



**U.S. Department of Housing and Urban  
Development**

Milwaukee Field Office  
Suite 950W  
310 West Wisconsin Avenue  
Milwaukee, WI 53203-2289

August 23, 2019

SENT VIA EMAIL

Antonio M. Perez  
Secretary - Ex Dir  
Housing Authority of the City of Milwaukee  
809 N. Broadway, PO Box 324  
Milwaukee, WI 53201-0324

**Subject: WI002** - Remote review of long-term vacant Public Housing units

Dear Mr. Perez:

As part of our efforts to achieve HUD's mission to provide safe, decent and affordable housing, the Wisconsin HUD Field Office is conducting a remote review of long-term vacant units within our state-wide portfolio of Low Rent Public Housing units. A long-term vacant unit is defined as a unit being unoccupied for 120 days and longer.

The term of 120 days was selected to align with the requirements of the Annual Contributions Contract. Section 2(b) of the Annual Contributions Contract (Form HUD 53012) requires the following: "The HA shall use Program Receipts to provide decent, safe, and sanitary housing for eligible families in compliance with the Act and all HUD requirements. HA shall at all times develop and operate public housing projects in a manner that promotes serviceability, economy, efficiency, and stability of the projects, and the economic and social well-being of the tenants."

Attached is a list of units that appear within the Public Information Center (PIC) as being vacant for more than 120 days. Please note that we are currently looking at those units that have been vacant but available, or those under modernization but seem to have taken a long time to modernize. The length of time in which these units show as being vacant raises concern that there exists non-compliance with Section 2(b) of the Annual Contributions Contract (Form HUD 53012).

To confirm whether or not non-compliance actually exists, the Wisconsin HUD Field Office of Public Housing is requiring your agency to take the following actions:

1. Review the attached list and confirm its accuracy.
  - a. Report to HUD any inaccuracies within the attached spreadsheet.
  - b. Indicate, in the attached spreadsheet, why the data is inaccurate.
  
2. Indicate, on the attached spreadsheet, the planned or actual method for addressing **each** vacant unit.
  - a. Apply for HUD approved vacancy (state category – casualty loss, modernization, etc.)
  - b. Update PIC to correct error(s)
  - c. Place unit(s) under modernization contract and/or assign to maintenance
  - d. Submit application for Demolition
  - e. Submit application for Disposition
  - f. Other (i.e. RAD, Voluntary Conversion, Homeownership)
  
3. Indicate, on the attached spreadsheet, when the planned or actual method of addressing **each** vacant unit will be completed.

**A response from your agency is due within 30 days from the date of this letter.** Please return the Long-term Vacancy Response Sheet in Excel format, to me, your Portfolio Management Specialist (PMS) and our General Engineer, via email. Simply “reply all” to the email in which you received this request.

If you have any questions concerning this letter, please contact your PMS Dee Schultz, at 414-935-6727 or our General Engineer, Paul Aderman, at (414) 935-6725.

Respectfully,



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Shirley Wong, Director  
Milwaukee Office of Public Housing, 5IPH

Cc: Dee Schultz, PMS  
Paul Aderman, P.E., General Engineer