



LA CROSSE HOUSING AUTHORITY

CITY OF LA CROSSE, WISCONSIN

"WE NEED A ROOF OVER OUR HEADS"

REVIEW AND COMMENT

AGENCY PROGRAM POLICY REVISIONS

07/09/2025:

The Housing Authority of the City of La Crosse (LHA) has completed a review of its Admissions & Continued Occupancy Plan, Voucher Administrative Plan, and Forest Park & Ping Manor Tenant Selection Plans with intentions of updating the tenant selection and assignment preference sections. Updates are available for your review in the enclosed "draft" documents.

The proposed Housing Authority of the City of La Crosse policy revisions shall be presented to the Board of Commissioners for adoption on 08/13/2025.

Please submit any questions or comments regarding this information to us in writing to:

Housing Authority of the City of La Crosse
Parking Policy Review and Comment
1307 Badger Street
La Crosse, WI 54601
608.782.2264
608.782.2262 FAX
info@lacrossehousing.org

www.lacrossehousing.org
1307 Badger Street • P.O. Box 1053 • La Crosse, WI 54602-1053
Phone (608)782-2264 • Fax (608)782-2262



**PUBLIC HOUSING
ADMISSIONS AND CONTINUED OCCUPANCY PLAN
HOUSING AUTHORITY OF THE CITY OF LA CROSSE**

February 2000

RESOLUTION NUMBER: 1091

DATE APPROVED: FEBRUARY 9, 2000

**REVISED: NOVEMBER, 2001
MAY, 2004
DECEMBER, 2006
JANUARY, 2009
MARCH, 2010
MARCH, 2011
FEBRUARY, 2013
DECEMBER, 2014
OCTOBER, 2015
FEBRUARY, 2017
FEBRUARY, 2018
AUGUST, 2019
JANUARY, 2020
JANUARY, 2021
NOVEMBER, 2021
MARCH, 2023
OCTOBER, 2024 (HOTMA)
JULY, 2025**

Notice: The policies and procedures contained herein are subject to change, without prior notice, by action of the Department of Housing and Urban Development and/or the Board of Commissioners of the Housing Authority of the City of La Crosse.

HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN
HOUSING AUTHORITY OF THE CITY OF LA CROSSE

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FOREST PARK TENANT SELECTION PLAN

Managed by: Housing Authority of the City of La Crosse

1307 Badger St. La Crosse, WI 54602

Phone: (608) 782-2264

Fax: (608) 782-2262

The Housing Authority of the City of La Crosse (LHA) and the buildings it manages are pledged to the letter and the spirit of U.S. Policy of achievement of Equal Housing and Employment Opportunity Provider throughout the nation. We encourage and support affirmative advertising and marketing programs in which there are not barriers to obtain housing because of race, color, religion, sex, handicap, familial status or national origin. We Also comply with section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance from the U.S. Department of Housing & Urban Development.

Housing Authority of the City of La Crosse

1307 Badger St., La Crosse, WI 54602

Phone: (608) 782-2264

Office Hours:

Monday - Friday

9:00 am – 12:00 pm

12:30 pm – 3:00 pm

Requests for application may be made by calling (608) 782-2264. Interviews are conducted at the LHA office. **If you require assistance in reading, understanding or completion of this application, please call the above number to request reasonable accommodation.**



PING MANOR TENANT SELECTION PLAN

Managed by: Housing Authority of the City of La Crosse
1307 Badger St. La Crosse, WI 54602
Phone: (608) 782-2264
Fax: (608) 782-2262

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ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the Housing Authority of La Crosse's (LHA) policies of the operation for the Public Housing Program, incorporating Federal, State and Local Law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

7.0 TAKING APPLICATIONS

PART I: APPLYING FOR ASSISTANCE

When the waiting list is open, applicants wishing to apply for the Public Housing Program will be required to complete an online application for housing assistance. Applications will be accepted online only at <https://www.waitlistcheck.com/WI110> and will include form HUD-92006, Supplement to Application for federal assisted housing, as part of the LHA's application. Computers for the use of submitting applications will be available at the LHA office during regular business hours.

Applications must be complete in order to be accepted by the LHA for processing. If an application is incomplete, the LHA will notify the family of the additional information required.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information (i.e. family composition, income, etc.) to make an initial assessment of the family's eligibility and to determine the family's placement on the waiting list.

The second phase is the final determination of eligibility, referred to as the full application. The LHA will ensure that verification of all preferences, eligibility and suitability selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

Persons with disabilities who require a reasonable accommodation in completing an application may call the LHA to make special arrangements to complete their application (LHA partners with Certified Languages International). A telecommunication Device for the Deaf (TDD) is available. The TDD telephone number is 608-782-2261.

PART II: PLACEMENT ON THE WAITING LIST

The LHA will review each application received and make a preliminary assessment of the family's eligibility. The LHA must accept applications from

families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulation. Where the family is determined to be ineligible, the LHA must notify the family in writing. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

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

Eligible for Placement on the Waiting List:

The LHA will send written notification of the preliminary eligibility determination within 30 business days of receiving a complete application.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be maintained in order of bedroom size, preference points assigned (note: preference points are not cumulative and are maxed out at 10 points), and then in order of date and time of application.

Ineligible for Placement on the Waiting List:

If the LHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the LHA will send written notification of the ineligibility determination within 30 business days of receiving a complete application. The notice will specify the reason for ineligibility, and will inform the family of its right to request an informal review.

PART III: REPORTING CHANGES IN FAMILY CIRCUMSTANCES

Applicants must immediately inform the LHA of changes in family composition, income, mailing address, phone number or preference factors for all family members. The LHA will annotate the applicant's file and will update their place on the waiting list. All changes must be submitted in writing.

Any significant contact between the LHA and the applicant will be documented. All files (applicant or participant) shall be retained for three years from the date the file is closed.

9.0 MANAGING THE WAITING LIST

9.1 ORGANIZATION OF THE WAITING LIST

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, preference points assigned to applicant (note: preference points are not cumulative and are maxed out at 10 points), and then in order of date and time of application; and
- C. Any contracts between the LHA and the applicant will be documented in the applicant file.

9.2 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family appears to be nearing the top of the waiting list the family will be invited to an interview and the verification process will begin. It is at this point the family's waiting list preference will be verified again for preference point eligibility. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The LHA must notify the family in writing of this determination and give the family the opportunity for an informal review.

Applicants will be given the opportunity to update income, social security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms as well as their HUD Form 92006 if applicable.

9.3 PURGING THE WAITING LIST

The LHA will update and purge its waiting list annually to ensure that the pool of applicants reasonably represents the interested families for whom the LHA has current information, i.e., applicant's address, family composition, income category, and preferences.

9.4 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The LHA will not remove an applicant's name from the waiting list unless;

- A. The applicant requests in writing that the name be removed.
- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program;
- C. The applicant does not meet either the eligibility or suitability criteria for the program; or

D. The applicant is housed.

Applicants will be offered the right to an informal review before being removed from the waiting list.

9.5 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the LHA will be sent a notice of termination of the process for eligibility.

The LHA will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the LHA will work closely with the family to find a more suitable time.

9.6 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the LHA, in writing, that they have ten (10) business days from the date of the written correspondence to present mitigating circumstances or request in writing an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the time frame specified. The LHA system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the LHA will verify that there is in fact a disability and the disability caused the failure to respond, and will provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 PREFERENCES

Local preferences will be used to select families and individuals from the waiting list. The LHA has selected the following system to apply local preferences:

The LHA defines a La Crosse County resident as any head-of-household, spouse, or co-head who lives, works, hired to work, or attends school within La Crosse County. In order to verify the applicant qualifies for a resident preference, the LHA will require a minimum of 1 of the following documents: valid driver's license/state ID, affidavit from homeless shelter/agency, current lease or utility bill, most recent payroll statement that includes address from a local employer, IRS check, or current school registration documentation where the applicant is attending school.

Preference points are not cumulative and are maxed out at 10 points. Applicants may be eligible for more than one preference; however, no additional points will be awarded.

Preference 1: La Crosse County Resident and Family or Individual who have been Involuntarily Displaced (10 Points):

Families or individuals who claim they have been displaced due either to disaster or government action must provide written verification from the displacing agency of government or by a service agency such as the Red Cross, and must meet the La Crosse County Resident definition.

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

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

Preference 2: La Crosse County Resident and Veteran Families or Individuals with Honorable Discharge (10 Points):

A veteran, veteran and spouse, un-remarried spouse of veteran with honorable discharge and lived with a veteran for five of the last six years prior to completing application for housing, and must meet the La Crosse County Resident definition.

Preference 3: La Crosse County Resident and Domestic Violence Victims and Homeless Families or Individuals (10 Points):

Families and individuals must meet the La Crosse County resident definition, and one of the following two categories as defined by HUD:

Category 1: an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

1. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground; or
2. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
3. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

Category 4: Any individual or family who:

1. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and
2. Has no other residence; and
3. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.

The LHA has adopted the above language both for purposes of a waiting list preference as well as for purposes of reporting homeless at new admissions on the Form HUD 50058. To be eligible for the homeless waiting list preference, at least one adult member of the household must meet one of the above criteria and submit to the LHA a signed letter from an LHA approved agency in the area certifying the applicant or family is homeless. The approved agency also certifies that the applicant or family is a La Crosse County resident. This letter can take the place of the other documentation that verifies a La Crosse County resident.

Families or individuals who claim they are domestic violence victims must provide written verification from either the law enforcement agency that reported the incident(s), a medical professional, or a social service case worker. The family or individual must also certify that the abuser will not reside with the applicant unless the LHA gives prior written approval.

Preference 4: La Crosse County Resident –(10 Points).

The LHA defines a La Crosse County resident as any head-of-household, spouse, or co-head who lives, works, hired to work, or attends school within La Crosse County. In order to verify the applicant qualifies for a resident preference, the LHA will require a minimum of one of the following documents: valid driver's license/state ID, affidavit from homeless shelter/agency, current lease or utility bill, most recent payroll statement that includes address from a local employer, IRS check, or current school registration documentation where the applicant is attending school.

Preference 5: All Other Applicants (0 Points).

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

The use of a residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race; color; ethnic origin; gender; religion; disability; age; marital status; status as a victim of domestic abuse, sexual assault, or stalking; lawful sources of income; or ancestry of any member of an applicant family.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features who reside in the development that has the vacancy. If there are no families residing in that development needing the accessible unit, it shall then be offered to families residing in other developments that may benefit from the accessible unit. If there are no families residing in the other developments that need the accessible unit, it shall then be offered to applicants on the waiting list who may benefit from the accessible features. Applicant for these units will be selected utilizing the same preference system as outlined above.

If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicant, however, will be required to sign a lease rider stating they will accept a transfer (at the Housing Authority's expense) if, at a future time, a family requiring an accessible feature applies or a family requires a transfer from a non-accessible unit. Any family required to transfer will be given a 30-day notice.

Changes in Circumstances:

Changes in an applicant's circumstance while on the waiting list may affect the family's eligibility to receive a preference. Applicants are required to notify the LHA when their circumstances change.

When an applicant claims a preference, the applicant will be required to submit the necessary documents for LHA review. If preference is approved, the applicant will be placed on the waiting list in the appropriate order determined by verification of the newly claimed preference.

10.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without over crowding or over-housing.

Following is the range of persons per bedroom:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
	1	1
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8
5	5	10

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero-bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the LHA will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children currently under a 50% or more joint custody decree, children who are temporarily away at school, or children who are temporarily in foster care.

In addition, the following considerations may be taken in determining bedroom size: