

PUBLIC NOTICE OF PROPOSED CHANGE REGARDING SCANNED DOCUMENTS AND ELECTRONIC SIGNATURES

Public Notice is hereby given that the Housing Authority of the City of Milwaukee (HACM) will make changes to its Admissions and Continued Occupancy Policy (ACOP) for public housing and to its Administrative Plan for its rent assistance programs.

In response to the COVID-19 pandemic, the Housing Authority of the City of Milwaukee (HACM) continues to move some of its administrative processes online, including the completion of forms and obtaining signatures for documents. The agency is seeking to make these changes permanent by capturing these new processes in two documents: the Admissions and Continued Occupancy Policy (ACOP) for public housing, and the Administrative Plan which governs its rent assistance programs. The proposed changes are:

- 1. Allow electronic form completion and scanned documents to verify program information.**

HACM will accept scanned documents to verify program information in all cases that it is allowable to do so.

- 2. Allow the use of electronic signatures for documents and forms.**

HACM may use electronic signatures for documents and forms, except in cases where regulatory guidance prohibits the use of electronic signatures.

These changes are an enhancement to current administrative processes. HACM will still make available and accept paper forms and documents.

This is a 45 day notice with an opportunity to present public written comments regarding this change.

Interested persons are invited to comment on the draft policy at the public hearing. Written comments must be submitted to Mr. Antonio Pérez, Secretary-Executive Director, Housing Authority of the City of Milwaukee, P.O. Box 324, Milwaukee, Wisconsin, 53201. Written comments must be submitted no later than noon on or before Monday, June 7, 2021.

A public hearing will be conducted on Thursday, June 10, 2021 at 1:30 pm via virtual meeting. Links and phone-in information will be published prior to the meeting at <https://milwaukee.legistar.com/>