

WISCONSIN HOUSING and  
ECONOMIC DEVELOPMENT  
AUTHORITY >WWW.WHEDA.COM

TOGETHER WE BUILD WISCONSIN

201 West Washington Avenue  
Suite 700 | P.O. Box 1728  
Madison, Wisconsin 53701-1728

T 608.266.7884 | 800.334.6873  
F 608.267.1099

To: WHEDA Housing Choice Voucher Heads of Household

Re: Housing Choice Voucher Program Public Hearing and Resident Advisory Board Annual Meeting

Your household receives the benefit of a Housing Choice Voucher under a program operated by the U.S. Department of Housing and Urban Development (“HUD”). HUD has contracted with Wisconsin Housing and Economic Development Authority (“WHEDA”) to administer your voucher and other vouchers in the State of Wisconsin. WHEDA has subcontracted with local agencies, including the agency with which you interact directly, to carry out a portion of its administrative responsibilities.

HUD requires that WHEDA have in place a Resident Advisory Board to give WHEDA comments on the Annual Plan that WHEDA must prepare for HUD. The Resident Advisory Board is also encouraged to comment on the administration of WHEDA’s Housing Choice Voucher program generally. As the head of your household, you are automatically a member of the Resident Advisory Board, along with approximately 2,500 other heads of households that receive the benefit of Housing Choice Vouchers.

**Please note: Being a member of the Advisory Board carries with it no obligation for you to participate if you do not wish to. It simply gives you the opportunity to participate as described below if you would like. If you are not interested in being a member of the Advisory Board, you simply need not participate.**

Every January, WHEDA posts the Proposed Annual Plan (or the Five Year Plan, prepared every five years) and other documents that are required to be submitted to HUD pursuant to Title 24 *Code of Federal Regulations* Part 903, (previous years’ Annual/Five Year Plans, all applicable supplemental materials, and WHEDA’s current Administrative Plan for the Housing Choice Voucher Program) on [www.wheda.com/Voucher-Administration](http://www.wheda.com/Voucher-Administration) (together, the “Posted Documents”). The Posted Documents and the Proposed Plan are also available for public inspection at our Madison office during regular business hours, or you may request that the Posted Documents be sent to you via email or postal mail. As a member of the Advisory Board, you may inspect, read, and submit comments to WHEDA on the Posted Documents. Comments may be submitted in writing via U.S. Mail or by e-mail at [rab@wheda.com](mailto:rab@wheda.com), however, **you are not required to provide comments to the Posted Documents if you do not wish to.**

Every March, WHEDA will host a Public Hearing and a Resident Advisory Board Annual Meeting at its Madison office. Notice of the Public Hearing and Annual Meeting will be published in the Wisconsin State Journal and in other newspapers across the state. Each person, other than WHEDA staff, may speak for up to two minutes at the Public Hearing. At the close of the Public Hearing WHEDA will host the Resident Advisory Board Annual Meeting. WHEDA staff members will be available during both the Public Hearing and the Annual Meeting to discuss the Posted Documents and receive comments from attendees.

All written comments regarding the Posted Documents must be received by 5:00 P.M. on the Friday prior to the Public Hearing and Annual Meeting. If you wish to attend the Public Hearing and Annual Meeting by telephone instead of in person you must contact WHEDA by 2:00 P.M. on the Friday prior and provide your telephone number or e-mail address so that we can contact you and provide you with call-in information. The phone line will be open during the posted Public Hearing and Annual Meeting scheduled times.

Following the public hearing, WHEDA will consider all comments to the Posted Documents that we receive and may modify our Proposed Annual/Five Year Plan as a result before our submission of these items to HUD. WHEDA will also submit to HUD any comments to the Posted Documents that we receive and a description of the manner in which the comments were addressed by WHEDA.

Sincerely,  
WHEDA’s Housing Choice Voucher Team

