



PUBLIC NOTICE: ACCESS TO RECORDS

Rev. 09/2011

Provided pursuant to § 19.34, Wisconsin Statutes. You have a right to inspect and copy certain records under Wisconsin's Public Records Law, §§ 19.31-19.39, Wis. Stats.

DESCRIPTION OF THE AUTHORITY

The Wisconsin Housing and Economic Development Authority (the "Authority") is a public body corporate and politic, developed by the legislature to help facilitate an adequate supply of housing for persons and families of low and moderate income. The statute also provides for the Authority's economic development activities. The Authority generally functions as a financially independent organization that is authorized to issue bonds and notes to finance its operations.

The Authority administers several different housing loan and grant programs for construction, rehabilitation, and long-term financing for both multifamily and single-family housing. It administers an affordable housing tax credit program and a new markets tax credit program. The Authority also provides financing and/or guarantees for several economic development loan programs. Specific information about the Authority's various programs is available upon request.

ACCESS TO RECORDS

In accordance Wisconsin § 19.34, Wisconsin Stats, please be notified that the positions of the Authority that constitute a state public office as defined in §19.41 (13) (9), Wisconsin Stats, are the members and employees of the Authority, except clerical employees. The Authority's Public Records Custodian is its General Counsel. Requests to view or receive copies of public records should be directed to:

General Counsel
Wisconsin Housing and Economic Development Authority
201 West Washington Avenue
PO Box 1728
Madison, Wisconsin 53701-1728.

Requests may be made during the Authority's normal office hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. Requests may be made orally or in writing, and must be reasonably specific as to subject matter or time period.

As soon as practicable and without delay, the custodian will either notify you of the availability of the records requested, or deny the request in whole or in part because the records do not exist or are not accessible under the public records law. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request. If the custodian denies a written request, the requester has a right to receive the denial in writing.

FEES

The Authority may charge the actual, necessary, and direct cost of producing a record. When the request calls for a copy of a record, and the record can be photocopied, the Authority may charge its standard fee of \$.25 for each impression produced in response to the request. If the record requested is not in readily comprehensible form (e.g. computer file, database entry), the Authority may charge the actual cost of creating a readily comprehensible copy. The Authority may charge the actual, necessary, and direct costs of locating the records if it exceeds \$50. The Authority may charge the actual, necessary, and direct cost of removing confidential information if it exceeds \$50. If the records are mailed to the requester, the Authority may charge the actual, necessary and direct shipping cost.

Regardless of who processes the request, fees will be calculated based on the hourly wage of the lowest paid staff member capable of performing the work. The above fees apply except where a different fee is authorized by law.