



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

Appleton Housing Authority

PHA Plan

2022

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA’s mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

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

Definitions.

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

PHA Name: Appleton Housing Authority_____ **PHA Code:** WI065

PHA Type: Standard PHA Troubled PHA

PHA Plan for Fiscal Year Beginning: 01/01/2022

PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)

Number of Public Housing (PH) Units 211 Number of Housing Choice Vouchers (HCVs) 607 Total Combined Units/Vouchers 818

PHA Plan Submission Type: Annual Submission Revised Annual Submission

Availability of PHA Plan Information:

The Appleton Housing Authority will have available a copy of the PHA Plan at the main administrative office of the AHA and on our website and will provide a copy to each Resident Council member upon request. Both facilities have reasonable accessibility.

AHA Main Office: 925 W. Northland Avenue, Appleton, WI 54911

Oneida Heights: 525 N. Oneida Street, Appleton, WI 54911

Website: www.appletonhousing.org

B. Revision of PHA Plan Elements.

1.

(a) Have the following PHA Plan elements been revised by the PHA?

- | Y | N | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Statement of Housing Needs and Strategy for Addressing Housing Needs |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Financial Resources. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Rent Determination. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Operation and Management. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Grievance Procedures. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Homeownership Programs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Community Service and Self-Sufficiency Programs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Safety and Crime Prevention. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Pet Policy. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Asset Management. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Substantial Deviation. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Significant Amendment/Modification |

(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):

Statement of Housing Need and Strategy:

AHA will continue to focus our efforts on finding ways to meet the affordable housing needs of the City of Appleton's low and moderate income families, seniors and disabled individuals. By

the end of 2020, the Housing Choice Voucher waiting list had climbed to over 2000 families. This high number demonstrates the need for continued housing subsidy. In the beginning of 2021, we completed a comprehensive purge. In doing so, the purge brought the number down to 345 families. The waiting list opened back up September 1, 2021. The waiting list is first come first serve with regard to local preferences and rent burden regardless of what bedroom size voucher is needed. A preference for families graduating from the TBRA (a state funded homeless program) is provided. AHA will continue to employ admissions preferences aimed at families with hardships and adopt rent policies that support and encourage work stability. Public Housing has its own waiting list and the increase in 1-2 bedrooms is noted as high. The AHA has been aggressive in researching and building new housing that meets the need of families for affordability including those experiencing a physical disability. These units have been built in higher economic income neighborhoods where families can thrive.

Affordable housing is one of the highest priority need in our community in regards to renters and homeowners according to our local City of Appleton Consolidated Plan. The 2022 FMR for all bedroom units in Outagamie County recently increased. The quality of housing should expand for all lower income households with higher FMR's.. The AHA will continue to work aggressively with area landlords. Currently, we work with over 350 landlords. The AHA provides all applicants/participants a list of all available housing in the Fox Cities so housing opportunity is enhanced and includes units outside of lower income neighborhoods for de-concentration. AHA will work to maintain HCV/Section 8 lease up rates by establishing payment standards that are beneficial to families in the City, by effectively screening applicants to increase owner acceptance of the program and by marketing the Section 8 program to owners, particularly those outside areas of minority and poverty concentration. The AHA expanded our voucher program to include all families/individuals living in Outagamie County since OCHA does not operate a housing voucher program. This was done in partnership with Outagamie County Housing Authority. This opened up significantly more housing opportunities for all families. We operate a homebuyer program (in Outagamie and Calumet Counties) with down-payment assistance and rehabilitation assistance. Funds to operate this program (non-HCV) include CDBG, HOME/HCRI and at times the Federal Home Loan. This program provides affordability of home ownership and an opportunity to revitalize distressed neighborhoods from foreclosures as outlined in the Consolidated Plan.

The AHA has completed a new construction Low Income Tax Credit project that provides 40 units of affordable housing. Completed in August of 2017, the housing project includes 6 project based vouchers and 10 restricted units available for homeless/disabled and veteran families. In partnership with the homeless/transitional housing partners, the AHA will provide project-based vouchers to homeless veterans/families along with supportive services. It has been challenging for the Appleton Housing Authority to meet the needs of our lower income population due to highly limited federal funds imposed. It is our continued goal to maximize participation through our budget authority and lease-up while trying to reduce average HAP costs by negotiating rent with landlords. We have additionally applied for the Youth Foster Grant program but never heard favorably from HUD on these limited funds. The AHA will apply for all available federal/state grants in 2022 and beyond to help meet the need of our lower income families/seniors/disabled population and will work collaboratively with other agencies in creating opportunities for additional housing.

De-Concentration Incentives:

It is AHA's policy to make its best efforts to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, AHA will skip families on the waiting list to reach other families with a lower or higher income. AHA will accomplish this in a uniform and non-discriminating manner. AHA will affirmatively market its housing to all eligible income groups.

Each year during development of the Agency Plan, AHA will analyze the income levels of families residing in each of the developments subject to deconcentration and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

Detailed language regarding deconcentration and policies that govern eligibility, selection and admissions for both the low rent and Section 8 programs can be found in the Admissions and Continued Occupancy Policy (ACOP) and the Section 8 Administrative Plan. Both documents are available upon request at all administrative offices and housing development locations and on our website.

Currently, the Appleton Housing Authority is keenly aware to provide deconcentration efforts in the creation of affordable housing and has replaced 12 public housing family homes under the HUD disposition process, with newly constructed homes that are all located in higher economic neighborhoods. Through these means, the AHA has created affordable housing in non-poverty areas serving lower income residents. These families may be closer to school, transportation and childcare. Families living in higher income areas are known to thrive and move up.

Rent Determination:

Detailed language regarding rent determination for the HCV and Low Rent programs can be found in the Admissions and Continued Occupancy Policy (ACOP) and the Administrative Plan. These documents are available upon request at all administrative offices and housing development locations.

We will continue to implement Tenant Based Rental Assistance through the State of Wisconsin to benefit our community's homeless and at risk of homeless population. We will provide a preference for the HCV/PH program. Through this program, we work closely with our partners Salvation Army and Pillars to house families/individuals that are either homeless or at risk of becoming homeless. The partner agencies provide case management services.

Repositioning Public Housing

Under the public housing program, the Authority is maintaining its stock through the capital fund program for long term viability. Older public housing stock has been replaced with new construction and universal design/barrier free to accommodate the special needs population. We will continue to seek new funds and/or partnerships to create affordable housing opportunity for our community. RAD, PBV and LIHTC will be sought for the long term viability of Oneida

Heights and we will work closely with HUD to determine the right repositioning of our public housing units. The Authority will hire a developer/consultant to oversee our transitioning.

The Authority has developed Riverwalk Place, a Tax Credit and Multifamily use facility to preserve affordable housing for its 70 senior occupants. We will continue to seek new funds and/or partnerships to create additional affordable housing opportunities for our seniors/families in all of Outagamie County where approved. We will continue to research/dispose of our older high-maintenance, non-accessible housing and build new accessible housing. We will submit an application for other grants that will benefit our community where we are eligible to apply.

The City of Appleton is supportive of our Homebuyer program through funding provided to the AHA from the CDBG program. We support a good working relationship with personnel from the City of Appleton. Our first time affordable homeownership program now serves all of Outagamie County and Calumet County.

Senior Meal Program:

For all residents living at Oneida Heights (159) the Outagamie County Department on Aging hosts a meal site in the community room that serves a hot lunch Monday through Friday at 11:30 a.m. Nutrition and social interaction improves the quality of life for these residents. 2020 and part of 2021 was hard on the residents due to the COVID Pandemic. The meal site has recently started back up with two sessions allowing residents to be spaced and safe. The social interaction and healthy lunch is sometimes all a resident may have.

Substantial Deviation/Significant Amendment/Modification.

AHA will amend or modify its agency plan upon the occurrence of any of the following events during the first nine months of the term of an approved plan:

- a) Would create a mission, goal or objective from the existing goals, objectives and would require formal approval of the Board of Commissioners;
- b) A federal statutory or regulatory change is made effective and, in the opinion of the Authority, has either substantial programmatic or financial effects on the programs administered by the Authority, or creates substantial obligations or administrative burdens beyond the programs under administration at the start of the Plan year.
- c) Proposed demolition, disposition, homeownership, Capital Fund Financing, development, or mixed finance proposals not already identified in this plan and those that are considered by HUD to be significant amendments to the Agency Plan and CFP 5 Year Action Plan.
- e) Any other event that the Authority's Board determines to be a significant amendment or modification of the approved annual

Operations and Management:

The AHA will continue to fully support the Violence Against Women's Reauthorization Act as outlined in our Admin Plan for the HCV program and the ACOP for Public Housing. In addition, we will adhere to HUD's most recent final rule and regulations under VAWA, including the new Notice of Occupancy Rights and the creation of responding forms. We will

enforce the importance of providing housing protections and rights to victims of domestic violence, dating violence, sexual assault, and stalking. By increasing opportunities for all individuals to live in safe housing, avoid the risk of homelessness and further HUD's mission of utilizing housing to improve quality of life.

We have begun direct deposit for landlords under the Housing Choice Voucher program and for residents of multifamily/public housing. We will continue to move towards 100% participation.

We have created an online application on our website to help streamline the process for applicants under the HCV/PH and Homeownership programs. We have made our website totally functional for those that may be vision impaired.

Under the AHA Administration department, we have recently updated our payroll from a paper process to a digital system. We are in the initial stages of converting our purchase order system from paper to digital as well. These actions will allow for additional internal control for our PHA. In addition, we plan to implement a DocuSign for landlords and tenants/participants and contractors/vendors.

Policies that Govern Eligibility, Selection, and Admissions:

The following is a list of AHA's public housing management and maintenance policy documents, manuals and handbooks that contain AHA's rules, standards, and policies that govern maintenance and management of public housing, and the policies governing Section 8 management:

- AHA Admissions and Continued Occupancy Policy
- AHA Section 8 Administrative Plan
- AHA Employee Handbook
 - AHA Procurement Policy
 - AHA Resident Hand Book

Grievance Procedures

AHA's Grievance Procedure is provided to assure that any Housing Authority resident has the opportunity for a hearing if that resident disputes within a reasonable time any AHA action or failure to act which involves that resident's lease with the AHA or any AHA regulations which adversely affect that individual resident's rights, duties, welfare, or status. The policy document is available upon request at all administrative offices and housing development locations. The Housing Choice Voucher and Public Housing Program gives participant families an opportunity for an informal hearing to consider whether decisions relating to the individual circumstances of a participant/applicant family are in accordance with the law, HUD regulations, and AHA policies. The informal hearing is detailed in the Admin Plan. The AHA utilizes a third party hearing officer as an independent individual to ensure the participant/applicant's rights are being met. We send this individual to HUD Training on the informal hearing regulations.

Community Service and FSS Program

AHA has more than 22 years' experience in building innovative and award-winning partnerships with economic development and supportive service agencies. AHA's approach to community and supportive services programming has produced positive results for many residents.

AHA's programming has received recognition from a wide variety of organizations in recent years. We conduct an annual public held event to honor the graduates and include a motivational speaker for inspiration. We partner with several resource organizations in the community that participate on our PCC Committee for enhanced efforts towards sufficiency.

AHA has a current Public Housing Family Self Sufficiency program (FSS) to serve public housing households and Housing Choice Voucher households under a best practice approach. The FSS Case Manager works with these participants to review the program goals and requirements, sign the participation contract, and develop and implement their individualized plan. Increases in earned income that impact rent may result in the rent increase deposited into an FSS escrow account for the resident. The FSS Case Managers work with any residents who request assistance or who are referred by their managers.

They will first conduct an individualized assessment to help a resident identify their interests, skills, goals, barriers, and needs. The resident and the Case Manager will then plot out a strategy to help the resident find a job or obtain a better job. The Case Manager will also refer the resident to other services available in the community that are needed to help them with job search, such as G.E.D. preparation courses, driver's education, resume assistance, interview skills, job training, and other skills to help employability and sustaining self-sufficiency. We have developed many partnerships with other agencies to enhance the successful outcome of our clients. The local tech college, other social service providers and even best-selling authors have made a huge impact on the program outcomes. In 2020 and 2021, we utilized "zoom" for monthly work-shops for the FSS participants. Providing these zoom sessions helped the families stay in contact with the AHA and with each other for continued support and enhanced education.

Non-Smoking Policies

In accordance with HUD's final rule on "Instituting Smoke-Free Public Housing" and HUD Notice PIH 2017-3, AHA instituted a non-smoking policy in 2018 in compliance with HUD's deadline of July 2018. The new policy was developed, approved and distributed with an effective date of July 31, 2018. We are still promoting the healthy attributes of not smoking but have provided an outside area designated for those that continue to smoke. We do enforce this policy.

Healthcare:

AHA currently has a health resource clinic located in our senior public housing development. The University of Wisconsin-Oshkosh School of Nursing may sometimes come to visit the residents. Services at the clinics are available to residents under the ROSS Service Coordination program. Numerous residents take advantage of this service which connects them to resources.

Section 3: In compliance with regulations, AHA makes every effort to hire internally and to require contractors to hire public housing residents and other Section 3 persons to the greatest extent feasible. In addition, AHA ensures that prime contractors awarded Section 3 covered contracts subcontract with Section 3 business entities to the greatest extent feasible. AHA helps to link public housing residents and other Section 3 persons with training and employment opportunities whenever possible and does significant outreach to residents to notify them about the availability of such opportunities, through monthly resident meetings, quarterly resident

employment newsletters, and through their case manager. We currently use three paid public housing residents for assistance with our properties.

Homeownership Programs –no change

Safety and Crime Prevention – no change

Pet Policy

Residents of low income housing developments that are exclusively for the elderly, handicapped, or disabled persons are permitted to keep pets with written permission from AHA. The privilege may be revoked at any time subject to AHA’s grievance procedure if the animal becomes destructive, a nuisance, or a health or safety hazard to the other residents. Service/emotional support dogs and cats are permitted.

Asset Management –no change

New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

- | Y | N | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hope VI or Choice Neighborhoods. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Mixed Finance Modernization or Development. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Demolition and/or Disposition. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Designated Housing for Elderly and/or Disabled Families. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Conversion of Public Housing to Tenant-Based Assistance. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Conversion of Public Housing to Project-Based Assistance under RAD. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Occupancy by Over-Income Families. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Occupancy by Police Officers. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Non-Smoking Policies. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Project-Based Vouchers. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Units with Approved Vacancies for Modernization. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). |

Mixed Finance Development

The AHA was approved in 2017 for a Tax Credit Development featuring 40 units ranging in size from 1-2-3 bedrooms. We have project based 6 vouchers to the development which would be consistent under the local Consolidated Plan for additional affordable units. We use a third party PHA to administer HQS Inspections and Rent Reasonableness. The project received tax credits through WHEDA, a grant from Federal Home Loan bank, HOME dollars from the State of Wisconsin and a gap loan from Fox Communities Credit Union. The project will serve mixed income residents including very low income clients.

Disposition

We may seek additional HUD approval for disposition under the public housing program for up to 12 PH single family units that are obsolete/high maintenance and replace with accessible, energy efficient new construction or acquisition with rehab.

RAD/LIHTC

We plan to begin an application for the conversion of Oneida Heights low rent project (a 153 unit high rise built in the 70s) and our 52 scattered sites units under HUD Disposition, RAD/LIHTC or other viable method under a repositioning.

Non-Smoking Policy

We will continue to enforce a non-smoking policy to be in compliance with HUD Regulations for Oneida Heights, Oneida Heights Annex and Riverwalk Place. Currently we have a non smoking policy for our scattered site units.

Project Based Vouchers

Consistent with AHA’s plan to increase affordable housing units, AHA may use Housing Choice Voucher units for project based on units owned by the Authority, in joint venture with private developers or solely for other private developers intending to create new affordable housing units. AHA will follow applicable regulations and AHA policy in the issuance of these vouchers.

Units Requiring Modernization

From time to time, the AHA must remove a unit off-line to address more extensive repair/modernization. AHA may in 2022 utilize this option with HUD approval under 24 CFR 990.145(a)(1).

2. Civil Rights Certification

Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*, must be submitted by the PHA as an electronic attachment to the PHA Plan.

ATTACHED

3. Most Recent Fiscal Year Audit.

(a)Were there any findings in the most recent FY Audit?

Y N

NO AUDIT FINDING IN FY 2019

(b) If yes, please describe:

4. Progress Report.

Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.

Meeting Goals: The Appleton Housing Authority is on track to meeting its goals and objectives of the past five years through various methods of implementing affordable housing programs.

We were successful in obtaining Tax Credit Funding for the preservation of Washington Place, a 70 unit senior facility. We were successful in obtaining Neighborhood Stabilization funds to demolish an abandoned/blighted property and construct two new duplexes that are handicap accessible. We have created 12 affordable homes in partnership with the area School District for building us a single family affordable home each year for 12 years. We created a non-profit arm of the AHA to assist in fund-raising efforts to support various programs. We successfully implemented our Capital Fund Programs sustaining public housing. We revamped our board reports and various policies to strengthen our internal controls, transparency & procedures. We have zero audit findings year after year. We were awarded Tax Credits for the construction of a 40 unit mixed income development that opened in August 2017. We obtained 100% lease up rates for the Voucher program maximizing dollars. On an on-going basis the Appleton Housing Authority continues to strive for excellence and best practice in providing quality, safe, affordable housing.

The Appleton Housing Authority also fully complies with the Violence Against Women Act (VAWA). The provisions of VAWA is incorporated into our Public Housing ACOP and Section 8 Administrative Plan. These provisions were approved by the board of commissioners by resolution. The AHA works closely with local domestic abuse shelters to enhance the safety of residents/participants we serve. The VAWA is incorporated into our briefings to families. (see attached Activity Statement) In the last year, the Authority has not knowingly denied housing to any victim of domestic violence.

The AHA will fully comply with HUD in assisting contractors and subcontractors comply with Section 3 requirements.

Ongoing Strategic Goals:

The AHA will submit federal or state grants that support the variety of housing needs in our community.

We will work with Valley Transit in connecting transportation needs of residents when considering an affordable housing development.

The AHA will assess the feasibility of a bond issue for the purpose of developing affordable housing developments and pursue a bond issue if approved by the AHA's board of commissioners.

The AHA may develop market rate/affordable housing through acquisition/rehab, new construction or redevelopment and also possible sell market rate housing.

Submit HOME/HCRI, CDBG, Federal Home Loan Bank, State of WI TBRA, and other HUD/State or local grant applications in response to a Notice of Funding Availability (NOFA).

Apply for Foster Youth Vouchers under any available NOFA.

Submit a grant application under the Rent Assistance Determination (RAD) program for the possible repositioning of public housing units to project-based units if feasible.

Submit applications as necessary for public housing disposition/disposal/conversion activities over the next 5-years. The conversion of these properties may be replaced with a Housing Choice Voucher or funds will be used for the acquisition of newer replacement or new construction public housing.

Adopt strategies that maintain the maximum program size of the Housing Choice Voucher program when faced with federal budget constraints of the Housing Assistance Payment (HAP) budget.

Update the Admissions and Continued Occupancy Policy (ACOP) for the public housing program and Administrative Plan (Admin Plan) for the Housing Choice Voucher Program, focusing in part on the review of the reasonable accommodation sections, HCV annual inspections, HCV exception rent eligibility, PH flat rents, Section 3 requirements and affirmatively furthering fair housing efforts in compliance with HUD.

Continue partnerships and MOU's with local community based organizations (CAP Services, FISC, etc) to provide services for first time home buyers, public housing residents and tenant based rental assistance participants, subject to funding and eligibility.

Continue to participate in the Fox Cities Housing Coalition Continuum of Care.

Increase awareness of AHA resources among families of race and ethnicities with disproportionate need.

Continue to expand the work of our non-profit Neighborhood Housing, Inc. and partner with other service providers for the enhancement of quality living for all families.

Continue to work cooperatively with the Public Housing Resident Council Board and or Resident Advisory Board.

Continue the work of the Veterans Administrative Supportive Housing (VASH) Vouchers and apply for additional vouchers when available for homeless veterans and all populations.

Apply for funding under the Family Unification Program NOFA and Mainstream Voucher NOFA when available.

Apply for program/supportive service funding under the Department of Health & Human Services on behalf of the elderly/disabled clients at Oneida Heights, Riverwalk Place and families.

Make application and work as the lead agency for the Tenant Based Rental Assistance Program (serving disabled homeless population) as administered by the State of Wisconsin, Division of Housing.

The Authority will apply for all housing funded programs through the State of Wisconsin and/or a Federal Government NOFA if it will benefit the low income community of Appleton/Outagamie County.

Work with the City of Appleton and other community members on neighborhood revitalization activities, including efforts to stabilize abandoned, blighted and foreclosed properties.

Apply for ROSS Service Coordinator funding under the Multifamily program for the benefit of Riverwalk Place residents.

Continue to support the Outagamie County Meal Site that serves a hot lunch Monday-Friday by offering free on-site services to the Outagamie County Department on Aging and possible seeking outside funds to assist in maintaining this vital service.

Streamline processes to increase efficiency, such as implementing mandatory electronic funds transfer for HAP payments, collection of rent and automated inspection systems.

The Authority will continue our partnerships & MOU's with the OCHA & Kaukauna Housing Authorities in providing rental assistance, housing opportunities and homebuyer assistance for Outagamie County residents. The Appleton Housing Authority has entered into an agreement with the Outagamie County Housing Authority and the Kaukauna Housing Authority to operate our Affordable Home Ownership and the Housing Choice Voucher programs within their PHA jurisdiction expanding housing options for our lower income families.

Will seek a sponsor(s) for ongoing financial support for the Bi-Annual Health Fair for Oneida Heights and Riverwalk Place.

Strive to maintain "High Performer" status under the Public Housing Assessment System (PHAS) and Section 8 Management Assessment Program (SEMAP).

Provide an improved living environment by completing our Capital Fund Projects.

The Authority will implement Fair Housing Practices in all business affairs of the agency. Please see attached statement on affirmatively furthering fair housing.

The Appleton Housing Authority is interested in acquiring additional properties under the public housing regulations or free standing mixed finance rate with attached affordable housing units. The AHA may apply for funding under the HUD RAD program for part or all of its public housing units.

To the greatest extent possible, the Appleton Housing Authority will provide a list of resources that would open up opportunities to the families enrolled in the FSS Program. The AHA will continue working with the PCC to ensure participants are paired with the needed resources to

become independent. The AHA will offer a computer room for participants seeking jobs or resume skills.

It is the goal of the Appleton Housing Authority to maintain the safety of the residents living at Oneida Heights and therefore, the AHA will utilize its Capital Fund Program to enhance the security of the building.

The AHA will submit funding applications to HUD/State of Wisconsin/Private Funders/City/County and the Federal Home Loan Bank to further support affordable housing development.

The Appleton Housing Authority has successfully implemented a First Time Home Buyer Program since 1993. This program is geared towards low income families. The program uses HOME/HCRI dollars from the State of Wisconsin, CDBG Funds from the City of Appleton, and Federal Home Loan Grant dollars. These funds provide down-payment and rehabilitation assistance to the families. It is our goal to continue to apply for these grants and research new grants in order to continue to provide these anti-poverty services to our community. The AHA will strive to continue operating this program in Outagamie and Calumet Counties providing adequate funding.

The Housing Authority offers extensive homeownership counseling and educational classroom training, coupled with financial assistance. The Housing Authority has created a Lender Consortium of local participating lenders who have agreed to minimize closing costs, some waiving PMI charges, and consider liberal debt and loan-to-value ratios. More than 400 low income applicants have become successful home owners through the Housing Authority's program. It is the intent of the Housing Authority to continue this in-depth education and seek additional funds through Federal Home Loan Bank. Research becoming a HUD Certified Counseling Agency and continue our MOU for the administration of the Calumet County Homebuyer Program.

The Appleton Housing Authority has created a non-profit titled 'Neighborhood Housing, Inc' to assist in private/public donations creating additional affordable housing opportunities for low income families/seniors and those with special needs, home-buyer education, FSS and the school build partnership projects. The AHA has hired a marketing coordinator to fund raise and oversee the growth of this non-profit.

The Housing Authority may work with other local PHA's in creating partnerships for the efficient administration of federal or state housing programs.

Section 3 Obligations. The Appleton Housing Authority will continue to incorporate Section 3 activities in its existing Procurement Policy, Capital Fund Projects, Independent Audit Services and Public Housing and Homeownership Programs. The current Procurement Policy contains requirements for awarding contracts to Small Disadvantaged Businesses and Minority and Women Business Enterprises (M/WBE). As such the Appleton Housing Authority solicits bids/proposals from documented firms falling under the above categories.

Furthermore, our agency will:

1. Implement procedures to notify Section 3 residents and business concerns about training, employment and contractors working on section 3 covered projects of their responsibilities.
2. Incorporate the Section 3 clause into all covered solicitation and contracts.
3. When required, the AHA will facilitate the training and employment of Section 3 residents and the award of contracts to Section 3 business owners.
- 4.
5. If contractors are in violation of Section 3, the AHA will not enter into a contract with that business.
6. The AHA will document actions taken to comply with Section 3 and will submit timely Section 3 Annual Summary Reports HUD-Form 60002 in accordance with 24 CFR Part 135.90

In addition, the Appleton Housing Authority currently utilizes low-income public housing residents by linking them to available on-the-job training through either the Appleton Housing and/or through its contractors, and will make every effort to encourage this practice. Of hiring public housing residents and other Section 3 persons to the fullest extent possible. The AHA employs 3 residents part-time.

Ensure equal opportunity and affirmatively further fair housing. Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability. Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability. Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

The Appleton Housing Authority works cooperatively with the local Fair Housing Council and as such will employ Fair Housing Training for all staff on an as needed basis over the five year plan in partnership with the Council. In addition, the Authority allows for the insertion of Fair Housing material from the Council to landlords participating under the Housing Choice Voucher program.

5. Resident Advisory Board (RAB) Comments.

(a) Did the RAB(s) provide comments to the PHA Plan?

Y N

(b) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.

6. Certification by State or Local Officials.

[Form HUD 50077-SL](#), *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ATTACHED

7. **Troubled PHA.**

(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?

The AHA is not a troubled PHA.

C. Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).

(b) If yes, please describe:

Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.

1. Please see HUD Form 50075.2 as approved by HUD June 2, 2020 under our 5-year PHA Plan .

Appleton Housing Authority-PHA Plan 2022 **Affirmatively Further Fair Housing Statement**



It is the mission of Appleton Housing Authority to ensure that we promote non-discrimination, fair and equal housing opportunities for all. In an ongoing effort to provide services and activities on a nondiscriminatory manner, a strong commitment to affirmatively

further fair housing. This requirement is satisfied through our continued practice to promote Affirmatively Furthering Fair Housing and also in our numerous written policies, and guidelines. We have certified to Affirmatively Further Fair Housing as is reflected in our ACOP and Administrative Plan, our annual Public Housing Plan, and our 5-Year Public Housing Plan. We will continue to work with the City of Appleton and others in the creation of a regional affirmative fair housing marketing plan.

Overcome the effects of the impediments of fair housing choice that were identified in the jurisdiction's Analysis of Impediments to Fair Housing Choice.

Analysis of Impediments (AI) is a review of impediments or barriers that affect the rights of fair housing choice. It covers public and private policies, practices, and procedures affecting housing choice. Impediments to fair housing choice are defined as any actions, omissions, or decisions that restrict, or have the effect of restricting, the availability of housing choices, based on race, color, religion, sex, disability, familial status, or national origin. The AI serves as the basis for fair housing planning, provides essential information to policy makers, administrative staff, housing providers, lenders, and fair housing advocates, and assists in building public support for fair housing efforts. Conducting an analysis of impediments is a required component of our local Consolidated Plan. The Appleton Housing Authority ensures that we will work with the City of Appleton and others to overcome the effects of the impediments to fair housing choice that are identified in the jurisdiction's Analysis of Impediments to Fair Housing Choice.

Promote Fair Housing Rights and Fair Housing Choice.

To ensure that our participants and prospective participants of the Appleton Housing Authority programs benefit from the laws enacted to mandate the promotion of fair housing rights, we have put in place an affirmative program that will attract potential consumers or tenants of all minority and non-minority groups within the housing market, regardless of race, color, religion, sex, national origin, disability, or familial status. The purpose of such programs is to provide services designed to affirmatively further the fair housing objectives stated in Title VIII of the Fair Housing Act.

We will pursue affirmative fair housing marketing for our programs by:

(1) Examine our programs and identify any impediments to fair housing choice in our quest to alleviate housing discrimination within our jurisdiction and resolve in a reasonable fashion.

(2) Promote fair housing choice for all persons by providing opportunities for all persons to reside in any given housing development, regardless of race, color, religion, sex, disability, familial status, or national origin. Follow the City of Appleton's Fair Housing Ordinance.

- (4) Promote housing that is accessible to and usable by persons with disabilities.
- (5) Advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of contacts (brochures, applications, posters) with other agencies that work with these groups.
- (6) Use of the Equal Housing Opportunity Logo and the equal housing opportunity statement.
- (7) Educate our staff regarding fair housing and their obligations to follow nondiscrimination laws through continuous training. Conduct annual trainings programs on Fair Housing Laws.
- (8) Conduct annual proclamation of Fair Housing Month/Fair Housing Poster Contest.
- (9) Help recipients to find housing outside of minority and/or poverty concentrated areas through training and services provided through housing briefings.
- (10) Outreach to housing providers in non-minority and poverty concentrated areas;
- (11) Market available housing to persons less likely to apply for housing through working with other organizations that work with minority/refugee groups. Advocacy groups.
- (12) Encourage banks and other lending organizations to provide services to underserved populations through our homebuyer program.
- (13) Encourage banks and other lenders to use non-traditional methods for evaluating credit and loan amount terms, based on cultural differences and other individual factors.
- (14) Prohibit discrimination based on disability in any program or activity receiving federal financial assistance through our agency. Refer clients to Fair Housing organizations.
- (15) Prohibit discrimination based on disability in programs, services, and activities provided or made available by public entities. HUD enforces Title II when it relates to state and local public housing, housing assistance and housing referrals.
- (16) Ensure that buildings and facilities designed, constructed, altered, or leased with certain federal funds must be accessible to and useable by handicapped persons.
- (17) Prohibit discrimination in the sale, leasing, rental, or other disposition of properties and facilities owned or managed by the AHA.
- (18) Eliminate to the extent possible, limited English proficiency as a barrier to full and meaningful participation by beneficiaries in all federally-assisted conducted programs and activities by the AHA.
- (19) Provide record-keeping to include the race, ethnicity, familial status, and disability status of program participants.
- (20) Inform participants of how to file a fair housing complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777.

