



**HOUSING AUTHORITIES OF THE  
CITY OF WASHBURN & COUNTY OF BAYFIELD**



420 EAST THIRD STREET, WASHBURN, WI. 54891  
PHONE: (715) 373-2653 FAX: (715) 373-2610



*This institution is an equal opportunity provider.*

**MEMO**

**To:** City of Washburn and County of Bayfield Housing Authority Tenants  
**From:** Jennifer Toribio-Warren, Executive Director  
**Date:** December 1, 2025  
**Re:** DRAFT Updated Admissions and Continued Occupancy Policy

In accordance with the Housing Opportunity Through Modernization Act of 2016 (HOTMA), a revised Admissions and Continued Occupancy Policy is under review.

The full draft, can be reviewed online on our website under “Current Tenants” and then under “Notices:” <https://bayfieldcountyhousing.org/notices/>.

Comments and suggestions must be received by **1 p.m. on January 16, 2026**, and can be submitted by:

Emailing: [jwarren@bayfieldcountyhousing.org](mailto:jwarren@bayfieldcountyhousing.org)

**OR**

Dropping off at the office: 420 E 3<sup>rd</sup> St, Washburn

**OR**

Mailing to:

420 E 3<sup>rd</sup> St  
Washburn, WI 54891

Thank you.

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Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

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