act of 1973); and ensure that the briefing site is accessible to individuals with disabilities. For a more thorough discussion of accessibility requirements, refer to Chapter 2.

PHA Policy

In-person bBriefings will generally be conducted in group meetings. At the family's written request, the PHA may provide an individual briefing.

Generally, the head of household is required to attend the briefing. If the head of household is unable to attend, the PHA may approve another adult family member to attend the briefing.

Families that attend group briefings and still need individual assistance will be referred to an appropriate PHA staff person.

Briefings will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide ~~translation~~ interpretation services in accordance with the PHA's LEP plan (See Chapter 2).

Notification and Attendance

PHA Policy

~~Families will be notified of their eligibility for assistance at the time they are invited to attend a briefing. The notice will identify who is required to attend the briefing, as well as the date and time of the scheduled briefing.~~

~~If the notice is returned by the post office with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated.~~

Applicants who fail to attend a scheduled in-person or remote briefing will be scheduled for another briefing. The PHA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without prior PHA approval, will be denied assistance (see Chapter 3).

Families will be notified of their eligibility for assistance at the time they are invited to attend a briefing.

Applicants who fail to attend two scheduled briefings, without PHA approval, will be denied assistance (see Chapter 3).

Remote Briefings [Notice PIH 2020-32]

Remote briefings may be conducted over the phone, via video conferencing, or through other virtual platforms.

PHA Policy

The PHA has the sole discretion to require that briefings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster. If the PHA schedules a remote briefing, the PHA will conduct a face-to-face briefing upon request of the applicant as a reasonable accommodation for a person with a disability if safety and health concerns can be reasonably addressed.

In addition, the PHA will conduct a briefing remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the briefing, or if the applicant believes an in-person briefing would create an undue health risk. The PHA will consider other reasonable requests for a remote briefing on a case-by-case basis.

Accessibility Requirements for Persons with Disabilities and LEP Individuals

As with in-person briefings, the platform for conducting remote briefings must be accessible and the briefing conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual.

If no method of conducting a remote briefing is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual his or her inability to participate in the remote briefing, and the PHA should consider whether postponing the remote briefing to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances.

Limited English Proficiency (LEP) requirements also apply to remote briefings, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote briefings.

Conducting Remote Briefings

The PHA must ensure that the lack of technology or inability to use technology for remote briefings does not pose a disadvantage to families that may not be apparent to the PHA. The PHA must ensure that the family has appropriate technological access in order to fully participate in the remote briefing.

PHA Policy

At least 10 business days prior to scheduling the remote briefing, the PHA will provide written notification via first class mail and/or email to families participating in the briefing to advise of technological requirements and to request the family notify the PHA of any known barriers. If any family does not respond within five business days, or if the written notification is returned by the post office or the email is rejected, the PHA will contact the family by telephone to identify potential technological barriers and to determine which technology resources are accessible to the family. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person briefing or have a one-on-one briefing over the phone, as appropriate.

The PHA will conduct remote briefings via a video conferencing platform when available. If applicants are unable to adequately access the video conferencing platform, the briefing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in, the remote briefing will be postponed, and an in-person alternative or one-on-one briefing over the phone will be provided.

The PHA will provide login information and/or conferencing call-in information and an electronic copy of the briefing packet via email at least five business days before the briefing. The PHA will provide a paper copy of the briefing packet upon family request, and may reschedule the briefing to allow adequate time for the family to receive the physical briefing packet.

The PHA will ensure that all electronic information stored or transmitted as part of the briefing meets the requirements for accessibility for persons with disabilities and persons with LEP, and is secure, including ensuring personally identifiable information (PII) is protected.

The PHA will ensure that families who participate in remote briefings have the opportunity to ask questions as part of the briefing.

If families lose connectivity during any remote briefing or otherwise feel they were unable to access information presented during the briefing, the family may request a one-on-one briefing over the phone or in person with the PHA.

Inspection Costs [Notice PIH 2016-05]

The PHA may not charge the family for unit inspections or reinspections [24 CFR 982.405(e)]. In the case of inspections of PHA-owned units, the PHA may compensate the independent agency from ongoing administrative fee for inspections performed. The PHA and the independent agency may not charge the family any fee or charge for the inspection [24 CFR.982.352(b)].

The PHA may not charge the owner for the inspection of the unit prior to the initial term of the lease or for a first inspection during assisted occupancy of the unit. However, the PHA may charge a reasonable fee to owners for reinspections in two situations: when the owner notifies the PHA that a repair has been made but the deficiency has not been corrected, and when the time for repairs has elapsed and the deficiency has not been corrected. Fees may not be imposed for tenant-caused damages, for cases in which the inspector could not gain access to the unit, or for new deficiencies discovered during a reinspection.

The owner may not pass the cost of a reinspection fee to the family. Reinspection fees must be added to the PHA's administrative fee reserves and may only be used for activities related to the provision of tenant-based assistance.

PHA Policy

The PHA will not charge a fee for failed reinspections.

Remote Video Inspections (RVIs) [Notice PIH 2020-31]

As an alternative to some or all on-site inspections, the PHA may, but is not required to, perform HQS inspections from a remote location using video streaming technology and a proxy at the inspection site. Since there may be some circumstances in which the application of technology provides insufficient information or evidence to allow the PHA to make appropriate determinations about whether a condition violates HQS, Notice PIH 2020-31 requires that if a PHA chooses to implement RVIs, the PHA should have policies and procedures in place to address such limitations.

PHA Policy

The PHA will not conduct any HQS inspection using RVI.

Notice and Scheduling

The family must allow the PHA to inspect the unit at reasonable times with reasonable notice [24 CFR 982.551(d)].

PHA Policy

Both the family and the owner will be given reasonable notice of all inspections. In the case of a life-threatening emergency, the PHA will give as much notice as possible, given the nature of the emergency.

**8-II.C. ANNUAL/BIENNIAL HQS INSPECTIONS [24 CFR 982.405 and 982.406;
Notice PIH 2016-05]**

PHA Policy

Each unit under HAP contract must be inspected annually within 24 months of the last full HQS inspection. If a unit is found to have a life-threatening HQS fail, the owner of that unit will be required to participate in annual inspections for all units for the period of 24 months before being returned to biennial inspections. This does not apply to life-threatening HQS fails caused by tenants. One or more substantiated complaints will also require the owner of that unit to participate in annual inspections for all units for the period of 24 months before being returned to biennial inspections. The PHA reserves the right to require annual inspections of any owner at any time.

The PHA will not rely on alternative inspection standards.

Scheduling the Inspection

PHA Policy

The PHA and family will schedule the inspection date during their recertification appointment.

If an adult family member cannot be present on the scheduled date, the family should request that the PHA reschedule the inspection. The PHA and family will agree on a new inspection date that generally should take place within 5 business days of the originally-scheduled date. The PHA may schedule an inspection more than 5 business days after the original date for good cause.

If the family misses the first scheduled appointment without requesting a new inspection date, the PHA will automatically schedule a second inspection. If the family misses two scheduled inspections without PHA approval, the PHA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.

8-II.D. SPECIAL INSPECTIONS [24 CFR 982.405(g)]

If a participant or government official reports a life-threatening condition which the owner would be required to repair within 24 hours, the PHA must inspect the unit within 24 hours of notification. If the reported condition is not life-threatening, the PHA must inspect the unit within 15 days of notification.

PHA Policy

During a special inspection, the PHA generally will inspect only those deficiencies that were reported. However, the inspector will record any additional HQS deficiencies that are observed and will require the responsible party to make the necessary repairs.

If the annual/biennial inspection has been scheduled or is due within 90 days of the date the special inspection is scheduled the PHA may elect to conduct a full annual/biennial inspection.

PHA Policy

The PHA will only offer an informal review to applicants for whom assistance is being denied. Denial of assistance includes: denying listing on the PHA waiting list; denying or withdrawing a voucher; refusing to enter into a HAP contract or approve a lease; refusing to process or provide assistance under portability procedures.

Notice to the Applicant [24 CFR 982.554(a)]

The PHA must give an applicant prompt notice of a decision denying assistance. The notice must contain a brief statement of the reasons for the PHA decision, and must also state that the applicant may request an informal review of the decision. The notice must describe how to obtain the informal review.

Scheduling an Informal Review

PHA Policy

A request for an informal review must be made in writing and delivered to the PHA either in person or by first class mail, by the close of the business day, no later than 10 business days from the date of the PHA's denial of assistance.

The PHA must schedule and send written notice of the informal review within 10 business days of the family's request.

If the informal review will be conducted remotely, at the time the PHA notifies the family of the informal review, the family will be informed:

Regarding the processes to conduct a remote informal review;

That, if needed, the PHA will provide technical assistance prior to and during the informal review; and

That if the family or any individual witness has any technological, resource, or accessibility barriers preventing them from fully accessing the remote informal review, the family may inform the PHA and the PHA will assist the family in either resolving the issues or allow the family to participate in an in-person informal review, as appropriate.

Informal Review Procedures [24 CFR 982.554(b)]

The informal review must be conducted by a person other than the one who made or approved the decision under review, or a subordinate of this person.

The applicant must be provided an opportunity to present written or oral objections to the decision of the PHA.

Remote Informal Reviews [Notice PIH 2020-32]

There is no requirement that informal reviews be conducted in-person and, as such, HUD allows PHAs to conduct all or a portion of their informal review remotely either over the phone, via video conferencing, or through other virtual platforms. If the PHA chooses to conduct remote informal reviews, applicants may still request an in-person informal review, as applicable.

PHA Policy

The PHA has the sole discretion to require that informal reviews be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, the PHA will conduct an informal review remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the informal review, or if the applicant believes an in-person informal review would create an undue health risk. The PHA will consider other reasonable requests for a remote informal review on a case-by-case basis.

Ensuring Accessibility for Persons with Disabilities and LEP Individuals

As with in-person informal reviews, the platform for conducting remote informal reviews must be accessible to persons with disabilities and the informal review must be conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote informal hearings.

PHAs are required to make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the informal review process. See Chapter 2 for a more detailed discussion of reasonable accommodation requirements.

If no method of conducting a remote informal review is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual his or her inability to participate in the remote informal review, and the PHA should consider whether postponing the remote informal review to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances and requirements.

As with in-person reviews, Limited English Proficiency (LEP) requirements also apply to remote informal reviews, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote informal reviews.

Conducting Remote Informal Reviews

The PHA must ensure that the lack of technology or inability to use technology for remote informal reviews does not pose a disadvantage to families that may not be apparent to the PHA. The PHA should determine through a survey or other means if these barriers exist prior to conducting the remote informal review and, if the family does not have the proper technology to fully participate, either postpone the informal review or provide an alternative means of access.

As with in-person informal reviews, the PHA must provide all materials presented, whether paper or electronic, to the family prior to the remote informal review. The family must also be provided with an accessible means by which to transmit their own evidence.

The PHA must ensure that the applicant has the right to hear and be heard. All PHA policies and processes for remote informal reviews must be conducted in accordance with due process requirements and be in compliance with HUD regulations at 24 CFR 982.554 and guidance specified in Notice PIH 2020-32.

PHA Policy

The PHA will conduct remote informal reviews via a video conferencing platform, when available. If, after attempting to resolve any barriers, applicants are unable to adequately access the video conferencing platform at any point, or upon applicant request, the informal review will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in at any point, the remote informal review will be postponed, and an in-person alternative will be provided promptly within a reasonable time.

At least five business days prior to scheduling the remote review, the PHA will provide the family with login information and/or conferencing call-in information and an electronic and/or physical copy of all materials being presented via first class mail and/or email. The notice will advise the family of technological requirements for the hearing and request the family notify the PHA of any known barriers. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person hearing.

If the informal review is to be conducted remotely, the PHA will require the family to provide any documents directly relevant to the informal review at least 24 hours before the scheduled review through the mail, via email, or text. The PHA will scan and email copies of these documents to the PHA representative the same day.

Documents will be shared electronically whenever possible.

The PHA will follow up the email with a phone call and/or email to the applicant at least one business day prior to the remote informal review to ensure that the applicant received all information and is comfortable accessing the video conferencing or call-in platform.

The PHA will ensure that all electronic information stored or transmitted with respect to the informal review is secure, including protecting personally identifiable information (PII), and meets the requirements for accessibility for persons with disabilities and persons with LEP. The PHA will conduct remote informal reviews via telephone conferencing call-in or via videoconferencing. If the informal review will be

~~conducted via videoconferencing, the PHA will ensure that all applicants, applicant representatives, PHA representatives and the person conducting the informal review can adequately access the platform (i.e., hear, be heard, see, and be seen). If any applicant, applicant representative, PHA representative, or person conducting the informal review is unable to effectively utilize the videoconferencing platform, the informal review will be conducted by telephone conferencing call-in.~~

~~Whether the informal review is to be conducted via videoconferencing or telephone call-in, the PHA will provide all parties login information and/or conferencing call-in information before the review.~~

Circumstances for which an informal hearing is not required are as follows:

- Discretionary administrative determinations by the PHA
- General policy issues or class grievances
- Establishment of the PHA schedule of utility allowances for families in the program
- A PHA determination not to approve an extension of a voucher term
- A PHA determination not to approve a unit or tenancy
- A PHA determination that a unit selected by the applicant is not in compliance with the HQS
- A PHA determination that the unit is not in accordance with HQS because of family size
- A determination by the PHA to exercise or not to exercise any right or remedy against an owner under a HAP contract

PHA Policy

The PHA will only offer participants the opportunity for an informal hearing when required to by the regulations, and if the PHA denies a request for a reasonable accommodation (see Chapter 2).

Remote Informal Hearings [Notice PIH 2020-32]

There is no requirement that informal hearings be conducted in-person, and as such, HUD allows PHAs to conduct all or a portion of their informal hearings remotely either over the phone, via video conferencing, or through other virtual platforms. If the PHA chooses to conduct remote informal hearings, applicants may still request an in-person informal hearing, as applicable.

PHA Policy

The PHA has the sole discretion to require that informal hearings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.

In addition, the PHA will conduct an informal hearing remotely upon request as a reasonable accommodation for a person with a disability, if a participant does not have child care or transportation that would enable them to attend the informal hearing, or if the participant believes an in-person hearing would create an undue health risk. The PHA will consider other reasonable requests for a remote informal hearing on a case-by-case basis.

Ensuring Accessibility for Persons with Disabilities and LEP Individuals

As with in-person informal hearings, the platform for conducting remote informal hearings must be accessible to persons with disabilities and the informal hearings must be conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote informal hearings.

PHAs are required to make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the informal hearing process. See Chapter 2 for a more detailed discussion of reasonable accommodation requirements.

If no method of conducting a remote informal hearing is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual his or her inability to participate in the remote informal hearing, and the PHA should consider whether postponing the remote hearing to a later date is appropriate or whether there is a suitable alternative.

Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation will depend on the specific circumstances and requirements.

As with in-person reviews, Limited English Proficiency (LEP) requirements also apply to remote informal hearings, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote informal hearings.

Conducting Informal Hearings Remotely

The PHA must ensure that the lack of technology or inability to use technology for remote informal hearings does not pose a disadvantage to families that may not be apparent to the PHA. The PHA should determine through a survey or other means if these barriers exist prior to conducting the remote informal hearing and, if the family does not have the proper technology to fully participate, either postpone the informal hearing or provide an alternative means of access.

As with in-person informal hearings, the PHA must provide all materials presented, whether paper or electronic, to the family prior to the remote informal hearing. The family must also be provided with an accessible means by which to transmit their own evidence.

The PHA's essential responsibility is to ensure informal hearings meet the requirements of due process and comply with HUD regulations. Therefore, all PHA policies and processes for remote informal hearings will be conducted in accordance with due process requirements, and will be in compliance with HUD regulations at 24 CFR 982.555 and the guidance for conducting remote hearings specified in Notice PIH 2020-32. In conducting any informal hearing remotely, the PHA shall ensure due process and that all parties are able to have full access to the hearing.

PHA Policy

The PHA will conduct remote informal hearings via a video conferencing platform, when available. If, after attempting to resolve any barriers, participants are unable to adequately access the video conferencing platform at any point, or upon request, the informal hearing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in at any point, the remote informal hearing will be postponed, and an in-person alternative will be provided promptly within a reasonable time.

At least five business days prior to scheduling the remote hearing, the PHA will provide the family with login information and/or conferencing call-in information and an electronic copy of all materials being presented via first class mail and/or email. The notice will advise the family of technological requirements for the hearing and request the family notify the PHA of any known barriers. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person hearing.

The PHA will follow up with a phone call and/or email to the family at least one business day prior to the remote informal hearing to ensure that the family received all information and is comfortable accessing the video conferencing or call-in platform.

The PHA will ensure that all electronic information stored or transmitted with respect to the informal hearing is secure, including protecting personally identifiable information (PII), and meets the requirements for accessibility for persons with disabilities and persons with LEP. The PHA will conduct remote informal hearings via telephone conferencing call-in or via videoconferencing. If the informal hearing will be conducted via videoconferencing, the PHA will ensure that all participants, participant representatives, advocates, witnesses, PHA representatives, and the hearing officer can adequately access the platform (i.e., hear, be heard, see, and be seen).

~~If any participant, representative, advocate, witness, PHA representative, or hearing officer is unable to effectively utilize the videoconferencing platform, the informal hearing will be conducted by telephone conferencing call-in.~~

~~Whether the informal hearing is to be conducted via videoconferencing or telephone call-in, the PHA will provide all parties login information and/or telephone call-in information before the hearing.~~

Informal Hearing Procedures

Notice to the Family [24 CFR 982.555(c)]

When the PHA makes a decision that is subject to informal hearing procedures, the PHA must inform the family of its right to an informal hearing at the same time that it informs the family of the decision.

For decisions related to the family's annual or adjusted income, the determination of the appropriate utility allowance, and the determination of the family unit size, the PHA must notify the family that they may ask for an explanation of the basis of the determination, and that if they do not agree with the decision, they may request an informal hearing on the decision.

For decisions related to the termination of the family's assistance, or the denial of a family's request for an exception to the PHA's subsidy standards, the notice must contain a brief statement of the reasons for the decision, a statement that if the family does not agree with the decision, the family may request an informal hearing on the decision, and a statement of the deadline for the family to request an informal hearing.

PHA Policy

In cases where the PHA makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:

The proposed action or decision of the PHA.

A brief statement of the reasons for the decision, including the regulatory reference.

The date the proposed action will take place.

A statement of the family's right to an explanation of the basis for the PHA's decision.

A statement that if the family does not agree with the decision the family may request an informal hearing of the decision.

A deadline for the family to request the informal hearing.

To whom the hearing request should be addressed.

~~If the PHA will require that the hearing be conducted remotely, at the time the notice is sent to the family informing them of the right to request an informal hearing, the family will be notified that the informal hearing will be conducted remotely. The family will be informed of the processes involved in a remote informal hearing and that the PHA will provide technical assistance, if needed, before the informal hearing.~~

Scheduling an Informal Hearing [24 CFR 982.555(d)]

When an informal hearing is required, the PHA must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

PHA Policy

A request for an informal hearing must be made in writing and delivered to the PHA either in person or by first class mail, by the close of the business day, no later than 10 business days from the date of the PHA's decision or notice to terminate assistance.

The PHA must schedule and send written notice of the informal hearing to the family within 10 business days of the family's request.

If the PHA hearing will be conducted remotely, at the time the notice is sent to the family, the family will be notified:

Regarding the processes involved in a remote informal hearing:

That the PHA will provide technical assistance prior to and during the informal hearing, if needed; and

That if the family or any individual witness has any technological, resource, or accessibility barriers, the family may inform the PHA and the PHA will assist the family in either resolving the issue or allow the family to participate in an in-person hearing, as appropriate.

The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, the PHA may request documentation of the "good cause" prior to rescheduling the hearing.

If the family does not appear within 20 minutes of the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities. If the family cannot show good cause for the failure to appear, or a rescheduling is not needed as a reasonable accommodation, the PHA's decision will stand.

Pre-Hearing Right to Discovery [24 CFR 982.555(e)]

Participants and the PHA are permitted pre-hearing discovery rights. The family must be given the opportunity to examine before the hearing any PHA documents that are directly relevant to the hearing. The family must be allowed to copy any such documents at their own expense. If the PHA does not make the document available for examination on request of the family, the PHA may not rely on the document at the hearing.

For the purpose of informal hearings, *documents* include records and regulations.

PHA Policy

The family will be allowed to copy any documents related to the hearing at cost to the family. The family must request discovery of PHA documents no later than 12:00 p.m. on the business day prior to the scheduled hearing date.

If the hearing will be conducted remotely, the PHA will compile a hearing packet, consisting of all documents the PHA intends to produce at the informal hearing. The PHA will mail copies of the hearing packet to the family, the family's representatives, if any, and the hearing officer at least three days before the scheduled remote informal hearing. The original hearing packet will be in the possession of the PHA representative and retained by the PHA.

Documents will be shared electronically whenever possible.

The PHA hearing procedures may provide that the PHA must be given the opportunity to examine at the PHA offices before the hearing any family documents that are directly relevant to the hearing. The PHA must be allowed to copy any such document at the PHA's expense. If the family does not make the document available for examination on request of the PHA, the family may not rely on the document at the hearing.

PHA Policy

For in-person hearings, the PHA will not require pre-hearing discovery by the PHA of family documents directly relevant to the hearing.

If the informal hearing is to be conducted remotely, the PHA will require the family to provide any documents directly relevant to the informal hearing at least 24 hours before the scheduled hearing -through the mail, via email, or text. The PHA will scan and email copies of these documents to the hearing officer and the PHA representative the same day.

Documents will be shared electronically whenever possible.

Participant's Right to Bring Counsel [24 CFR 982.555(e)(3)]

At its own expense, the family may be represented by a lawyer or other representative at the informal hearing.

Informal Hearing Officer [24 CFR 982.555(e)(4)]

Informal hearings will be conducted by a person or persons approved by the PHA, other than the person who made or approved the decision or a subordinate of the person who made or approved the decision.

Evidence [24 CFR 982.555(e)(5)]

The PHA and the family must be given the opportunity to present evidence and question any witnesses. In general, all evidence is admissible at an informal hearing. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

PHA Policy

Any evidence to be considered by the hearing officer must be presented at the time of the hearing. There are four categories of evidence.

Oral evidence: the testimony of witnesses

Documentary evidence: a writing which is relevant to the case, for example, a letter written to the PHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.

Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.

Real evidence: A tangible item relating directly to the case.

Hearsay Evidence is evidence based not on a witness' personal knowledge. In and of itself, hearsay evidence carries no weight when making a finding of fact. The hearing officer may include hearsay evidence when considering their decision if it is corroborated by other evidence. Even though hearsay evidence is generally admissible in a hearing, the hearing officer will not base a hearing decision on hearsay alone unless there is clear probative value and credibility of the evidence, and the party seeking the change has met the burden of proof.~~Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer's decision.~~

If either the PHA (or the family, if required in a remote hearing) fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.

Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.

Procedures for Rehearing or Further Hearing

PHA Policy

The hearing officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of the PHA will take effect and another hearing will not be granted.

If the PHA plans to replace public housing by attaching PBV assistance to existing housing in which the PHA has an ownership interest or control, then the \$25,000 per unit minimum threshold does not apply as long as the existing housing substantially complies with HQS.

The PHA must include in the administrative plan what work it plans to do on the property or site and how many PBV units will be added to the site.

PHA Policy

The PHA will not attach PBVs to projects owned by the PHA as described above.

Solicitation and Selection of PBV Proposals [24 CFR 983.51(c)]

PHA procedures for selecting PBV proposals must be designed and actually operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by the PHA. The public notice procedures may include publication of the public notice in a local newspaper of general circulation and other means designed and actually operated to provide broad public notice. The public notice of the PHA request for PBV proposals must specify the submission deadline. Detailed application and selection information must be provided at the request of interested parties.

PHA Policy

PHA Request for Proposals for Rehabilitated and Newly Constructed Units

The PHA will advertise its request for proposals (RFP) for rehabilitated and newly constructed housing in the following newspapers and trade journals.

[Chippewa Herald]

The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.

In addition, the PHA will post the RFP and proposal submission and rating and ranking procedures on its website.

The PHA will publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the PHA estimates that it will be able to assist under the funding the PHA is making available. Proposals will be due in the PHA office by close of business 30 calendar days from the date of the last publication.

In order for the proposal to be considered, the owner must submit the proposal to the PHA by the published deadline date, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

17-V.C. AMENDMENTS TO THE HAP CONTRACT

Substitution of Contract Units [24 CFR 983.207(a)]

At the PHA's discretion and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same project for a previously covered contract unit. Before any such substitution can take place, the PHA must inspect the proposed unit and determine the reasonable rent for the unit.

Addition of Contract Units [FR Notice 1/18/17 and Notice PIH 2017-21]

The PHA and owner may amend the HAP contract to add additional PBV contract units in projects that already have a HAP contract without having to fulfill the selection requirements found at 24 CFR 983.51(b) for those additional PBV units, regardless of when the HAP contract was signed. The additional PBV units, however, are still subject to the PBV program cap and individual project caps. Prior to attaching additional units without competition, the PHA must submit to the local field office information outlined in FR Notice 1/18/17. The PHA must also detail in the administrative plan their intent to add PBV units and the rationale for adding units to the specific PBV project.

PHA Policy

The PHA will add units to the contract on a case-by-case basis to ensure the availability of affordable housing as long as the addition of units does not exceed allowable project caps. The PHA will not add contract units to the HAP contract.

The PHA will consider adding contract units to the HAP contract when the PHA determines that additional housing is needed to serve eligible low-income families. Circumstances may include, but are not limited to:

The local housing inventory is reduced due to a disaster (either due to loss of housing units, or an influx of displaced families); and Voucher holders are having difficulty finding units that meet program requirements

17-V.D. HAP CONTRACT YEAR, ANNIVERSARY AND EXPIRATION DATES [24 CFR 983.207(b) and 983.302(e)]

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment. The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.