U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003

HOUSING AUTHORITY OF THE CITY OF LINCOLN, NEBRASKA

NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan
Agency Identification

PHA Name: Housing Authority of the City of Lincoln, Nebraska

PHA Number: NE002

PHA Fiscal Year Beginning: 04/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☒ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☒ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

It is the mission of the Lincoln Housing Authority to provide affordable, safe, sanitary and decent housing to qualifying families currently undergoing financial stress in a manner which affords applicants and tenants dignity and minimal intrusion, within the limits of prudent fiscal management.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS**. (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

☒ Lincoln Housing Authority Goal 1: Expand the supply of assisted housing.
Objectives:

- ☐ Apply for additional rental vouchers:
- ☐ Reduce public housing vacancies:
- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☒ Other (list below)

✓ *Maximize existing federal dollars to assist the maximum number of Section 8 households as allowed by allocated federal funds.*

✓ *Maximize use of existing Low Rent Public Housing units by maintaining a 98% lease-up rate.*

✓ *Through the use of the Lincoln Housing Authority's non-profit affiliates, leverage private and public funds to create additional quality housing opportunities.*

✓ *Acquire or build additional affordable housing units.*

✓ *Provide additional housing opportunities for disabled families/individuals through the creation of a Section 8 project-based voucher RFP and program.*

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☒ Lincoln Housing Authority Goal 2: Improve or maintain the quality of assisted housing.

Objectives:

- ☐ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☐ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☒ Other: (list below)

✓ *Maintain Public Housing high performer status.*

✓ *Achieve SEMAP score that ensures designation as high performer Section 8 program operation.*

✓ *Maintain high quality of Section 8 units through enforcement of HUD Housing Quality Standards.*

✓ *Update and implement annual and five-year public housing capital improvement programs for improvements to units.*

✓ *Encourage mix of incomes in new low income tax credit developments.*

☒ Lincoln Housing Authority Goal 3: Increase assisted housing choices and expand the spatial dispersal of assisted housing.

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☒ Other: (list below)

✓ *Conduct outreach efforts to encourage potential participation by landlords in the Section 8 Voucher Program.*

✓ *Monitor current effectiveness of voucher payment standards and adjust as needed.*

✓ *Continue Lincoln Housing Authority homeownership programs: Downpayment Assistance; Lease/Purchase Program.*

HUD Strategic Goal: Improve community quality of life and economic vitality

☒ Lincoln Housing Authority Goal 4: Provide an improved living environment and increase resident satisfaction with their homes and Lincoln Housing Authority programs.

Objectives:

- ☐ Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☒ Other: (list below)
  - ✓ *Keep units drug free.*
  - ✓ *Encourage developers/landlords to provide for mixed income housing developments.*
  - ✓ *Ensure public housing units are maintained to high community standards and expectations.*
  - ✓ *Provide opportunities for LHA residents to participate in public/private programs offered by the Carol M. Yoakum Family Resource Center and other Lincoln Housing Authority facilities.*

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

☒ Lincoln Housing Authority Goal 5: Promote self-sufficiency and self-esteem among assisted households and give incentives to families who work or are preparing to work.

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☒ Other: (list below)
  - ✓ *Implement provisions of the HUD Moving To Work Demonstration Program that encourages work.*
  - ✓ *Increase number of families employed.*
  - ✓ *Seek to eliminate each family's barriers to seeking employment and educational betterment.*
  - ✓ *Collaborate with other social service agencies to ensure access to needed social/employment services to enrich recipients' opportunity for meaningful employment.*

Lincoln Housing Authority Goal 6: Successfully implement and monitor the HUD Moving To Work Demonstration Program to reduce agency costs and achieve greater cost effectiveness in federal, state and local expenditures.

Objectives:

- ✓ *Monitor the baseline indicators selected and approved by HUD to ensure that the program is achieving its goals.*
- ✓ *Train and inform the Lincoln Housing Authority staff to implement the Moving To Work Demonstration and implement any changes as necessary.*

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

☒ Lincoln Housing Authority Goal 7: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- ☒ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- ☒ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

Streamlined Plan:

☒ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

BACKGROUND: The Housing Authority of the City of Lincoln was created under state law by the City of Lincoln in 1946. The Housing Authority's service area is the City of Lincoln with an estimated 2001 population of 225,000 residents. The Lincoln Housing Authority board is made up of five (5) members. Each of the terms is staggered so only one board term expires each year. The City Council approves the Mayor's appointments to the board. The Lincoln Housing Authority has a long history of having the board positions occupied by a current client of the Housing Authority. The Lincoln Housing Authority has an annual budget of approximately $18 million and a staff of 86 full-time equivalent positions. The Lincoln Housing Authority has achieved HUD designation as a high-performing housing authority each year since 1993.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

UNITS COVERED BY THE PLAN: The information provided in this annual plan only covers the Lincoln Housing Authority's 320 Low Rent Public Housing units and the 2,864 HUD Section 8 Vouchers listed below:

PROJECT	PROJECT TYPE	NO. OF UNITS
Mahoney Manor	Elderly Public Housing Apartment Complex	120
Scattered Sites	Single Family Public Housing Units	119
P-30 Scattered Sites	Duplex Public Housing Units	30
A-12 Scattered Sites	Single Family Public Housing Units	12
F-39 Scattered Sites	Single Family & Duplex Public Housing Units	39
	TOTAL PUBLIC HOUSING UNITS	320
Section 8 Moving To Work Vouchers	Section 8 Tenant-Based Assistance	2,864
	TOTAL UNITS COVERED UNDER THIS ANNUAL PLAN	3,184

UNITS NOT COVERED BY THE PLAN: In addition to the above-mentioned units of assistance, the Lincoln Housing Authority owns and/or manages and administers the following units:

PROJECT	PROJECT TYPE	NO. OF UNITS
Arnold Heights	Single Family/Duplex Non-assisted units	476
Northwood Terrace	Apartment Complex Non-assisted units	77
Heritage Square	Apartment Complex Non-assisted units	47
Burke Plaza	Elderly Apartment Complex Section 8 New Construction Program	91

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

New 32	Single Family/Duplex – Section 8 New Construction Program	32
Wood Bridge Limited Partnership	Apartment Complex – Mixed Income Tax Credit for ½ of units	96
Affordable Housing Partners II	Single Family & One Apartment Complex-Tax Credit for All Units	17
Crossroads House	Elderly Apartment Complex Tax Credit for all units	58
Wood Bridge LHA	Apartment Complex – Non-assisted Mixed Income	34
Lynn Creek	Apartment Complex – Non-assisted	16
LHA Endowed Vouchers	Supported by an LHA-established Endowment Fund	80
HUD Moderate Rehab	HUD Section 8 Moderate Rehab	10
Summer Hill I	Townhomes – Mixed Income Tax Credit for ½ of units	40
	TOTAL LHA UNITS NOT COVERED UNDER THIS PLAN	1,074

MISSION, GOALS, AND OBJECTIVES: The mission, goals, and objectives listed in the five-year plan are the agency-wide goals that affect all units and programs operated by the Lincoln Housing Authority with or without federal financial assistance.

MOVING TO WORK DEMONSTRATION PROGRAM: The Lincoln Housing Authority responded to a HUD Notification of Funding Availability (NOFA) in May 1997 to participate in the Moving To Work HUD Demonstration Program. As a result of that NOFA, HUD chose the Lincoln Housing Authority in October 1997 to participate in the Moving To Work Demonstration Program. This program allows the Lincoln Housing Authority to set policies and procedures to encourage our Public Housing and Section 8 Voucher clients to seek work and stay employed. Many of the Lincoln Housing Authority policies and procedures are different than policies and procedures contained in HUD's current rules and regulations. As a result, many Moving To Work policies and procedures do not conform to this plan's reporting format. We have noted those portions with an asterisk (*). The Lincoln Housing Authority's policies and procedures for the Moving To Work Program are incorporated in the attached Section 8 Administrative Plan and the attached Admissions and Occupancy Plan. A brief overview of our Moving To Work Demonstration Program is included in Section 18 of this

plan, "Other Information". The Lincoln Housing Authority's Moving To Work policies and procedures were approved by HUD through a written agreement signed in May 1999. The Demonstration Program began in July 1999 and will run for a five-year period.

FINANCIAL INFORMATION: The financial information required by this plan is listed only for the Public Housing and Section 8 Voucher Programs. The financial information does not indicate that under our Moving To Work Demonstration Program, we can move all HUD housing dollars from one funding category to another. Additionally, there may be HUD funds available above those listed in this plan for technical assistance needed by the Lincoln Housing Authority to implement or review the Moving To Work Demonstration Program. The audit attached to this plan is inclusive of all financial aspects of the Lincoln Housing Authority and its various programs and properties.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

Table of Contents

		Page #
Annual Plan		
i.	Executive Summary…….	1
ii.	Table of Contents…….	4
	Housing Needs……... …..	8
	Financial Resources……..	34
	Policies on Eligibility, Selection and Admissions……..	35
	Rent Determination Policies……	45
	Operations and Management Policies…….	50
	Grievance Procedures…….	51
	Capital Improvement Needs……	52
	Demolition and Disposition……	64
	Designation of Housing……..	65
	Conversions of Public Housing……	66
	Homeownership……	67
	Community Service Programs……..	69
	Crime and Safety …….	78
	Pets (inactive for January 1 PHAs)……..	80
	Civil Rights Certifications (included with PHA Plan Certifications)	81
	Audit……	81
	Asset Management……..	81
	Other Information ……...	82

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

☐ Admissions Policy for Deconcentration
☒ FY 2003 Capital Fund Program Annual Statement (see page 53)
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) N/A
A Statement of Progress in Meeting the 5-Year Plan Mission and Goals (page 86)
B Resident Membership of the PHA Governing Board (page 88)
C Membership of the Resident Advisory Board (page 89)
D Deconcentration and Income Mixing (page 90)
E Project-Based Section 8 Voucher Assistance Program (page 91)
F Resident Advisory Board Comments (page 92)

Optional Attachments:

☐ PHA Management Organizational Chart (made available to the public)
☒ FY 2003 Capital Fund Program 5 Year Action Plan (pages 56 thru 62)
☐ Public Housing Drug Elimination Program (PHDEP) Plan
☒ Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (minutes of meetings: ne002c01)
☒ Other (List below, providing each attachment name)
Admissions and Continued Occupancy Policy (ne002a01)
Section 8 Administrative Plan (ne002b01)
Capital Fund Program Annual Statement/Performance & Evaluation Report for FY 2002 (ne002d01)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
1.	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
2.	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

1.	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
2.	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
3.	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
4.	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
5.	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
6.	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
7.	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
8.	Section 8 informal review and hearing procedures ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
9.	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
1.	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
2.	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
3.	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
4.	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Lincoln Needs Assessment
2003 Agency plan

Population Demographic Trends

In 2000, the city of Lincoln consisted of 225,442 persons. This reflects a 17% increase (or 33,470 persons) since 1990. Migration and a fairly aggressive annexation policy impacted this growth. Annexation resulted in a slight increase in the relative size of Lincoln of the County population.

TABLE 1: LINCOLN CITY AND LANCASTER COUNTY (1990-2000)

	1990	2000	Change	
Lincoln City	191,972	225,442	33,470	17.4%
Lancaster County	213,641	250,291	36,650	17.2%
City of County	89.9%	90.1%	91.3%	
Source: 1990, 2000 Census				GP&R, Inc.

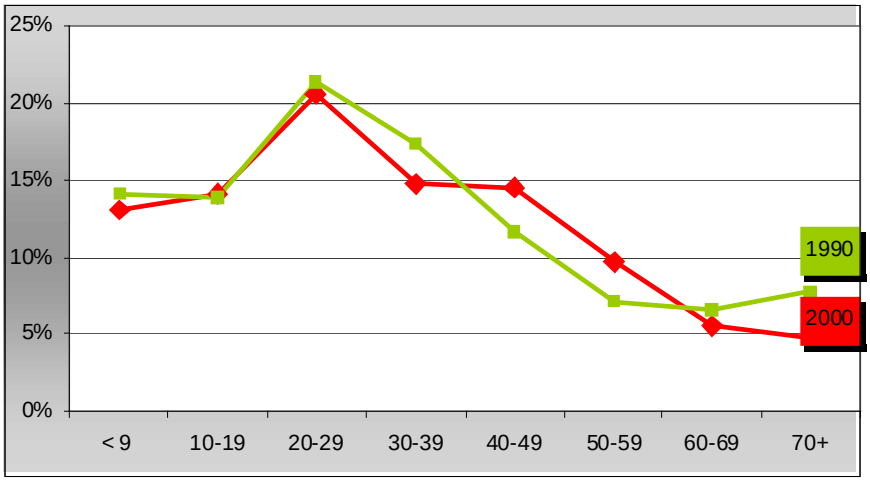
Population Age Structure

The 2000 Lincoln population consists of a majority (71%) of persons in their working age (16 to 64 years old). The young and the old populations (under 16 years and over 64 years old) consist of 19% and 10%, respectively, of the population. The population growth during the past ten years was mostly a result of migration. It contributed to growth in the number of persons in two age groups: 5 to 24 years and 35-44 years old. Charges in fertility patterns among migrants resulted in growth among the young population under 5 years old (growth was in absolute numbers, but not in relative terms).

Changes in the age structure during the past ten years reflect aging of the 'baby boomers' (who were 36-54 years old in 2000), and a slight decrease (by 1%) in the relative size of the population under 5 years old and over 65 years old. However, the age structure that exhibits the relative size of age groups should not be misleading – both of the latter age groups experienced growth in absolute numbers (by 10% and 19%, respectively).

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Lincoln City Age Structure (1990-2000)



Population Ethnic Composition

Lincoln's population is predominantly White Caucasian (not Hispanic or Latino origin). This group consists of 197,951 persons (87.8% of the population). The rest of the population consists of 6,876 persons of African-American origin (3.1%), 6,866 persons of Asian origin (3.0%), and others. Diversification of the ethnic composition is probably among the most significant demographic changes that took place during the past decade. As specified in the table below, the growth rate among minority groups ranged from 55% (African-American) to 122% among 'other' category, which mostly refers to persons of Hispanic or Latino origin. The table presents a comparison between 1990 and 2000 ethnic composition. In reviewing the data, one should note that persons of Hispanic/Latino origin are included in two major ethnic groups: 'Other' (consists of 47% of Hispanic/Latino population) and White (38% of Hispanic). All other persons of Hispanic/Latino origin are distributed among other ethnic groups.

	1990	2000	1990-2000 Change		2000 Percent Hispanic
White	179,302	201,150	21,848	12.2%	1.6%
African American	4,439	6,876	2,437	24.9%	2.1%
American Indian	1,033	1,824	791	76.6%	8.6%
Asian/Hawaiian	3,261	6,866	3,605	110.5%	2.8%
Other Race	3,937	8,726	4,789	121.6%	93.5%
Total	191,972	225,442	33,470	17.4%	

GP&R, Inc.

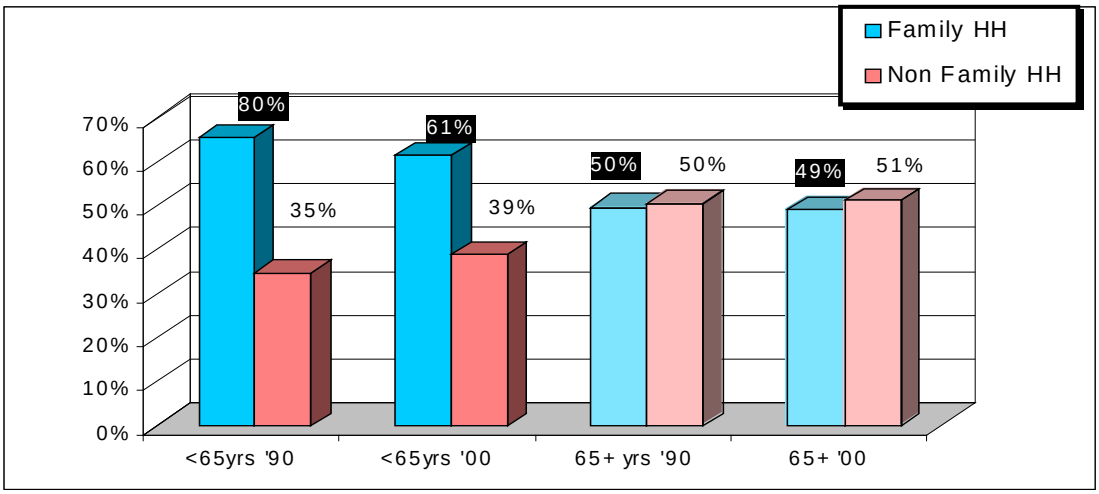
HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Households and Household Population

From 1990 to 2000, Lincoln gained 32,797 households (a 20% increase), reaching a total of 90,485 households. The number of persons living in households also increased, but at a slightly lower rate (18% growth rate). Consequently, the average household size decreased from 2.4 persons in 1990 to 2.36 persons in 2000.

Beyond this growth, the city experienced a significant change in the proportions between family and non-family households. The number of family households (59% of households) has gone up, but at a lower rate compared with non-family households. The result was an increase in the relative size of non-family households, especially among the non-elderly population. Indeed, the non-family households aged 0-64 years old gained 10,751 persons (a 36% increase), compared with a gain of 909 non-family elderly households (13% growth). The chart below illustrates the proportional sizes of family and non-family households among elderly and non-elderly households.

Household Composition By Age and Family Type (1990 & 2000)



Typically in Nebraska, increase in non-family households resulted in a decrease in the overall average household size and an increase in the average size of the non-family households. In many communities, a decrease in fertility rate further resulted in a declining size of the average family size. Lincoln, however, deviates from this rule. Because a large number of minority households are families with a relatively high fertility rate, the average family (non-elderly) household in Lincoln has gone up during the past ten years. Additional characteristics that appear to be associated with minority households include an increase in the traditional (married) household type and in households consisting on relatives. The table on the following page summarizes the data relevant to households.

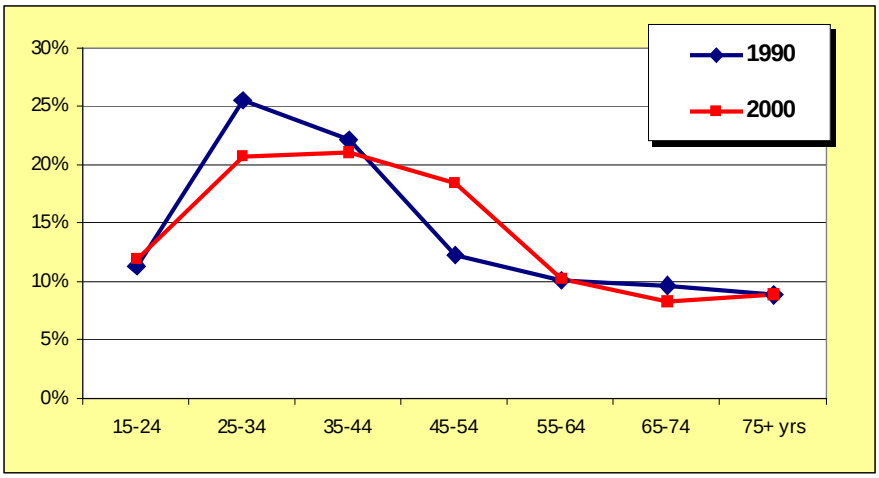
HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Lincoln Households (1990 & 2000)

	1990	2000	Change	
Households Total	75,230	90,485	15,255	20%
Family	46,963	53580	6,617	14%
Non-Family	28,267	36905	8,638	31%
Population In Household	181,141	213938	32,797	18%
In Family Household	144,467	165411	20,944	14%
In Non-family Households	36,674	48421	11,747	32%
		40.8%		
Household Size	2.40	2.36	(0)	-1%
Family	3.08	3.09	0	0%
Non-Family	1.30	1.31	0	1%

The ten year trend among households' age structure is consistent with the population age structure previously presented.

Household Age Structure (1990 & 2000)



HUD 50075
OMB Approval No: 2577-0226
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Household Ethnic Structure

The vast majority of households (92.5%) are of White ethnic origin. Minorities (a total of 7.5%) consist of Black, Asian, and other mixed races, including households of Hispanic/Latino origin. This represents a change from 1990, when White Caucasian households consisted of 95.4% and minority households consisted of 4.6%. All ethnic groups experienced growth during the past ten years. Growth was especially felt among households of Asian origin (105.3% growth) and of Hispanic/Latino origin (320% growth).

Households by Ethnic Origin (2000)

	Households	Percent
White Alone	83,719	92.5%
Black/African American	2,181	2.4%
American Indian	495	0.5%
Asian Pacific, Hawaiian	1,971	2.2%
Other Race	2,119	2.3%
Total	90,485	100.0%

Source: 2000 Census (SF1 & SF3) GP&R, Inc.

The 2000 household structure varies somewhat between ethnic groups. Generally, the most prevalent type of household is 'family household – married couples' category. This household type, however, is more prevalent among the White population. Non-family households living alone are also more prevalent among the White. However, minority populations have a high proportion (compared with White) of single-parent family households and non-family households that do not line alone. Analysis of different ethnic groups and census tracts shows that Hispanic origin and geographic location are major factors that distinguish between household structure of different ethnic groups.

Household Type (White vs. Minorities), (2000)

	White	Minorities
Married-couple family	47.6%	43.1%
Male householder, no wife present	3.1%	5.1%
Female householder, no husband present	8.7%	17.1%
Non-Family Householder living alone	30.9%	23.6%
Non-Family Householder not living alone	9.7%	11.0%
Total	100.0%	100.0%

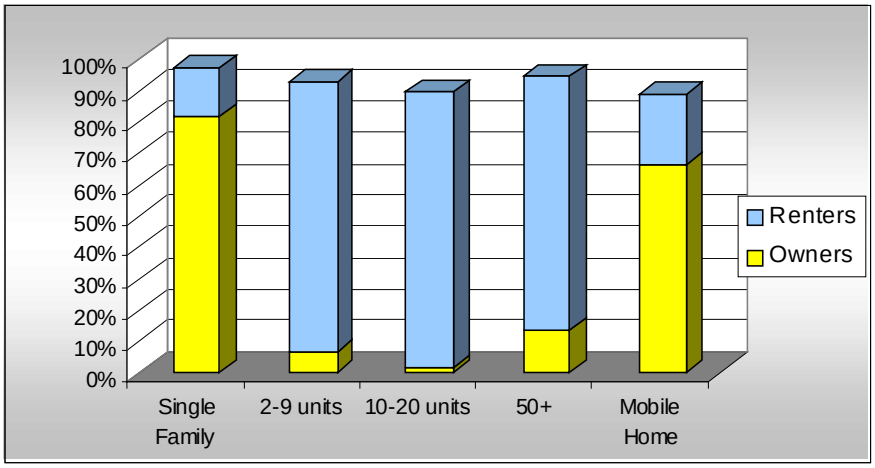
Source: 2000 Census (SF1 & SF3) GP&R, Inc.

Group Quarters
Excluded for the household population are about 11,504 persons living in group quarters. About 85% of persons in group quarters are of White Caucasian ethnic origin. Persons in group quarters fall into two major categories: students living in dormitories (61% of group quarters) and persons in correctional institutions (23%). The rest are in nursing homes (8.2%) and other non institutions (including homeless).

Housing Market and Tenure

In 2000, the housing stock consisted of 95,188 units. This represents a 20% increase (16,144 units) from 1990, which is slightly higher than the increase in households. Accordingly, the vacancy rate increased from 4.6% of the housing stock in 1990 to 5.0% in 2000.
About twenty percent of the housing stock was built in the past ten years. A similar spurt in construction (19% of the housing stock) took place in the 1970s, while construction in the 1980s, 1960s, and 1950s contribute about 11% (for each decade) of the housing stock. As expected, the construction during the 1940 was limited.
The housing stock consists of primarily single-family detached homes (63% of the housing stock). These homes (including mobile homes) are mostly occupied by their owners, as illustrated in the figure below and specified in the table following the figure.

Building Size and Tenure (2000)



HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Building Size and Tenure (2000)

	Total Units		Occupied Total	Owners	Renters	Total
Single Family	60,082	63.1%	58,416	84%	16%	100%
2-9 Units	13,888	14.6%	12,916	7%	93%	100%
10-49 Units	14,788	15.5%	13,202	2%	98%	100%
50+ Units	4,094	4.3%	3,868	14%	86%	100%
Mobile Home	2,329	2.4%	2,076	75%	25%	100%
Boat, van, etc.	7	0.01%	7	100%	0%	100%
Total Units	95,188	100%	90,485			

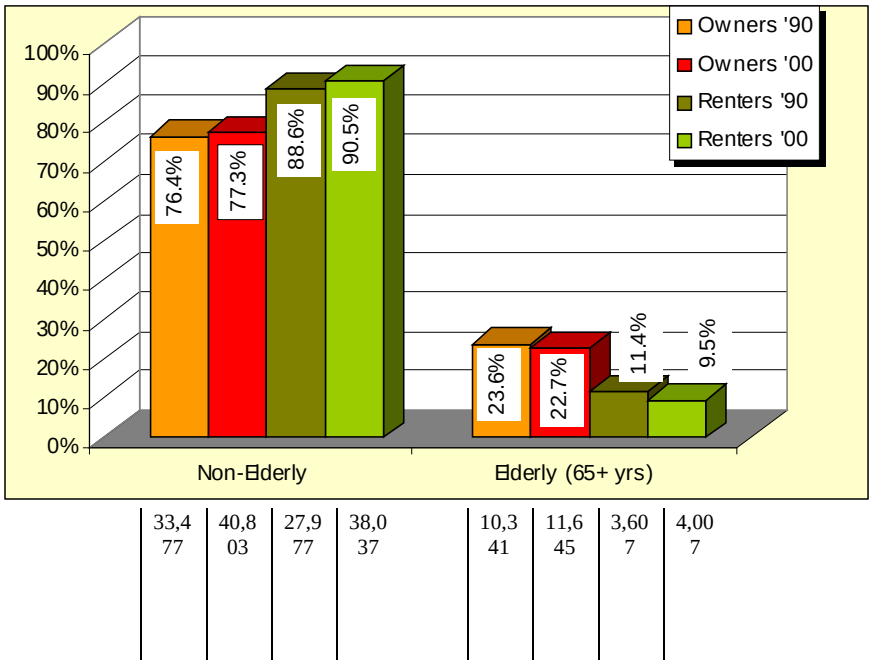
Source: Census 2000 (SF3) GP&R, Inc.

Over half (57.9%) of the occupied units are owner occupied. In 2000, they consisted of 52,448 households. Renter households (42.1%) consisted of 38,037 households. Available information concerning building permits issued since the 2000 Census suggests that the 2000 owner/renter ratio has not changed. From 1990 to 2000, the number of both owner and renter occupied units increased by about 20%. The market gained 8,630 homeowners (19.7% growth rate) and 6,453 renters (20.4% growth rate).

Analysis of tenure structure among different age groups shows that renters are more likely to be under 65 years old (non-elderly) and elderly (65 years and older) are more likely to be homeowners. During the past decade, the proportion of non-elderly homeowners and renters increased compared with elderly homeowners and renters, as illustrated below. Further, Married-couples are more likely to be homeowners, although the number of homeowners who are single-parents or single-person household increased significantly since 1990 (especially among the non-elderly population).

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Tenure Structure by Age (1990 & 2000)



Source: Census 1990 & 2000 (SF3)

Tenure and Ethnicity

Households of White ethnic origin (83,719 households) consist of the majority of homeowners and renters, although in 2000, their rate of renter households was low compared with homeowners (87.5% of renters vs. 95.8% of homeowners). Further, households of White ethnic origin tend to be homeowners (60% homeownership rate). Contrary to this ethnic group, all minority households have a significantly higher percentage of renter households. Households of Asian origin have the highest ownership among minority populations (about 40%, compared with 30% and less among all other minority ethnic groups).

Tenure Status by Ethnic Origin (2000)

			Owners	**Renters**	**Total**
White Alone	83,719	92.5%	60.2%	39.8%	100%
Black/African American	2,181	2.4%	23.3%	76.6%	100%
American Indian	495	0.5%	34.3%	65.7%	100%
Asian Pacific, Hawaiian	1,971	2.2%	40.1%	59.9%	100%
Other Race	2,119	2.3%	28.4%	71.6%	100%
Total	90,485	100.0%	58.0%	42.0%	100%

Source: 2000 Census (SF1 & SF2) GP&R, Inc.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Vacancies

The overall housing vacancy rate was at 5% (4,714 units) in year 2000. This represents an increased from 1990, when the vacancy rate was 4.6% (and 3,653 units). The majority of vacant units (57%) were available for rent, about 18% were for sale, and about 14% area available for occasional use. 10% of the units were vacant but are, to a certain extent, off the active market.

Vacancies (2000)

Total:	**Units**	**Percent**
For rent	2,706	57.4%
For sale only	857	18.2%
Rented or sold, not occupied	470	10.0%
For seasonal, recreational, or occasional use	283	6.0%
Other vacant	398	8.4%
For migrant workers	0	0.0%
Total	4,714	100.0%

Source: Census 2000 (SF3) GP&R, Inc.

Analysis of the 2000 vacancy pattern by unit type shows that vacancy rate is the lowest among the single-family units and is the highest among building with 10 to 50 units. A brief analysis of vacancies by census tract suggests that there is a positive correlation between vacancy rate, location, and building finance type. However, a more thorough analysis is required in order to establish this correlation.

Vacancies by Building Size (2000)

Building Size	**Units**	**Vacant Units**	
1, detached	54,483	1,433	2.6%
1, attached	5,599	230	4.1%
2	4,658	355	7.6%
3 or 4	3,564	272	7.6%
5 to 9	5,666	345	6.1%
10 to 19	7,822	889	11.4%
20 to 49	6,966	711	10.2%
50+	4,094	226	5.5%
Mobile Home	2,329	253	10.9%
Boat, RV, van, etc.	7	0	
Total units	**95,188**	**4,728**	**5.0%**

Source: Census 2000 (SF3) GP&R, Inc.

Affordable Housing Inventory

Based on an extensive count of 2000 rent-assisted housing units, the City's pool of affordable housing consists of 6,141 housing units. There are additional 300 units for persons with disabilities and about 2,200 elderly and disabled households that enjoy Homestead exemption. Analysis of the rents indicate that about 2,150 units are available to household with income up to 30% of the Area Median Income (AMI), 2,970 units for household with income of 30%-50% of the AMI, and 1,021 units for households with income at 51%-80 of AMI.

Household Income

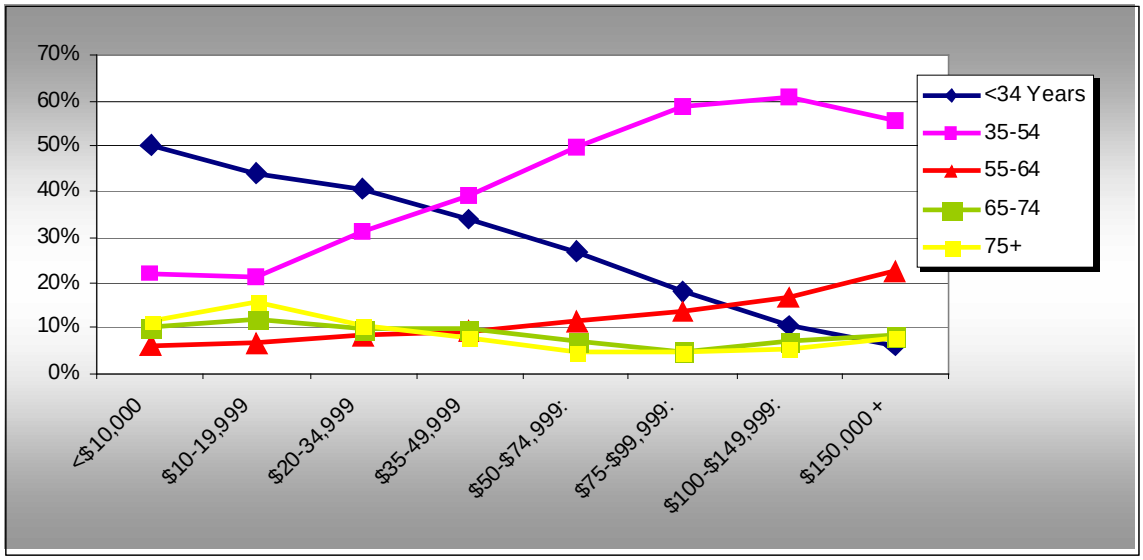
According to the Census, the Median Household Income (MHI) for 2000 was $40,605 for the City as a whole. The MHI varies with age of householder. Households with a householder that is below 25 years old had a MHI of $21,293. MHI increased with age, reaching a peak of $57,749 at age 45-54 years, and decreased to $27,422 for households with householders 75 years and older.

Median Household Income by Age (2000)

Total	$ 40,605
Householder under 25 years	$ 21,293
Householder 25 to 34 years	$ 38,999
Householder 35 to 44 years	$ 48,337
Householder 45 to 54 years	$ 57,749
Householder 55 to 64 years	$ 51,750
Householder 65 to 74 years	$ 34,387
Householder 75 years and over	$ 27,422
Source: Census 2000 (SF3)	GP&R, Inc.

The chart below illustrates the income distribution among households of different age groups.

Income Distribution Among Households By Age (2000)



Source: 2000 Census (SF3)

Based on the MHI for the population as a whole, the Census data shows that, in 2000, a total of 32,474 households had income at 80% an below the Median Household Income. These households consist of 35.9% of the households. More specific analysis shows that the rate of elderly households of low to moderate incomes (also referred to as LMI) was high compared with non-elderly households (49% elderly vs. 33% non-elderly).
About twenty percent (or 19,103 households) of the total LMI households had income at or below $20,303, which is about 50% of the Median Household Income. These households consisted of 14,232 non-elderly and 4,871 elderly households.

Household Income Distribution by Age (2000)

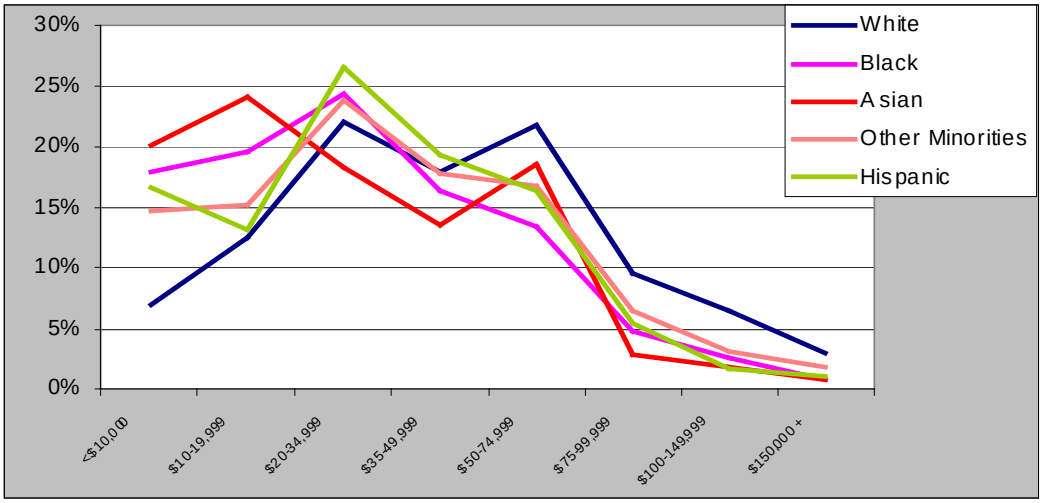
Income	TOTAL	NE<65	65+
<30% of HMI	9,467	7,225	2,242
30-50% of HMI	9,636	7,007	2,629
50-80% of HMI	13,371	10,580	2,791
Total Low/Moderate Income	32,474	24,812	7,662
Income $100,000 and above	8,020	6,946	1,074
Percent of total Households	8.9%	9.3%	6.8%
Source: 2000 Census (SF3)			GP&R, Inc.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Income Distribution and Ethnic Composition

Income is unevenly distributed among ethnic groups. The median income for households of White Caucasian only origin is in the range of $40,000 to $45,000. This median income is high by $10,000 to $25,000 compared with other ethnic groups. Specifically, the median income for groups of African American and Asian origin is $20,000 to $25,000, and the median income for groups of Hispanic/Latino origin and other ethnic groups is $25,000 to $30,000.

Income Distribution Among Households By Ethnic Origin (2000)



The uneven income distribution is manifested in the proportion of households with low and moderate incomes among the different ethnic groups. As presented below, nearly half of the minority households have low and moderate incomes, compared with about 35% among the White Caucasian households. Further, while minority households consist of 9% of the total population, minority households with low and moderate incomes consist of over 12% of the households with these incomes.

Household Income Distribution by Ethnic Origin (2000)

Income	Total	White Alone	Minorities	Hispanic	Black	Asian
<30% of Median	9,467	7,856	1,611	464	496	283
30-50% of Median	9,636	8,536	1,100	260	384	202
50-80% of Median	13,371	12,062	1,309	435	358	255
Total LMI households	32,474	28,453	4,020	1,159	1,238	740
% LMI of Total Households	35.9%	34.5%	49.4%	48.4%	53.8%	56.5%
% LMI of Total LMI	100%	87.6%	12.4%	3.6%	3.8%	2.3%
% Race of Total Households	100%	91.0%	9.0%	2.6%	2.5%	2.1%

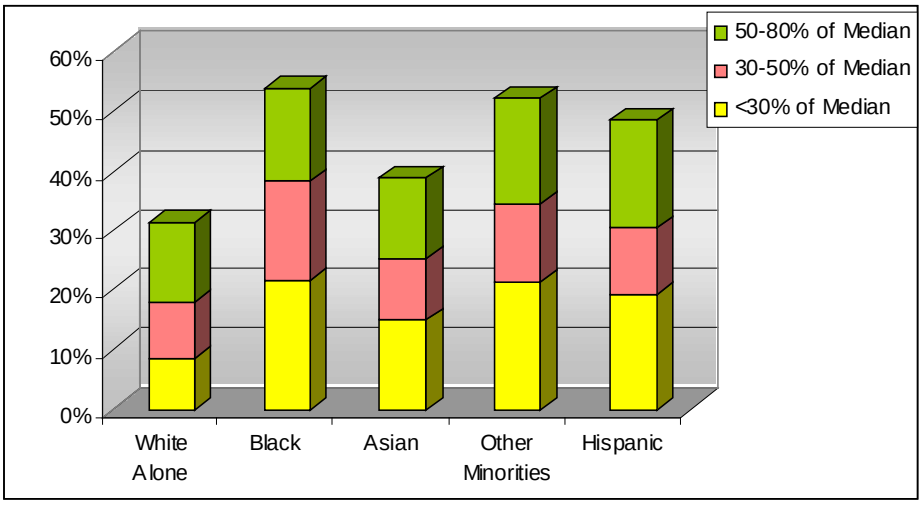
GP&R, Inc.

Source: 2000 Census (SF3)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Analysis of the differences between ethnic groups shows that the largest ethnic groups among the households with low and moderate incomes are of African America, Asian, and Hispanic/Latino origins. The figure below illustrates the proportion of households with low and moderate incomes of the total household in each ethnic group. Note that only the latter three groups are specified. All other groups are included in the category 'other group'. As shown, there is a significant difference between the White Caucasian households and all minority households. The differences are apparent in the total number of households with low and moderate income as well as in the proportion of households with very low income (below 30% of the Area Median Income). Minority groups have a high proportion of households with very low income compared with the White Caucasian population. Although not shown here, the Census data suggests that ethnic groups also differ in the age of households with low and moderate incomes. On an average, minority households with low and moderate incomes tend to be about seven years younger than White Caucasian households with low and moderate incomes.

Households by Major Ethnic Origin and Income (2000)



HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Income Distribution and Tenure

Renter households are more likely to have households with low and moderate incomes, and these LMI households are more likely to experience housing cost overburden. The data presented below shows that about 22% (11,637 households) of homeowner households have low and moderate incomes. Of these households, 48.3% (or 4,928 households) experience housing cost overburden (their housing related expenses are above 30% of their income).

Renter households consist of about 64% households with low and moderate incomes (22,276 households). Of these households, nearly 60% (13,129 households) experience cost overburden.

Household Tenure by Income and Cost Burden (2000)

	Owners		**Renters**		**% Cost Burden of LMI**	
Income Category	Total	Cost Burden	Total	Cost Burden	Owners	Renters
<30% of HMI	1,547	910	7,920	6,152	18.5%	46.9%
30-50% of HMI	2,807	1,343	6,829	4,722	27.3%	36.0%
50-80% of HMI	5,844	2,675	7,527	2,255	54.3%	17.2%
Total LMI	10,198	4,928	22,276	13,129	100%	100%
Total Households	**52,448**		**38,037**			

GP&R, Inc.

Source: 2000 Census (SF3)

Further analysis shows that the proportion of minority households of low and moderate incomes that experience cost over burden is higher than their proportion of the total population. The total of minority households who experience cost overburden (4,202 households) consists of 23.3% of all such households. This is significantly higher than the proportion of all minority households of the total population (7.5%).

Income Category	LMI Households	Total Minorities Households	Total Cost Overburden Households	Cost Overburden Minorities		
				Total	Homeowners	Renters
<30% of Median	9,467	1,611	7,062	1,154	149	1,005
30-50% of Median	9,636	1,100	6,065	1,052	107	944
50-80% of Median	13,371	1,309	4,930	944	268	677
	32,474	4,020	18,057	3,150	524	2,626

Source: Census 2000 (SF3) GP&R, Inc.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Housing Needs

Housing needs estimates are based on the cost overburden. Cost overburden information is based on Census 2000 (SF3). The assessment assumes that households enjoying homestead exemptions did not surface in the Census count as experiencing cost overburden. The assessment further assumes that all rent-assisted units are occupied by households with low to moderate incomes. Therefore, these households are not counted by the Census as experiencing cost overburden. Finally, since the Census data applies to year 2000, additional affordable units that were developed since April of 1999 were not counted for the needs assessment. This approach is consisted with the discussion thus far, which is based on 2000 Census.

As presented on the following page, Lincoln has a large number of households that experience housing cost overburden. These households consist of nearly 20% of the total population and over half (55.6%) of the populations with low and moderate incomes. Cost overburden is negatively correlated with income – the lower the household income the higher the number of households experiencing cost overburden. Cost overburden is further related to tenure status. As a rule, renter households are more likely to experience housing cost overburden. Nearly two thirds (78%) of renter households with incomes up to 30% of the Area Median Income (AMI) experience cost overburden. The proportion of cost overburden households decreases with income (69% of renter households with incomes at 30%-50% of the AMI and 30% of households with incomes at 51%-80% of the AMI). Cost overburden among homeowners is slightly lower than among renters. Households experiencing cost overburden consist of 59%, 48% and 46% of homeowners with incomes up to 30%, 30%-50%, and 51%-80% of the AMI (respectively). The differences between renters and homeowners are related to age and ethnic origin of households. The elderly, who are more likely to be homeowners and among the LMI homeowners in particular, tend to experience low cost overburden (e.g., mortgage is paid off and Homestead Exemption result in low cost overburden for Census purposes).[1] Minority households with a high proportion of households with low and moderate incomes and renters tend to impact the rental market. Also, cost overburden figures in the rental market are affected by the affordable housing supply, which tends to target households at 60% and higher of the AMI.

[1] Note that non housing related expenses that burden the elderly income (e.g., medical bills) are not reflected in the housing cost overburden figures.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Housing Needs Assessment (2000)

	Total	Renters	Owners
Total Households	90,485	38,037	52,448
<30%	9,467	7,920	1,547
31-50%	9,636	6,829	2,807
51-80%	13,371	7,527	5,844
Total LMI	32,474	22,276	10,198

	Households	Needs	Affordability	Supply	Quality	Access	Size	Location
<30%	9,467	7,062	5	5	3	NA	3	1
31-50%	9,636	6,065	4	4	3	NA	2	1
51-80%	13,371	4,930	4	3	3	NA	1	1
Total LMI	32,474	18,057						
Elderly								
<30%	2,242	1,020	5	4	4	NA	3	1
31-50%	2,629	1,197	4	4	4	NA	3	1
51-80%	2,791	1,270	4	4	4	NA	3	1
Total LMI	7,662	3,487						
Total HH	15,770	-						
Minorities								
<30%	1,611	1,154	5	5	3	NA	4	1
31-50%	1,100	1,052	5	4	3	NA	4	1
51-80%	1,309	944	5	3	3	NA	4	1
Total LMI	4,020	3,150						
Total HH	6,767							

The wait lists of the Lincoln Housing Authority confirm the above discussion.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

COMMENTS TO WAITING LIST TABLES

- Data concerning waiting lists is valid to: 09-30-2002. Data changes daily
- In an effort to minimize duplications and present an accurate picture of the characteristics of families and persons on the waiting lists, we have chosen to present two separate tables:

  Table 1 – Waiting list of all public housing units

  Table 2 – Section 8 waiting list

WAITING LISTS ANALYSIS

As presented, the waiting lists reflect the conditions at the date in which they were recorded. Market conditions can create substantial fluctuations in the waiting lists due to volume of applicants. The tables provided by the agency plan do not address issues such as number of repetitive applications after refusal to accept a certain unit, and alternative housing solutions while being on the waiting list.

Generally, the waiting lists reflect needs for housing assistance that are consistent with the previous analysis. The major differences between the public housing and Section 8 waiting lists probably reflect differences in program eligibility criteria and property characteristics. Below are highlights of the data analysis:

- ✓ About 81 percent of the Section 8 waiting list applicants have incomes below 30 percent of the area-wide median income, while 38 percent of the Public Housing waiting list applicants have incomes below 30 percent of the area-wide median income. The difference in the percentage of very low income households between the Voucher and Public Housing programs may be the result in the difference in income eligibility criteria between the Public Housing Program and the Section 8 Voucher Program. Under the Moving To Work Program, working families are given a preference for Public Housing units.

- ✓ The greatest overall demand is for two-bedroom units. Over 45 percent of the Public Housing waiting list applicants (275 families) and 33 percent of the Section 8 waiting list applicants (408 families) are seeking two-bedroom units. The number of two-bedroom Public Housing inventory consists of 50 total units or 16 percent of all Public Housing units.

The demand for 0-bedroom units is the second largest group of units sought by Section 8 applicants. Thirty percent (30%) of the Section 8 waiting list (360 applicants) are seeking 0-bedrooms. This appears to be a reflection of non-disabled, non-elderly, single-person population with a high percentage (89.7%) of extremely low-income applicants seeking 0 bedrooms.

For public housing, the second largest group of applicants is seeking 3-bedroom units. However, most of the 3-bedroom waiting list (51%) have incomes between 51% and 80% of median income. The third largest group of public housing applicants are seeking one-bedroom units which would reflect our elderly/disabled need. Over 53 percent of 1-bedroom public housing applicants have incomes below 30 percent of median income.

In both waiting lists, the number of applicants has increased over last year's total which reflects a general downturn in the local economy.

It is important to note that under the Moving To Work Program, single non-working, non-elderly or non-disabled families only qualify for the "0" bedroom waiting list.

State the housing needs of the families on the PHA's waiting list/s**. Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the PUBLIC HOUSING

WAITING LIST
TABLE 1

Waiting list type: (select one)
__ Section 8 tenant-based assistance
X Public Housing ad additional income restricted units
__ Combined Section 8 and Public Housing
__ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development / sub-jurisdiction: _____

	# of families	% of total families	Annual Turnover
Waiting list total	476	100%	
Extremely low income < 30%AMI	183	38%	
Very low income > 30% to 50% AMI	165	35%	
Low income > 50% to 80% AMI	128	27%	
Families	361	76%	
Elderly families	85	18%	
Families with Disabilities	30	6%	
Race			
White	379	80%	
African American	41	9%	
Native American	7	1%	
Asian	49	10%	
Total	476	100%	
Ethnicity			
Hispanic	15	3%	
Non-Hispanic	461	97%	
Total	476	100%	

Characteristics by Bedroom Size		# of Families	Extremely Low Income	Very Low Income	Low Income
0BR	4%	21	15	5	1
1BR	20%	94	50	35	9
2BR	45%	215	70	80	65
3BR	26%	122	36	35	51
4BR	4%	18	12	4	2
5BR	1%	6	0	6	0
5+BR	0%	0	0	0	0
TOTAL	100%	476	183	165	128

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Characteristics by Bedroom Size		# of Families	Race White	Black	Indian/ Alaskan	Asian/ Pacific Island	Hispanic
0BR	4%	21	81%	14%	0%	5%	0%
1BR	20%	94	81%	2%	1%	16%	1%
2BR	45%	215	82%	7%	1%	10%	4%
3BR	26%	122	78%	12%	2%	7%	5%
4BR	4%	18	67%	28%	0%	6%	6%
5BR	1%	6	33%	0%	0%	33%	0%
5+BR	0%	0	0%	0%	0%	0%	0%
TOTAL	100%	476	80%	9%	1%	10%	4%

HOUSED TENANTS-PUBLIC HOUSING

Characteristics by Bedroom Size		# of Families	Race White	Black	Indian/ Alaska	Asian/ Pacific Island	Hispanic
0BR	20%	64	100%	0%	0%	0%	2%
1BR	16%	51	98%	0%	0%	0%	2%
2BR	16%	51	78%	18%	2%	2%	0%
3BR	38%	122	75%	22%	1%	2%	0%
4BR	8%	27	48%	13%	0%	4%	4%
5BR	2%	5	20%	40%	0%	40%	0%
5+BR	0%	0	0%	0%	0%	0%	0%
TOTAL	100%	320	82%	16%	1%	2%	1%

2000 Census Population of Lincoln by Race:

- White 89.2%
- Black/African American 3.1%
- American Indian/Alaskan Native 0.7%
- Asian 3.1%
- Native Hawaiian/Other Pacific Islander .01%
- Hispanic 3.6%

Housing Needs of Families on the Moving To Work Section 8

WAITING LIST
TABLE 2

Waiting list type: (select one)
_X Section 8 tenant-based assistance
_ **Public Housing and additional income restricted units**
__ Combined Section 8 and Public Housing
__ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development / sub-jurisdiction: _____

	# of families	% of total families	Annual Turnover
Waiting list total	1219	100%	
Extremely low income < 30%AMI	985	81%	
Very low income > 30% to 50% AMI	234	19%	
Low income > 50% to 80% AMI	0	0%	
Families	927	763%	
Elderly families	172	147%	
Families with Disabilities	120	10%	
Race			
White	982	81%	
African American	168	14%	
Native American	34	3%	
Asian	35	3%	
Total	1219	100%	
Ethnicity			
Hispanic	68	6%	
Non-Hispanic	1151	94%	
Total	1219	100%	

Characteristics by Bedroom Size		# of Families	Extremely Low Income	Very Low Income	Low Income
0BR	30%	369	331	38	0
1BR	20%	242	200	42	0
2BR	33%	408	305	103	0
3BR	13%	156	113	43	0
4BR	3%	33	28	5	0
5BR	1%	11	8	3	0
5+BR	0%	0	0	0	0
TOTAL	100%	1219	985	234	0

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Characteristics by Bedroom Size		# of Families	Race White	Black	Indian/ Alaskan	Asian/ Pacific Island	Hispanic
0BR	30%	369	78%	19%	3%	2%	4%
1BR	20%	242	88%	4%	2%	2%	4%
2BR	33%	408	84%	10%	2%	3%	0%
3BR	13%	156	75%	19%	3%	4%	1%
4BR	3%	33	55%	27%	9%	9%	12%
5BR	1%	11	55%	18%	9%	18%	9%
5+BR	0%	0	0%	0%	0%	0%	0%
TOTAL	100%	1219	81%	14%	3%	3%	6%

HOUSED TENANTS-MOVING TO WORK

Characteristics by Bedroom Size		# of Families	Race White	Black	Indian/ Alaska	Asian/ Pacific Island	Hispanic
0BR	2%	41	87%	6%	2%	4%	4%
1BR	31%	1062	87%	7%	1%	4%	3%
2BR	38%	1007	79%	13%	3%	4%	5%
3BR	23%	630	70%	18%	3%	9%	6%
4BR	5%	157	52%	24%	7%	9%	9%
5BR	1%	26	44%	40%	4%	12%	8%
5+BR	0%	4	0%	50%	0%	50%	0%
TOTAL	100%	2927	78%	13%	3%	6%	5%

2000 Census Population of Lincoln by Race:

- White 89.2%
- Black/African American 3.1%
- American Indian/Alaskan Native 0.7%
- Asian 3.1%
- Native Hawaiian/Other Pacific Islander .01%
- Hispanic 3.6%

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☒ Other: (list below)
  1. Engage in activities to enhance public awareness of housing needs.

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
☐ Employ admissions preferences aimed at families with economic hardships
☒ Adopt rent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

☐ Employ admissions preferences aimed at families who are working
☒ Adoptrent policies to support and encourage work
☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☒ Seek designation of public housing for the elderly
☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
☒ Other: (list below)

2. Develop senior housing.
3. Seek ways to integrate supportive services in existing public housing.
4. For long term, seek to develop assisted living facility for very low and lower income elderly families by 2007.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

☐ Seek designation of public housing for families with disabilities
☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available

☐ Affirmatively market to local non-profit agencies that assist families with disabilities
☒ Other: (list below)

1. Coordinate housing needs of families with disabilities with existing service providers and Housing Authority properties.
2. Provide a set aside of Section 8 vouchers for project-based housing assistance with preference for rental assistance to disabled families/individuals with project-based support services.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

☒ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
☒ Market the section 8 program to owners outside of areas of poverty /minority concentrations
☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

☒ Funding constraints
☒ Staffing constraints
☐ Limited availability of sites for assisted housing
☒ Extent to which particular housing needs are met by other organizations in the community
☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
☒ Influence of the housing market on PHA programs
☐ Community priorities regarding housing assistance
☐ Results of consultation with local or state government
☒ Results of consultation with residents and the Resident Advisory Board

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☒ Results of consultation with advocacy groups
☒ Other: (list below)

After a thorough examination of our existing and potential market, as well as the characteristics of our residents and the agency's track record, Lincoln Housing Authority determined that the above strategies are most appropriate for meeting our mission and goals. These strategies reflect the results of working through our long-term plan in consultation with our residents, board, community representatives, and other community players.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2003 grants)**		
a) Public Housing Operating Fund	280,000	Public Housing Operations/FSS
b) Public Housing Capital Fund	580,056	Public Housing capital improvements
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	11,787,027	Section 8 Tenant-Based Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	56,286	Family Self-Sufficiency
h) Community Development Block Grant	9,540	Youth Activities
i) HOME	25,000	Security Deposit Assistance
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Public Housing Capital Fund 2002	70,000	Public Housing capital improvements
PHDEP 2001	38,840	Public Housing Safety/Security
3. Public Housing Dwelling Rental Income	900,000	Public Housing Operations

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
4. Other income (list below)		
Interest – Public Housing	20,000	Public Housing Operations
Tenants – Miscellaneous Other – Washers & Sprint Contract	40,000 22,800	Public Housing Operations
Interest – Section 8	250,000	Forgivable Downpayment Loans; Hsg Assistance
5. Non-federal sources (list below)		
Lincoln Housing Authority – Cash	40,000	FSS Assistance
Total resources	$14,119,549	

3. PHA Policies Governing Eligibility, Selection, and Admissions*

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

☐ When families are within a certain number of being offered a unit: (state number)

☐ When families are within a certain time of being offered a unit: (state time)

☒ Other: (describe) When families are offered a unit.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

☒ Criminal or Drug-related activity

☒ Rental history

☒ Housekeeping

* Affected by the Moving To Work Demonstration Program. Please see attached Admissions & Occupancy Policy.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☒ Other (describe) Credit History

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

☒ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

☒ PHA main administrative office
☐ PHA development site management office
☒ Other (list below)
Downtown leasing office, 1000 "O" Street, Suite 102, Lincoln, NE 68508

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

☐ PHA main administrative office
☐ All PHA development management offices

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ Management offices at developments with site-based waiting lists
☐ At the development to which they would like to apply
☐ Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

☒ One Fall to bottom of waiting list.
☒ Two Removed from the waiting list.
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

☒ Emergencies
☐ Overhoused
☒ Underhoused
☒ Medical justification
☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
☐ Resident choice: (state circumstances below)
☐ Other: (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

☐ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☐ Substandard housing
☒ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

☒ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below) Displaced by fire, flood or storm

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

2 Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
1 Victims of domestic violence
Substandard housing
1 Homelessness
High rent burden

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below) Displaced by fire, flood or storm

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements. LHA is exempt from Income Targeting through the Moving To Work Demonstration project.

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list) Tenant Handbooks

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) Deconcentration and Income Mixing

SEE ATTACHMENT D (page 90)

a. ☐ Yes ☒ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☒ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

☐ Adoption of site based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

d. ☐ Yes ☒ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

☐ Additional affirmative marketing
☐ Actions to improve the marketability of certain developments
☐ Adoption or adjustment of ceiling rents for certain developments
☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
☐ Other (list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

☒ Not applicable: results of analysis did not indicate a need for such efforts
☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

☐ Criminal or drug-related activity only to the extent required by law or regulation
☒ Criminal and drug-related activity, more extensively than required by law or regulation
☐ More general screening than criminal and drug-related activity (list factors below)
☐ Other (list below)

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity
☒ Other (describe below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

The information shared with the prospective owner is limited to: 1) the family's current address as shown in LHA records; and 2) the name and address of the landlord at the family's current and prior address if known. At the time the family indicates they want to lease a dwelling unit, LHA may offer the owner other information in LHA's possession about the family including tenancy history of family members or drug trafficking by family members.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None
☐ Federal public housing
☐ Federal moderate rehabilitation
☐ Federal project-based certificate program
☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office
☒ Other (list below)
Downtown Leasing Office, 1000 "O" Street, Suite 102, Lincoln, NE 68508

(3) Search Time

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:
Vouchers may be extended beyond the initial search period after completing required landlord contact sheets, and under the following circumstances:

1. Extenuating circumstances: If the family can verify extenuating circumstances, the family is hard to house and can clearly demonstrate they have made every effort to secure a suitable unit.
2. Not refused suitable unit: The family has not refused a suitable unit without good cause.
3. Extension results in housing the family: There is a possibility an extension will result in an approved lease and execution of a Housing Assistance Payment Contract.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

(4) Admissions Preferences

a. Income targeting

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

☒ Involuntary Displacement (Disaster, Inaccessibility, Property Disposition)
☒ Victims of domestic violence
☐ Substandard housing
☒ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
☐ Residents who live and/or work in your jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☒ Other preference(s) (list below)

Families fully enrolled in Employment First Program or other approved self-sufficiency programs.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

1 Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

1 Victims of domestic violence

Substandard housing

1 Homelessness

High rent burden

Other preferences (select all that apply)

☐ Working families and those unable to work because of age or disability

☐ Veterans and veterans' families

☐ Residents who live and/or work in your jurisdiction

☐ Those enrolled currently in educational, training, or upward mobility programs

☐ Households that contribute to meeting income goals (broad range of incomes)

☐ Households that contribute to meeting income requirements (targeting)

☐ Those previously enrolled in educational, training, or upward mobility programs

☐ Victims of reprisals or hate crimes

☒ Other preference(s) (list below) Fully enrolled in Employment First or other acceptable self-sufficiency program.

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

☒ Date and time of application

☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

☐ This preference has previously been reviewed and approved by HUD

☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

☐ The PHA applies preferences within income tiers

☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements. LHA is exempt from income targeting provisions due to Moving To Work Program.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☒ Other (list below)
HUD Homeless Voucher Program

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

☒ Through published notices
☒ Other (list below)
Mailings
Social service agency meetings—committees
Internet

4. PHA Rent Determination Policies *

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

* Affected by Moving To Work Demonstration Agreement. Please see attached Admissions & Occupancy Policy.

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

☐ $0
☒ $1-$25
☐ $26-$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below**:**

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☐ For the earned income of a previously unemployed household member
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☒ Other (describe below)

Please refer to the Moving To Work section of the Plan and LHA's Admission and Continued Occupancy Policy.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

☒ Yes for all developments
☐ Yes but only for some developments
☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

☒ For all developments
☐ For all general occupancy developments (not elderly or disabled or elderly only)
☐ For specified general occupancy developments
☐ For certain parts of developments; e.g., the high-rise portion
☐ For certain size units; e.g., larger bedroom sizes
☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

☐ Market comparability study
☒ Fair market rents (FMR)
☐ 95th percentile rents
☐ 75 percent of operating costs
☐ 100 percent of operating costs for general occupancy (family) developments
☐ Operating costs plus debt service
☐ The "rental value" of the unit
☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

☐ Never
☐ At family option
☒ Any time the family experiences an income increase
☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☒ Other (list below)

Tenants must report all income increases, but the changes may not result in an adjustment to rent. Please refer to Moving To Work policies.

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

☐ The section 8 rent reasonableness study of comparable housing
☐ Survey of rents listed in local newspaper
☐ Survey of similar unassisted units in the neighborhood
☒ Other (list/describe below)

LHA is exempt from flat rents through the Moving To Work Demonstration project.

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area

☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ Reflects market or submarket
☒ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)
☒ Annually
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
☒ Success rates of assisted families
☒ Rent burdens of assisted families
☐ Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)
☐ $0
☒ $1-$25
☐ $26-$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

EXEMPT—HIGH PERFORMING HOUSING AUTHORITY

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

☐ An organization chart showing the PHA's management structure and organization is attached. (Available to the public)

☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

EXEMPT—HIGH PERFORMING HOUSING AUTHORITY

A. Public Housing

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

☐ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☐ PHA main administrative office

☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

☐ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

☒ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

PHA Plan
Table Library

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number NE26P0250103 FFY of Grant Approval: (2003)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	58,005
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	35,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	483,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	4,051
20	**Amount of Annual Grant (Sum of lines 2-19)**	$580,056
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	335,000

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Contingency	Contingency Fund	1502	4,051
002 MMA	Consolidate laundry rooms	1460	28,000
004 Hansen	Replace windows (648)	1460	335,000
	Replace concrete	1460	5,000
	Replace roofs (5)	1460	30,000
005 Larson	Replace concrete	1460	5,000
006 Pedersen	Replace concrete	1460	5,000
009 P-30	Replace concrete	1460	5,000
011 A-12	Remodel kitchens & baths (6)	1460	60,000
	Replace concrete	1460	5,000
013 F-39	Replace concrete	1460	5,000
Administration	Admin Fees	1410	58,005
Fees & Costs	Arch. & Engineering Fees	1430	35,000

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
Administration	09/30/04	03/31/05
Fees & Costs	09/30/04	03/31/05
002 MMA	09/30/04	03/31/05
003 Hall	09/30/04	03/31/05
004 Hansen	09/30/04	03/31/05
005 Larson	09/30/04	03/31/05
006 Pedersen	09/30/04	03/31/05
009 P-30	09/30/04	03/31/05
011 A-12	09/30/04	03/31/05
013 F-39	09/30/04	03/31/05

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

☐ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

☒ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NE26P002002	**Mahoney Manor**	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Remodel bathroom showers and drains	**120,000**	**2004**
Remodel bathroom showers and drains	**120,000**	**2005**
Repair/restripe parking lot	**19,500**	**2005**
Replace carpet in common areas	**40,000**	**2007**
Replace water heaters with boiler	**18,000**	**2007**
Total estimated cost over next 5 years	**317,500**	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NE26P002003	**Hall**	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace concrete	5,000	2004
Replace concrete	5,000	2005
Replace concrete	5,000	2006
Repaint foundations	7,700	2007
Replace concrete	8,000	2007
Replace storm doors	6,900	2007
Total estimated cost over next 5 years	37,600	

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NE26P002004	**Hansen**	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace concrete	5,000	2004
Replace concrete	5,000	2005
Remodel bathrooms	225,000	2005
Replace concrete	5,000	2006
Replace storm doors	28,700	2007
Replace concrete	6,000	2007
Replace roofs	43,000	2007
Total estimated cost over next 5 years	317,700	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NE26P002005	**Larson**	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace concrete	5,000	2004
Replace concrete	5,000	2005
Replace concrete	5,000	2006
Replace storm doors	7,200	2007
Replace garage roofs	36,000	2007
Replace concrete	6,000	2007
Total estimated cost over next 5 years	**64,200**	

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NE26P002006	**Pedersen**	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace concrete	5,000	2004
Replace concrete	20,000	2006
Replace storm doors	7,200	2007
Paint foundations	7,700	2007
Replace concrete	6,000	2007
Total estimated cost over next 5 years	**45,900**	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NE26P002009	**P-30**	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace concrete	5,000	2004
Replace windows	158,000	2004
Replace concrete	5,000	2005
Replace entry doors	84,000	2006
Replace storm doors	19,500	2006
Replace furnaces and central air	88,000	2006
Replace concrete	7,000	2006
Replace concrete	12,000	2007
Total estimated cost over next 5 years	**378,500**	

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NE26P002011	**A-12**	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replace concrete	5,000	2004
Remodel kitchens and bathrooms	70,000	2004
Remodel kitchens and bathrooms	84,000	2005
Replace concrete	5,000	2005
Replace furnaces and central air	45,600	2006
Replace concrete	5,000	2006
Replace storm doors	3,600	2007
Replace concrete	10,000	2007
Total estimated cost over next 5 years	**228,200**	

Optional 5-Year Action Plan Tables					
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**		
NE26P002013	**F-39**	**0**	**0**		
Description of Needed Physical Improvements or Management Improvements				**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Remodel bathrooms				**103,000**	**2004**
Replace concrete				**5,000**	**2005**
Replace furnaces and central air				**114,000**	**2006**
Remodel carports				**78,000**	**2006**
Replace concrete				**5,000**	**2006**
Replace storm doors				**23,400**	**2007**
Replace roofs				**40,800**	**2007**
Replace concrete				**10,000**	**2007**
Total estimated cost over next 5 years				**379,200**	

Optional 5-Year Action Plan Tables					
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**		
	Main Office Building	**0**	**0**		
Description of Needed Physical Improvements or Management Improvements				**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Expand current administration building				**150,000**	**2007**
Total estimated cost over next 5 years				**150,000**	

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
	PHA Wide	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Architectural & Engineering Fees	35,000	2004
Architectural & Engineering Fees	35,000	2005
Architectural & Engineering Fees	35,000	2006
Architectural & Engineering Fees	35,000	2007
Total estimated cost over next 5 years	**140,000**	

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
	PHA Wide	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Administration Fees	58,005	2004
Administration Fees	58,005	2005
Administration Fees	58,005	2006
Administration Fees	58,005	2007
Total estimated cost over next 5 years	**232,020**	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
	PHA Wide	**0**	**0**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
Contingency Fund	**6,051**	**2004**
Contingency Fund	**8,551**	**2005**
Contingency Fund	**5,951**	**2006**
Contingency Fund	**8,851**	**2007**
Total estimated cost over next 5 years	**29,404**	

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
   - ☐ Revitalization Plan under development
   - ☐ Revitalization Plan submitted, pending approval
   - ☐ Revitalization Plan approved
   - ☐ Activities pursuant to an approved Revitalization Plan underway

☐ Yes ☒ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

☐ Yes ☒ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☐ Yes ☒ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: **Mahoney Manor** 1b. Development (project) number: **NE26P002002**
2. Designation type: Occupancy by only the elderly ☒ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☒
4. Date this designation approved, submitted, or planned for submission: (06/30/2002)
5. If approved, will this designation constitute a (select one) ☒ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: **120** 7. Coverage of action (select one) ☐ Part of the development ☒ Total development

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) ☐ Units addressed in a pending or approved demolition application (date submitted or approved:

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
☐ Requirements no longer applicable: vacancy rates are less than 10 percent
☐ Requirements no longer applicable: site now has less than 300 units
☐ Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

Component 10(B) Voluntary Conversion Initial Assessments

a. How many of the PHA's developments are subject to the Required Initial Assessments? **7**

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)? **1**

b. How many Assessments were conducted for the PHA's covered developments? **7**

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: **None**

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments: **N/A**

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

2. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?
If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☒ Yes ☐ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 10/26/1999

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

☒ Client referrals
☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
☒ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
☐ Jointly administer programs
☐ Partner to administer a HUD Welfare-to-Work voucher program
☐ Joint administration of other demonstration program
☒ Other (describe) **Moving To Work Demonstration Project**

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies*

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☒ Other policies (list below) **Moving To Work Demonstration Project**

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

* Affected by Moving to Work Demonstration Project. Please see attachment.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Family Resource Center		Other	Family Resource Center	Both
FSS Program	100	Waiting List	Tenant Services Dept.	Both
Early Head Start	10	Other	Cedars Youth Services	Both
CHSP	110	Specific Criteria	LIFE Office	Both
Homeownership Program	25	Specific Criteria	Business Office	Both
Pathways to Self-Sufficiency	28	Other	Lincoln Medical Education Foundation	Both
Family Support Program	200	Other	Tenant Services Dept.	Both
Computer Training	85	Self	Burke Plaza/Mahoney Manor	Both
LHA Newsletter	4,000	Everyone	Tenant Services Dept.	Both
Youth Employment	8	Specific Criteria	Tenant Services Dept.	Public Housing
PHDEP Initiatives	320	Other	Tenant Services Dept.	Public Housing
Nutrition Education	500	Everyone	Tenant Services Dept.	Both

Description of community service and self-sufficiency programs and policies

Transitions Project

Lincoln Housing Authority (LHA) and Catholic Social Services (CSS) cooperate in programs to serve homeless families with children. CSS and LHA have cooperated in the Transitions Project since April, 1993. Eight (8) families with children are served and receive housing, mental health counseling, employment and educational assistance, transportation, housekeeping and budgeting skill-building, child care, and community resource referral.

The overall goal of the program is to provide support as the family seeks to build on its strengths, with an ultimate goal of stable, independent living. The Transitions Project staff consists of 1.0 FTE Coordinator and necessary support and administrative staffing.

Transitional Housing Project

Friendship Home of Lincoln is dedicated to providing services to women and children who are homeless because of domestic violence or sexual assault. Since 1991, Friendship Home and LHA have cooperated on a project to provide transitional shelter for women and children leaving the emergency shelter. Currently, Friendship Home operates the program. LHA provides 6 housing units, a cash grant for operations, and maintenance and repair on the housing units.

Nutrition Education Program

Since September 1992, the Lincoln Housing Authority and Lancaster County Extension Office have cooperated in providing the Nutrition Education Program (NEP). The primary purpose of the program is to provide nutrition and food resource education to families receiving housing assistance from Lincoln Housing Authority. Major topic areas include nutrition, food safety, and budgeting. Funds from Lincoln Housing Authority support the salary, benefits, and mileage for a nutrition advisor as well as program completion incentives for certain educational programs.

Transitional Housing for Single Women

Since 1992, Lincoln Housing Authority and Fresh Start have cooperated in the Fresh Start transitional housing program designed to provide homeless women, unaccompanied by children, with shelter, food, and preparation for independent living. Each resident follows an individualized program plan to address individual needs and issues. Fresh Start coordinates services through staff/case management, record keeping, educational activities within the home, therapeutic and medical services, and work with other agencies. Residents are encouraged to develop concrete goals, attain employment and self-sufficiency, and to develop relationships with peer mentors.

LHA has provided a rent subsidy program based on single room occupancy for the participants at Fresh Start. Over that time, capacity of Fresh Start has grown from six individuals to a current capacity of sixteen

HUD Homeless Committee

Since 1988, LHA has supported a special program to provide housing and continued supportive assistance to homeless families and individuals to stabilize the family and/or individual in order to encourage the passing of the family or individual through the need for rent and supportive assistance. An explicit goal of the program is to enable the family and/or individual to become a self sufficient and productive entity in the Lincoln community. The program uses 65 Section 8 Vouchers and is targeted toward homeless families or individuals who were willing to participate in case management for at least a year and address issues that led to homelessness.

The HUD Homeless Committee, a committee of human service agency representatives, was established to pre-screen prospective voucher recipients, vote on applications, and provide the needed case management. Lincoln Action Program coordinates and hosts weekly meetings, prepares and distributes minutes, coordinates and maintains the waiting list and takes applications, and keeps records on each participant.

Lincoln/Lancaster Homeless Coalition

The Lincoln/Lancaster Homeless Coalition is a voluntary association of individuals and organizations dedicated to meeting the needs of the homeless and near homeless as well as understanding and identifying the effects and eliminating the causes of homelessness in Lancaster County. Its goals include heightening the awareness and community commitment to the needs and issues that surround the homeless and near homeless, identifying and filling gaps in services, protecting and improving the lives and safety of the homeless and near homeless. The Lincoln Housing Authority participates in the Coalition and provides financial support to the organization.

New Heights/Pathways to Self-Sufficiency

In 1996, the Lincoln Medical Education Foundation, Inc. developed 28 housing units and a family resource center on their campus. The housing program, New Heights, was paired with a program of support services to assist the families in becoming financially, psycho-socially, educationally, and vocationally self-sufficient to the fullest extent possible. The program component is Pathways to Self-Sufficiency. LHA cooperates with LMEF by providing rental assistance through either local or federal funding and financial support for the case management services the families receive. Families are also eligible to enter the HUD Family Self-Sufficiency Program and receive the benefits provided through this program.

Family Self-Sufficiency Program

Since 1993, Lincoln Housing Authority has offered the Family Self-Sufficiency (FSS) Program to families participating in either Public Housing or Section 8 Rental Assistance Programs. The program helps families work toward a goal of becoming financially self-sufficient. Each family works with a caseworker to develop an individual plan for up to a 5 year period. The plan will include the steps that the family will take to reach their goals and the support or help they might need. Families who successfully reach their goals may receive an escrow savings account which is based on deposits made following increases in earned income for the household. Support services include case management, assistance with child care, tuition and books, and other needs related to education or employment. LHA has a goal of at least 100 families enrolled in the program.

Moving to Work Demonstration Project

In 1999, Lincoln Housing Authority implemented a five-year federal demonstration project entitled Moving to Work (MTW). The MTW program allows LHA more control and flexibility of the public housing and Section 8 programs to increase choices for families, provide incentives for work, and increase administrative efficiency. Several strategies were implemented such as changing to an all voucher program and providing preferences for working families (public housing) or those participating in a self-sufficiency program (Section 8). Additional deductions were allowed for health and dental premiums and a minimum earned income was established for all households unless they were given an exemption. Key to the MTW

program are the cooperative relationships LHA has established with other agencies who provide self-sufficiency programs such as the Nebraska Department of Health and Human Services.

Home Ownership Programs

In 1990, Lincoln Housing Authority established the first of two home ownership programs. The Forgivable Loan Program provides up to $3750 or 5% of the purchase price of a home, whichever is less, to qualified tenants or clients of the LHA. The family receives the loan at closing after establishing a mortgage loan. The loan is forgiven at 20% per year as long as the family continues to live in the home and is in compliance with their mortgage requirements.

A second home ownership program established in 1994 is the Lease-Purchase Program. In cooperation with Lincoln Public Schools, students from Northeast High School participate in a construction trades class and build a home to LHA's specifications. LHA hires a general contractor to oversee construction, schedule professional trades such as plumbers and electricians, and provides the financing for the project. Once the home is completed, a family is selected to enter a five year lease to purchase program. LHA works with the family during that time to help ensure they are preparing for home ownership.

Family Support Program

In 1997, the Lincoln Housing Authority created the Family Support Program to assist families who are already housed in changing situations or behavior that threaten household members/health, safety, or general family welfare. A case manager works in the program and provides outreach, assessment, referral, and supportive services. Families and individuals are referred by the general public, other agencies, landlords, neighbors, and LHA staff. LHA has a computer database program which matches clients with police contact records so that LHA becomes aware of families with high incidents of police contact or singular incidents of a very serious nature.

Once a referral is made, the case manager will research background on the family, contact them for a visit, do an assessment, determine the possibility of a successful outcome from LHA intervention, and assist in providing referral to other agencies. LHA provides some financial resources to help families access services. After matching the family's needs to existing programs, the case manager provides referral, monitors for outcomes, and does additional follow-up as needed.

Congregate Housing Services Program

The Congregate Housing Services Program (CHSP) is a grant program from the Department of Housing and Urban Development (HUD) to provide assistance in the form of supportive services to residents of Mahoney Manor and Burke Plaza who are frail elderly, persons with disabilities, and temporarily disabled persons. The purpose of the program is to prevent premature or unnecessary institutionalization. The CHSP program is a partnership between the City of Lincoln, through the Lincoln

Area Agency on Aging (LAAA) and its Lincoln Information for the Elderly (LIFE) Office and the Lincoln Housing Authority. The LAAA is the grantee of the federal funds for the program. The program began in November 1994, and a similar program with separate funding was started at Crossroads House in 1999.

Among the three LHA buildings, two full-time counselors from LIFE regularly contact every resident, do screening and assessment, develop care plans for individuals who qualify for services, and arrange for the services needed. The CHSP program can provide transportation, personal care services, and housekeeping services. At Burke Plaza and Mahoney Manor, two meals per day are provided on six days of the week.

Resident Services Programs

In addition to the CHSP program, LHA provides full time resident services staff at Burke Plaza and Mahoney Manor and part-time resident services staff at Crossroads House. These Resident Services Specialists are responsible for an ongoing program of resident activities and support. Regular social, recreational, and educational programs are offered at all buildings and a van is provided for group transportation for shopping and recreation. Resident Services Specialists ensure a plan for urgent and emergency response services for residents and maintain ongoing contact with residents so that concerns or needs are addressed quickly.

Northwood Early Head Start Center

In 1999, LHA, in partnership with Cedars Youth Services and Lincoln Action Progam, completed development and opened the Northwood Early Head Start Center. The center provides infant and toddler day care for 24 children up to age 3. Children and families receive the added benefit of the Early Head Start Program with its emphasis on support to the family as a whole. The center was selected in October 2000 for a National Award of Excellence the National Association of Housing and Redevelopment Officials.

Carol Yoakum Family Resource Center

In 1995, LHA opened the Carol Yoakum Family Resource Center (CYFRC). This building is designed to be used as a child care center as well as a central location for additional family resources and services. The child care center is designed for approximately 50 children under age 6 and the child care program is operated by Family Service Association of Lincoln.

The remainder of the building consists of offices and meeting rooms for other services. Among the services are a health station, police sub-station, nutrition education, food resources, neighborhood meetings, tutoring programs, adult basic education, computer classes and a computer learning center, girls and boys clubs, senior services, parenting education, and public workshops. Program planning and development is under the guidance of a neighborhood advisory committee. The center is staffed by an LHA service coordinator and receptionist. Program services are

provided by LHA as well as numerous other human service agencies from the Lincoln community.

Security Deposit Assistance Program for Homeless Families

In 1997, LHA began a program to provide rental deposit assistance to homeless families. Through funds provided under an agreement with the City of Lincoln Urban Development Department, LHA provides one-time security deposit assistance to homeless families who have case management services.

LHA Today Newsletters

As a service to its clients and tenants, LHA prints a quarterly newsletter to provide news and information on programs and services of LHA and other agencies.

Public Housing Drug Elimination Grants (PHDEP)

Beginning in the fall of 2000, Lincoln Housing Authority was awarded grants and began implementing programs and activities with public housing drug elimination funds. Physical improvements to properties to increase security and safety has been one area of emphasis. In addition, a scholarship program, youth activities grants, and drug education and information activities are offered through grants. PHDEP grants for FY 1999 and FY 2000 have been completed. PHDEP grant for FY 2001 will be completed by 05/10/03. No further PHDEP grants have been awarded.

Computer Learning Centers

Assisted with a Community Development Block Grant, Lincoln Housing Authority developing computer learning centers at three of its elderly high-rise buildings. The centers are fully operational, and LHA hired an intern through its minority internship program to provide training to building residents.

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 09/25/2002
Public Housing	11	23
Section 8	0	77

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
☒ Informing residents of new policy on admission and reexamination
☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
☒ Establishing a protocol for exchange of information with all appropriate TANF agencies
☒ Other: (list below) **Moving To Work Demonstration Project**

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

Implementation of Public Housing Resident Community Service

Required Attachment to the PHA Plan

Implementation Plan

Lincoln Housing Authority implemented the community service requirements beginning April 1, 2001. LHA is doing the implementation of the community service requirements month-by-month beginning with households who were initially housed or transferred beginning April 1, 2001. For all other households, i.e. those already housed on April 1, 2001, the implementation of the community service requirements was effective on the date of the next annual review beginning April 1, 2001. New public housing leases are being used as part of the phase-in process.

By February 1, 2001, all currently housed residents of public housing were given written notice of the community service/economic self-sufficiency requirements. For all public housing families, a status determination is being made at least 30 days prior to the effective date of each annual review. All public housing applicants, including those on the waiting list and new applicants, are also being given notice of the community service requirements.

Under its Moving to Work program, Lincoln Housing Authority already has a cooperative agreement and working relationship with the local TANF agency.

On January 25, 2002, LHA suspended implementation and notified tenants as per HUD's directive. At this time (September 25, 2002), LHA is awaiting notice from HUD regarding reinstatement of community service requirements.

Process for Determining Resident Status

The Lincoln Housing Authority's Housing Specialists determine the status of each adult resident when they are initially housed and at least 30 days prior to the effective date of the annual review. Interim re-determination of status for community service is not done except at tenant request. Such requests are acted upon with 30 days.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Process for Non-Exempt Adults
Those adult residents who are non-exempt are referred by Housing Specialists to staff that serve as community service liaison. This liaison works with a third party organization for referral, placement, monitoring, reporting, and follow-up for non-exempt adults who must perform community service. The Housing Authority entered into a contract with a third party organization to manage the community service program. In lieu of referral to a third party organization, the Housing Authority retains the option to work directly with a tenant family in fulfilling the community service requirements. The Housing Authority also has existing relationships with other agencies that provide education and training programs. Where appropriate, the Housing Authority refers the tenant family to these programs for participation in economic self-sufficiency programs.

Lincoln Housing Authority considers community service to be a broadly-defined area, but must be a service activity which can be verified by responsible and objective third party. Community service will not include employment, political activities, or home schooling of household members.

Process to Cure Non-Compliance
Lincoln Housing Authority follows HUD regulations for notice and development of a written agreement to cure non-compliance. Lincoln Housing Authority reviews any mitigating circumstances such as illness, accident, family crisis, temporary exemptions not previously reported. At its discretion, Lincoln Housing Authority allows a waiver of requirements if there are appropriate mitigating circumstances. A waiver means no cure for non-compliance is required. Lincoln Housing Authority will have waivers for tenants who become blind or disabled or turn 62 and for tenants who seek and maintain employment.

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

EXEMPT—HIGH PERFORMING HOUSING AUTHORITY

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
☐ Residents fearful for their safety and/or the safety of their children
☐ Observed lower-level crime, vandalism and/or graffiti
☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

- ☐ Safety and security survey of residents
- ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☐ Resident reports
- ☐ PHA employee reports
- ☐ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☐ Crime Prevention Through Environmental Design
- ☐ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☐ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☐ Police provide crime data to housing authority staff for analysis and action
- ☐ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☐ Police regularly meet with the PHA management and residents
- ☐ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

☐ Other activities (list below)
2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☒ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☒ No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
☐ Yes ☒ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)
The Lincoln Housing Authority is eligible if the program ever becomes available. At this time, Congress has not provided funding to HUD for the PHDEP program.

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

STATEMENT OF PET POLICY IN FAMILY PUBLIC HOUSING UNITS

Summary: LHA has existing pet policies and has allowed pets in its family Public Housing properties for several years. LHA sets limits on the number and weight of pets, requires tenants to license pets and follow basic rules for care and control of pets, and charges a pet deposit.

Deposit: LHA charges an additional $300 pet deposit to cover the increased risk of damages that LHA properties may incur due to pets. The deposit is refundable following a tenant's move-out inspection and after any damage charges are assessed. The deposit is refunded in the same manner as the regular security deposit.

Pet Limits: LHA pet policy limits a tenant to a maximum of two cats or dogs or combination of cats and dogs. LHA pet policy is designed to accommodate small household pets conducive to living in an urban residential environment. Therefore, LHA limits the size of any pet in family Public Housing units to a maximum weight of 50 pounds. LHA also requires pet owners to license all cats and dogs annually.

Pet Rules: As part of its pet policy, LHA prescribes basic rules for the care and control of pets. LHA requires pet owners to sign an addendum to their lease agreeing to abide by the policy and rules.

Future Changes: LHA is reviewing its pet policies and may consider several changes in the coming year. Potential changes include lowering the maximum weight limit, charging a monthly fee to pet owners, setting limits on pets other than cats and dogs, and revising and clarifying some of the basic rules for care and control of pets.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))?
   (If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?
   If yes, how many unresolved findings remain?____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
   If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

EXEMPT—HIGH PERFORMING HOUSING AUTHORITY

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ Development-based accounting
☒ Comprehensive stock assessment
☒ Other: (list below)
20-Year Capital Improvement Plans

3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☒ Yes ☐ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
☒ Attached at Attachment (File name) Attachment F page 92
☐ Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:

☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)
☐ Candidates were nominated by resident and assisted family organizations

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

☐ Candidates could be nominated by any adult recipient of PHA assistance
☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
☐ Other: (describe)

b. Eligible candidates: (select one)
☐ Any recipient of PHA assistance
☐ Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other (list)

c. Eligible voters: (select all that apply)
☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
☐ Representatives of all PHA resident and assisted family organizations
☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (Lincoln, Nebraska)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The City of Lincoln Consolidated Plan supports the PHA Plan with actions that provide financial assistance for housing needs and homeless programs for the city of Lincoln.

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

MOVING TO WORK DEMONSTRATION PROGRAM

The Lincoln Housing Authority was chosen in October 1997 to participate in the HUD Moving To Work Demonstration Program. The HUD program allows public housing authorities to design and test ways to give incentives to families to become economically self-sufficient, reduce administrative costs, and increase housing choice for low-income families. There are 21 housing authorities in the country that were selected for participation in the program nationally.

For the Lincoln Housing Authority, the Moving To Work Demonstration Program will include the following changes from established HUD rules and regulations:

- All Section 8 Certificates will be converted to Vouchers within a calendar year period.
- Preferences will be given to Section 8 households/applicants who are involved in Housing Authority approved self-sufficiency, education or work programs.
- Preferences will continue for all homeless households or victims of domestic violence.
- All able-bodied adults must be enrolled in a Housing Authority approved self-sufficiency program, education program, or work. Those able-bodied households choosing not to work or be part of an education or training program will be subject to an assigned minimum level of earned income for tenant rent calculation. The minimum earned income will be based on 25 hours of work at minimum wage for one adult or 40 hours of work per week at minimum wage for two adult members of a family. Elderly disabled or participants in an approved self-sufficiency program are exempt from the minimum earned income calculation.
- During the one-year period between income reviews, no changes in the tenant portion of the rent will be made for income increases.
- All utility allowances will be a set dollar amount based solely on number of bedrooms for which the family is eligible for occupy with assistance.
- Participants will be able to deduct from income, for rent calculation purposes, the amount of employee out-of-pocket payment for health and dental insurance.
- The HUD/Lincoln Housing Authority self-sufficiency program will be used to promote education opportunities as a key to self-sufficiency.
- The Lincoln Housing Authority may pool all HUD funding sources to pay for rental or public housing operational assistance as needed by circumstances of the program.

- Specific rent policies and information about income used for rent calculations can be found in the Section 8 Administrative Plan or the Occupancy and Admission Plan attached to this plan.

Lincoln Housing Authority signed the Moving To Work agreement with HUD in May of 1999 with implementation started July 1, 1999. Lincoln's participation in the demonstration program will be for a five-year period. The agreement allows LHA to set rent policies as it deems necessary to accomplish the goals of the program.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

ATTACHMENT A

GOAL PROGRESS REPORT
(Progress Meeting the Five-Year Plan Goals and Mission)

ACCOMPLISHMENTS:

1. During the Plan period, maintained a 98 percent lease-up rate for Public Housing units. (Goal #1)

2. During the Plan period, used funds from the Section 8 Voucher program reserves to assist more households in using Section 8 Moving To Work vouchers. (Goal #1)

3. During the Plan period, the Lincoln Housing Authority maintained its status as a high performer under PHAS. (Goal #2)

4. During the Plan period, the Lincoln Housing Authority maintained its status as a high performer under SEMAP. (Goal #2)

5. During the Plan period, we enforced HUD Housing Quality Standards to maintain the high quality of Section 8 units. (Goal #2)

6. During the Plan period, the Lincoln Housing Authority completed projects identified in its 5-year Capital Fund program. (Goal #2)

7. During the Plan period, the Lincoln Housing Authority monitored the voucher payment standards and raised the payment standard to 110 percent of FMR. (Goal #3)

8. During the Plan period, the Lincoln Housing Authority provided 30 households with down payment assistance for home purchase by LHA clients. (Goal #3)

9. During the Plan period, published four newsletters for landlords to encourage their participation in the Section 8 Voucher program and increased number of landlords receiving HAP payments from 900 to 1,100 landlords. (Goal #3)

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10. During the Plan period, the Lincoln Housing Authority continued to implement the zero-tolerance drug policy. (Goal #4)

11. During the Plan period, HUD inspected, under the PHAS program, all public housing units and gave scores that allow the Lincoln Housing Authority to maintain its high performer status. (Goal #4)

12. During the Plan period, we continued to offer clients high quality programming and social services at the Carol M. Yoakum Family Resource Center. (Goal #4)

13. During the Plan period, the Lincoln Housing Authority continued its financial support for various self-sufficiency programs for LHA clients. (Goal #5)

14. During the Plan period, the Lincoln Housing Authority completed its third full year of successful operation under the Moving To Work Demonstration Program encouraging work or training for program participants. (Goal #6)

15. During the Plan period, the Lincoln Housing Authority continued to affirmatively further fair housing through increased choice that the Moving To Work participants have in the Section 8 Voucher program. (Goal #7)

ATTACHMENT B

Resident Membership of the Lincoln Housing Authority Governing Board

The Lincoln Housing Authority (LHA) has maintained a long history of inclusion of LHA residents appointed to the Lincoln Housing Authority Board of Commissioners. The Lincoln Housing Authority resident member is Ms. Francene Blythe. Ms. Blythe was appointed to the Lincoln Housing Authority Board of Commissioners on August 22, 1995, and has served as chair and vice-chair during her seven years of serving on the board.

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ATTACHMENT C

MEMBERSHIP OF THE RESIDENT ADVISORY BOARD

Name	***Program***
Ayub Qureshi	Public Housing
Caroline Negretti	Section 8
Amy Bearskin	Public Housing
Helen Maslanka	Public Housing (Mahoney Manor)
Naomi Skillman	Public Housing (Mahoney Manor)
Karen Rhiley	Public Housing (Mahoney Manor)
Gail Anderson	Section 8
Diane Malone	Section 8
Wendy Thrasher	Setion 8
Ethelene Wounded-Shield	Section 8
Bob Weatherly	Burke Plaza
Dale Folk	Burke Plaza
Judy Anderson	Crossroads House
Dianna Winsley	Public Housing
Ana Bredemeier	Public Housing
Annette C. Goth-Durham	Section 8
Holly Choquette	Summer Hill

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Expires: 03/31/2002

ATTACHMENT D

Component 3, (6) Deconcentration and Income Mixing

a. **x** Yes

□ No: Does the PHA have any general occupancy (family public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. **x** Yes

□ No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	**Number of Units**	**Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]**	**Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]**
Larsen	24	Scattered Site	

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ATTACHMENT E

The Lincoln Housing Authority intends to issue a Request for Proposals (RFP) for the use of up to 80 Section 8 housing vouchers to be used for project-based rental assistance with preference to handicapped and disabled individuals who are under case management by Community Mental Health of CenterPointe, Inc. These units will generally be located in or near a residential area within the Hartley neighborhood.

The PHA Plan has, as one of its strategies, the targeting of available assistance to families with disabilities. Additionally, with the designation of the Mahoney Manor public housing project as an “elderly only” project, there is need to assist single-person families with disabilities with additional housing choices.

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Expires: 03/31/2002

ATTACHMENT F

RESIDENT ADVISORY BOARD COMMENTS

The Resident Advisory Board met on three different occasions to review the Lincoln Housing Authority 5-Year and FY 2003 Annual Plan. The Resident Advisory Board meeting dates were October 29, 2002, November 21, 2002 and December 5, 2002. The minutes of those meetings were recorded and a synopsis of the meetings is attached for review.

During the various meetings, the Resident Advisory Board reached a consensus for approval of all items concerning the LHA 5-Year and FY 2003 Annual Plan. Two items in the Plan had a "significant" amount of discussion. Those items were:

1. Mix of Tenants at Elderly Public Housing High-Rise. During the sessions, a problem was mentioned by a Resident Advisory Board member concerning the mix of non-elderly, but disabled households in Mahoney Manor with elderly, non-disabled households living at Mahoney Manor. Mahoney Manor is a 120-unit public housing project originally designed for "elderly only". The concern was about non-elderly, disabled households and their difficulty relating to elderly tenants and elderly tenant activities. Most activities are geared to accommodate the predominant number of residents who are elderly. Concern by elderly residents about mixed populations included noise and other activities that affect the quality of life at Mahoney Manor. The Mahoney Manor Resident Council has supported the return of Mahoney Manor as an "elderly only" facility. In response to the Resident Council's request, the Lincoln Housing Authority prepared a Designated Housing Plan to return Mahoney Manor's new tenant requirements to be age 62 or older. After much discussion, the Resident Advisory Board for the LHA 5-year and FY 2003 Annual Plan reached a consensus to pursue with HUD the designation of Mahoney Manor as an elderly-only facility.

2. Disabled Housing Opportunities. In a related matter, concern about the lack of housing opportunities for disabled clients was expressed by the Resident Advisory Board. Staff of the Lincoln Housing Authority prepared changes to the LHA Plan to provide for project-based vouchers. The Lincoln Housing Authority is proposing to prepare a Request for Proposals for a developer or owner to provide up to 85 units with LHA providing vouchers to the units. The units will be developed and have a separate waiting list with preference given to households receiving case management services from various social service agencies that provide services to disabled/handicapped populations. Support for the project-based vouchers was offered by the Resident Advisory Board with only a minor concern being the large concentration of disabled households residing in the project. The need to provide case management for the proposed residents was highly stressed by the Resident Advisory Board and LHA staff. The Advisory Board, by consensus, approved the use of project-based vouchers for units where preference is given to disabled households with case management.

No other items rose to the level of concern shared by the two items above. At the public hearing held December 12, 2002, no other substantive comments were received.

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OMB Approval No: 2577-0226
Expires: 03/31/2002

PHA Plan
Table Library

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

☐ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

Table Library

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*

ADMISSIONS AND CONTINUED OCCUPANCY POLICY

LINCOLN HOUSING AUTHORITY

Revised Effective March 15, 2002

TABLE OF CONTENTS

SECTION PAGE

I. Introduction. 1

II. Eligibility For Admission 2

A. Family
B. Income Limits
C. Suitability
D. Zero Tolerance
E. Citizenship
6. Student Status
G. Documentation
H. Verification of Eligibility

III. Application Procedures 7

A. Written Application
B. Personal Interview
C. Eligibility
D. Ineligible Applicants
E. Preference Denial
F. Informal Review
G. Canceling Applications

IV. Tenant Selection and Assignment Policies 9

A. Waiting Lists
B. Selection Preferences
C. Priority to Elderly and Displaced
D. One Offer
E. Income Targeting
6. Transfer Policy
G. Holding a Unit

V. Occupancy Standards 15

A. Occupancy Table
B. Room Limits
C. Family Composition
D. Determining Family Size
E. Waivers
F. Single Persons
G. Qualifying For More Than One Unit Size
H. Conventional Units and Tax Credit Units

VI. Leasing Procedures 17

A. Current Lease
B. Legal Age
C. Security Deposit
D. Move-in Packet
E. Change in Family Composition
F. Addendums

VII. Moving To Work Public Housing Rent Policies 19

VIII. Schedule of Rents and Other Charges 24

A. Rent Schedule - New 32 and Burke Plaza
B. Rent Schedule - Conventional Arnold Heights
C. Rent Schedule - Conventional Apartments
D. Rent Schedule - AFF
5. Rent Schedule - Affordable Housing II
6. Rent Schedule - Wood Bridge
7. Rent Schedule - Summer Hill
H. Security Deposit
I. Pet Deposit
J. Additional Charges

IX. Rent Collection Policy 27

A. Due Date
B. Notice of Lease Termination
C. Administrative Charge
D. Non-Sufficient Funds
E. Legal Proceedings
F. Waiver

X. Re-examination of Family Income and Composition 28
HUD Subsidized Units

A. Annual Re-examinations
B. Interim Re-examinations
C. Reporting Deadline
D. Interim Rent Adjustments
E. Incorrect Unit Size
F. Misrepresentations

XI. Annual Recertification - Tax Credit Units 32

XII. Verification of Applicants' Statements and Income 33

A. Scope of Verification
B. Type of Verification
C. Social Security Numbers
D. Citizenship
E. 90 Days
F. Re-examinations
G. Confidentiality

XIII. Lease Terminations 35

A. Tenant Termination
B. LHA Termination - Conventional & Tax Credit Units
C. LHA Termination - Subsidized Units
D. Zero Tolerance
E. Judicial Proceeding
F. Public Housing Grievances

XIV. Community Service Program 37

XV. Definitions 45

Attachments 56

PART I
INTRODUCTION

This policy applies to all units owned or managed by the Lincoln Housing Authority (LHA). LHA has designed this Admissions and Continued Occupancy Policy to take into consideration the needs of individual families for affordable housing and the needs of our mission to develop and operate a socially and financially sound affordable housing program. Our goal is to provide a decent home and a suitable living environment for our residents and to foster economic and social diversity in the resident body as a whole.

To that end, we pledge that we will treat each family or individual on his or her merits. We will not discriminate based on race, color, religion, sex, national origin, familial status, or handicap.

PART II
ELIGIBILITY FOR ADMISSION

A. Family.

1. Subsidized Units. All applicants for HUD subsidized units must meet the following definition of family: (a) two or more persons sharing residency whose income and resources are available to meet the family's needs and who are either related by blood, marriage, or operation of law, or have evidenced a stable family relationship (including a pregnant woman), (b) an elderly family or single person or the remaining member of a tenant family, or (d) a displaced person.

2. Conventional Arnold Heights. All applicants for these units must also meet the above definition of family, except that LHA will not rent these units to single persons.

3. Conventional Apartments and Tax Credit Properties. The family requirement does not apply to the units at Heritage Square, Northwood Terrace, Lynn Creek, Wood Bridge, Summer Hill, the Affordable Housing II properties, or Crossroads House Apartments. For these properties LHA will abide by the City of Lincoln Minimum Housing Codes. With the exception of applicants for accessible units, applicants for Wood Bridge Tax Credit Units must be families with minor children. In addition, all applicants for Crossroads House Apartments must be 55 years of age or older.

B. Income Limits. **HUD-Subsidized:** Effective July 1, 1999, all applicants for HUD subsidized units must provide adequate evidence that the household's anticipated Annual Income for the ensuing twelve month period does not exceed the low income limits published annually by the Department of Housing and Urban Development. The low income limit is 80% of the area median income as determined by HUD. LHA will determine Annual Income in accordance with this document and appropriate HUD guidelines.

Conventional. All applicants for conventional units at Northwood Terrace, Heritage Square, Lynn Creek and Arnold Heights must provide adequate evidence that its anticipated annual income is sufficient to cover rent and utility costs. **Wood Bridge.** All applicants for Wood Bridge Apartments and Town homes must provide adequate evidence that the household's anticipated annual income is sufficient to cover rent and utility costs. Applicants for Wood Bridge Tax Credit units must provide adequate evidence that the household's anticipated Annual Income for the ensuing twelve month period does not

exceed 60% of the area median income as published annually by HUD.

Affordable Housing II. All applicants for Affordable Housing II properties must provide adequate evidence that the household's anticipated annual income is sufficient to cover rent and utility costs and that the household's anticipated Annual Income for the ensuing twelve month period does not exceed 50% of the area median income as published annual by HUD.

Crossroads House. All applicants for Crossroads House Apartments must provide adequate evidence that the household's anticipated annual income is sufficient to cover rent and utility costs and that the household's anticipated Annual Income for the ensuing twelve month period does not exceed 60% of the area median income as published annually by HUD.

Summer Hill. All applicants for Summer Hill must provide adequate evidence that the household's annual income is sufficient to cover rent and utility costs and that the household's anticipated Annual Income does not exceed 100% of the area median income as published annually by HUD. All applicants for Summer Hill Tax Credit units must provide adequate evidence that their anticipated Annual Income does not exceed 60% of the area median income as published annually by HUD.

C. Suitability. LHA has an obligation to protect its units, its financial stability, its residents, its staff, and its community. To that end LHA will screen applicants in an effort to determine whether each applicant family could be reasonably expected (1) to abide by the terms of the dwelling lease, and (2) not to have a detrimental effect on the other tenants or on the neighborhood environment. LHA will deny admission to any applicant whose past history shows an unwillingness or inability to abide by the terms of the lease, or whose habits and practices may be expected to have a detrimental effect on the project or neighborhood environment. LHA will apply the same standards of tenant suitability in evaluating a person who wishes to join a family already in occupancy.

Although each situation is different and there are many different aspects of tenancy LHA may need to examine, there are five essential questions that LHA will try to answer about every applicant. Can LHA reasonably expect the applicant to:

1. Pay rent and other charges under the lease in a timely manner?

2. Care for the unit and the common areas, use facilities and equipment in a reasonable way, create no health or safety hazards, and report maintenance needs?
3. Avoid interfering with the rights and enjoyment of others, and avoid damaging the property of others?
4. Refrain from engaging in criminal activity that threatens the health, safety, or right to peaceful enjoyment of other residents and staff and refrain from engaging in drug-related criminal activity?
5. Comply with necessary and reasonable rules of occupancy and program requirements of LHA and HUD, and comply with health and safety codes?

LHA will make an objective, reasonable, and informed judgment based on the information available to it. LHA will seek this information by requesting information from any or all of the following sources: previous landlords, a home visit to the applicants current residence, criminal histories, credit reports, and information from any other reasonable source. Any of the following factors may cause LHA to deny access to its waiting list and/or admission to its units:

- A record of non-payment of rightful obligations, including rent and utilities.
- A record of disturbance of neighbors.
- A record of destruction of property, or damage to previous residences.
- A record of poor living or housekeeping habits.
- A history of drug-related criminal activity. LHA will give consideration to applicants who have successfully completed a rehabilitation program approved by LHA.
- A history of any other criminal activity involving physical violence to persons or property, or that would adversely affect the health, safety, welfare, or right to peaceful enjoyment of the premises by other tenants or neighbors.
  A record that establishes a reasonable causes to believe that the applicant's pattern of alcohol abuse may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or neighbors. LHA will give consideration to applicants who have successfully completed or are participating in a supervised alcohol rehabilitation program and no longer abuse alcohol.
- A record of previous lease violations.
- A record of Section 8 program violations, money owed any public housing authority in connection with the Public Housing or other Rental Assistance programs, or committing fraudulent activity in connection with any Federal housing assistance program or any other government agency or program.

- A record of money owed to LHA. If the applicant owes money, LHA will not house until the applicant pays the amount in full or enters into a repayment agreement.

In the event of the receipt of unfavorable information with respect to an applicant, LHA will give consideration to the time, nature, and extent of the applicant's conduct and to factors which might indicate a reasonable probability of favorable future conduct.

D. Zero Tolerance. LHA will exercise zero tolerance with respect to drug-related activity, other violent criminal activity, and alcohol abuse by applicants. LHA will deem ineligible any applicant who has engaged in the illegal use of drugs or otherwise has been involved in drug-related criminal activity or other violent criminal activity within the past three years. LHA will consider possession of drug paraphernalia as sufficient evidence of illegal use of drugs. LHA will deem ineligible any applicant who has abused alcohol within the past three years in a way the may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or neighbors. LHA will deem ineligible any applicant who has been evicted or terminated for drug-related criminal activity from Public Housing, Indian Housing, any Section 8 program, or any other assisted housing program within the past three years. LHA also will consider any record of drug-related criminal activity, violent criminal activity, or alcohol abuse that occurred more than three years ago, and will deem any applicant ineligible if there is reasonable cause to believe that the applicant's pattern of activity may interfere with health, safety, or right to peaceful enjoyment of the premises by other residents. LHA will deem ineligible permanently any applicant who has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing. LHA will deem ineligible permanently any applicant who is subject to a lifetime registration requirement under a state sex offender registration program, or is registered in the State of Nebraska as a High Risk/Level Three sex offender.

LHA will give consideration to an applicant who demonstrates to the satisfaction of LHA that he/she has successfully completed or is participating in a supervised drug or alcohol rehabilitation program and is no longer involved in drug-related criminal activity and no longer abuses alcohol. LHA will require the applicant to submit written evidence of such participation.

E. Citizenship. Every member of a family applying for HUD subsidized units must be either citizens of the United States or noncitizens who have eligible immigration status in

accordance with federal regulations. LHA will provide prorated assistance to any eligible mixed families who request such assistance in accordance with HUD guidelines.

6. Student Status. LHA will not rent tax credit units at Wood Bridge, Summer Hill, Affordable Housing II, or Crossroads House to full-time students, unless they meet the standard exceptions allowed for in the current IRS regulations governing the Low Income Housing Tax Credit Program.

G. Documentation. LHA will require all applicants to provide all information necessary to determine Annual Income, Total Tenant Payment, unit requirements, preference categories, suitability for tenancy, and citizenship/immigration status. LHA will require applicants to sign releases of information so that the information may be verified. LHA will require applicants to sign a statement certifying the information provided is correct and complete. LHA will require applicants to provide the social security numbers for all members of the household at least six years old. LHA will deny admission to any applicants, or terminate the lease of current residents, who do not provide the above information or documentation, or who provide incomplete or false information or documentation.

H. Verification of Eligibility. LHA will verify all information regarding eligibility in accordance with the Application Procedures and Verification sections of this document.

PART III
APPLICATION PROCEDURES

A. Written Application. LHA will require persons interested in renting units to complete and sign a written application. LHA will accept applications Monday through Friday at LHA offices at 5700 R St and its downtown satellite office. LHA will accept Arnold Heights applications by appointment at the Arnold Heights Leasing Office. LHA will accept Wood Bridge applications by appointment at the Wood Bridge Leasing Office. LHA will accept written applications in person or by mail. If LHA staff perceive a barrier (such as disability or age) preventing someone from completing the application, LHA will request permission from the applicant to contact an appropriate agency to assist the person.

B. Prehousing Visit. LHA may conduct a Prehousing home visit with applicants to go over the information provided on the written application and to obtain additional information regarding eligibility and suitability. LHA will schedule interviews with applicants as soon as possible after receiving a written application. If possible, LHA will conduct the interview at the applicants current residence. LHA will conduct a PreHousing visit as deemed necessary by management in accordance with the written guidelines established by the Housing Manager.

C. Eligibility. At the time of application, LHA will do preliminary eligibility screening to determine if applicants appear to meet the eligibility requirements. LHA will notify those applicants preliminarily determined to be eligible that they have been placed on the waiting list(s). The notice will make clear that LHA hasn't performed a complete screening, and that it may still find the applicant ineligible.

As applicants approach the top of the waiting list or at the time applicants are offered housing, LHA will do a complete verification of eligibility. If the family is determined eligible, LHA will execute a lease with the applicant.

D. Ineligible Applicants. LHA may determine an applicant to be ineligible at any time, and choose not to list an applicant on the waiting list or remove an applicant from the waiting list. If LHA determines that an applicant is ineligible for housing, LHA will promptly notify the applicant in writing of this determination. LHA will maintain files of all ineligible applications for at least three years with documentation stating the reason for ineligibility.

For HUD-subsidized units, the notification will state the reasons for this determination, inform the applicant of the right to request an informal review of this decision, and inform the applicant of the actions necessary to request such a review.

E. Preference Denial. If an applicant for HUD-subsidized units claims a selection preference and LHA determines that the applicant does not qualify for that preference, LHA will notify the applicant of this decision and inform the applicant of the opportunity to request an informal review of the decision.

F. Informal Review. An applicant denied a preference for, or admission to, HUD-subsidized housing may request an informal review of that decision. The request must be in writing and be received by LHA within 10 days of the date of LHA's notification. The review will be convened within 10 days of the applicant's written request. The review will be conducted by the Executive Director or his/her designee, but not by persons directly involved in the

decision. Within 10 days of the review, LHA will provide written notification to the applicant of the results of the review.

G. Canceling Applications. Incomplete files will be held for 60 days until the appropriate information is supplied by the applicant. After 60 days LHA will cancel the application.

LHA will cancel applications for six months for applicants who intentionally provide false information regarding income, deductions or family composition or to qualify for a federal preference. Applicants whose applications have been canceled must reapply by completing a new application.

PART IV
TENANT SELECTION AND ASSIGNMENT POLICIES

A. <u>Waiting Lists.</u> LHA will maintain the following waiting lists separated by bedroom size and special accessibility features:

1. **Mahoney Manor.**
2. **Burke Plaza.**
3. **Scattered sites - Public Housing, New 32 and AFF.**
4. **Conventional Arnold Heights.**
5. **Conventional Apartments - Heritage Square and Northwood Terrace.**
6. Affordable Housing II.
7. Wood Bridge - Market Rate.
8. Wood Bridge - Tax Credit.
9. Crossroads House Apartments.
10. Lynn Creek.
11. Summer Hill - Tax Credit.
12. Summer Hill - Market Rate.

LHA will assign each eligible applicant a place on the appropriate waiting list in sequence based upon the type or size of unit needed, Preference status, and the date and time of the application. At a minimum, the waiting list will include the following information for each applicant:

1. Name, Address, & Phone Number
2. Date and Time of Application
3. Preference Status
4. Elderly, Disabled, Family, or Single Person;

B. <u>Selection Preferences.</u> LHA gives a higher priority for HUD-subsidized units to applicants who are currently eligible for one or more preferences. A family qualifying for one of the preferences listed below is given the same priority as a family qualifying for more than one preference. After preferences, LHA will determine priority based upon the date and time of application. The preferences are listed below. A family must provide acceptable verification that they are eligible for a preference. Acceptable verification must come from a government agency, law enforcement agency, public or private shelter, clergy, or social service agency. The verification is valid for 90 days. If the applicant is not housed within 90 days, the preference must be re-verified at the time the family is offered assistance.

1. Homeless. Applicants terminated or evicted from an LHA program or unit will not be eligible for a homeless preference. A homeless family includes:
   a. Any person or family that lacks a fixed, regular, and adequate night-time residence; and
   b. Any person or family that has a primary night-time residence that is:

      (1) A supervised shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing);

(2) An institution that provides a temporary residence for individuals intended to be institutionalized (does not include jails or prisons); or

(3) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

2. Displaced by fire, flood or storm.

3. Displaced by domestic violence - actual or threatened physical violence against one or more members of the applicant family by a spouse or other member of the household. Such applicant must have been forced to move because of domestic violence or lives with a person who engages in domestic violence. Such violence must be recent or continuing. Applicants displaced by domestic violence must certify that the person who engaged in such violence will not reside with the applicant family unless LHA has given advance written approval. If the family is admitted, LHA may deny or terminate assistance to the family for breach of this certification.

4. Working Family. A family with at least one adult member who is currently employed and has been employed at least 25 hours per week for at least six consecutive months. A family whose head or spouse or sole member is age 62 or older or is a person with disabilities also qualifies for this preference. This preference will be effective July 1, 1999. This preference does not apply to applicants for Mahoney Manor or Burke Plaza.

C. Priority to Elderly and Displaced. In selecting applicants for HUD-Subsidized units LHA will give preference to Elderly/Disabled Families and Displaced Persons over Single Persons.

D. Burke Plaza Elderly Preference. LHA will offer available units at Burke Plaza first to applicants where the head, spouse or sole family member is 62 years of age or older. This preference will take priority over all other selection preferences. LHA will offer units to disabled applicants under age 62 if there are an insufficient number applicants who qualify for the elderly preference to fill vacant units.

E. One Offer. As dwelling units become available for occupancy, the verified, eligible applicant first on the waiting list for the available size of unit shall be offered a unit in accordance with the following plan:

1. The housing authority will offer the suitable unit that has been vacant for the longest period of time. If that unit is not ready for occupancy, LHA will offer the unit that has been ready for occupancy for the longest period of time. The applicant must accept the unit offered or be moved to the last place on the waiting list and lose the benefit of any preferences for six months. After the applicant has refused two offers, LHA will cancel the application.

2. Under certain circumstances LHA may allow the applicant to refuse a unit and remain at the top of the waiting list. If LHA is satisfied that the refusal meets the criteria

below, LHA will consider the refusal of the offer to be an "allowable refusal," and will not move the applicant to the bottom of the waiting list.

a. The applicant is willing to accept the unit offered, but is unable to move at the time of the offer and presents clear evidence to substantiate this claim. For example, the applicant is unable to move at that time because of health reasons or because of current lease obligations. A lease requirement for a 30 day notice to vacate does not meet the criteria for an allowable refusal.

b. The applicant's acceptance of a given unit will result in undue hardship or handicap not related to consideration of race, color, or national origin, and the applicant presents clear evidence to substantiate this claim. For example, acceptance of the unit would cause employment to be inaccessible to the applicant.

c. The unit is not of the proper size and/or type, and the applicant would be able to reside there only temporarily.

d. The unit location would require children in the household to change schools during the school year.

F. Income Targeting. For the New 32 and Burke Plaza Section 8 New Construction Projects LHA will comply with HUD's income targeting requirements for extremely low-income applicants. For these projects LHA will target at least 40% of new admissions during a fiscal year to applicants at or below 30% of the area median income as determined by HUD. If necessary, LHA will skip over eligible applicants at the top of the waiting list to offer units to extremely low-income applicants lower on the waiting list in order to maintain the 40% ratio. LHA will skip applicants without regard to date of application or the selection preferences listed in Section B of this Part.

G. Transfer Policy. LHA will make reassignments or transfers to other dwelling units without regard to race, color, or national origin as follows:

1. **LHA will not transfer residents of a HUD-subsidized unit to another HUD-subsidized unit of equal size either within a project or between projects, except for alleviating hardships and/or for medical reasons, as determined by LHA.**

2. **LHA will initiate transfers to conform with occupancy standards or to provide the appropriate type of unit to a resident. Such transfers will take precedence over new admissions.**

   - **LHA will transfer families in over-occupied units to larger units at the first available opportunity.**

   - **For HUD-Subsidized units LHA will transfer families in under-occupied units to a smaller unit at the first available opportunity. LHA may waive this provision to avoid a vacancy problem, to maintain full occupancy, or to prevent a hardship to the family.**

   - **LHA will transfer families occupying units with special accessibility features, if those features are not required by current tenants and there is an eligible family on the waiting list who does need such features.**

   - **LHA provide at least a 30 day written notice. For Public Housing units the notice will inform the family of its right to a grievance hearing.**

3. **LHA will consider resident-requested transfers. If approved, the transfer will be placed on the appropriate waiting list as of the date of the transfer request. LHA will observe the following criteria when considering resident-requested transfers.**

   - **Length of Residency**
     The tenant family must have resided in the current unit for at least 1 years to be eligible for a transfer.

   - **Rent Payments History**
     During the lease period, the family history of rent payment must include no record of delinquency for the past 6 months and no more than 4 letters of delinquency in two years, and must have a favorable recommendation from the Credit and Collections Clerk.

The Credit and Collections Clerk can give approval even with letters of delinquency if the family maintained ongoing communication with the clerk of problems, and the family continued to make payments on other charges.

- Utility Payment History
  There is no history of delinquent notices from utility companies.

- Inspection & Maintenance History
  The history of LHA inspection reports and maintenance calls to the residence show good care and minimal damages to the unit and any charges were paid in a timely manner. If no annual inspections have been performed, LHA will make a home visit to evaluate tenant care of the unit.

- Other Issues
  The tenant shall not have a history of drug-related criminal activity or other criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety or welfare of others.

  The tenant shall have a record of good housekeeping.

  The tenant shall have a record relatively free of complaints from, and serious confrontations with, neighbors, staff, or others arising primarily from the activities of the tenant.

  The tenant shall have a good record of yard maintenance such as mowing and watering the grass, raking leaves, shoveling drives and walks. The tenant shall have a history of keeping the exterior areas of the property free from trash and debris, improperly parked vehicles, etc.

  The tenant shall have a history of compliance with the pet policy.

  The tenant shall have a history of working positively to resolve issues and concerns when brought to their attention.

4. The tenant shall have sufficient resources to pay all costs of moving including payment of a transfer charge, new deposits, and moving costs.

Conventional Transfer Charge: $35

The tenant must pay the transfer charge in advance. There is no transfer charge for HUD-subsidized units or for transfers to conform with Occupancy Standards.

The Tenant is responsible for paying a separate damage deposit on the new unit. Any damages in the old unit not covered by deposit must be paid no later than 30 days from the expiration of the lease.

5. Exceptions. LHA can make exceptions to the above criteria. LHA will make decisions on a case by case basis and give special consideration to medical issues or other life threatening situations.

6. LHA will offer one unit to a transferring family in accordance with its One Offer policy. If it is an LHA-initiated transfer and the tenant refuses the unit offered, LHA may terminate the tenant's current lease.

7. For Tax Credit units at Wood Bridge, Summer Hill, Affordable Housing II, and Crossroads House a household transferring to another Tax Credit unit must meet the initial income eligibility guidelines for the project. If the household does not meet those guidelines, LHA will not transfer them to another Tax Credit unit.

H. Holding a Unit. LHA will hold a unit for no more than 2 working days following notification to a family that a unit is available. If the family does not accept the unit within 2 working days, LHA will consider the offer refused and act in accordance with its one offer policy. LHA will consider payment of a $50 deposit as acceptance of the unit.

PART V
OCCUPANCY STANDARDS

A. Occupancy Table - HUD-Subsidized Units. In order to promote efficient and economical use of scarce public housing resources, LHA will use the following guidelines to determine the unit size required to accommodate a family of a given size:

Number of Bedrooms	Number of Persons Minimum	Number of Persons Maximum
0	1	1
1	1	2
2	2	4
3	4	6
4	6	8
5	8	10

B. Room Limits. LHA will assign unit sizes so as not to require use of the living room for sleeping purposes. LHA will assign unit sizes so that no more than two persons are required to sleep in any bedroom.

C. Family Composition. LHA will consider the relationship, age, gender, health, and disability of the members of the family when determining the appropriate unit size. LHA will assign unit sizes so that children of the same sex will share a bedroom, but if there is at least five years difference in age, LHA will not require them to share a bedroom. LHA will not require persons of the opposite sex, other than spouses or other persons in a familial relationship, to share the same bedroom. Within the limitations of the Occupancy Table, LHA will provide families the opportunity to make their own assessment of whether persons of the opposite sex, persons of different generations, and unrelated adults need separate bedrooms.

D. Determining Family Size. LHA will consider every member of a family reasonably expected to live in the unit. If a family member is pregnant, the unborn child will be considered a member of the family for the purpose of determining the appropriate unit size. If a parent does not have full custody of a child, they must have custody at least 50% of the time for LHA to consider the child as a member of the family. Students who live out of town, but return home for 3 months per year will be considered a member to the family. If a family member requires a live-in aide, LHA will provide a bedroom for that person.

E. Waivers. LHA may waive the standards to accommodate a person's disability. LHA may also waive the standards when a vacancy problem exists by temporarily assigning a family to a larger size unit than is required. LHA will transfer such a family to the proper size unit as soon as one becomes available, or when the larger unit can be rented to a qualified family. When considering waivers, LHA will consider the size of the unit, the size of the bedrooms, the number of bedrooms, and the number and age of the proposed occupants.

F. Single Persons. LHA will not assign a single person living alone, who does not qualify as elderly or disabled, to a unit larger than one bedroom unless the person can present a compelling need that requires LHA to provide a larger unit.

G. Qualifying for More than One Unit Size. In some instances a family may qualify for more than one size of unit. In such cases LHA will allow the family to choose a preferred unit size and be placed on the waiting list for that size unit.

H. Conventional Units and Tax Credit Units. LHA will abide by the above Table to determine the maximum number of occupants for conventional units at Arnold Heights, Heritage Square, and Northwood Terrace, Lynn Creek and for units at Wood Bridge, Summer Hill, Affordable Housing II, and Crossroads House unless the city code imposes a more restrictive requirement. To Qualify applicants for 3 bedroom Tax Credit Units at Wood Bridge and Summer Hill, LHA will apply the Occupancy Guidelines in this Section. LHA will not otherwise restrict an eligible applicant's housing choice regarding the size of a conventional unit.

PART VI
LEASING PROCEDURES

A. Current Lease. Prior to admission, LHA will execute a lease with all adult members of the family. LHA will not admit a family to a unit until it has executed a lease for that unit. LHA will ensure that the lease is current at all times and is compatible with LHA policies and local, state, and federal law. LHA uses the following leases for its various programs:

Conventional - Arnold Heights, Northwood Terrace, Lynn Creek, and Heritage Square
Public Housing Elderly - Mahoney Manor
Public Housing Family - Scattered Sites
Section 8 New Construction - Burke Plaza and New 32
Affordable Scattered Sites - AFF
Lease - Purchase Agreement
Affordable Housing II
Wood Bridge - Tax Credit Apartments
Wood Bridge - Market Rate Apartments
Crossroads House Apartments
Summer Hill - Tax Credit
Summer Hill - Market Rate

B. Legal Age. LHA will execute a lease only with persons who are capable under state law of entering into a legal contract.

C. Security Deposit. Prior to admission, LHA will require the family to pay a security deposit.

D. Move-in Packet. LHA will provide each new tenant with a Move-in Packet. The packet will contain a copy of the Dwelling Lease, the Handbook of Information and Guidance, Grievance Procedures for Public Housing units, the schedule of standard charges for tenant damages, and other information pertinent to that unit or required under the particular program.

E. Change in Family Composition. Any change in family composition will require an addendum to the lease. Any additional adult member of the household must be approved by LHA using the same eligibility criteria as used for new applicants. Additions of adult members of the household will require a $35 administrative fee. LHA will waive the fee for HUD-Subsidized units.

F. Addendum. When determined necessary by LHA, it will attach addendum to the lease of a particular family. Examples of such addendum:

- Change in Family Composition - Any change in family composition will require an addendum to the lease adding or subtracting a particular party.

- Accessible Units - If a family moves into a unit with special accessibility features and the family does not require those features, LHA will add an addendum to the lease whereby the family agrees to transfer if LHA requires the unit to house someone needing those features.

- Live-in Aides - If a tenant/applicant requires a live-in aide, LHA will require the tenant and applicant to sign an Live-in Aide request in which the aide agrees to follow LHA rules and acknowledges no right of tenancy. If approved, LHA will attach the request to the lease as an addendum.

- Repayment Agreement - If a tenant/applicant owes LHA money and LHA agrees to a repayment agreement, LHA will attach an addendum in which the tenant agrees to abide by the agreement as a condition of tenancy.

PART VII
MOVING TO WORK RENT POLICIES
PUBLIC HOUSING UNITS

Rent Schedule - Public Housing Units. LHA will calculate the amount of rent and other charges in accordance with the appropriate Federal Regulations except as detailed in this document for the Moving To Work Demonstration Program. The changes for the Moving To Work Program in this section are effective July 1, 1999 for new admissions. For families in occupancy prior to July 1, 1999 the provisions will take affect with the families next Annual Re-Examination beginning October 1, 1999. The Definitions section of this policy contains more detailed explanations of Total Tenant Payment, Annual Income, Adjusted Income, Utility Allowances, and Tenant Rent.

1. Total Tenant Payment/Gross Family Contribution. In general the Total Tenant Payment is based on Annual Income and is the higher of the following rounded to the nearest dollar:
   a. 30 percent of monthly adjusted income (adjusted annual income divided by 12);
   b. 10 percent of gross monthly income (annual income divided by 12); or
   c. $25 (The provision in Section VIII(A)(3) applies here also)
   4. The Utility Allowance for the unit the tenant will occupy. The effect of this provision is to maintain a minimum Tenant Rent of $0.

2. Public Housing Ceiling Rents. LHA has established Ceiling Rents for its Public Housing units. The Ceiling Rent is the maximum rent LHA will charge a family for that unit. If the amount calculated based on income is greater than the Ceiling Rent, the Total Tenant Payment will be the Ceiling Rent. A family may only receive the benefit of a Ceiling rent for three years. After three consecutive years paying ceiling rent, LHA will require the family to move from the unit. For families in occupancy and paying Ceiling Rent prior to July 1, 1999, LHA will not start counting the three years until the next Annual Re-examination for that family. The three year limitation will not apply to elderly or disabled families. See Attachment One.

3. Utilities and Tenant Rents. LHA has established utility allowances for units in which the tenant pays some utilities directly. In general, the amount of rent LHA will charge for these units will be the Total Tenant Payment minus the Utility Allowance for the unit. If the amount of the Utility Allowance exceeds the Total Tenant Payment, than the amount of rent charged will be $0. Under no circumstances will the tenant receive a utility reimbursement. For units in which LHA pays all utilities, the rent will be the Total Tenant Payment. LHA will review utility allowances annually and adjust them when utility rates have increased or decreased by at least 10%.

4. Annual Income. LHA will calculate Annual Income in accordance with Federal Regulations except for the following:

   1. Minimum Earned Income. LHA will include a minimum amount of earned income when calculating Annual Income whether or not a

family is working. The minimum amount of earned income for families with one eligible adult will be based on 25 hours per week of employment at minimum wage. The minimum amount of earned income for families with two or more eligible adult members will be based on 40 hours per week of employment at minimum wage. LHA will count the higher of the minimum earned income or the actual earned income for the household. The minimum earned income will be added to any unearned income the family receives. Eligible adults are persons 18 years of age or older who do not qualify for one the following exemptions. All adults in the household must be exempt in order for the household to be exempt from the minimum income requirements. LHA will exempt adults members of the family from the minimum earned income requirement if they meet the following criteria.

1. A person who has an illness or injury serious enough to temporarily prevent entry into employment or training. As an example, a broken limb would not automatically qualify an individual from this exemption. An individual under doctor's orders for restricted activities following surgery could be considered for a temporary exemption. Each exemption will be considered on an individual yet consistent basis. Exemptions for illness or injury of less than six weeks anticipated duration will not be given. The maximum duration of this exemption is one year.
2. A person who is age 60 or older or disabled.
3. A person who is needed in the home on a continuous basis because of the illness or incapacity of another household member and no other appropriate member of the household is available to provide the needed care. Verification from a physician or licensed or certified psychologist is required. The illness or incapacity of the household member must be evaluated periodically, depending on the diagnosis and/or prognosis for recovery. LHA will verify this at least annually.
4. A parent or needy caretaker relative of a child under the age of 12 weeks.
5. A pregnant woman beginning with the 3rd trimester (6th month) of pregnancy continuing through six weeks following the end of the pregnancy.
6. An individual who is participating in AmeriCorps or Vista. This exemption will have a two year time limit from the date the person entered the AmeriCorps or Vista program.
7. A full-time student. A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. The school must be accredited by the Nebraska Department of Education and/or other acceptable accrediting agencies.
8. A participant in an approved Self-Sufficiency Program. An approved self-sufficiency program is one that has been reviewed by LHA and whose sponsoring agency has an agreement with LHA regarding their program. Self-sufficiency programs provided by agencies will be approved on a case by case basis if they meet the following guidelines. The self-sufficiency plan must be part of an organized self-sufficiency program developed by the agency as part of the agency's ongoing efforts to support families in achieving self-sufficiency. The goal plans must be based on results of assessment and must list goals to be achieved and benchmarks and time lines;

goals must be measurable and verifiable; realistic---within the control of the individual; adequate---contribute to the achievement of self-sufficiency; congruent with the individual's values; and time-limited. The self sufficiency plan must detail the responsibilities, roles, and expectations of the participant, the sponsoring agency and case manager, and other service providers. The self-sufficiency plan may be a flexible tool which allows for adjustments based on changes in external conditions or individual circumstances. There must be an established relationship the Lincoln Housing Authority and the sponsoring agencies of the self-sufficiency program to allow for the exchange of information so that Lincoln Housing Authority can monitor the progress on self-sufficiency goals and objectives.

To be eligible for an exemption from the minimum earned income requirement, the individual must be fully enrolled in the self-sufficiency program and actively participating. They cannot be enrolled but inactive and cannot be under any sanction or probation with the self-sufficiency agency.

LHA will provide a fixed three year period of time beginning when the household is initially housed or converted to MTW during which individuals will be able to qualify for the exemption from minimum earned income as a self-sufficiency participant. After that time, they will no longer be eligible for this exemption. At the sole discretion of LHA, an extension of time for self-sufficiency participation may be given. LHA may consider past achievements in the self-sufficiency program, current activity within the program and remaining goals to be accomplished, history of exemptions and temporary exemptions, or other good cause as reasons for extending the time for being exempt from the minimum earned income requirement as a self-sufficiency participant.

2. Student Income. LHA will include all earned income in the calculation of Annual Income of full time students age 22 and older. These students will not be considered as dependents for the purpose of calculating annual and adjusted income.

5. Adjusted Income. Adjusted Income is calculated by subtracting eligible deductions from a family's Annual Income. LHA will follow HUD regulations in determining eligible deductions. In addition LHA will include the following new deduction and alter the dependent deduction.

1. Medical Insurance Premium Deduction. For non-elderly, non-disabled families LHA will deduct the amount of medical and dental insurance premiums paid by the family that exceeds 3% of Annual Income. LHA will calculate this in the same manner that it calculates the HUD-required deduction of medical expenses for elderly and disabled families. However, for non-elderly, non-disabled families LHA will only include the cost of insurance premiums paid by the family, and that are not reimbursed to the family. LHA will not deduct any other out of pocket medical expenses for non-elderly, non-disabled families.

b. Dependent Deduction. LHA will provide the same dependent deduction required by HUD regulation with one exception. LHA will not consider as dependents full-time students age 22 and over. LHA will not provide a dependent deduction for these students.

PART VIII
SCHEDULE OF RENTS AND OTHER CHARGES

A. Rent Schedule - New 32 and Burke Plaza units. LHA will calculate the amount of rent and other charges in accordance with the appropriate Federal Regulations. The Definitions section of this policy contains more detailed explanations of Total Tenant Payment, Annual Income, Adjusted Income, Utility Allowances, and Tenant Rent.

1. Total Tenant Payment/Gross Family Contribution. In general the Total Tenant Payment is based on Annual Income and is the higher of the following rounded to the nearest dollar:
   a. 30 percent of monthly adjusted income (adjusted annual income divided by 12);
   b. 10 percent of gross monthly income (annual income divided by 12); or
   c. $25

2. Utilities and Tenant Rents. LHA has established utility allowances for units in which the tenant pays some utilities directly. In general, the amount of rent LHA will charge for these units will be the Total Tenant Payment minus the Utility Allowance for the unit. For units in which LHA pays all utilities, the rent will be the Total Tenant Payment. LHA will review utility allowances annually and adjust them when utility rates have increased or decreased by at least 10%.

3. Minimum Rent Hardship. In cases where the application of the $25 minimum Total Tenant Payment (TTP) results in a Tenant Rent greater than $0, a family may qualify for a financial hardship exemption. If a family is unable to pay this minimum rent amount, it may request a financial hardship exemption. Upon request for a hardship LHA will suspend the $25 minimum TTP beginning the month following the request until it determines if the family qualifies for a financial hardship and whether the hardship is temporary or long term. Financial hardships include the following situations:
   - When the family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for title IV of the Personal Responsibility an Work Opportunity Act of 1996;
   - When the family would be evicted because it is unable to pay the minimum rent;
   - When the income of the family has decreased because of changed circumstances, including loss of employment;
   - When a death has occurred in the family's household within the last six months.

B. Rent Schedule - Conventional Arnold Heights. See Attachment Two.

C. Rent Schedule - Conventional Apartments. Heritage Square, Northwood Terrace and Lynn Creek. See Attachment Two.

D. Rent Schedule - AFF. LHA will calculate rents based on income in accordance with Public Housing regulations, except that it will charge a minimum rent. See Attachment Three.

5. Rent Schedule - Affordable Housing II. See Attachment Four.

6. Rent Schedule - Wood Bridge. LHA will have two separate rent schedules for Wood Bridge: One for Tax Credit units and one for market rate units. See Attachment Five.

G. Rent Schedule - Summer Hill. LHA will have two separate rent schedules for Summer Hill: One for Tax Credit units and one for market rate units. See Attachment Six.

H. Security Deposit. LHA will require each tenant to pay a security deposit in the following amounts:

Public Housing - A12	$150
Public Housing - all other	$150
Section 8 - BPL, N32,	$ 50 or GFC, whichever greater
AFF	$240
Conventional	One Month's Rent
Tax Credit Units	One Month’s Rent

Following the tenant's move-out LHA may deduct certain charges from the security deposit. LHA will return the balance, if any, of the security deposit within fourteen days following a move-out inspection of the unit and receipt of a forwarding address where it can be mailed. LHA will deduct charges for the following, or otherwise in accordance with state law:

1. Any unpaid rent or other charges for which the tenant is liable.
2. Cleaning costs for the unit and appliances.
3. Damage which is not due to normal wear and tear.

I. Pet Deposit. LHA allows pets in its Public Housing and New 32 Scattered Site units, Arnold Heights units, Mahoney Manor, Burke Plaza, and Crossroads House. LHA does not allow pets at Northwood Terrace, Heritage Square, Affordable Housing II, Wood Bridge and Summer Hill. LHA requires pet-owning tenants to pay an additional pet deposit to be used by management at the termination of tenant's lease toward reimbursement of the cost of repairing any damages to the dwelling unit caused by the pet. LHA will charge the pet deposit in accordance with its Pet Policy. LHA will not charge a deposit for an aid animal (for example, a seeing eye dog). LHA will not return the pet deposit until after the tenant has vacated the unit even if the tenant no longer keeps a pet while still in tenancy.

J. Additional Charges. From time to time LHA may find it necessary to assess additional charges for certain services or damages for which tenants are responsible. LHA will make all new tenants aware of these charges and provide them a copy of the standard charge sheet, LHA Form #99. As LHA updates the schedule, it will provide a 30 day notice of the new schedule of charges to all tenants.

PART IX
RENT COLLECTION POLICY

A. Due Date. Rents are due and payable on or before the first day of each month.

B. Notice of Lease Termination. After the fifth calendar day of each month LHA will send a Notice of Lease Termination to all tenants whose rents have not been paid in full. The Notice will conform with requirements of the tenant's lease and state and federal law when applicable.

The Notice will require the tenant to pay all unpaid rent within the following number of days or LHA will terminate the lease and initiate eviction procedures:

Conventional & Tax Credit units	3 days
Section 8	
Burke, and HSQ Set aside	3 days
New 32 units	10 days
Public Housing	14 days

C. Administrative Charges. LHA will assess the tenant a $20 administrative charge for serving a Notice of Lease Termination for delinquent rent.

D. Non-Sufficient Funds. LHA will consider the receipt of a Non-Sufficient Funds (NSF) check as non-payment of rent. LHA will charge $20 for any returned checks. LHA will treat NSF checks the same as non-payment of rent. LHA will allow one NSF check before putting the tenants account on a money order only basis. On the second offense, LHA will place the account on a money order only basis for six months. On the third offense, LHA will place the account on a money order only basis for the remaining tenancy.

E. Legal Proceedings. If LHA does not receive the rental payment within the required number of days specified in the Notice, the tenant has not vacated the premises, and the time period for a hearing - for HUD subsidized units only - has expired, LHA will initiate legal proceedings to recover possession of the dwelling unit.

F. Waiver. LHA may waive the Lease Termination procedure in hardship cases if the tenant immediately contacts the office to explain the reasons for late payment. If this proves acceptable, LHA will execute a written repayment agreement with the tenant stipulating the payment date. However, LHA will not waive NSF check charges.

PART X
RE-EXAMINATION OF FAMILY INCOME AND COMPOSITION
HUD-SUBSIDIZED UNITS ONLY

A. Annual Re-examinations. LHA will annually inspect the unit and re-examine each tenant family's income and composition in order to determine the appropriate Total Tenant Payment and Tenant Rent to charge for the ensuing year. LHA will also utilize the opportunity to determine if the unit size remains appropriate, to review compliance with the Community Service Requirements for Public Housing, and to review any other pertinent issues with the family.

1. Annual rent adjustments will be effective on the anniversary date of the family's lease. If the family's lease was effective on a day other than the first of the month, then the annual adjustment will be effective on the first day of the month of the anniversary date of the

lease. LHA will complete the process at least 30 days prior to that date in order to give each family adequate notice of any rent change. LHA will begin the process 90 days prior to the effective date of each family's annual rent adjustment.

2. LHA will require each household to complete and sign a Personal Declaration form and an Application for Continued Occupancy. The application will set forth all data and information necessary to enable LHA to determine the appropriate Total Tenant Payment, Tenant Rent, and unit size for the family. In addition LHA will require the appropriate family members to sign authorizations for release of information, certifications, and other requisite forms in order to verify the information and complete the process.

3. In accordance with the above schedule, LHA will contact the family to schedule an appointment to complete the necessary paperwork and to begin the process. LHA will give the family written notice that it has 10 days to schedule an appointment. If the family does not respond, misses a scheduled appointment, or otherwise refuses to complete any part of the recertification process, LHA will give the family a second written notice that it has 5 working days to provide the information necessary. If the family still does not respond or cooperate, LHA will issue a 30 day notice to terminate the family's lease.

B. Interim re-examinations. Under certain circumstances LHA will re-examine a family's income and/or composition between annual re-examinations. Tenants must report in writing any change in the household's income. LHA will determine whether a re-examination is necessary. LHA will perform interim re-examinations under the following circumstances:

1. There is a change in family composition. LHA must review and approve the eligibility of an additional person in the unit.

2. The tenant family requests a rent review due to a decrease in family income or a change in other circumstances that would lower the rent payment.

3. LHA had calculated the current rental payment for a temporary time period, and planned an interim review. If a tenant is at zero income, LHA will re-examine income every 90 days.

4. There is a change in federal regulations requiring such a review.

5. There is an increase in the family's annual income. Tenants must report any change in the household's income. LHA will determine whether a re-examination is necessary.
For Public Housing units, LHA will not perform an interim and increase rent until the next annual review for the length of the Moving to Work Demonstration program except for the following circumstances. This exception is effective July 1, 1999.
   - LHA will increase the rent and charge retroactive rent if the tenant fails to report the change in writing.
   - LHA will conduct an interim review and increase rent if the change in income is due to a change in family composition.
   - LHA will conduct an interim review if the tenant no longer qualifies for an exemption from the Minimum Earned Income for any reason other than employment (For example the tenant is terminated

from a self-sufficiency program for failure to cooperate with program guidelines). If the tenant no longer qualifies for an exemption from the MEI, then LHA will conduct an interim review to include Minimum Earned Income in the calculation of Annual Income and increase the rent.

- LHA will conduct an interim rent increase if it previously reduced the rent due to a temporary loss of income. For example if a pregnant client's rent was decreased due to a work stoppage and loss of income, LHA will increase rent up to its previous level when the client starts working again. When possible LHA will issue concurrent notices - one lowering rent and one increasing rent effective on the predicted date of the clients return to work.

6. LHA receives information that indicates the family's income or composition is significantly different than the family last reported.

C. Reporting Deadline. LHA requires tenants to report changes in income and family composition within 10 days of the change. Tenants must report all income changes.

D. Interim Rent Adjustments. LHA will issue a Notice of Rent Adjustment informing the family of any change in the family's rent resulting from an interim re-examination. The rent will remain in effect until the next annual re-examination or until circumstances occur that warrant an interim rent review. LHA will give the family at least 30 days notice of any rent increase.

If the family has met the 10 day reporting deadline, LHA will make any increase effective on the first of the month after the 30 day Notice of Rent Adjustment. If the family has not met the 10 day reporting deadline, LHA will make any increase effective the first of the month following the change, and require the tenant to pay back rent.

LHA will make decreases effective the first of the month following the verified decrease. If a family member has terminated employment, LHA will make the rent decrease effective 90 days after the month the decrease was reported. LHA will not lower rent payments for reductions in TAIF payments due to sanctions, fraud or otherwise failing to cooperate with that program. LHA will not lower rent for payments due to a temporary loss of income of one month (30 days) or less duration.

E. Incorrect Unit Size. If LHA determines that the size or composition of a family has changed and that the unit occupied by the family is no longer suitable according LHA's Occupancy Standards, LHA will transfer tenants to another dwelling unit in accordance with the Transfer Policy. If LHA does not own or operate units of the appropriate size, LHA may terminate the family's lease in accordance with the Lease Termination section of this policy or waive its occupancy standards. LHA will attempt to provide the family assistance in locating another unit, including referrals to other rental assistance programs.

F. Misrepresentations. If LHA determines that a tenant intentionally or deliberately misrepresented or otherwise did not report income, assets, deductions, family composition, or other information upon which the rent and unit size and type are based, LHA will determine the amount of rent that should have been charged and attempt to collect the amount owed. If the family repays the amounts owed and/or moves to the appropriate size or type of unit, LHA may allow a tenant family to remain in tenancy. Otherwise LHA

will terminate the tenant's lease in accordance with the Lease Terminations section of this policy. At its sole discretion LHA may allow a family to enter into a repayment agreement to pay off their debt over a specified period of time.

PART XI
ANNUAL RECERTIFICATION
TAX CREDIT UNITS

LHA will annually re-certify the income of households occupying units subject to the requirements of the Low Income Housing Tax Credit Program. LHA will determine whether the household's income still meets the requirements of the tax credit program. For tax credit tenants who are also Section 8 tenants, LHA will utilize the annual Section 8 review to fulfill the requirements of the tax credit recertification. Although LHA will utilize the annual Section 8 review, LHA will not utilize or act upon changes reflected by interim Section 8 reviews. For the purpose of the Tax Credit program, LHA will require families to report only changes in household composition or student status between annual recertifications, and will act as necessary to maintain occupancy standards and compliance with the tax credit program.

In the Wood Bridge and Summer Hill developments, if the households income exceeds 140% of the initial qualifying income (60% of median), LHA will require the family to vacate the unit or transfer to a market rate rental unit as necessary to keep the mix of market and tax credit units at 50% and not to adversely affect the tax credit Applicable Fraction.

PART XII
VERIFICATION OF APPLICANT'S STATEMENTS AND INCOME

A. Scope of Verification. LHA will verify all information affecting an applicant family's eligibility, selection preferences, rent calculations, and required unit size and type prior to admitting the family into its HUD-subsidized units or Tax Credit units. This will always include information regarding the family's income, assets, and allowances. It may also include information regarding medical and handicap assistance expenses, age of family members, disability of family members, child care expenses, full-time student status of family members, and current housing status of family members when these issues affect eligibility, preference status, or rent calculations.

B. Type of Verification. LHA prefers to independently verify the information provided by the family. However, LHA recognizes that this is not always possible under all circumstances. Therefore LHA will observe the following preferred order of verification.

1. Third Party. LHA will first attempt to obtain written, third party verification of information. LHA will require applicants to sign authorizations for the release of information to enable LHA to obtain such verifications. LHA will send verification forms directly to employers, banks, social service agencies, previous landlords, and others in order to receive an accurate third party verification. LHA will make written inquiries stating the purpose of the inquiry and will include the applicants' signed authorization. LHA will strongly encourage parties to respond in writing, but will accept oral verification from a third party source if a written response is not possible.

2. Family Documentation. If third party verification is not possible, LHA may accept documentation supplied by the applicant. Examples of such information would include benefit checks, income tax returns, benefit award letters, savings bond redemption values, and other supporting documents.

3. Family Certification. Under limited circumstances, if the nature of the information is such that it cannot be documented or independently verified, LHA may accept a certification from the family. LHA will use its best judgment to determine whether the family should be able to provide documentation of certain information.

C. Social Security Numbers. For subsidized units, LHA will require social security cards for all family members over the age of six.

D. Citizenship. LHA will require citizens of the United States to sign a declaration of U.S. citizenship. LHA will require eligible noncitizens to sign a declaration of eligible immigration status and to submit the documents required by federal regulations. LHA will verify eligible immigration status with the Immigration and Naturalization Service. LHA will not delay, deny, or terminate assistance because the verification of immigration status and/or appeals process has not been completed.

E. 90 Days. LHA will obtain all verifications within 90 days prior to the initial lease date and all subsequent reexaminations to ensure that it is using current and accurate data.

F. Re-examinations. LHA will verify in accordance with the above procedures all information necessary to complete annual and interim re-examinations.

G. Confidentiality. LHA will maintain in the Tenant File all documentation and verifications relative to the information required to process the application. This information will be kept strictly confidential in accordance with state and federal law.

PART XIII
LEASE TERMINATIONS

A. Tenant Termination. The tenant may terminate the lease by providing a written notice to LHA in the accordance with the lease agreement.

B. LHA Termination - Conventional and Tax Credit Units. LHA will terminate or refuse to renew a tenants lease at its discretion in accordance with the lease and state law.

C. LHA Termination - HUD Subsidized Units. LHA will terminate or refuse to renew the lease for serious or repeated violation of material items of the lease such as failure to make payments due under the lease, failure to fulfill the tenant obligations set forth in the lease, failure to comply with the Community Service Requirements, or for other good cause. Other good cause includes, but is not limited to: serious or repeated interference with the rights of other tenants or neighbors; serious or repeated damage to the leased premises; creation of physical or health hazards; failure of the tenant to use the dwelling unit as his principal place of residence; or failure to fulfill other tenant obligations set forth in the lease. If LHA terminates the lease, LHA shall provide written notice to the tenant as follows:

1. In accordance with the Rent Collection Policy in the case of failure to pay rent.

2. A reasonable time considering the seriousness of the situation - but not to exceed 30 days - in a case where a tenant creates or maintains a threat constituting a serious and clear danger to the health or safety of other tenants or housing authority employees. A serious and clear danger shall include but not be limited to any of the following activities of the tenant or any other person on the premises with the consent of the tenant:

   a. Physical assault or the threat of physical assault.
   b. Illegal use of a firearm or other weapon or the threat to use an illegal firearm or other weapon.
   c. Any "drug-related criminal activity."

3. At least thirty (30) days prior to termination in all other cases. On a first offense, LHA will provide a 14 day period to remedy the tenant default.

4. At least ninety (90) days when terminating the lease of a family in a Public Housing unit who has paid the Public Housing Ceiling Rent for three consecutive years.

D. Zero Tolerance. LHA will exercise zero tolerance for drug activity, other criminal activity or alcohol abuse by any LHA tenant or guest. On a monthly basis LHA will check the police calls to all LHA owned units to monitor any potential problems. LHA will terminate the lease of any tenant, where the tenant, member of tenant's household or guest has engaged in the illegal use of drugs or otherwise has been involved in any drug-related criminal activity on or off the premises within the past three years. LHA will terminate the lease of any tenant if LHA determines that any other person under the tenants control engages in any drug-related criminal activity on the premises. LHA will terminate the lease of any tenant if LHA determines that a tenant, guest or other person under the tenant's control engages in any criminal activity or abuses alcohol in a way that may interfere with the

health, safety, or right to peaceful enjoyment of the premises by other residents or neighbors. LHA will terminate the lease of any tenant if LHA determines that any member of the household has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing. LHA will terminate the lease if a tenant is fleeing to avoid prosecution, or custody or confinement, for a crime or attempt to commit a crime that is a felony under the laws of the place from which the individual flees (or is a high misdemeanor in the state of New Jersey); or is violating a condition of probation or parole imposed under Federal or State law.

LHA will give consideration to a tenant who demonstrates to the satisfaction of LHA that he/she has successfully completed or is participating in a supervised drug or alcohol rehabilitation program and is no longer abusing alcohol, illegally using controlled substances, or otherwise involved in drug-related criminal activity. LHA will require written evidence of such participation.

E. Judicial Proceeding. LHA will evict tenants only by initiating appropriate judicial proceedings.

F. Public Housing Grievances. LHA will process and resolve grievances or appeals concerning the obligations of the tenant or the housing authority under the provisions of the Public Housing Lease in accordance with LHA's Public Housing Grievance Procedure that is in effect at the time such grievance or appeal arises.

PART XIV
COMMUNITY SERVICE PROGRAM

A. Introduction

The Public Housing Reform Act of 1998 requires that every adult resident of public housing perform 8 hours of community service each month or participate in an economic self-sufficiency program for at least 8 hours every month or a combination of each activity for a total of 8 hours each month. Certain adults are exempt from the requirements.

B. Implementation Plan

Lincoln Housing Authority is required to implement these community service requirements beginning April 1, 2001. LHA will phase in the implementation of the community service requirements beginning with households who are initially housed or transferred beginning April 1, 2001. For all other households, i.e. those already housed on April 1, 2001, the implementation of the community service requirements will be the effective date of the next annual reviews beginning April 1, 2001. LHA will provide each family with a written description of the service requirements, the process for claiming status as an exempt person, the process for change in status, and the verification required.

C. Community Service\Economic Self-Sufficiency Requirements for Adults

Adults age 19 and above who are not exempt must perform 8 hours of community service per month or 8 hours of participation in economic self-sufficiency programs or any combination of these activities.

> Community Services: The performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. LHA will consider community service to be a broadly defined area of service performed under the auspices of a non-profit organization, service club, government agency, school, church, or other community organization. Community service is not employment and may not include political activities. Community service can include volunteer work in schools but does not include home schooling of household members by a tenant or adult member of the family. Community service must be an activity which can be verified by a responsible and objective third party.
>
> Economic Self-Sufficiency Program: Any program designed to encourage, assist, train, or facilitate the economic independence of HUD-assisted families or to provide work for such families. These programs include job training, employment counseling, work placement, basic skills training, education, English proficiency, workfare, financial or household management, apprenticeship, and any program necessary to ready a participant for work (including a substance abuse or mental health treatment program), or other work activities.
>
> Economic Self-Sufficiency Programs include those which have been approved as self-sufficiency programs under LHA's Moving to Work Demonstration Project. An economic self-sufficiency program also includes enrollment and attendance in post-secondary educational programs accredited by the Nebraska Department of Education or other acceptable accrediting agencies. Independent and internet-based study and correspondence courses are excluded.

D. Exemption from Community Service\Self-Sufficiency Requirements

The requirement to perform community service or participate in an economic self-sufficiency program applies to all *non-exempt*, adult residents in public housing.

An Exempt Individual is an adult member of the household who:

1) Is 62 years or older.
2) (i) Is a blind or disabled individual, as defined under 216(i)(1) of the Social Security Act (42 U.S.C. 416(i)(1); 1382c) and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or (ii) is a primary caretaker of such an individual. The disabled individual must complete a self-certification form to be exempt from Community Services. The primary caretaker must be identified by the disabled adult. In the case of a primary caretaker of a blind or disabled person under the age of 18, the caretaker must complete a self-certification. Only one adult in a household will qualify as a primary caretaker.
3) Is engaged in work activities which are defined in section 407(d) of the Social Security Act (42 U.S.C. 607(d) as the following:
    1. Unsubsidized employment
    2. Subsidized private-sector employment
    3. Subsidized public-sector employment
    4. Work experience if sufficient private sector employment is not available
    5. On-the-job training
    6. Job search and job-readiness assistance
    7. Community service programs
    8. Vocational educational training
    9. Job skills training directly related to employment
    10. Education directly related to employment in the case of a recipient who has not received a high school diploma or certificate of high school equivalency
    11. Satisfactory attendance at secondary school or in a course of study leading to a certificate of general equivalence

    For an exemption from LHA's community service requirement, other work activities must comprise at least 8 hours of activity per month. Other requirements must be met for exemption from LHA's Minimum Earned Income requirement under the Moving to Work Program.

4) Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of Title IV of the Social Security Act (41 U.S.C 601 et seq.) or under any other welfare program of the State in which the PHA is located, included a State-administered welfare-to-work program. This exemption is determined by the Nebraska Department of Health and Human Services and they provide the following exemptions:
    1. A child who is age 14 or younger (including an emancipated minor).
    2. A full-time student who is age 16, 17, or 18 and regularly attending an elementary, secondary, or vocational or technical school.
    3. A person who has an illness or injury serious enough to temporarily prevent entry into employment or training.
       A person who is incapacitated with a medically determinable physical or mental impairment which, by itself or in conjunction with age, prevents the individual from engaging in employment or training and which is expected to exist for a continuous period of at least three months.
    4. A person who is age 60 or older or disabled.

    5. A person who is needed in the home on a continuous basis because of the illness or incapacity of another household member and no other appropriate member of the household is available to provide the needed care. Verification from a physician or licensed or certified psychologist is required. The illness or incapacity of the household member must be

evaluated periodically, depending on the diagnosis and/or prognosis for recovery.

6. A parent or needy caretaker relative of a child under the age of 12 weeks. Only one adult in a household can qualify for this exemption.

7. A pregnant woman beginning with the 3rd trimester (6th month) of pregnancy continuing through six weeks following the end of the pregnancy.

8. An individual who lives in a location that is so remote from an EF program or activity that effective participation is not possible.

9. An individual who is participating in AmeriCorps.

10. A single custodial parent who is unable to participate because s/he cannot obtain child care for his/her child age five or younger because of distance, unavailability\unsuitability of informal child care, or unavailability of appropriate and affordable formal child care arrangements.

5) Is a member of a family receiving assistance, benefits or services under a state program funded under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.) or under any other welfare program of the State in which the PHA is located, included a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in non-compliance with such program.

Adults who are members of family receiving any of the following benefits for any member of the family are exempt from community service and economic self-sufficiency requirements of this section. Verification is provided by the Nebraska Department of Health and Human Services. This does not provide an exemption from provisions of the Moving to Work Demonstration Project and specifically does not provide an exemption to the Minimum Earned Income requirement. The benefits which provide a basis for the community service exemption are:

Temporary Assistance to Needy Families (TAIF)
Child Care Block Grant

For any exemption, the Lincoln Housing Authority requires verification. In some cases, information to substantiate the exemption or actual verification information may already be on file.

E. Notification to Residents and Status Determination

Beginning February 1, 2001, LHA will provide each applicant family with notification of the community service\economic self-sufficiency requirements. By February 1, 2001, all waiting list families, excluding elderly applicants for Mahoney Manor, will receive written notification of the community service\economic self-sufficiency requirements. LHA will provide each family with a written description of the service requirements, the process for claiming status as an exempt person, the process for change in status, and the verification required.

By February 1, 2001, all currently housed residents of public housing will be given written notice of the community service\economic self-sufficiency

requirements. For all public housing families, a status determination will be made at least 30 days prior to the effective date of each annual review with an effective date on or after April 1, 2001. A status determination will be done at the time a family is initially housed or transferred on or after April 1, 2001.

A status determination means that each adult member of the household will be reviewed to determine if s/he is required to participate in community service\economic self-sufficiency activity or if s/he is exempt from the requirement. The status determination is made according to what each adult's status is anticipated to be on the effective date of the annual review or move in. A housing authority initiated status determination is only done as part of the annual review. A status redetermination is not initiated by the LHA until the next annual review.

An adult member of the family can initiate a status determination to have LHA consider if the community service activity requirement can be discontinued because the member has become exempt. A status determination will be done within 30 days of a request. This status determination review may be done by phone, fax, mail, or in person, at the discretion of the Housing Specialist. Supporting documentation for any change in status is required.

F. Public Housing Lease

HUD regulations on Community Service require a 12 month lease term for public housing. For purposes of the community service program, the 12 month terms refer to the twelve month periods between initial housing and the effective dates of annual reviews thereafter. The public housing lease shall specify that failure to comply with the community service requirement is grounds for termination of the lease at the end of the twelve month lease term but not for termination of the lease during the course of the twelve month lease term.

7. Procedures for Non-Exempt Residents

For each non-exempt adult, the Housing Specialist will provide a referral form to the Community Service Liaison. The community service liaison will refer the family to a third party organization who will work directly with the family to achieve the community service requirements. As appropriate, the community service liaison can also refer tenants to programs which provide education, training, or other economic self-sufficiency programs which can fulfill the requirements. In lieu of referral to a third party organization, the LHA retains the option of working directly with a tenant family or member in fulfilling the requirements.

The family member must provide information and cooperate with the third party organization in verification of the community service activities. The family member must contribute 8 hours per month of community service or participate in an economic sufficiency program for 8 hours per month or a combination of both. The family must provide the third party organization with information verifying compliance with the service requirement including the number of hours accomplished under the activity and provide such information in a format or on a form provided by LHA.

For qualifying activities, a signed certification by the sponsor agency\organization is required.

H. Annual Review and Determination of Compliance

During the annual review process, LHA will determine if the tenant and adult family members have complied with community service\economic self-sufficiency requirements. LHA will also determine which adult members of the family qualify for an exemption for the upcoming twelve month period.

1. Notice of Non-Compliance

At the annual review, if LHA determines that there is a family member who is required to fulfill a community service\economic self-sufficiency requirement and has not done so, LHA will notify the tenant of this determination. The notice will describe the non-compliance and will state that the LHA will terminate the lease at the end of the twelve month period unless

a) the tenant and any other non-compliant resident, enter into a written agreement with the LHA, in the manner and form described by the LHA. to cure such non-compliance and in fact cure such non-compliance according to the agreement; or

2) the family provides written assurance satisfactory to the LHA that the tenant or other non-compliant resident no longer resides in the unit.

The notice will also state that the tenant may request a grievance hearing on the status determination and that the tenant may exercise any available judicial remedy to seek timely redress of the PHA's termination of the lease because of such determination.

J. Written Agreements to Cure Non-Compliance

If the tenant or another family member has violated the service requirement, the LHA will terminate the lease upon expiration of the twelve month period unless:

1) the tenant and any other non-compliant resident enter into a written agreement with the LHA to cure such non-compliance by completing the additional hours of community service or economic self-sufficiency activity needed to make up the total number of hours required over the twelve-month term of the twelve month period and
2) all other members of the family who are subject to the service requirement are currently in compliance or are no longer residing in the unit.

In entering into a written agreement to cure non-compliance, the LHA will review any mitigating circumstances for which the family can provide documentation including illness, accident, family crisis, temporary exemptions not previously reported, and community service\economic self-sufficiency activities that were not part of the plan or not previously reported. At the LHA's discretion, a waiver of the community service requirement for a given month may be given for those months for which there is documentation of mitigating circumstances. A waiver may also be given for those months in which no hours were completed if there are other months in which excess hours were completed provided the total number of hours completed equals the requirement. A waiver means that no cure for non-compliance is required for that specific month. For those hours that will be required under a written agreement at least 8 hours per month, plus the regular 8 hours, must be completed with the first month in which the agreement is effective. Hours under the written agreement are always performed before regular hours.

When a tenant or adult member is non-compliant with a previously established written agreement, the lease will be terminated at the end of the twelve month period. LHA will consider any mitigating circumstances to amend the previously established written agreement provided the written agreement and any amendments are completed by the end of the twelve month period.

If a tenant or adult member becomes blind or disabled and certifies that, because of this disability, s\he is unable to comply with the written agreement, then LHA will cancel the tenant's or adult member's obligation under the written agreement.

If a tenant or adult member becomes age 62 and is exempt from community service requirement, then LHA will cancel the obligations under the written agreement.

As an incentive to seek and maintain employment, LHA will cancel any remaining obligations of a written agreement for a tenant or adult member who has obtained

at least half-time employment and has maintained the employment thought the balance of the twelve month period.

11. Opportunities for Community Service

The LHA has the option to contract with a third party organization to develop and offer community service opportunities for residents. The organization will assist the LHA in providing information regarding rights and responsibilities of residents. The organization will review with the family members the opportunities to fulfill the community service requirements and will develop a written plan for achieving the requirements. The organization will have the capacity to understand barriers and limitations to participation and will develop solutions to facilitate participation in community services. The organization will administer and monitor the community service participation of individuals and will appropriate action to counsel the tenant and family members who are not in compliance with requirements. The organization will obtain any needed third-party verification of participation and will provide third-party certification to the LHA that family members have performed the qualifying activities. The organization will communicate with the LHA and with the tenant regarding any relevant issues for the community service program. The organization will participate in developing and monitoring any written agreement to cure noncompliance.

The Housing Authority also has existing relationships with other agencies who provide education and training programs. Where appropriate, the Housing Authority may refer the tenant family to a these programs for participation in economic self-sufficiency programs.

In lieu of referral to a third party organization, the LHA has the option to work directly with a tenant family in fulfilling the community service requirements.

PART XV
DEFINITIONS

The following is a list of terms and definitions used by LHA in its policies and practices. To the best of LHA's knowledge these definitions were true and correct at the time this policy was adopted. However, many of the definitions are based on the requirements of federal regulations, which are subject to frequent change. In the event that some definitions in this policy conflict with applicable federal regulations, LHA will comply with the appropriate regulatory requirements.

Adjusted Income - Annual Income less certain possible deductions. Not everyone is eligible for each deduction. LHA will abide by the appropriate federal requirements to determine eligibility for deductions.

1. $480 for each Dependent, including full-time students over 18 years old;
2. $400 for any Elderly Family (head or spouse is over 62 or disabled);
3. Handicapped Assistance Expenses in excess of 3% of Annual Income.
4. For elderly/disabled families, Medical Expenses in excess of 3% of Annual Income.
5. Child Care Expenses necessary to enable a member of the family to work or go to school.
11. For non-elderly, non-disabled families in Public Housing units, the amount of health and dental insurance premiums paid by the family in excess of 3% of Annual Income.

Annual Income: The anticipated total income from all sources received by family members (even if a member is temporarily absent) for the 12-month period following the effective date of initial occupancy or re-examination. The following lists specifies income inclusions and exclusions.

Annual income includes, but is not limited to, the following:

1. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, bonuses, and other compensation for personal services

2. The net income from operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness shall not be deducted to determine net income from a business.

3. Interest, dividends, and net income of any kind from real or personal property. Where the family has net assets in excess of $5,000, annual income shall include the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate as determined by the Department of Housing and Urban Development (HUD).

4. The full amount received of periodic payments from Social Security, annuities, insurance policies, retirement income, pensions, benefits for disability or death, and other similar types of periodic receipts. This includes a lump-sum payment for the delayed start of a periodic payment, except for SSI and Social Security.

5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.

6. Welfare assistance payments. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance Agency in

accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, PLUS;

b. The maximum amount that the Welfare Assistance Agency could, in fact, allow the family for shelter and utilities.

7. Periodic and determinable allowances, such as alimony and child support payments, and regular contribution or gifts, including amounts received from any person not residing in the dwelling.

8. All regular pay, special pay and allowances, (such as longevity, overseas duty, rental allowances, allowances for dependents, etc.) of a member of the Armed Forces (whether or not living in the dwelling) who is head of the family, spouse, or other person whose dependents are living in the dwelling.

9. Payments to the head of the household for support of a minor, or payments nominally to a minor for his support but controlled for his benefit by the head of the household or a resident family member other than the head who is responsible for his support.

10. For Public Housing units: Minimum Earned Income. The greater of the Minimum Earned Income or the actual earned income for a household will be included in accordance with the policy in Section VII of this document.

<u>Annual income does not include:</u>

1. Temporary, non-recurring, or sporadic income, including gifts.

2. Income from employment of children (including foster children) under the age of 18.

3. Payments received for the care of foster children or foster adults.

4. Lump-sum additions to family assets, such as inheritances, insurance payments, capital gains, and settlement for personal property losses. Lump-sum payments for delayed start of Social Security and SSI are also excluded.

5. Amounts received by the family, that are specifically for or in reimbursement of the cost of medical expenses for any family member.

6. Income of a Live-in Aide.

7. The full amount of student financial assistance paid directly to the student or the educational institution.

8. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire.

9. (1) Amounts received under training programs funded by HUD;

   (2) Amounts received by a disabled person that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self Sufficiency (PASS);

   (3) Amounts received by a participant in other publicly assisted programs which are specifically for, or in reimbursement of, out-of-pocket expenses (special equipment, clothing,

transportation, child care, etc.) and which are made solely to allow participation in a specific program;

(4) A Resident Service Stipend. A modest amount (not to exceed $200 per month) received by a public housing resident for performing a service for LHA, on a part-time basis, that enhances the quality of life in public housing; or

(5) Compensation from State or local employment training programs and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives, and are excluded only for a limited period as determined in advance by LHA.

10. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era.

11. Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse). For Public Housing units this exclusion does not apply for students age 22 and over. All earned income is included for students 22 and over in Public Housing.

12. Adoption assistance payments in excess of $480 per adopted child.

13. The incremental earnings and benefits to any resident resulting from the participation in a program providing employment training and supportive services in accordance with Family Support Act of 1988, section 22 of the U.S. Housing Act of 1937 (42 U.S.C. 1437 et seq), or any comparable Federal, State, or local law. The earnings and benefits will be excluded while the resident participates in the program and for 18 months from the date the resident begins the first job acquired by the resident after completion of the program, if the job is not funded by public housing assistance under the U.S. Housing Act of 1937. A comparable Federal, State or local law means a program providing employment training and supportive services that -
    a. Is authorized by a Federal, State or local law;
    b. Is funded by the Federal, State or local government;
    c. Is operated or administered by a public agency; and
    d. Has as its objective to assist participants in acquiring employment skills.

14. Deferred periodic payments of supplemental security income and social security benefits that are received in a lump sum payment.

17. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under the United States Housing Act of 1937. The current exclusions include:

    (1) Value of allotment provided to eligible households under the Food Stamp Act of 1977.
    (2) Payments to volunteers under the Domestic Volunteer Services Act of 1973.
    (3) Payments received under the Alaska Native Claims Settlement Act.
    (4) Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes.
    (5) Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program.

(6) Payments received under programs funded in whole or in part under the Job Training Partnership Act (JPTA).
(7) Income derived from the disposition of funds of the Grand River Band of Ottawa Indians.
(8) The first $2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the Grant of Claims or from funds held in trust for an Indian tribe by the Secretary of the Interior.
(9) Amounts of scholarships funded under Title IV of the Higher Education Act of 1965, including awards under the Federal Work Study Program or under the Bureau of Indian Affairs Student Assistance.
(10) Payments received from programs funded under Title V of the Older Americans Act of 1965.
(11) Payments received after January 1, 1989, from the Agent Orange Settlement Fund or any other fund established in the In Re Agent Orange product liability litigation, M.D.L. No. 381. (E.D.N.Y.)
(12) Payments received under the Maine Indian Claim Settlement Act of 1980. (Pub. L. 96-420, 94 Stat. 1785).
(13) The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990.
(14) Earned Income Tax Credit Refunds received on or after January 1, 1991.

Child. A member of the family, other than the family head or a spouse, who is under 18 years of age.

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed. This is an allowable income deduction, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education, and is not reimbursed by an agency or individual outside the household. The amount deducted must reflect reasonable charges for child care, and, in the case of child care necessary to permit employment, the amount deducted cannot exceed the amount of income received from such employment. If there are two incomes in the family, the child care deduction cannot exceed the lesser of the two incomes.

Citizen. A citizen or national of the United States.

Conventional Units. LHA owned units that do not receive ongoing subsidy by any other government agency. These include units at Arnold Heights, Northwood Terrace, and Heritage Square.

Dependent: A member of the family household (excluding foster children) other than the family head or spouse or live-in aide, who is under 18 years of age or is a disabled person or handicapped person, or is a full-time student. For Public Housing a full-time student must be under the age of 22 to be considered a dependent.

Disabled person: A person who is any of the following:

1. A person who has a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423). Section 223 of the Social Security Act defines disability as:

   a. Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to result in death or which has lasted or can be

expected to last for a continuous period of not less than 12 months; or

b. In the case of an individual who has attained the age of 55 and is blind (within the meaning of "blindness" as defined in Section 416(I)(1) of this title), inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.

2. A person who has a physical, mental, or emotional impairment that:

a. is expected to be of long, continued and indefinite duration;
b. substantially impedes his or her ability to live independently; and
c. is of such nature that ability to live independently could be improved by more suitable housing conditions.

3. A person who has a developmental disability as defined in Section 102(7) of the Development Disabilities Services Assistance and Bill of Rights Act (42 U.S.C. 6001(7)). Section 102(7) of that Act defines developmental disability as:

> A disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of Health, Education, and Welfare to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originated before such individual attains age 18, which has continued or can be expected to continue indefinitely and which constitutes a substantial handicap to such individual.

Displaced Family: A person or a family displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

Drug-Related Criminal Activity. The illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use of a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802)).

Effective Date: The "effective date" of an examination or reexamination refers to (a) in the case of an examination for admission, the date the lease takes effect, and (b) in the case of reexamination of an existing tenant, the date of the redetermined Total Tenant Payment takes effect.

Elderly Family: A family whose head or spouse (or sole member) is an elderly, disabled, or handicapped person. It may include two or more elderly, disabled, or handicapped persons living together or one or more such persons living with a Live-in Aide.

Elderly Person: A person who is at least 62 years of age.

Evidence of Citizenship or Eligible Immigration Status. The documents which must be submitted to evidence citizenship or eligible immigration status. See current federal regulations.

Family: Family means, (a) two or more persons sharing residency whose income and resources are available to meet the family's needs and who are either related by blood, marriage, or operation of law, or have evidenced a stable family relationship (including a pregnant woman), (b) an elderly family or single person as defined in this part, © the remaining member of a tenant family, and (d) a displaced person. The term "family" is used interchangeably in this document with the terms tenant, resident, and applicant.

Familial Status: Familial status includes families with children under the age of 18, pregnant women, and people securing custody of children under the age of 18.

Full-time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

Guest: A person temporarily staying in the unit with the consent of a tenant or other member of the household.

Handicapped Assistance Expense: Reasonable costs, that are anticipated during the period for which Annual Income is being computed, for care attendants and auxiliary apparatus for handicapped and disabled family members which enable a family member to be employed, provided that the expenses are neither paid to a family member nor reimbursed by an outside source. The amount allowable as a deduction is the amount that exceeds 3 percent of annual income and cannot exceed the amount earned. This is an allowable deduction from Annual Income for the purpose of calculating total tenant payment.

Handicapped Person: See the definition of Disabled Person (E(2)).

Head of Household: The adult member of the family designated by the family who assumes legal and moral responsibility for the household.

HUD: The United States Department of Housing and Urban Development. This is an agency of the federal government that provides on-going funding to LHA.

HUD Subsidized Units. Units owned by LHA that receive subsidies through contracts with HUD. These include all public housing units (Turnkey, P30, F39, A12, Mahoney Manor) and all Project-based Section 8 units (Burke Plaza, N32, Heritage Square set-aside).

Income Limits. The maximum amount of income an applicant family can receive and still be eligible to be admitted to LHA's subsidized units. HUD establishes two categories of income limits: Very Low-Income (50% of median income) and Low-Income (80% of median income). The Tax Credit Program also utilizes a 60% of median income limit.

LHA. The Lincoln Housing Authority.

Live-in Aide: A person who resides with an elderly, disabled, or handicapped person or persons, and who (a) is determined by the housing authority to be essential to the care and well-being of the person(s); (b) is not obligated for support of the person(s), and © would not be living in the unit except to provide necessary supportive services.

Local Preferences: Preferences that give a higher priority on the waiting list to applicants.

Lower Income Family: A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families.

Medical Expenses: Those medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by any insurance. Medical expenses are an allowable deduction only for elderly, disabled, or handicapped households. The amount allowable as a deduction is the amount above 3 percent of annual income. If LHA deducts both Medical Expenses and Handicap Assistance Expenses for a family, LHA will subtract the 3% of Annual Income only once.

Medical Insurance Premium: The cost to maintain medical and dental insurance coverage for family members. The unreimbursed amount is an allowable deduction for non-elderly, non-disabled Public Housing households. The deduction is calculated in the same manner as the deduction for Medical Expenses for elderly and disabled families. No other out of pocket medical expenses are included for non-elderly non-disabled families.

Mixed Family. A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Monthly Adjusted Income: One-twelfth of adjusted income.

Monthly Income: One-twelfth of annual income.

National. A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

Net Family Assets: Net cash value after deducting reasonable costs that would be incurred in disposing of equity in real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD home ownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income. In determining net family assets, the housing authority shall include the value of any asset disposed of by an applicant or tenant for less than fair market value (including a disposition of trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefore. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Noncitizen. A person who is neither a citizen nor national of the United States.

Other Person Under the Tenant's Control: A person, although not staying as a guest, was at the time of the activity in question on the premises because of an invitation from the tenant or other member of the household.

Public Housing Agency (PHA): Any State, County, municipality, or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage-in or assist in the development or operation of housing for lower income families.

Single Person: A person living alone or intending to live alone and who does not qualify as an elderly, disabled, or displaced person, or the remaining member of a tenant family.

Spouse: The husband or wife or partner of the head of the household.

Subsidized Units. Units owned by LHA that receive rental subsidies. These include HUD-subsidized units and units directly subsidized by LHA.

Tax Credit Units. Units developed under the Tax Credit Program, a federal affordable housing program administered by the Internal Revenue Service. Investors get tax benefits for providing units to persons who are below specific income limits.

Tenant Rent: The amount payable monthly by the family as rent to LHA. Where all utilities (except telephone) and other essential housing services are supplied by LHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) are not supplied by LHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance.

Total Tenant Payment: The total monthly amount for rent and utilities that a tenant will pay. The Total Tenant Payment is calculated under Federal Regulation Section 913.107. The Total Tenant Payment does not include charges for excess utility consumption or other miscellaneous charges. For Public Housing units Total Tenant Payment is calculated as discussed in Section VII of this policy.

Utilities: Water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection, and sewage services. Utilities do not include telephone or cable television service. See Utility Allowance.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the Tenant Rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by LHA or HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Utility Reimbursement: The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the family occupying the unit. For Public Housing units no Utility Reimbursement will by provided.

Very Low-Income Family: A lower income family whose annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State, or local governments.

ATTACHMENT ONE
Public Housing Ceiling Rents
(effective November 1, 2001)

0 BR	**$326**
1 BR	**$419**
2 BR	**$552**
3 BR	**$733**
4 BR	**$856**
5 BR	**$984**

ATTACHMENT TWO
Conventional Unit Rent Schedules
Revised March 15, 2002

Arnold Heights:

		Remodeled
2 BR Duplex w/o basement	$350	$370
2 BR Duplex with basement	$380	$400
3 BR Duplex w/o basement	$440	$460
3 BR Duplex with basement	$470	$490
4 BR Duplex - 2 story	$490	$510
4 BR Duplex - split level	$490	$510
3 BR Single Family w/o basement	$480	$495
3 BR Single Family with basement	$545	$565
4 BR Single Family	$575	$605

Northwood Terrace:

1 BR	$310
2 BR	$360
3 BR	$430

Heritage Square:

0 BR	$245
1 BR	$310
2 BR	$360
3 BR	$430

Lynn Creek 2BR $465

ATTACHMENT THREE

AFF Minimum Rent: $240

ATTACHMENT FOUR
Affordable Housing II
Rent Schedule

4925 Greenwood	
#101 (2 BR)	$375
#102 (3 BR)	$450
#201-402 (3 BR)	$480
429 B Street #1 (2 BR)	$415
429 B Street #2 (2 BR)	$400
1640 E Street #1 (2 BR)	$415
1640 E Street #2 (2 BR)	$415
1646 E Street #1 (2 BR)	$415
1646 E Street #2 (3 BR)	$555
927 S. 17th Street (4 BR)	$602
1109 New Hampshire (3 BR)	$525
1104 N. 29th Street (2 BR)	$450

ATTACHMENT FIVE
Wood Bridge Rent Schedule
revised March 15, 2002

	Tax Credit	Market Rent
2 BR/1 BA Apartment - 1st floor	$420	$540
2 BR/1 BA Apartment - 2nd floor	$435	$555
2 BR/2 BA Apartment - 1st floor	$450	$570
2 BR/2 BA Apartment - 2nd floor	$465	$585
3 BR Town Homes	$530	$710

Attachment Six
Summer Hill Rent Schedule

	Tax Credit	Market Rate
3 BR Townhome Type A & C	$545	$755
3 BR Townhome Type B	$550	$760

SECTION 8
ADMINISTRATIVE
PLAN

EFFECTIVE OCTOBER 19, 2001

TABLE OF CONTENTS

CHAPTER 1: STATEMENT OF POLICIES AND OBJECTIVES **pg 5 - 7**

- Mission Statement
- Statement of Non-Discrimination
- Section 504 Equal Access Statement
- Privacy Rights

CHAPTER 2: ELIGIBILITY FOR ADMISSION **pg 8 - 11**

- Family Composition
- Income Limits
- Citizenship/Immigration Status
- Ineligible Families

CHAPTER 3: APPLYING FOR ADMISSION **pg 12 - 13**

- Application

CHAPTER 4: MAINTAINING THE WAITING LIST **pg 14 - 15**

CHAPTER 5: ESTABLISHING PREFERENCES **pg 16 - 18**

- Homeless
- Disaster
- Domestic Violence
- Final Verification of Preferences

CHAPTER 6: SUBSIDY STANDARDS **pg 19 - 21**

- Exceptions to Subsidy Standards
- Unit Size

CHAPTER 7: INCOME CONSIDERATIONS AND DETERMINATION OF TOTAL TENANT PAYMENT **pg 22 - 35**

- Annual Income
- Minimum Earned Income

- Adjusted Income
- Excluded Income
- Temporary Absence
- Averaging Income

TABLE OF CONTENTS continued

CHAPTER 7: INCOME CONSIDERATIONS AND DETERMINATION OF TOTAL TENANT PAYMENT continued **pg 22 - 35**

- Types of Income (i.e. child support, contributions, lump sums, grants and scholarships, assets and etc)
- Child Care Expenses
- Medical Expenses
- Proration of Assistance for Mixed families
- Utility Allowances

CHAPTER 8: VERIFICATION PROCEDURES **pg 36 - 45**

- Methods
- Acceptable forms of verification
- Items to be verified

CHAPTER 9: VOUCHER ISSUANCE **pg 46 -48**

- Issuance
- Extensions
- Reissuing Vouchers

CHAPTER 10: HOUSING QUALITY STANDARDS **pg 49 - 53**

- Initial Inspections
- Annual Inspections
- Abatement Process
- Scheduling Inspections

- Missed Appointments
- Complaint Inspections

CHAPTER 11: RENT REASONABLENESS pg 54

CHAPTER 12: RE-CERTIFICATIONS pg 55 -57
- Annual Re-exams
- Interim Re-exams

CHAPTER 13: CONTINUED ELIGIBILITY pg 58

CHAPTER 14: TRANSFER OF RENTAL ASSISTANCE pg 59

TABLE OF CONTENTS continued

CHAPTER 15: PORTABILITY OF VOUCHERS pg 60 - 61

CHAPTER 16: PROCEDURE FOR ADJUSTING VOUCHER PAYMENT STANDARDS pg 62 - 63

CHAPTER 17: DENIAL OR TERMINATION OF RENTAL ASSISTANCE pg 64 - 69
- New Applicant- Denial of Voucher
- Current Participant - Denial of New Voucher
- Termination of Assistance

CHAPTER 18: DRUG RELATED ACTIVITY, CRIMINAL ACTIVITY, ALCOHOL ABUSE

pg 70

CHAPTER 19: **PARTICIPANT OR APPLICANT HEARING PROCEDURES** **pg 71 -75**
- Grievance Procedures
- Request for Informal Reviews
- Informal Review Procedures
- Informal Hearing Procedures

CHAPTER 20: **FRAUD CONTROL PROGRAM** **pg 76**

CHAPTER 21: **COLLECTION POLICIES** **pg 77**
- Applicant
- Participant

CHAPTER 22: **PAYMENTS OF DAMAGES/VACANCY LOSS FOR CONTRACTS ENTERED INTO PRIOR TO NOVEMBER 1, 1995** **pg 79 - 81**

CHAPTER 23: **SPECIAL PURPOSE HOUSING** **pg 82**

CHAPTER 24: **FAMILY SELF-SUFFICIENCY** **pg 83**

CHAPTER 25: **LEAD-BASED PAINT POLICY** **pg 84 - 87**

APPENDIX **GLOSSARY OF TERMS** **i - xi**

CHAPTER 1

STATEMENT OF POLICIES AND OBJECTIVES

1. MISSION STATEMENT

It is the mission of the Lincoln Housing Authority to provide affordable, safe, sanitary and decent housing to qualifying families currently undergoing financial stress in a manner which affords applicants and tenants dignity and minimal intrusion, within the limits of prudent fiscal management.

2. STATEMENT OF NON-DISCRIMINATION

It is the goal of the Lincoln Housing Authority to provide housing, aid, benefit, or service in a manner compatible with the requirements of:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the implementing regulations at 24 CFR part 1;
2. The Fair Housing Act (42 U.S.C. 3601-19) and the implementing regulations at 24 CFR parts 100, 108, 109, and 110;
2. Executive Order 11603 on Equal Opportunity in Housing and the implementing regulations at 24 CFR part 107;
4. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and the implementing regulations at 24 CFR part 8;
3. The Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and the implementing regulations at 24 CFR part 146;
6. The Americans with Disabilities Act (42 U.S.C. 12101-12213) to the extent applicable; and
7. Nebraska Civil Rights Law.

There shall be no discrimination against any individual on the basis of age, race, color, national origin, religion, sex, sexual orientation, family relationship, marital status, expunged juvenile record, physical or mental handicap, application for Worker's Compensation benefits, or veteran status.

LHA requires that an Applicant or a Participant return information to LHA within 10 working days of LHA's notification for specific information/action, unless otherwise specified in correspondence. If such failure to respond to LHA's request was caused by the Applicant/Participant's disability, LHA will provide reasonable accommodation at any point in the housing application and occupancy cycle.

If requested, LHA will provide prescribed auxiliary aids that will enable persons with impaired sensory, manual, or speaking skills to participate in the program, including submittal of a request for reasonable accommodation. The provision of Reasonable Accommodation does not require the lowering or waiving of essential requirements. Accommodations are not reasonable if they require a fundamental alteration in the nature of the program or impose undue financial and administrative burdens on a housing program. If an accommodation is found to be reasonable, it will be implemented in a timely manner. The Applicant/Participant has a right to a review of an unfavorable decision concerning an accommodation or the choice of accommodation.

LHA and Owner will make reasonable accommodation in rules, policies, practices, office procedures or services when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling. An Owner must permit, at the expense of a disabled person, reasonable modification of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises. Except that the Owner may, where it is reasonable to do so, condition permission for a modification on the renter agreeing to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted.

Any Applicant or Participant having a concern about LHA's compliance with Section 504 may file a complaint with LHA. Any such complaint must be in writing, be submitted within 30 days of the action or non-action by LHA, and set forth the specific grounds upon which the complaint is based. LHA staff will schedule an informal hearing on the issues within 30 days of receipt of a written complaint. The hearing shall be conducted in compliance with Participant or Applicant Grievance Procedure section of this Plan.

3. SECTION 504 EQUAL ACCESS STATEMENT

For Mobility impaired persons: this Administrative Plan is kept at 5700 R Street, which is an accessible facility on an accessible route. The document may be examined on Monday through Thursday between the hours of 7:30 a.m. and 5:30 p.m., and on Fridays between the

hours of 8:00 a.m. and 5:00 p.m. You must phone in to make arrangements to examine this document. Please call (402) 467-2371 or call our TDD (402)467-3454.

For vision impaired persons: If needed, LHA will provide a staff person to assist a vision impaired person reviewing this Plan, notices, or other written communications required by this Plan. This may include: describing the contents of the Plan or notice, reading the Plan or sections of the Plan, reading notices or providing an audio tape.

For the hearing impaired: If needed, LHA will provide assistance to hearing impaired persons in reviewing this document. Assistance may include provision of a signer or interpreter at a time convenient to both LHA and the individual with handicaps. Please call our TDD (402) 467-3454 to schedule an appointment.

Assistance to insure equal access to this document will be provided in a confidential manner and setting. The individual with handicaps is responsible for providing his/her own transportation to and from the location where this document is kept.

If an individual with handicaps is involved, all hearings or meetings required by this document will be conducted in an accessible location with appropriate assistance provided.

4. PRIVACY RIGHTS

Applicants and Participants will be informed of their rights under the Federal Privacy Act. Written authorization for release of information is required, unless disclosure is authorized under Federal or State law. LHA's policy regarding release of information is:

To release pertinent client information only in accordance with the signed "blanket" release on the Authorization for Release of Information; and to release no information without the signed client release on the individual request for information;

To release information regarding eligible immigration status to HUD and the Immigration and Naturalization Service (INS) only for the purpose of establishing eligibility for financial assistance;

To release information on amounts owed to LHA for claims paid and not reimbursed by client;

To release information on amounts owed to LHA for prior overpayment of assistance;

To inform prospective owners that LHA has not screened the Family's behavior suitability for tenancy and that such screening is the owner's own responsibility. LHA will give the owner:

1. The Family's current address (as shown in LHA records), and
2. The name and address (if know to LHA) of the landlord at the Family's current and prior address.

When a Family wants to lease a dwelling unit, LHA may offer the Owner other information in LHA's possession, about the Family, including information about the tenancy history of Family members, or about drug-trafficking by Family members. (24 CFR 982.307 (b) (2))

To release information in accordance with LHA's Personnel Policy; and

That in extenuating circumstances, certain information will be released only by the authorization of the Executive Director and written consent of the affected party or by court subpoena.

CHAPTER 2

ELIGIBILITY FOR ADMISSION

To be eligible for participation, applications must meet the following qualifications:

A. **FAMILY COMPOSITION**: All applicants must qualify as a family. A family is defined as:

1. Two or more persons sharing residency whose income and resources are available to meet the families needs and who are either related by blood, marriage or operation of law, or who evidenced a stable family relationship over a period of time. Evidence of a "stable family relationship' may include any of the following:
    a. birth certificate of the child(ren)
    b. joint tax return
    c. prior lease (held jointly)
    d. joint bank account(s)

e. insurance policies
f. prior joint credit history
g. documentation as determined by LHA

2. An expectant mother with no other children will qualify for assistance as a family. She will be listed on the waiting list and qualifies for admission into housing unless she terminates or miscarries prior to voucher issuance. Once she is admitted as a single pregnant woman, she will be considered the remaining family member of the tenant family if she terminates or has an miscarriage of her pregnancy.

   If pregnancy is a factor which determines a single persons bedroom size eligibility for the number of bedrooms then written confirmation of such status from a medical professional is required.

3. A single person who is sixty years of age or older, or disabled.

4. A single non-elderly, non-disabled person family will be served after other eligible families have been served.

5. "Familial status means one or more individuals (who have not attained the age of 19 years) being domiciled with 1) a parent or another person having legal custody of such individual or individuals; or 2)the designee of such parent or other person having such custody, with the written permission of such parent or other person. The protection afforded against discrimination on the basis of familial status apply to any person who is pregnant or is in the process of securing legal custody of any individual who has not attained the age of 19 years.

6. Must be 19 years of age, legally emancipated or married.

B. INCOME LIMITS

1. Annual family income must not exceed the amount established for the program by the U.S. Department of Housing and Urban Development (HUD). The income limits change annually.

2. Applicants reporting income changes resulting in ineligibility will be maintained on the waiting list at the maximum income limit allowable.

CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS

1. Notification Requirements. All families must be notified of the requirement to provide verification of their citizenship status:
   - New applicants must be notified when they apply.
   - Current participants should have been notified.

   1. The rule applies to all families, regardless of any documentation of the person's identity which may have program requirement, such as birth certificates and other forms of identification.

   2. Where feasible, the notice must be in a language that is understood by the individual if the individual is not proficient in English.

2. Eligibility for Assistance.

   1. To determine the family type and eligibility status of any family, the eligibility of each individual in the family must be established first. Individuals will fall into one of these categories:
      - Citizens or nationals.
      - Eligible immigrants 62 or older.
      - Other eligible immigrants.
      - Ineligibles.
      - Noncitizen students on student VISA

   b. After the status of each person has been determined, households will fall into one of the categories below:
      - All members are either citizens or eligible immigrants.
      - Some members are eligible and some are ineligible (mixed family).
      - All members are ineligible immigrants.

   3. The determination of household type is based on individual determinations:
      - An eligible household will be comprised of citizen(s), national(s) or noncitizen(s) with eligible immigrant status.
      - An ineligible household is one in which no member is a citizen, national or eligible immigrant.

- Mixed families are comprised of citizen(s) or eligible noncitizen(s) and those without citizenship or eligible noncitizen status. A mixed family is eligible for prorated assistance.

4. Verification Requirements. Verification must be provided by the family.

   1. Verification of citizenship or national status:
      - A signed declaration of Section 214 Status
      - Provide a copy of Social Security Card

   4. Verification for noncitizens who claim eligible immigration status:
      - A signed declaration of eligible immigration status
      - An INS card or other INS document
      - A signed verification consent form

   5. Time-frame For Submission
      - Applicants must provide documents and they must be presented for final eligibility determination. Extensions for submission of required documents shall not exceed 30 days.

5. INELIGIBLE FAMILIES

   1. Applicants determined ineligible will be notified in writing and advised of the reasons for the determination and the right to request an informal review within 7 calendar days of the notification.

   2. Applicants providing false information to qualify for housing assistance or for a federal preference will be canceled and may not access the waiting list for 6 months

   3. It is the applicant's responsibility to keep LHA advised of any change in mailing address. Failure to respond to correspondence within specified time periods will11 cause the applicant's name to be removed from the waiting list. Reminders of this responsibility are included on the application and other pertinent letters and forms.

CHAPTER 3

APPLYING FOR ADMISSION

A. **APPLICATION PROCESS**: A family will apply and be processed through the waiting list using the following procedures:

1. The family must complete an initial eligibility application and personal declaration. Applications are available at the Lincoln Housing Authority (LHA) offices and can be mailed upon request. Individuals who have physical impairments which would prevent them from making application in person may call the Section 8 office to make special arrangements to complete the application.

2. All applications are taken on a continuous basis. Applicants are placed on a single waiting list according to the date and time at which they applied regardless of bedroom size. As applicants are needed to fill vacancies within the Section 8 Program, they are invited off the waiting list according to the date and time they applied, taking into account any preferences. All applications received in the mail will be dated, with the time of receipt noted upon application's delivery to the LHA office.

3. All applications will be reviewed to determine if they appear to meet income requirements of the Federal regulations.

4. Applicants will be notified in writing of their apparent eligibility after completion of a criminal history check. Applicants will be advised that placement on the waiting list is no assurance of eligibility. At the time the formal application is processed, eligibility will be verified .and a criminal history check will be conducted. The estimated waiting period before Voucher issuance is subject to several factors that are beyond LHA's control (i.e., preference determination, turnover, funding, etc.)

5. Incomplete applications awaiting Social Security cards will be held for 60 days in a pending file. Applications requiring Section 214 documentation (non-citizens) will be held for 10 days in a pending file until the appropriate information is supplied by the applicant. All applications lacking required information by the time periods outlined, will be canceled.

CHAPTER 4

MAINTAINING THE WAITING LIST

1. WAITING LIST: A waiting list will be maintained for all eligible persons wishing to participate in the Voucher Programs. Applicants are advised of the various housing programs available to them. An applicant can apply for Section 8 existing as well as for public housing, conventional and tax_credit units and can remain on all lists after the applicant has received assistance or accepted a unit.

    1. The waiting list will be purged approximately every 6 months to eliminate any inactive applications and to reduce unnecessary administrative burden. Reinstatement of canceled files will be at the discretion of the Housing Supervisor as follows:

        1. LHA will mail a letter to the applicant's last known address requesting, in writing, information regarding their continued interest in maintaining a place on the waiting list.

        b. The request letter will include a deadline date by which applicants must inform LHA of their continued interest. If LHA fails to receive the applicant's notice of continued interest by the deadline date, the applicant's name will be removed from the waiting list.

        3. If the letter is returned by the Post Office, with a forwarding address within Lancaster County noted, LHA will resend the letter.

        d. LHA does not accept responsibility for mail delays.

        5. Applicant must **submit a change of address in writing** to LHA.

        f. If the applicant did not notify LHA of a change of address, as required, LHA will not be responsible for the applicant's failure to receive the update request.

        7. Family requests to cancel an application are required in writing.

    2. Closing of the waiting list will be announced by public notice in a newspaper and public notice would be made when application intake is resumed in accordance with 24CFR 982.206.

3. Changes in family preference status (described in Chapter V) must be reported by the family. The date of application determines the preference eligibility date.

4. If at the time the formal application is processed, it is determined that the family does not qualify for a preference, the family will be placed on the waiting list in a non-preference status according to the date and time of the original application. The family may at any time in the future, reapply for preference status.

5. Applicants who are contacted regarding Section 8 funding or available Mod Rehab units, who fail to respond, will be canceled and removed from the waiting list. Reinstatement due to extenuating circumstances will be at the discretion of the Housing Supervisor.

6. When it is apparent to the Applications Clerk during the application process, a language barrier exists, or an advocate or interpreter could benefit the client, LHA will seek appropriate services and reschedule the interview. The delay will not affect the date and time of placement on the waiting list.

7. Applicants must have legal capacity to enter a lease. Applicants must be 19 years of age, legally emancipated or married to enter into a lease. Applications of persons under 19 years of age will be documented. A denial letter will be sent. All will be informed they may reapply at age 19, legally emancipated or married.

CHAPTER 5

ESTABLISHING PREFERENCES

The Lincoln Housing Authority will select families for participation in the Voucher and Mod Rehab program in accordance with the following selection preferences. All applicants who qualify for a preference will be offered a voucher or Mod Rehab unit before any family that does not qualify for a preference.

1. Families who qualify for a preference are described below. A preference will be given after verification is received effective the original date and time of application.

    1. <u>HOMELESS</u>
    The family is homeless. A homeless family includes: (A) Any person or family that lacks a fixed, regular, and adequate nighttime residence; and (B) Any person or family that has a primary nighttime residence that is: (1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); (2) an institution that provides a temporary residence for individuals intended to be institutionalized; or (3) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings. The acceptable verification must come from a government agency, law enforcement agency, public or private shelter, clergy, or social services agency.

    Applicants terminated or evicted from one of our programs will not be eligible for a homeless preference.

    2. <u>DISASTER</u>
    The family is displaced by fire, flood or storm.

    3. <u>GOVERNMENTAL ACTION</u>
    <u>Code Enforcement or Neighborhood Development Program</u>

4. DOMESTIC VIOLENCE.
Applicant is displaced by domestic violence - actual or threatened physical violence against one or more members of the applicant family by a spouse or other member of the household. Such applicants must have been forced to move because of domestic violence or lives with a person who engages in domestic violence. Such violence must be recent or continuing.

5. HOUSING OWNER ACTION
Reason for owner's action is beyond applicant's ability to present. Applicant has met all previously unpassed occupancy conditions. Rent increase was not action taken.

6. HOUSING OWNER ACTION EXAMPLES
1) Condo conversions
2) Closure of unit (e.g., rehab)
3) Owner wants a unit for personal or family use
4) Unit sold with applicant's agreement to vacate upon sale
5) Any legally authorized act that results in owner's taking unit off market

7. The applicant family is a current and active participant in Employment First.

2. LHA will provide vouchers or local tenant assistance to eligible families who are affected by the Rental Rehab Program. The families must be displaced by physical construction, and the family must be a tenant of record. Rental Rehab Program participants will qualify for assistance after verification of income and determination of eligibility.

3. A family qualifying for one preference is given the same preference for participation as families qualifying for more than one preference.

4. A family must provide verification that they are eligible for a preference at the time they complete an application for the waiting list or they may qualify for a preference at any time while on the waiting list with proper verification.

5. FINAL VERIFICATION OF PREFERENCES

1. The acceptable forms of verification for all preferences are government agencies, law enforcement agency, public or private shelter, clergy or social service agency. The verification is valid for 90 days after receipt by LHA. If the applicant is not housed within 90 days, the preference must be re-verified at the time the family is offered assistance.

2. All applications will be processed after consideration of the preference. Date and time of application will be the factor determining order of admission. Preference

applicants must qualify for a preference at the time the family is offered assistance.

3. Participants receiving rental Housing Assistance from State or local resources will retain their preferences at the time of application prior to use of State and local housing assistance resources (e.g. HOME, Hoppe, Supportive Housing Program).

4. Applicants displaced by domestic violence must certify that the person who engaged in such violence will not reside with the applicant family unless LHA has given advance written approval. If the family is admitted, LHA may deny or terminate assistance to the family for breach of this certification.

CHAPTER 6

SUBSIDY STANDARDS

The following standards will be used to determine the size of voucher issued to an applicant and the size of a Mod Rehab unit offered. These standards are developed in accordance with Federal regulations which state that there must be at least one bedroom or living/sleeping room of appropriate size for each two persons in the family.

1. Families will be issued a voucher based on the smallest size (HUD Regulation 24CFL§887.253 and Move To Work rules) appropriate to their needs with the following limitations:

Voucher Size	Minimum Persons	Maximum Persons
0 Bedroom	1	1
1 Bedroom	1	2
2 Bedroom	2	4
3 Bedroom	3	6
4 Bedroom	6	8
5 Bedroom	8	10
6 Bedroom	10	12

To qualify as a bedroom, the room must have a proper egress window, overhead light and 1 outlet or no overhead light and 2 outlets. This must be documented on the inspection form.

1. Children of the same sex, who are 5 years difference in age, will each be allowed a bedroom. Foster children will be counted as a person for occupancy and waiting list purposes.

2. A one person household or a couple with no children will be required to provide a pregnancy statement signed by a physician to qualify for a 2 bedroom.

3. A student who lives out-of-town, but returns home for at least three months per year, will be allowed a bedroom assignment.

4. A family member who does not have full custody of a child will be allowed a bedroom after verification of 50% custody arrangement.

2. EXCEPTION TO SUBSIDY STANDARDS

1. Exceptions from these standards may be allowed as follows:

a. A two bedroom voucher may be issued or a two bedroom Mod Rehab unit may be offered to a couple who, due to medical reasons, must have separate bedrooms. The need must be verified by a doctor's statement.

2. The appropriate bedroom size will be allowed for a elderly or disabled family who requires a person essential to his/her care, live with the family. The need must be verified by a doctor's statement. The care giver may be related by blood, marriage or operation of law. A care givers family may reside in the unit providing it **does not increase the subsidy** by the cost of an additional bedroom and the family is not overcrowded. **A live-in care giver (aide) will be required to sign an agreement (see attachment V). LHA will also require the doctor's statement to indicate the need, number of hours needed and if overnight stay is required.** The care giver will not be considered a remaining member of a tenant family if and when the family vacates the unit.

2. UNIT SIZE

1. A family may rent a smaller size unit than stated on a voucher and sign a waiver, as long as the unit complies with minimum housing quality standards. A family may rent a larger size unit, as long as the unit complies with minimum housing quality standards and the rent limitations of the voucher program. In any case, the unit size designated on the issued voucher must remain unchanged, regardless of the actual size selected.

2. A family continuing in the program, who requests a new voucher will be issued a voucher of the appropriate size, at any time during the term of the lease, depending on the following:

1. Participating families needing a larger voucher size in order to be in compliance with the occupancy standards must be given the appropriate size voucher as soon as possible (at any time during the lease term) to locate a larger unit. The HAP contract would terminate at the end of the calendar month that follows the calendar month in which the Housing Authority gives notice to the owner.

b. Participants with a voucher that experience a decrease in family size and the rent exceeds the fair market rent, must be issued a new voucher of the appropriate size as soon as possible (at any time during the lease term) and the HAP contract will terminate at the end of the calendar month that follows the calendar month in which the Housing Authority gives notice to the owner. Should the owner choose to lower the rent within the fair market rent level, the participant may continue to reside in the unit.

3. Participants in a Mod Rehab unit requesting to move will remain in their present unit until another unit becomes available in the same project. If a Mod Rehab owner contract is abated for Housing Quality Standard defects, the family will be issued the next available voucher.

d. Participants who have vacated their unit related to physical or emotional abuse, and have responsibility for minor children, will retain the voucher to relocate. The remaining family member occupying the unit, will be required to reapply for assistance as a single person. The assistance will terminate at the end of the calendar month that follows the calendar month in which the Housing Authority gives notice to the owner. Verification of the abuse will be verified by a shelter, clergy, or police department. If the adults split the custody of the minor children, in most cases, both will be issued a voucher

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5. Participants not 19 years of age, married or legally emancipated, will not be issued a voucher.

CHAPTER 7

INCOME CONSIDERATIONS AND DETERMINATION OF TOTAL TENANT PAYMENT

Income and the Total Tenant Payment (TTP) are calculated in accordance with 24 CFR Part 813. This chapter explains policies used locally to ensure consistent application of HUD rules.

1. ANNUAL INCOME includes but is not limited to:

    1. The full amount, before any payroll deduction, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services;

    2. The net income from the operation of a business or profession. An allowance for depreciation of assets used in a business or profession may be deducted, based on line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested in the operation of the Family;

    3. Interest, dividends, and other net income of any kind from real or personal property. An allowance for depreciation is permitted only as authorized in (b.) above of this section. Any withdrawal of cash or assets from an investment will be included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the Family. Where the Family has net assets in excess of $5,000, annual income shall include the greater of the actual income derived from all net Family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD;

    4. The full amount of periodic payments received from Social Security, annuities, insurance policies, retirement funds, pension, disability or death benefits, and other similar types of periodic receipts;

    5. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay;

6. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling;

7. All regular pay, special pay and allowances of a member of the Armed Forces ;

8. All income earned and unearned shall be included for head spouse or co-head.

B. MINIMUM EARNED INCOME

LHA will include a minimum amount of earned income when calculating Annual Income whether or not a family is working. The minimum amount of earned income for families with one eligible adult will be based on 25 hours per week of employment at minimum wage. The minimum amount of earned income from families with two or more eligible adult members will be based on 40 hours per week of employment at minimum wage. LHA will count the higher of the minimum earned income or the actual earned income for the household. The minimum earned income will be added to any unearned income the family receives. Eligible adults are persons 18 years of age or older who do not qualify for one of the following exemptions. All adults int he household must be exempt in order for the household to be exempt from the minimum income requirements. LHA will exempt adult members of the family from the minimum earned income requirement if they meet the following criteria:

1. A person who has an illness or injury serious enough to temporarily prevent entry into employment or training. As an example, a broken limb would not automatically qualify an individual from this exemption. An individual under doctor's orders for restricted activities following surgery could be considered for a temporary exemption. Each exemption will be considered on an individual yet consistent basis. Exemptions for illness or injury of less than six weeks anticipated duration will not be given. The maximum duration of this exemption is one year.

2. A person who is 60 or older or disabled.

3. A person who is needed in the home on a continuous basis because of the illness or incapacity of another household member and not other appropriate member of the household is available to provide the needed care. Verification from a

physician or licensed or certified psychologist is required. The illness or incapacity of the household member must be evaluated periodically, depending on the diagnosis and/or prognosis for recovery. LHA will verify this at least annually.

4. A parent or needy caretaker relative of a child under the age of 12 weeks.

5. A pregnant woman beginning with the 3rd trimester (6th month) of pregnancy continuing through six weeks following the end of the pregnancy.

6. An individual who is participating in AmeriCorps or Vista. This exemption will have a two year time limit from the date the person entered the AmeriCorps or Vista program.

7. A full-time student. A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. The school must be accredited by the Nebraska Department of Education and/or other acceptable accrediting agencies.

8. Annual Income for Self-Sufficiency Program see Section IV, Paragraph 4 for definition.

9. Student Income. LHA will include all earned income in the calculation of Annual Income for full time students age 22 or older. These students will not be considered as dependents for the purpose of calculating annual and adjusted income.

C. ADJUSTED INCOME:

Adjusted Income is calculated by subtracting eligible deductions from a family's Annual Income. LHA will follow HUD regulations in determining eligible deductions. In addition LHA will include the following new deduction and alter the dependent deduction.

1. Medical Insurance Premium Deduction. For non-elderly, non-disabled families LHA will deduct the amount of medical and dental insurance premiums paid by the family that exceeds 3% of Annual Income. LHA will calculate this in the

same manner that it calculates the HUD-required deduction medical expenses for elderly and disabled families. However, for non-elderly, non-disabled families LHA will only include the cost of insurance premiums paid by the family, and that are not reimbursed to the family. LHA will not deduct any other out of pocket medical expenses for non-elderly, non-disabled families.

2. Dependent Deduction. LHA will provide the same dependent deduction required by HUD regulation with one exception. LHA will not consider as dependents full-time students age 22 and over. LHA will not provide a dependent deduction for these students.

D. ANNUAL INCOME DOES NOT INCLUDE:

1. Income from employment of children (including foster children) under the age of 18 years;

2. Payments received for the care of foster children or foster adults (usually individuals with disabilities, unrelated to the tenant Family, who are unable to live alone);

3. Any lump sum payments such as inheritances, insurance payments (including lump sum payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses ;

4. Amounts received by the Family that are specifically for, or in reimbursement of, the cost of medical expenses for any Family member;

5. Amounts paid by a State agency to a Family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled Family member at home.

6. Income of a live-in-aide, as defined in the definition section;

7. The full amount of student financial assistance paid directly to the student or to the educational institution (on behalf of the student);

8. The special pay to a Family member serving in the Armed Forces who is exposed to hostile fire;

9. Temporary, non-recurring or sporadic income (including gifts);

10. Earnings in excess of $480 for each full-time student 18 years old or older (excluding the head of household and spouse):

11. Subsidized adoption assistance payments in excess of $480 per adopted child;

12. Deferred periodic amounts from Supplemental Security Income and Social Security Benefits that are received in a lump sum or in prospective monthly amounts (this is payment aside from regular monthly payments);

13. Amounts received by the Family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;

14. Miscellaneous Training Programs:

    1. Amounts received under training programs funded by HUD;

    b. Amounts received by a participant in other publicly assisted programs which are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, childcare, etc.) and which are made solely to allow participation in a specific program.

    3. Incremental earnings and benefits to any Family member resulting from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government).

15. Amounts specifically excluded by any other Federal statue from consideration as income for purposes of determining eligibility or benefits under a category of assistance programs that includes assistance under any program to which the exclusions set forth in 24 CFR 5.609 (c) apply. The following benefits qualify and were published in Federal notice.

    1. The value of the allotment provided to an eligible household under the Food Stamp Act of 1977 (7 U.S.C. 2017 (b);

    b. Payments or allowances made under the Department of Health and Human Services Low-Income Home Energy Assistance Program (42 U.S.C. 8624 (f));

    3. Payments received under program funded in whole or in part under the Job Training Partnership Act (29 U.S.C. 1552 (b));

    d. The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858 (q));

5. Earned Income Tax Credit (EITC) refund payments received on or after January 1, 1991 (26 U.S.C. 32 (j)).

E. TEMPORARY ABSENCE:

If the family has to leave the household for more than 3 months, the unit will not be considered to be their principal place of residence and they will be terminated from the program.

If there is a one-parent home and the children are taken away from the parent because of abuse, but after counseling the children will be returned, LHA will try to find out from Social Services how long it will be before the children will return. Even if the children are not returned, the parent will retain his/her eligibility as a remaining member of the tenant family. S/he will have to be issued a different size Voucher.

To determine whether and when the bedroom size should be changed, an approximate time of **three months** will be used as a guide, depending on the individual circumstances and verification provided.

If the single parent leaves the household and another adult is brought in to take care of the children while the parent is away, as long as the family continues to meet the definition of family, the family's assistance is not terminated. A change in family composition will be made if the stay is longer than the visitor provision defined in the lease (typically 30 days).

1. **Spouse:** If the husband or wife leaves the household and will be gone for **6 months** or more of the recertification period and the family declares them permanently absent in writing, they will be determined permanently absent and will be removed from the lease. If the husband or wife leaves the household and the period of time is estimated to be less than **6 months**, the family member will be determined temporarily absent unless one of the situations below occurs.

   If the husband or wife obtains a divorce or legal separation, the person who leaves the household will be considered permanently absent. (If the family member with children gives notice to LHA before vacating the unit, LHA will discuss the situation and make a determination as to who will retain the Voucher.)

If the spouse is incarcerated, a document from the Court or prison should be obtained as to how long they will be incarcerated.

2. **Adult Child:** If an adult child goes into the military and leaves the household, they will be determined permanently absent.

A student (other than husband or wife) who attends school away from home but lives with the family during school recesses may be considered permanently absent (income not counted, not on lease, not counted for Voucher size) or temporarily absent (first $480 of income counted, on lease, counted for Voucher size) at the family's option.

3. **Joint Custody of Children:** Children who are subject to a joint custody agreement but live in the unit **at least 50%** of the time will be considered members of the household. "50% of the time" is defined as **183 days** of the year, **which do not have to run consecutively.**

4. **Sole Member of Household:** If the sole member of the household has to leave the household for more than **3 months**, the unit will not be considered to be their principal place of residence and they will be terminated from the program unless the tenant requests an extension by submitting documentation from a reliable medical source that s/he will return within a total of **6 months (an additional 3 months.)**

If the sole member of the household has to leave the household to go to the hospital or nursing home, advice from a reliable medical source will be obtained as to the likelihood and timing of their return. If the medical source feels they will be permanently confined to a nursing home, they will be considered permanently absent. If they are temporarily confined, they will not be considered permanently absent. In no event, however, will the unit be considered their principal place of residence when they are out of the household for more than **6 consecutive months.**

5. **Adult Family Members Other than Spouse:** This applies to other persons who were declared to be members of the family, such as members living in a spousal relationship. If the family declares that they have been gone for 3 months or more of the recertification period and declares they are permanently absent in writing, they will be determined permanently absent.

Persons who report that an adult member has left the household in this situation must provide acceptable proof of absence if they are to be considered permanently absent during the first 3 months.

If the adult leaves the household and the period of time is less than 3 months, the family member will be determined temporarily absent unless one of these verifications are provided:

1. Proofs of absence which would be acceptable would include proof that they were living in another location such as utility bills, canceled checks for rent, or telephone bills in their name at another location.

b. If these proofs cannot be provided, LHA will consider statements from other agencies such as Health and Human Services.

c. If no other proof can be provided, LHA will accept a notarized statement from the family.

The 3 months specified in this section starts from the time the family reported the change in family composition.

If the adult is incarcerated, a document from the Court or prison should be obtained as to how long they will be incarcerated.

6. **Reporting to LHA:** The family will need to declare a member as permanently or temporarily absent in writing to LHA. LHA will advise the family at that time, or at reexamination, what the options are and how it might affect the TTP or the Voucher size.

The family should be counseled at briefings and reexamination on the effect of the permanently/temporarily absent policy on income.

F. AVERAGING INCOME:

There are two ways to figure income when the income is not received for a full year:

1. Annualizing current income (and subsequently conducting an interim reexamination if income changes); or

2. Averaging known source of income that vary to compute an annual income (no interim adjustment if income remains what was calculated).

LHA will use the annualizing current income method for all families unless a Supervisor approves a deviation.

Last year's income could be analyzed to determine the amount of income to be anticipated when it cannot be clearly verified.

If the last **3 months'** of income are representative of the income which may be anticipated for the next year, such as overtime worked when the employer cannot anticipate how much overtime the family member will have over the next year, **the last 3 months** may be used to anticipate the income.

If the **last 3 months'** of income are not representative of the income which may be anticipated for the next year, such as overtime worked only at December Holiday, the overtime worked for the entire year will be used to anticipate income.

If the anticipated income from the employer shows a raise in pay which is to occur **4 months** from the effective date of the recertification, income is to be calculated **at the old rate for 4 months and at the new rate for 8 months.**

If there are bonuses to be anticipated, but the employer does not know how much the bonus will be, **the bonus from last year,** if any, will be used for calculation purposes.

If, by averaging, a reasonable estimate can be made, that estimate is used instead of changing the HAP every month.

At reexamination, LHA can use last year's income, if the income cannot be anticipated for the coming year, and average.

G. TEMPORARILY ABSENT FAMILY MEMBERS' INCOME:

Income of temporarily absent family members is counted.

If the spouse or head of household is temporarily absent, his/her entire income is counted, whether or not s/he is on the lease.

For example, if there is a husband and wife who are on welfare and the husband is ordered to leave the household for 3 months. He gets a job after he leaves the household to support himself. Then he is reunited with his wife and he quits his job.

The husband is temporarily absent and the income from his job while he was out of the household is counted.

If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire) is counted as income.

H. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME:

If a family member is permanently confined to the hospital or nursing home, and there is a family member left in the household, LHA will calculate the total tenant payment, using both of the methods listed below, and use the result which most benefits the tenant:

0. Exclude the income of the person permanently confined to the nursing home and give the tenant no medical deductions paid on behalf of the confined family member;

2. Include the income of the person permanently confined to the nursing home and give the tenant the medical deductions they have to pay on behalf of the person in the nursing home.

For determination as to whether the person is confined to a nursing home on a temporary or permanent basis, see the definition of Temporary/Permanently Absent in this Plan.

I. REGULAR CONTRIBUTIONS AND GIFTS:

Regular contributions or gifts received from persons outside the household are counted as income.

This includes rent and utility payments paid on behalf of the family and other cash or non-cash contributions provided on a regular basis.

It does not include casual contributions or sporadic gifts.

10. ALIMONY AND CHILD SUPPORT:

Regular alimony and child support payments are counted as income.

If the child support is not received on a regular basis, LHA must count the amount of child support in the divorce decree or separation agreement unless LHA verifies that the income is not provided.

In order to calculate with any other amount than the amount in the award, LHA must obtain a certification from the tenant as to how much is being received on an annual basis, plus they must have documentation in the file that the family has filed with the agency responsible for enforcing the payments.

When verification is received from the Division of Child Support, LHA will use the amount received over the last 12 months if no projection of anticipated income can be made.

K. LUMP SUM RECEIPTS:

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses are not included in income. Lump-sum payments caused by delays in processing periodic payments (unemployment and welfare assistance, but **not** Social Security or Supplemental Security Income (SSI) are counted as income.

Treatment of accumulated periodic payments because the income was deferred due to a dispute is handled no differently than periodic payments which are deferred because of processing problems.

The calculation will be done prospectively for families who report the lump sum amount on a timely basis.

If the lump sum amount is received and reported so that is results in a interim adjustment, it will be calculated as follows:

The entire lump sum payment will be added to the rest of the annual income at the interim;

LHA will determine the percent of the year the interim represented (3 months would be 25% of the year, leaving a 75% balance);

At the next annual recertification, LHA will take 75% of the lump sum and add to the rest of the annual income;

The lump sum will be used in the same method for any interims which occur prior to the next annual recertification.

If the family does not report the lump-sum payment in a timely manner, the lump sum amount will be calculated retroactively in this way:

LHA will calculate the lump-sum retroactively, going back to the date the lump-sum payment was to be considered, as long as that date is not prior to program participation.

If the lump-sum payment started 5 months ago, for example, the entire lump-sum amount is added to the Annual Income in effect 5 months ago and the TTP and Tenant Rent are recalculated. The new Tenant Rent is taken times the number of months that had elapsed until the current calculation and the difference between what was paid and what should have been paid is determined.

At LHA's option, the tenant will enter into Repayment Agreement or require that the entire amount be repaid at this time unless the entire payment represented an onerous burden on the family.

Attorney Fees: Attorney fees may be deducted from lump sum payments when computing annual income when:

The attorney's efforts have recovered a lump-sum compensation for the wrongful reduction or denial of a periodic payment, and the recovery does not include an additional amount in full satisfaction of the attorney fees.

In these situations, the tenant does not actually recover the entire amount of the past due periodic payment because s/he must pay the attorney fees.
This situation does not include those in which an amount is withheld from funds otherwise due the tenant to satisfy legitimate financial obligations unrelated to obtaining the income such as:

Withholding from wages to pay child support, alimony or a judgment creditor;
Garnishment for failure to pay child support, alimony, or a judgement creditor.

The situation does not include those where a tenant incurs attorney fees unrelated to asserting a right to a source of income or where no income results from the attorney's actions. These are the financial responsibility of the tenant and are not deducted in determining annual income.

12. CONTRIBUTIONS TO RETIREMENT FUNDS:

Contributions to company retirement/pension funds are handled in this manner:

While an individual is employed, count only amounts the family can withdraw without retiring or terminating employment.

After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

M. GRANTS AND SCHOLARSHIPS:

Educational scholarships include various educational entitlements, grants, work-study programs, and financial aid packages. These are all excluded from annual family income.

N. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE:

LHA must count assets disposed of for less than fair market value during the two years preceding examination or reexamination. LHA will count the difference between the market value and the actual payment received.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Generally, assets disposed of as a result of a

divorce or separation are not considered to be assets disposed of for less than fair market value.

LHA minimum threshold for counting assets disposed of for less than Fair Market value is $1000. If the total amount of assets disposed of within a one year period is less than $1,000, they will not be considered an asset for the two year period.

If the total amount of assets disposed of within a one year period is more than $1,000, all assets disposed of for less than Fair Market value will be counted as assets for two years from the date the asset was disposed of.

15. CHILD CARE:

Child care expenses for children under 13 may be deducted from annual income if they enable an adult to work or attend school full time. In the case of a child attending a private school, only after-hours care can be counted as child care expenses.

Child care **cannot** be given if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered unable to care for the child include:

The adult member in a documented child abuse situation;

A medically disabled or older person unable to take care of a small child, determined by doctor's statement.

The reasonableness standard for child care uses the following standards:

1. Child care for work: The maximum child care allowed will be based on the amount earned of the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

2. Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school, including up to one hour travel time to and from school.

3. Rate of Expense: LHA will consider a rate reasonable if it is being paid by other families to the same provider and is comparable to amounts paid in the area to other providers.

If the child care provider is an unlicenced individual, the individual must provide their Social Security Number and a statement of the amount that is being charged.

P. MEDICAL EXPENSES:

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Non-prescription medicines must be doctor recommended with a specific dosage in order to be considered as a medical expense.

Q. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES:

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families who were participants on June 10, 1995, and who do not qualify for continued lies are entitled to prorated assistance. Families that become mixed after June 19, 1995 by addition of an ineligible member are entitled to prorated assistance.

Prorated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. TTP is the gross rent minus the prorated assistance.

16. UTILITY ALLOWANCES

1. Effective July 1,1999 The Lincoln Housing Authority will utilize one standard utility allowance per bedroom size for new admissions and at the next annual re-certification for continuing participants.

1. Standard utility allowances are calculated annually by utilizing

the current average utility per number bedroom(s) per unit.

2. Effective July 1, 1999 The Lincoln Housing Authority will discontinue utility reimbursement checks for new admissions and at the next annual re-certification for continuing participants.

CHAPTER 8

VERIFICATION PROCEDURES:

1. GENERAL POLICY

LHA verifies family income, family composition, status of full time students, value of assets, factors allowing a preference, and other factors relating to eligibility determinations before an applicant is issued a Voucher.

Eligibility information that can change, such as income, preference status, etc., must have been verified **no more than 60 days before** Voucher issuance. If the verification is more than 60 days old, it must be re-verified to determine if the applicant's status remains the same. Information that does not change, such as birth dates, Social Security Numbers, etc.., only needs to be verified once.

B. METHODS OF VERIFICATION:

In the order presented, LHA will attempt to effectuate:

1. Third Party Verification**:** LHA will follow HUD Handbook 7a420.7 Chapter 4, with respect to the types of verifications used. Information for items that must be verified will be gathered in accordance with Chapter 4, and any applicable regulations. Methods of verification are also described in Chapter 4, and as such will be the methods employed by LHA in the administration of the program.

2. Review of Documents: In the event neither third party written nor oral verification is possible, LHA will request the applicant/participant to bring in actual documents.

   All documents, excluding government checks, will be photocopied and retained in the applicant file.

   Where "review of documents" occurs and forms cannot be photocopied, staff viewing document(s) will be required to complete a Document Viewed form.

3. Applicant Certification/Self-Declaration(s): When verification cannot be effectuated by either third party verification or a review of documents, applicants will be required to submit a notarized statement.

Notarized statements are only to be used as a last resort, when the other forms of verification are impossible to obtain. A non-notarized tenant statement as a form of verification is not acceptable.

Certifications which do not have to be notarized include the Certification of the Divestiture of Assets.

C. RELEASE OF INFORMATION:

Families will be required to sign HUD form 9886, Authorization for the Release of Information/Privacy Act Notice and other appropriate verification forms not covered by HUD form 9886. Each member requested to consent to the release of information will be provided with a copy of the appropriate forms for their review and signature.

Family refusal to cooperate with the HUD prescribed verification system will result in the denial of admission or termination of assistance.

4. COMPUTER VERIFICATION:

Where allowed by HUD and/or other State or local agencies, computer matching will be done. Computer printouts are acceptable forms of verification.

E. ITEMS TO BE VERIFIED:

ALL INCOME unless specifically excluded by the regulations;

CURRENT ASSETS (for those assets disposed of for less than fair market value in preceding two years, verification will simply be a “self certification”);

FULL TIME STUDENT STATUS (as defined by the institution for persons carrying equivalent of what the school considers to be full-time for “day” students) - includes High School students who are 18 or over;

TOTAL MEDICAL EXPENSES for all of family members in households whose head or spouse is elderly or disabled;

CHILD CARE EXPENSES where it allows an adult family member to be gainfully employed or to further his/her education;

DISABILITY ASSISTANCE EXPENSES to include only those costs associated with attendant care or auxiliary apparatus which allows an adult family member to be employed;

LEGAL IDENTITY;

ELIGIBLE IMMIGRANT STATUS;

SOCIAL SECURITY NUMBERS for all family members over 5 years old;

PREFERENCE STATUS;

FAMILIAL/MARITAL STATUS if needed for head or spouse definition;

FAMILY REQUESTING A LARGER UNIT THAN APPLICABLE under LHA's Occupancy Standards only where family can show that a larger unit is needed for "medical purposes" or other extenuating circumstances;

PERSONS REQUESTING "PREFERENCE" STATUS, based upon preferences approved in the applicable policies pertaining to the various programs;

DISABILITY for determination of preferences, allowances or deductions;

ZERO-INCOME STATUS of household will be verified initially and every 90 days thereafter. Families alleging to have **NO** income or unrealistically low income will be required to execute verification forms to determine that the more obvious forms of income such as unemployment benefits, AFDC, SSI, etc., are not being received by the household. The responses of these type of sources will then serve as third party INDEPENDENT verification. A "Survival Statement" will be completed.

Additionally, LHA may request a credit report on these families to determine if there are any monies being paid on behalf of the household on a regularly recurring basis that should be included as income for rent determination purposes.

F. ACCEPTABLE FORMS OF VERIFICATION:

Specific information must be obtained to verify information provided by the applicant. The following verification information will be considered acceptable by LHA in the order listed:

1. **Employment Verification.** Verification forms MUST request the employer to specify the: frequency of pay, effective date of the last pay increase, and

probability and effective date of any increase during the next 12 months. Acceptable methods of verification include (in this order):

a. Employment verification form completed by employer.
b. Check stubs or earnings statements showing employee's gross pay per period or year to date earnings.
c. W-2 forms plus income tax return forms.
d. Notarized statements or income tax returns signed by the family for self-employment income, or income from tips and other gratuities.
e. A copy of the originally signed income tax form will be required for verification of employment when ongoing regular employment verification cannot be supplied. This policy should cover applicants and participants who are self-employed or work for temporary agencies as part-time employment.

2. **Social Security, Pensions, Supplementary Security Income (SSI), Disability Income:**

1. Benefit verification form completed by agency providing the benefits.
b. Award or benefit notification letters prepared and signed by the authorizing agency.

3. **Unemployment Compensation:**
Records obtained via LHA's computer link with the State Unemployment Office stating payment dates and amounts.

4. **Welfare:**
Records obtained via LHA's computer link with the Department of Health and Social Services.

5. **Alimony or Child Support Payments:**

1. Copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules.

b. A letter from the person paying the support.

3. Copy of latest check. LHA must record the date, amount, and number of the check.

d. Family's notarized statement of amount received and of the likelihood of support payments being received in the future, or that support payments are **not** being received.

If payments are irregular:

1. Copy of separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules.

b. Statement from agency responsible for enforcing payments to show that family has filed.

c. Family's notarized statement of amount(s) received.

6. **Net Income From a Business:**

The following documents show income for the prior years. LHA must consult with tenants and use this date to estimate income for the next 12 months.

a. IRS Tax Return, Form 1040, including any:
Schedule C (Small Business)
Schedule E (Rental Property Income)
Schedule F (Farm Income)

2. An accountant's calculation of depreciation expense, computed using straight-line depreciation rules. (Required when accelerated depreciation was used on the tax return or financial statement.)

c. Audited or unaudited financial statement(s) of the business.

d. Loan Application listing income derived from the business during the previous 12 months.

e. Applicant's notarized statement as to net income realized from the business during previous years.

For a Child Care Business:

An employment verification may be requested. For either verification used, the name, address, and phone of the employer should be provided if they work for the same person all year. It must also be signed and dated.

Verifications must specify the child care provider's name, the name of the adult whose children are being cared for, their address, and phone, the names of the children cared for, the frequency (number of times the babysitting occurs), the rate of pay, and the typical yearly amount, including school and vacation periods.

If child care services were terminated, a third-party verification will be sent to the parent whose child was cared for. A handwriting comparison will be done between this document and documents provided earlier verifying childcare. If there are no differences this can serve as verification.

7. **Recurring Gifts:**

a. Notarized statement signed by the person providing the gifts. Must give the purpose, dates and value of gifts.

b. Family's notarized statement that provides the required information.

8. **Family Assets Now Held:**

For non-liquid assets, collect enough information to determine the current cash value (the net amount the family would receive if the asset were converted to cash).

1. Verification forms, letters, or documents from a financial institution, broker, etc.

b. Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by financial institution or broker.

3. Quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate.

d. Real estate tax statements if tax authority uses approximate current market value.

e. Copies of closing documents showing the selling price, the distribution of the sales proceeds and the net amount to the borrower.

6. Appraisals of personal property held as an investment.

g. Family's notarized statements describing assets or cash held at the family's home or in safe deposit boxes.

9. Assets Disposed of For Less Than Fair Market Value (FMV) During Two Years Preceding Effective Date of Certification or Re-certification:

1. For all Certifications and Re-certification, LHA will obtain the Family's certification as to whether any member has disposed of assets for less than

fair market value during the two years proceeding effective date of the certification or recertification.

b. If the family certifies that they did dispose of assets for less than fair market value a certification that shows: (a) all assets disposed of for less than FMV; (b) the date they disposed of the assets; (c) the amount the family received; and (d) the assets' market value at the time of disposition.

10. **Saving Account Interest Income and Dividends:**

a. Account statements, passbooks, certificates of deposit, etc., if they show enough information and are signed by the financial institution.

2. Broker's quarterly statements showing value of stocks or bonds and the earnings credited the applicant.

c. If LHA accepts an IRS Form 1099 from the financial institution, LHA must adjust the information to project earnings expected for the next 12 months.

11. **Interest Income From Sale of Real Property Pursuant to a Purchase Money Mortgage, Installment Sales Contract, or Similar Arrangement:**

a. A letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the applicant is NOT sufficient since appropriate breakdown of interest and principal are not included.)

2. Amortization schedule showing interest for the 12 months following the effective date of the certification or recertification.

12. **Rental Income from Property Owned by Applicant:** (This must be adjusted for changes expected during the next 12 months.)

1. IRS Form 1040 with Schedule E (Rental Income).

b. Copies of latest rent checks, leases, or utility bills.

3. Documentation of family's income and expenses in renting the property (tax statements, insurance premiums, receipts for reasonable maintenance and utilities, bank statements or amortization schedules showing monthly interest expense).

d. Lessee's written statement identifying monthly payments due the family and family's affidavit as to net income realized.

13. **Full-Time Student Status:**

1. Written verification from the registrar's office or appropriate school official.

b. School records indicating enrollment for sufficient number of credits to be considered a full-time student by the school.

14. **Child Care Expenses:**

1. Written verification from the person who received the payments. If the child care provider is an individual, they must provide their Social Security Number and a statement of the amount charged for the child car service.

b. Verifications must specify the child care provider's name, address, phone number, the names of the children cared for, the frequency (number of times the babysitting occurs), the rate of pay, and the typical yearly amount, including school and vacation periods.

3. Family's certification as to whether any of those payments have been or will be reimbursed by outside sources.

15. Medical Expenses:

1. Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, etc., of:

1. The estimated medical costs to be incurred by the family and of regular payments due on medical bills; and

2. Extent to which those expenses will be reimbursed by insurance or a government agency.

2. The insurance company's or employer's written confirmation of health insurance premiums to be paid by the family.

3. Social Security Administration's written confirmation of medicare premiums to be paid by the family over the next 12 months.

d. For attendant care:

1. Doctor's certification that the assistance of an attendant is medically necessary.
2. Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family (or copies of canceled checks the family used to make those payments).
3. Family's certification as to whether any of those payments have been or will be reimbursed by outside sources.

1. Receipts, canceled checks, or pay stubs that indicate health insurance premium costs, etc., that verify medical and insurance expenses also likely to be incurred in the next 12 months.

f. Copies of payment agreements with medical facilities or canceled checks that verify payments made on outstanding medical bills that will continue over all or part of the next 12 months.

g.. Receipts or other record of medical expenses incurred during the past 12 months that can be used to anticipate future medical expenses. LHA may use this approach for "general medical expenses" such as non-prescription drugs and regular visits to doctors or dentists, but not for one-time, nonrecurring expenses from the previous year.

LHA will use mileage at the rate approved for LHA or cab receipts with to/from addresses listed for verification of the cost of transportation directly related to medical treatment.

16. **Medical Need for Larger Unit:** A reliable medical source must certify that such arrangements are medically necessary.

17. **Assistance to Disabled:**

1. Attendant Care:

1. Attendant's written certification as to: amount received from the family; frequency of receipt; hours of care provided; and/or copies of canceled checks family used to make those payments.
2. Certifications required in paragraph c below.

2. Auxiliary Apparatus:

1. Receipts for purchase of, or evidence of monthly payments for, auxiliary apparatus.
2. In the case where the disabled person is employed, a statement from the employer that the auxiliary apparatus is necessary for employment.

3. In All Cases:

1. Written certification from a doctor or a rehabilitation agency that the disabled person requires the services of an attendant or the use of auxiliary apparatus to permit the disabled person to be employed or to function sufficiently independently to enable another family to be employed.
2. Family's written certification as to whether or not they receive reimbursement for any of the expenses in paragraph 1 and 2 above and the amount of any reimbursement received.

CHAPTER 9

VOUCHER ISSUANCE

1. ISSUANCE:

All Section 8 new admissions will be subject to 50% median income limit for the Lincoln Housing Authorities Service Delivery Area. Exceptions are provided for continually assisted families. (Income limits are made available upon request)

1. Notification of Eligible Families - if after completion of the application the family is determined to be eligible, the Document Control Clerk will notify the family of its eligibility, explaining that they will be notified of the future time and date of a Briefing Session, at which time they will receive a Voucher for Family Participation.

2. Families will be issued vouchers in a non-discriminatory fashion, as their name reaches the top of the waiting list. The normal rotation of the waiting list is date and time of application, after consideration of the preference identified in this plan.

3. Applicants will be notified by mail when their name reaches the top of the waiting list. If they wish to participate in the program, they will be required to have their family composition, income, assets and federal preference verified to determine if they meet HUD's eligibility criteria. Applicants not eligible for the federal preference when their name reaches the top of the list will be placed on the list in a non-preference status. Applicants who exceed the income limit for eligibility will be denied admission and their application canceled. Applicants will be notified that if they fail to respond to their letter and schedule an appointment to determine their eligibility, their name will be removed from the waiting list.

4. Applicants who fail to provide necessary information to determine eligibility within 10 calendar days from the date of their appointment, will be removed from the waiting list.

5. Applicants who have been determined eligible will be notified by mail when a briefing will be conducted and that they must attend if they want to participate in the program. Families will be advised that if they do not attend the scheduled briefing and fail to contact the LHA regarding the missed appointment, their name will be removed from the waiting list.

6. Briefings will be conducted for the purpose of acquainting the applicants with the operation of the programs in accordance with 24 CFR 982.301. The families will be given a voucher packet containing all the required information and documents, including a list of available private owner units. Vouchers will be issued at that time for a 60 day search period.

7. Owners may use their own lease with the HUD required addendum), or attach rules of occupancy to the model lease. A model lease is available at the owners request, for owners use in administering the voucher and mod rehab programs.

8. Participants in the voucher program will be required to pay up to one months' contract rent to the landlord for damage deposit.

9. Participants with certificates issued prior to July 1, 1999 will be issued a voucher at either first annual after July 1, 1999 or if they transfer anytime after said date.

2. EXTENSIONS:

Vouchers will only be extended beyond the 60 day search period after completing the required landlord contact sheets and under the following circumstances prior to the expiration date:

1. If the family can verify extenuating circumstances, the family is a hard to house family and they can clearly demonstrate they have made every effort to secure a suitable unit.

2. The family has not refused a suitable unit without good cause.

3. There is a possibility that an extension will result in an approvable lease and the execution of a Housing Assistance Payments Contract.

4. When a voucher has expired and the extension is denied, the family will be required to reapply for assistance.

5. All vouchers will be extended and reissued at 30 day intervals except for portables which will be reissued at 60 day intervals to a maximum of 120 days in both instances.

3. REISSUING VOUCHERS:

1. All vouchers will be reissued at 30 day intervals except for portables which will be reissued at 60 day intervals to a maximum of 120 days.

2. Program participants evicted through the court system will lose their housing assistance and will not be eligible for a reissued voucher. They may reapply for assistance as identified in this plan.

3. Participants who fail to correct tenant defects identified in the Housing Quality Standards section of this plan will lose their housing assistance and will not be reissued a voucher to transfer. They may reapply for assistance 90 days after date of termination.

CHAPTER 10

HOUSING QUALITY STANDARDS

The Lincoln Housing Authority (LHA) has adopted in its entirety HUD's Housing Quality Standards as defined in the Housing Inspection Manual, HUD-H-605 and in the Inspection Form HUD-52580. The Lincoln Housing Authority enforces the Nebraska State Law and HUD Regulations requiring smoke alarms and Lincoln City Ordinance requiring screens on windows and storm doors (when applicable),water heater discharge pipe (3" from the floor and diameter of said must not be reduced). The Lincoln Housing Authority inspectors will be trained staff members experienced in the inspection procedures and requirements as stated in the Housing Inspection Manual and HUD Handbook 7420-7. Inspectors use the HUD Inspection Form HUD-52580 for all inspections.

A. INITIAL INSPECTIONS

Initial inspections will be made at the request of the participant and as promptly as schedules and prior commitments permit, usually within three (3) business days. In the event that a participant's voucher is expiring (120 days) they must contact and speak with the inspection clerk prior to the end of the business day on the last valid date of their voucher. That contact must result in scheduling of an inspection on the unit chosen on the soonest available date provided by the inspection clerk. The unit inspected must pass and a lease and contract must be entered into within a reasonable time frame, as determined by the Lincoln Housing Authority (generally ten (10) business days). Failure to meet these conditions would result in the expiration of the voucher and the termination of the participant from the program.

B. ANNUAL INSPECTIONS

1. **Reinspect each unit at least annually.** These inspections will be coordinated with other annual functions, such as annual eligibility re-certifications. If any "failed" items are discovered, the Lincoln Housing Authority will contact the owner regarding the HQS violation(s). Once notified, the owner will have two options:

    a. They may correct all failed items on their own, regardless of who actually caused the damage; or

2. They may determine which failed items are caused by the tenant and require the tenant to make the repairs. If this option is chosen, the owner must notify both the Lincoln Housing Authority and the tenant in writing explaining which items the tenant will be responsible for correcting within the Lincoln Housing Authority re-inspection time frame.

The HA will give the responsible parties a reasonable amount of time to correct the deficiencies. If the violation is considered life-threatening, the repairs must be made within no more than 24 hours from notification. All other repairs must be corrected within no more than 30 calendar days (or any LHA approved extension.) Once the items have been corrected, LHA will conduct a physical reinspection using the original inspection form. Upon correction, each item marked "fail" will be initialed and dated by the inspector.

If, at the time of reinspection, the repairs have not been made, LHA will reassess who is responsible for the repair of each item not corrected. Failure by the owner to correct the LHA determined "owner-caused" deficiencies items within the time frame can result in abatement of the HAP until the corrections are made. Should the abatement continue 30 days, the owner will be given proper notice that the HAP contract will be terminated. Failure by the family to correct the LHA determined "tenant-caused" fail items within the time frame allowed can result in termination of assistance. LHA will not hold the owner responsible for a breach of the HQS determined to be caused by the family.

C. ABATEMENT PROCESS

The decision to abate HAP monies to the owner for the failure by the owner to ensure that the unit in question meets HQS through the term of the lease, shall be the responsibility of the Inspector who has noted the failed items at the time of the reinspection. The Inspection Supervisor will be responsible for approving the recommendation for abatement of the HAP. It will be the responsibility of the Inspection Supervisor and any other designated members of the inspection team to solicit the cooperation of the owner to complete any required repairs so that an abatement will not be used, except as a last resort. Education and communication with the owners on their responsibilities and the mutual benefits of their meeting those responsibilities with regard to HQS will be a priority for the Inspection Team.

The decision to abate HAP monies to an owner for HQS non-compliance will be final. Any abated monies will not be reimbursed to a owner, except by approval of the Inspection Supervisor.

D. SCHEDULING OF ANNUAL INSPECTIONS & RE-INSPECTIONS

The Annual Inspections will be scheduled by the Inspection Clerk. The inspections will be scheduled by assigning inspections to the Inspection Team members according to the calendar provided by that team.

It will be the intention of LHA to complete the process of inspections with an annual inspection appointment and if necessary one re-inspection will be scheduled within 30 days. Letters notifying the participants and respective owners of the Annual Inspection appointments will be mailed out no later than two (2) weeks prior to the appointment time. The letters will state to both the participants and owners that their cooperation in assisting LHA with the successful completion of the appointment will be beneficial to both parties as it will ensure the timely renewal of their HAP. The letter will also state that the participant has an obligation under CFR 982.551 to assist LHA in completing this process. LHA inspectors will enter the unit in the absence of the tenant, if the owner is present and is able to show the inspector that the owner has given proper notice to the participant that they are going to enter the unit. Language in the appointment letter will reflect this policy.

E. MISSED 1st APPOINTMENT

In the event that the first Annual Inspection or first Reinspection appointments can not be completed due to the absence of the participant or their designated representative, or in the absence of the owner with verification of proper notice to enter the unit, a letter to the participant will be generated by the Inspection Supervisor asking the participant to contact the Inspection Clerk to explain the reason for the missed appointment. This letter will give the participant ten (10) business days to contact the Inspection Clerk. When the participant contacts the Inspection Clerk, a determination will be made as to the merits of the reason for the missed appointment, the participant will be reminded of their responsibilities and another appointment may be scheduled. Confirmation of that appointment will be verbal, between the participant and the Inspection Clerk, and a letter will be sent to the participant confirming that appointment.

If the participant does not contact the Inspection Clerk within ten (10) business days, mitigating reasons for this will be sought. Depending on the circumstances, a collaborative determination will be made by the Inspection Supervisor, Certification Specialists and Housing Specialist to work with the participant on completing the process or to recommend to the Inspection Supervisor that the participant be terminated from the program.

6. MISSED 2nd APPOINTMENT

In the event that the second Annual Inspection or second Reinspection appointments can not be completed due to the absence of the participant or their designated representative, or in the absence of the owner with verification of proper notice to enter the unit, the Inspection Supervisor will attempt to determine what factors have led to this. Based on the information that the participant gives and the reasonableness of that information and its effect on the participants ability to meet their obligations, a collaborative

determination will be made by the Inspection Supervisor, Certification Specialists, and Housing Specialists to work with the participant on completing the process or to recommend to the Inspection Supervisor that the participant be terminated from the program.

7. COMPLAINT INSPECTIONS

Complaint inspections can be made at the request of either the participant or the owner. Complaint Inspections will be scheduled when the alleged HQS violations constitute a serious habitability impediment to the unit or where the violation constitutes a serious threat to the value and integrity of the property. A Complaint Inspection will only be done when it is determined that the person responsible for those repairs has been given reasonable opportunity by the complainant to make repairs. A determination on the seriousness of the alleged HQS violation will be made by the Inspection Team.

If a HQS violation is cited by LHA as a result of a complaint inspection, a determination will be made by the inspector on whether the violation is the responsibility of the owner or of the participant. If it is determined that the owner is responsible, the owner will be notified by mail of the violation and given time to make the corrections. The time given will reflect the type of HQS violation as follows:

1. 24 hours for no hot or cold water, heat, or electricity, or for a condition which is imminently hazardous to life.

2. 72 hours for repair of refrigerator, range and oven, or a major plumbing fixture supplied by the owner.

3. 10 days for all other repairs.

Failure on the part of the owner to make the corrections can result in a abatement of the HAP monies and constitute grounds for possible termination of the HAP Contract by LHA. If the contract is terminated, the participant will be issued a voucher to move. It will be the responsibility of the participant to allow the owner to make the required

repairs in an expedited fashion in order that the owner can fulfill their responsibilities under the HAP Contract within the requested time frame.

If it is determined that the violation is participant caused, the participant will be governed by the same time requirements to make the corrections. Failure on the part of the participant to make the corrections could result in the termination of their rental assistance and participation with the Section 8 Program

CHAPTER 11

RENT REASONABLENESS

Rent reasonableness will be determined by the Inspection Department utilizing a base rent and amenities appraisal of comparable unassisted units.

1. Base rent, reviewed annually, is divided into seven categories:

    1. New, nice apartments and 60's built duplexes
    2. Built duplexes
    3. Nice older apartments and converted apartments
    4. Older houses
    5. Converted duplexes
    6. Newer homes
    7. Mobile homes

B. Appraisal - the following amenities and facilities are used to add or subtract dollar value: square footage, age, condition, location, dishwasher, disposal, microwave, window a/c, C/A, range, refrigerator, w/d hookups, w/d, extra 1/2, 3/4 or full bath, balcony/deck/patio, fireplace/stove, security building, pool, clubhouse, cable tv, basement (unfinished), basement (finished), basement/attic bedroom, storage closet/cage, shed, garage, furniture, garden level apt, basement apt., no off street parking, unit-not clean, carpet-not shampooed, paint-not new or good.

3. The base rent, plus or minus the amenities, plus owner paid utilities, determines the reasonable rent.

CHAPTER 12

RE-CERTIFICATIONS

Each Section 8 recipient will be re-examined with respect to income and family composition annually. **A personal declaration form must be completed by each participant family.** The participants failure to reply to three (3) notification letters for annual review and inspection will result in the participants termination in the housing assistance program. The first and second notification letters allow 10 days to respond. The third letter states the termination date, the informal hearing request date and reinstatement at this time is not an option. Tenants terminated as a result of failure to be recertified may reapply for assistance three months from date of termination.

1. ANNUAL REVIEWS:

Between annual re-certifications, the Participant must notify LHA of <u>all</u> changes in family composition and all changes in income. If the increased income is less than $1000.00, the Housing Specialists will determine if the increase warrants an adjustment in tenant rent. If an adjustment is not completed at this time, the family will be reminded to continue to report additional increases.
No interim reviews will be conducted unless the family composition changes or there is a decrease in the Total Tenant Payment (TTP). However, all households are required to report changes in income by completing the Lincoln Housing Authority **Interim Income Report form.**

B. INTERIM REVIEWS

If significant changes occur that are not required to be reported, such as an increase in medical, handicap expense or child care expenses, the participant may request a interim re-certification.

The Lincoln Housing Authority will re-certify a family's income and or composition between annuals. This is called an interim re-certification.

1. Interim re-certifications are mandatory for families where the family composition changes. If there is a change in family composition (i.e. someone moving in with

the assisted family) LHA must review and approve the eligibility of an additional person prior to the person moving in. Newborns must be reported within 10 days of birth. A copy of the birth certificate and social security notification receipt must also be provided.

2. Notification of increase of family income changes are required in writing no later than 10 calendar days after such change. LHA will not complete an interim and increase the families portion of the rent.

Under certain circumstances LHA will re-examine a family's income and/or composition between annual re-examinations. Tenants must report in writing any change in the household's income. LHA will determine whether a re-examination is necessary. LHA will perform interim re-examinations under the following circumstances:

1. There is a change in family composition. LHA must review and approve the eligibility of an additional person in the unit.

2. The tenant family requests a rent review due to a decrease in family income or a change in other circumstances that would lower the rent payment. LHA will not lower rent payments for reductions in TANF payments due to sanctions, fraud or otherwise failing to cooperate with that program.

3. LHA had calculated the current rental payment for a temporary time period, and planned an interim review. If a tenant is at zero income, LHA will re-examine income every 90 days.

4. There is a change in federal regulations requiring such a review.

5. There is an increase in the family's annual income. Tenants must report any change in the household's income. LHA will determine whether a re-examination is necessary.

   For Public Housing units, LHA will not perform an interim and increase rent until the next annual review for the length of the Moving to Work Demonstration program. This exception is effective July 1, 1999. LHA will increase the rent and charge retroactive rent if the tenant fails to report the change in writing. **LHA will conduct an interim review and increase rent if the change in income is due to a change in family composition. LHA will also conduct an interim review if the tenant no longer qualifies for an exemption from the Minimum Earned Income for any reason other than employment (For example, the tenant is terminated from a self-sufficiency program for failure to cooperate with program guidelines). If the tenant no longer qualifies for an exemption**

from the MEI, then LHA will conduct an interim review to include Minimum Earned Income in the calculation of Annual Income and increase the rent.

C. Families who claim zero income or have an unstable income may be examined more frequently than annually. These participants will be contacted every three months (90 days) regarding their income status.

2. Participants who terminate employment or cause termination of employment for the purpose of a rent reduction will be eligible for a rent decrease effective 90 days after the month the decrease was reported.

D. Effective July 1,1999 participants that are sanctioned by any government program or agency will not be eligible for a rent reduction.

CHAPTER 13

CONTINUED ELIGIBILITY

A participants eligibility for housing assistance payments will continue until the Total Tenant Payment equals the gross rent. The termination of eligibility, at this point, does not affect the participants other rights and obligations under the lease. Housing Assistance Payments may be resumed as a result of later changes in income, rents, or relevant circumstanced during the term of the contract. If six months has elapsed since the date of the last Housing Assistance payment, the contract is terminated.

CHAPTER 14

TRANSFER OF RENTAL ASSISTANCE

1. As the family is initially required to enter into a twelve (12) month lease with an owner, transfers to another rental unit will not be approved unless the family and owner have signed a mutual termination of the lease agreement and the transfer has been approved by LHA. Families will be allowed to transfer only once during any one year period.

2. A family may move to a new unit with continued tenant-based assistance if:

    1. The HAP contract has been terminated for owner breach; or
    2. The lease has terminated by mutual agreement; or
    3. The owner has requested and received approval of the opt-out requirement for business or economic reasons; or
    4. The tenant has given notice of lease termination (if the tenant has a right to terminate).

3. To assist landlords with the placement of LHA assisted tenants, LHA will respond to a potential landlord's written request for information on past tenancy. LHA will provide the following information to owners upon request:

    1. Family's current address (as shown in LHA records)
    2. Name and address of current and prior landlords.
    3. Factual tenant history on file.

CHAPTER 15

PORTABILITY OF VOUCHERS

1. In accordance with provisions of 24 CFR 982.353, 354, and 355, each Voucher holder, that holds an unexpired voucher, will be advised of the portability option during the briefing and re-examination sessions. An applicant who did not reside in the Housing Authority's jurisdiction at the time of application, must initially lease a unit located anywhere in the LHA jurisdiction for 12 months before becoming eligible for portability.

   LHA will not allow Move to Work (MTW) Section 8 participants to port out unless the family applies for and receives an exception from this rule as a reasonable accommodation for a disability or other cause. Port outs may only be used if such an exception has been granted.

   Effective July 1, 1999 outgoing portables will not be allowed and will continue to stay in effect until notified by HUD to discontinue the Move to Work Demonstration.

   Families may not move outside LHA jurisdiction except for reasonable accommodations for a disability, employment, education, domestic violence, or for other good cause (i.e., verified employment, or to be determined by LHA). If portability is allowed the following applies:

   > Vouchers would be portable across State lines. When a family is eligible to port out of LHA's jurisdiction, LHA will complete Part I of HUD form 52665, attach copies of the family's voucher, current form 50058, income verification and forward to the receiving PHA. The receiving PHA completes applicable portions of Part II of HUD form 52665 and returns it to the initial PHA.

   If the nearest Housing Authority does not operate a voucher program, LHA will contract with the closest Housing Authority to conduct HQS inspections and re-certifications.

2. LHA will operate in a cooperative and reciprocal manner with all established Housing Authorities in the portability feature. LHA will attempt to issue a voucher when a notification is received from another PHA that a voucher holder wishes to move to Lincoln, Nebraska. However, if funding is not available, the issuing PHA will be notified

that their voucher will be used. LHA will notify initial authorities when a voucher has not been leased up prior to the expiration date of the voucher.

3. In cases where LHA absorbs a voucher, the Housing Specialist completes the Absorbed Portable XSE/VOU form and forwards to the accounting department.

4. A waiting list will not be maintained for families wishing to transfer their voucher outside LHA's jurisdiction. All requests for transfers outside LHA's jurisdiction will be treated on a first-come first-serve basis.

E. Billing Procedure - LHA will make payment within 30 days after receipt of a billing document from the initial Housing Authority.

CHAPTER 16

PROCEDURE FOR ADJUSTING VOUCHER PAYMENT STANDARDS

The payment standard schedule will be reviewed annually and adjusted to parallel the Section 8 Existing Fair Market Rent levels.

Payment Standard Amounts Increases

Payment standards are used to calculate the housing assistance payment (HAP) that the Lincoln Housing Authority (LHA) pays to the owner on behalf of the family leasing the unit. LHA has the latitude in establishing its schedule of payment standard amounts by bedroom size. The range of possible payment standard amounts is based on HUD's published fair market rent (FMR) schedule for the FMR area in which the Lincoln Housing Authority has jurisdiction. FMRs are based on either the 40th percentile of rents charged for standard rental housing in the FMR area. The Lincoln Housing Authority may set its payment standard amounts from 90 percent to 110 percent of the published FMRs, and may set them higher or lower with HUD approval.

The level at which the payment standard amount is set directly affects the amount of subsidy a family will receive, and the amount of rent paid by the program participants.

If the family leases a unit with a gross rent at or below the payment standard for the family, the family's share of the rent will be its Total Tenant Payment (TTP). If the rent for the unit is higher that the payment standard, the family's share will be higher than the TTP.

Payment standard amounts should be high enough to allow families a reasonable selection of modest, decent, safe, and sanitary housing in a range of neighborhoods in the Lincoln Housing Authority jurisdiction. To meet that objective and to support families wishing to move to areas with lower concentrations of economically disadvantaged households, LHA may establish higher payment standard schedules for certain areas within its jurisdiction so that program families can rent units in more desirable areas.

The LHA procedures for establishing and revising its payment standard schedule is set forth in this document (Administrative Plan)...

Increasing Payment Standard Amounts By Board of Commissioners Resolution

The Lincoln Housing Authority may establish its payment standard amounts between 90 and 110 percent of the 40th or 50th percentile FMR. LHA will use the FMRs that are published at or before the board of commissioners resolution to increase payment standard amounts.

Implementing Increased or Decreased Payment Standard Amounts

The payment standard in place on the effective date of the Housing Assistance Payment (HAP) contract remains in place for the duration of the contract term unless the Lincoln Housing Authority (LHA) increases or decreases its payment standard. If a payment standard is increased, the higher payment standard is first used in calculating the HAP at the time of the family's regular (annual) re-examination. Families requiring or requesting interim re-examinations will *not* have their HAP payments calculated using the higher payment standard until their next annual re-examination.

Fair Market Rents for Housing Choice Voucher Program and Moderate Rehabilitation Single Room Occupancy Program: Fiscal Year 2002; Published October 1, 2001

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
326	419	552	733	856	984	1,112

Manufactured Home Space 220

110% Of The Fair Market Rents for Housing Choice Voucher Program and Moderate Rehabilitation Single Room Occupancy Program: Fiscal Year 2002; Effective November 1, 2001.

0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
358	460	607	806	941	1082	1223

Manufactured Home Space 242

CHAPTER 17

DENIAL OR TERMINATION OF RENTAL ASSISTANCE

1. NEW APPLICANT--DENIAL OF VOUCHER

An **APPLICANT** for Section 8 Housing Assistance will be denied a voucher or Mod Rehab unit under the following circumstances:

1. If the applicant owes money to the LHA or another PHA in connection with any HUD rent subsidy program. The applicant will be denied assistance until all amounts are paid in full.

2. If the applicant executed a repayment agreement for amounts owed under the above mentioned housing assistance programs and breached the contract.

3. If the applicant is guilty of fraud in connection with any federal housing assistance program. The applicant will be denied rental assistance for one (1) year from the date of termination.

4. If any applicant, member of their family, guest or person under the applicant's control, is involved in drug-related activity or violent criminal activity as defined by HUD. **If any member of the family, guest or person under the family's control abuses alcohol in a way that may intefere with the health, safety, or right to peaceful enjoyment of the premises by other residents or neighbors.** Drug-related activity must have occurred within one (1) year before the date LHA provides notice to the family of the determination to deny or terminate assistance. **LHA will give consideration to an applicant who demonstrates to the LHA that the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and:**
   (1) they have successfully completed a supervised drug or alcohol rehabilitation program or
   (2) they are participating in a supervised drug or alcohol rehabilitation program.

CURRENT PARTICIPANT--DENIAL OF NEW VOUCHER

Participants receiving Section 8 voucher rental assistance may be denied a new voucher if the family wishes to move with assistance under the following circumstances:

1. If the participant owes money to LHA or any other PHA in connection with any HUD rent subsidy program. The Participant will be denied a new voucher unless the participant has signed a repayment agreement for amounts owed to LHA and has been making their payments. Participants will be encouraged to pay amounts owed within one (1) year.

2. If the participant breached an agreement to pay back amounts owed to LHA for payments made in behalf of the family to an owner in the Voucher program or Mod Rehab program.

3. If the participant has committed fraud in connection with any Federal housing assistance program.

4. If the participant failed to meet any Family obligations under the program.

5. **If the Housing Authority determines there is reasonable cause to believe that the participants pattern of abuse of alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or neighbors,** or if the participant or any member of the family has engaged in drug-related activity or violent criminal activity. Participants involved in drug activity, violent criminal activity **or abuse of alcohol,** will be denied access to the waiting list for 3 years from the completion of sentence or date of disposition unless the family can demonstrate the person is no longer engaging in illegal use of a controlled substance or abuse of alcohol and: (1) has successfully completed a supervised drug or alcohol rehabilitation program; or (2) is participating in a supervised drug or alcohol rehabilitation program.

   Written evidence of participation in, or successful recent completion of, a treatment program is required by LHA as a condition to being allowed to reside in the unit.

6. If the participant's present owner refuses to sign a mutual release from lease form and the participant refuses to sign a repayment agreement.

7. If a participant has been evicted through the legal process. They may reapply 3 months after date of termination or on anniversary date, whichever is longest.

8. If the participant fails to pay for any utilities that the owner is not required to pay for or maintain any appliances the owner is not required to provide. Participants will be given a 24 hour notice to restore utilities and appliances.
Tenants may also be issued a 40 or 72 hour notice for non-compliance with HQS, at the Inspectors discretion. In any case, participants may reapply 3 months after the date of termination or on anniversary date, whichever is longer.

9. If any member of the household or guest damages the dwelling unit or premises (beyond ordinary wear and tear). Participants will be given a 30 day notice to repair defects. Extensions granted upon request.* They may reapply 3 months after the date of termination or on the anniversary date, whichever is longer.

10. If the participant's unit breaches any Housing Quality Standard caused by the family. Participants will be given a 30 day notice to repair defects. Extensions granted upon request.

11. Persons evicted from public housing, Indian housing, Section 23, any Section 8 program or any subsidized program because of drug-related criminal activity are ineligible for admission to section 8 programs or public housing programs for a three-year period beginning on the date of such eviction unless: (1) the person demonstrates successful completion of a rehabilitation program approved by LHA; or (2) the circumstances leading to the eviction no longer exist. LHA will request the family member to submit written evidence of participation, in, or successful recent completion of a treatment program or rehab program as a condition to being allowed to reside in the unit. Criminal history checks with law enforcement agencies will be used to determine involvement in drug activity, criminal activity and **alcohol abuse.** (Refer to Section VI of this plan).

2. TERMINATION OF ASSISTANCE

A PARTICIPANT currently receiving Section 8 rental assistance or residing in a Mod Rehab unit may have their assistance terminated under the following circumstances:

1. If the participant has committed fraud in connection with any Federal housing assistance program.

2. If the participant has breached their agreement to pay back amounts owed the LHA for payment of damages, under or non-reported income or lease violations.

3. If the participant is absent from the dwelling unit in excess of 30 days, without prior written approval of LHA, the unit will be considered abandoned. The unit will be terminated and the participant required to reapply for the waiting list after 3 months from the date of termination or expiration of lease, whichever is longest.
4. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel.

5. If the participant violated any of the Family obligations in Voucher or Mod Rehab program. VIOLATIONS OF THE FAMILY OBLIGATIONS INCLUDE:

    a. If the participant family does not supply certification, release of information or documentation which LHA determines necessary in the administration of the Program, including information for a regularly scheduled reexamination or an interim reexamination of family income and composition, submission of evidence of citizenship or eligible immigration status. LHA will request the necessary documentation up to two times before the participant is terminated.

    b. If the participant family does not allow LHA to inspect the dwelling unit at reasonable times or after two notices have been sent requesting the inspection and the participant has not responded within an established time frame.

    c. If the participant does not notify LHA or the owner in writing before vacating the dwelling unit, or terminating the lease. The file will be terminated unless an exception is granted.

    d. If the participant does not use the dwelling unit solely for residence by the participant (i.e. unauthorized individual(s) living in the unit) and as the participants principle place or residence or assigns the lease or transfers the unit. In the case of an unauthorized individual(s) living in the unit, LHA will request the tenant to provide documentation that the alleged

unauthorized person(s) is/are residing in another unit. (Documentation may include rent receipts, rental agreement, etc....). LHA may verify with the Postal Department a list of all persons receiving mail at the address in question.

If LHA suspects that a participant family is not using the unit as the principle place of residence, the landlord may be requested to verify that the participant is residing in the unit. If terminated for live-ins, the family may reapply 3 months from date of termination or anniversary of lease, whichever is longest.

A live-in is defined as an individual living in the unit, other than those listed on the lease or application. This includes any person who is not named on the lease and lives and/or stays with the participant one or more nights per week on a repetitive basis.

If a participant is not residing in the assisted unit and provides a reasonable explanation, the situation will be evaluated before the decision to terminate assistance is made.

e. If the participant owns or has any interest in the dwelling unit (other than in a manufactured home assisted under Subpart F or 24 CFR Part 882).

f. If the participant is receiving assistance under the Section 8 Housing Assistance Payments Program while occupying, or receiving assistance for occupancy of, any other unit assisted under any Federal housing assistance program (including any Section 8 program).

g. If the participant, including any member of the household, or a guest or other person under the participants control, engages in drug-related activity or violent criminal activity, as defined by 882.118 and 887.401.

h. If the participant fails to promptly notify the HA in writing of the birth, adoption, or court-awarded custody of a child or if any family member no longer lives in the unit.

i. If the participant fails to request HA written approval to add any family member as a occupant of the unit.

j. If the participant fails to pay utility bills and supply appliances that the owner is not required to supply under the lease. Participants will be allowed three working days to restore shut-off utilities to the unit. If assistance is terminated, participant may reapply 3 months from date of termination or anniversary of lease, whichever is longest.

k. If the participant, or any member of the household, or guest or other person under the participants control, damages the dwelling unit or premises (beyond ordinary wear and tear). Participants must correct any damages or Housing Quality Standards defects caused by the participant within 30 calendar days (or any Housing Authority approved extension). If assistance is terminated, the participant may reapply 3 months from date of termination or the anniversary of lease, whichever is longest.

l. If the participant fails to promptly give LHA a copy of any owner eviction notice.

m. If the participant family has committed any serious or repeated violations of the lease.

CHAPTER 18

DRUG RELATED ACTIVITY, CRIMINAL ACTIVITY, ALCOHOL ABUSE

An applicant or participant will be denied housing assistance and a preference if any member of the family is a person whose pattern of abuse of alcohol interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents, or has engaged in violent criminal activity or because of drug-related activity, as defined by HUD. The Lincoln Housing Authority will exercise zero tolerance to drug activity, violent criminal activity and abuse of alcohol.

Applicants and participants will be denied access to the waiting list for **three (3)** years after completion of their sentence or date of disposition for drug activity, violent criminal activity **or abuse of alcohol,** unless the family member can demonstrate they **no longer engage in illegal use of a controlled substance or abuse of alcohol and (1) have successfully completed a supervised drug or alcohol rehabilitation program; or (2) is participating in a supervised drug or alcohol rehabilitation program.** LHA will request written evidence of successful client completion of or participation in treatment program as a condition to being allowed to reside in the unit. The Housing Authority will deny or terminate assistance if the preponderance of evidence indicates that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted.

Criminal history checks with law enforcement agencies will be used to determine involvement in drug activity, criminal activity and **alcohol abuse.**

Applicants and participants will be notified promptly with a brief written statement containing the reasons for denial and the opportunity to review the determination within seven (7) calendar days from date of the denial letter.

Computer generated reports are received on a regular basis. These reports match local police department information to all HA address data. Regular review and follow-up is performed.

CHAPTER 19

PARTICIPANT OR APPLICANT HEARING PROCEDURES

In each of the cases identified above in the "Denial or Termination of Rental Assistance" and in each of the instances stated below, the applicant or program participant will be notified of their right to (1) a written explanation; (2) Informal Review; or (3) for program participants, an Informal Hearing in accordance with this plan.

1. CIRCUMSTANCES SUBJECT TO GRIEVANCE PROCEDURES

   The following circumstances, in addition to the Denial or Termination of Rental Assistance, are subject to grievance procedures as outlined in this section.

   1. The denial by LHA of an applicant requesting placement on the federal preference waiting list.

   2. An LHA determination of the amount of Total Tenant Payment.

   3. An LHA determination that the participant is living in a unit with more bedrooms than appropriate under the occupancy standards and the LHA has denied a request for an exception of these standards.

   4. An LHA determination of the number of bedrooms designated on a new voucher for a participating family.

2. REQUEST FOR INFORMAL REVIEWS

   For any LHA decisions related to the specific situations described in the Denial or Termination of Rental Assistance Section and the Grievance Procedures section, LHA will notify the applicant or participant in writing of the decision and the applicants or participants right to request in writing an informal review within seven (7) calendar days from date of the LHA written decision.

3. INFORMAL REVIEW PROCEDURES

1. The Lincoln Housing Authority, through a letter of explanation, will notify the applicant or participant of their right to request an informal review if they are not satisfied with the written explanation. The request for an informal review must be made in writing within seven (7) calendar days from date of the written decision.

2. The informal review will be convened within ten (10) calendar days from date of the written request from the applicant or participant. The Executive Director will select a staff person who was not involved in the decision to conduct the informal review. The review will be held at the LHA office located at 5700 R Street, Lincoln, Nebraska. The applicant or participant may present written or oral arguments relative to the decision under review.

3. LHA's decision will be final. LHA will notify the applicant, in writing, of the results of the Informal Review within ten (10) calendar days after the date of the Informal Review meeting.

4. INFORMAL HEARING PROCEDURES

1. Items subject to an Informal Hearing are matters indicated by the asterisk in the Denial, Termination, and Grievance Section of the plan. The Informal Hearing may be requested in writing by the participant within seven (7) calendar days from date of the LHA written decision prompting the Informal Review.

2. In the case of a participating family whose assistance is being terminated, and the family is currently living in a unit with an active Housing Assistance Payments Contract, LHA will provide an opportunity for an Informal Hearing before the actual termination of the housing assistance payments.

3. LHA will schedule the Informal Hearing within seven (7) calendar days from the date of the participants written request for a hearing is received in the office.

4. The procedures for conducting a hearing will be mailed to each participant upon receipt of their written request for a hearing.

5. A Hearing Officer selected by the Executive Director will conduct the hearing. The Hearing Officer will be someone other than the person who made the decision under review or a subordinate of that person.

6. The voucher or Mod Rehab participant may, at the participant's own expense, be represented by a lawyer or other representative.

7. The Informal Hearing will be held at the LHA office located at 5700 R Street Lincoln, Nebraska.

8. The Hearing will be held on the date, and at the time specified in the LHA written hearing notice to the Participant.

9. The Hearing Officer will be responsible to conduct the hearing in accordance with the following guidelines:

    1. LHA or LHA's representative will be given an opportunity to explain the LHA decision. The LHA may present evidence and question witnesses. The participant will have the opportunity to question any LHA witnesses.

    2. The Participant or participant's representative will then have an opportunity to present his/her objections to the decision in question. Information related only to the specific LHA decision will be allowed at this hearing. The participant may present evidence or question witnesses at this time.

    3. The participant may contact LHA before the informal hearing to receive more information on the basis of the violation, the LHA's evidence, and any evidence the participant will need to provide at the hearing.

    4. Only the evidence submitted by LHA or the participant, at or before the hearing, will be considered by the Hearing Officer. The Hearing Officer will not perform any independent investigation after the hearing based on statements made by the participant at the time of the hearing.

    5. Participants must provide credible verification of any statements made at the time of the hearing. Verification of statements will not be considered after the hearing.

    6. All written documents submitted by the participant at the time of the hearing, which were not signed by a person not in attendance at the

hearing, **must** be notarized. Contents of unnotarized statements will not be considered by the Hearing Officer.

7. LHA can help verify information before the Informal Hearing, but the evidence which the participants is requesting LHA to consider in the hearing which needs LHA verification, must be provided to LHA at least 48 hours prior to the hearing.

   LHA is not required to call as witnesses at the informal hearing those persons whose testimony would relate only to verification or non-verification of information provided by the participant.

8. If unverified or uncorroborated documents, or statements, or oral testimony are presented at the informal hearing; the hearing officer will give the evidence the weight and credibility deemed appropriate in making a determination.

9. If the participant refuses to answer questions asked by the hearing officer, the hearing officer may consider that refusal when making a determination and may give such refusal the weight and credibility deemed appropriate.

10. The participant may receive, upon request, at the hearing, copies of any written evidence or reports submitted by LHA to the hearing officer.

11. The Hearing Officer will issue a written decision based upon the written request for informal hearing and any additional written or oral objections submitted at the hearing, together with the evidence presented at the hearing. The hearing officer may consider all applicable federal and state law, HUD rules and regulations, and rules and regulations of LHA as well as the record and the evidence presented at the hearing. The Hearing officer will issue a written decision within thirty (30) calendar days of the Informal Hearing. A copy of the written decision of the hearing officer shall be mailed to the participant seeking review within three (3) days after such decision has been reduced to writing and signed by the Hearing Officer.

12. LHA shall not be bound by an Informal hearing decision:

1. Concerning a matter for which LHA is not required to provide an opportunity for an informal hearing pursuant to Section 982.555(b), or otherwise in excess of the authority of the hearing officer under these procedures; or

2. Contrary to HUD regulations, rules or requirements or LHA policies, regulations, or rules or otherwise contrary to federal, state or local law.

m. If LHA determines it is not bound by a hearing decision, LHA shall promptly notify the participant of the determination and the reasons for the determination.

14. LHA will provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations or attendants. The participant must notify LHA within 48 hours of the hearing of the need for a reasonable accommodation.

CHAPTER 20

FRAUD CONTROL PROGRAM

To strengthen the integrity of its rental assistance programs by ensuring only eligible households receive the correct amount of rental assistance, HUD implemented Tenant Assessment Sub-System (TASS).

TASS matches Social Security (SS) and Supplemental Security Income (SSI) to comparable tenant data from MTCS and TRACS databases. HUD provides internet-based access to SS and SSI benefit information. Each month HUD extracts tenant data from MTCS and TRACS for families with initial examinations or reexaminations completed 8 to 9 months to the current month (i.e., for families who will be reexamined in 3 to 4 months). The SS and SSI reports are placed on the Internet on or about the 15th - 20th of each month. This matching effort provides quick and easy verification of SS and SSI benefits, and provides information on individuals who have unreported or under reported SS or SSI benefits.

LHA must resolve any discrepancies in identified by TASS and report the information to HUD.

PROGRAM INTEGRITY

The goal of a Fraud Control program is to actively identify problems followed by appropriate action based on facts.

Violations of rules determining eligibility can be programmatic or criminal.

A program violation occurs when an applicant or participant breaches a contract, policy or other program requirement of LHA. This can occur either by action or inaction on the individual's part.

Program Integrity addresses the prevention, detection, investigation and disposition of tenant fraud cases.

CHAPTER 21

COLLECTION POLICIES

In the interest of sound fiscal management and program integrity, LHA will make every effort to collect amounts owed the agency as a result of unreported income or amounts paid to owners on behalf of participants for unpaid rent, vacancy, or damage claims. The following procedure will be followed to ensure maximum collection of applicant/participant debt.

1. Applicant:
   Applicants will not be admitted to the voucher or Mod Rehab program until all debts owed to LHA or another PHA have been paid or a repayment agreement has been signed and payments are being made as agreed. Their name may be placed on the waiting list as a potentially eligible applicant, but no voucher will be issued or a mod rehab unit offered until all debts to another PHA or LHA are paid in full or payments as agreed to by LHA are being made.

   Applicants with federal preference who reach the top of the waiting list before their repayment agreement becomes effective, will be required to pay LHA at least one payment prior to receiving a voucher or mod rehab unit.

2. Participants:
   Participants in the voucher or mod rehab program must agree to pay back any amounts owed LHA and stay current with their payments in order not to jeopardize their continued housing assistance. The following procedures will be followed for program participants who owe money to LHA due to unreported income or damages:

   1. A limited payback arrangement will be negotiated, once the amount of housing subsidy overpayment or damages paid to a landlord to another PHA has been established. A repayment agreement will be executed based upon the financial circumstances of the family whenever possible. An attempt will be made to ensure that the full amount of the overpayment is reimbursed to LHA within 12 months of the date the repayment agreement was negotiated. Every attempt will be made to limit the minimum monthly payment to $15.00.

   2. A family who is delinquent two payments will receive a reminder notice to pay by the end of the month. A warning will be included in the notice that failure to pay may result in termination.

   3. Participants whose repayments become delinquent over two months as a result of nonpayment may be subject to full contract rent for a period of six (6) months or

until the payment is brought forward to current status, whichever occurs first. The Landlord will also be notified of this action at this time. If, after 6 months, the arrearage is not resolved, termination at the end of that month will result. A letter of termination will be sent to the Landlord and participant to notify both of the final action. Reinstatement at this point is not possible. In an effort to encourage participants to communicate with LHA and make a reasonable agreement to repay any money owed, this rule was implemented.

CHAPTER 22

PAYMENTS OF DAMAGES/VACANCY LOSS FOR CONTRACTS ENTERED INTO PRIOR TO NOVEMBER 1, 1995

A. An owners claim for unpaid rent, damages, and vacancy loss must be submitted to LHA with receipts and bills for work completed within 90 days of the move-out inspection. Additionally, the owner must comply with the provisions of the lease and State and local law relative to the return of security deposits or the claim will be denied by LHA.

2. The following policies are established in order to reduce participant indebtedness:

   1. If the family vacates a unit in violation of the lease, the owner may receive compensation in accordance with the Housing Assistance Payments Contract.

   2. The owner must provide LHA with evidence substantiating efforts to lease the unit.

   3. The owner may evict a Tenant from the unit by following Nebraska State Law. The owner must notify LHA of commencement of procedure for termination of tenancy at the same time that the owner gives notice to the tenant. The owner is not entitled to vacancy payment if the tenant is evicted, unless LHA determines the owner complied with all requirements, the contract and all applicable state an local laws.

   4. If the tenant vacates the unit owing rent or leaving tenant caused damages, the owner may receive compensation in accordance with the HAP contract. To collect for damages/unpaid rent, the owner must adhere to the following:

      1. Notify LHA immediately upon learning of the vacancy and request a damage inspection.

2. Do not begin any repairs (unless a safety hazard exists) until the inspection by LHA is completed.

3. Mail the tenant and LHA a copy of the itemized charges assessed against the tenant (if tenant's address is not known, mail to their vacated unit).

4. Allow the tenant two (2) weeks to respond to the itemized statement.

5. Contact LHA after the two weeks if no reimbursement is received from the tenant.

5. The owner must forward statements and receipts evidencing actual costs incurred for materials and labor, statement indicating the allowable cost for each item to LHA for completion of HUD form #52676.

6. The owner will be compensated for tenant caused damages so repair/replacement does not exceed quality at the time the unit went on the program. The owner may only claim damages for repairs above and beyond normal wear and tear.

7. All expenses of the owner must be documented. Labor costs may not exceed the cost of professional tradesmen. The owner may claim his own labor as reimbursable at an hourly rate not to exceed $10.00 per hour.

8. Compensation for exterior structural damage is allowable only if the damage is tenant caused and must not exceed existing conditions at the time of the move-in inspection.

3. If a new Housing Assistance Payments Contract has not yet been executed in the participant's behalf, a repayment agreement must be negotiated with the family before a contract with the new owner is executed. If the participant refuses to negotiate a repayment agreement, new contracts will not be executed and the participant will be denied assistance in accordance with program regulations and this plan.

4. If a new Housing Assistance Payments Contract has been executed in the participant's behalf, every effort will be made to negotiate a repayment agreement. Should the participant refuse to negotiate a repayment agreement, they will be refused a new

Voucher, at any time, until the indebtedness is paid. No action will be taken to terminate assistance under the current contract.

5. If the participant is willing to execute a repayment agreement and has signed the repayment agreement, payments will be established to make every attempt that the full amount is reimbursed within twelve (12) months from date of the contract and a minimum monthly amount of-$15.00. Should the participant fail to make payments as agreed, the participant will be notified by mail of the HAP contract termination if payment is not received within seven (7) days from date of the notice.

   Failure to make the payment will terminate the contract and assistance will be denied in accordance with program regulations and this plan.

6. In addition to the action described in this section, LHA will pursue collection of all debt through the judicial system in order to secure judgement and enhance the potential for collection. This action will be taken on a case-by-case basis when it is deemed most prudent.

CHAPTER 23

SPECIAL PURPOSE HOUSING

Special Purpose Housing (i.e. Independent Group Residence, mobile home parks, etc) as eligible under the Section 8 Program are eligible for occupancy under this administration plan. However, no separate waiting list for these specialized living accommodations must come through the program waiting list and request to be placed in a specific unit. Processing for specialized housing will be conducted on an exception basis in accordance with applicable regulation. LHA retains the right to allow any specialized housing for participation under the program.

CHAPTER 24

FAMILY SELF-SUFFICIENCY

LHA operates a Family Self-Sufficiency Program in accordance with HUD regulations and an LHA Public Housing and Section 8 Action Plan for Family Self-Sufficiency. This Action Plan has been developed and is periodically updated by the FSS Program Coordinating Committee. The Action Plan contains the following:

7. Family Demographics
8. Estimate of Participating Families
9. Eligible Families from other Self-Sufficiency Programs
10. FSS Family Selection Procedures
11. Incentives to Encourage Participation
12. Outreach Efforts
13. FSS Activities and Supportive Services
14. Method for Identification of Family Support Needs
15. Program Termination; Withholding of Services; and Available Hearing Procedures
16. Assurance of Non-Interference with the Rights on Non-Participating Families
17. Timetable for Implementation
18. Certificate of Coordination
19. Option Additional Information

CHAPTER 25
LEAD-BASED PAINT
(24 CFR Part 35 Subparts A, B, R & M)

EFFECTIVE OCTOBER 1, 2002

The Lead Safe Housing Rule applies only to pre-1978 units occupied by families with a child under six (6) years old.

A. Exemptions to Lead Safe Housing Rules:

1. Residential property for which construction was completed on or after January 1, 1978;
2. A zero -bedroom dwelling including a single-room dwelling occupancy (SRO);
3. Housing for the elderly, or residential property designated exclusively for persons with disabilities, as long as no child under age six (6) is living or is expected to live in the unit; or
4. Residential property found not to have lead-based paint by a certified lead-based paint inspection, and a copy of the results of a certified test are provided to LHA. Results of additional tests by a certified lead-based paint inspector may be used to refute or confirm the prior finding.

B. Initial and Annual inspections on pre-1978 units occupied or will be occupied by families with children under six (6) years of age:

1. **Visual Assessment:** LHA-trained inspector or other designee will conduct a visual assessment for deteriorated paint surfaces on the dwelling unit and common areas. Common areas include areas where residents must gain access to the unit, areas frequented by resident child under six (6) years of age, including play areas, child care facilities, garages and fences.

   Visual assessment will include looking for deteriorated paint (chipping, cracking, chalking, or paint that is damaged or separated from substrate), visible dust, paint chips or paint debris.

2. **Paint Stabilization:** If visual assessment indicates there is deteriorated paint and the De Minimis Rule does not apply, then the owner must stabilize the paint as it is an HQS violation.

   Paint Stabilization:

- Repair of any physical defect in substrate of painted surface or building component. Examples of defective substrate conditions include dry-rot, moisture-related defects, crumbling plaster, missing siding or other components not securely fastened;
- Under safe work practices, removal of all loose paint and other loose material from the surface being treated; and
- Application of new protective coat of paint to the stabilized surface.

Exception: *A participant can move into the unit prior to paint stabilization and clearance when the inspection indicated a lead-based paint HQS violation on the exterior only, and LHA granted an extension due to weather to remedy the HQS violation. Due to local weather restrictions, LHA will grant exceptions on exterior violations during the months of October 1st - April 30th. Any unit granted an exterior exception from October - April must stabilize the unit and pass inspection by June 1st.*

3. **Clearance:** After the owner stabilizes the paint, the owner will need to provide LHA a certificate of clearance to meet HQS. The certification must be provided to LHA prior to occupancy or within thirty (30) days of notification of visual assessment, if already occupied. The HQS violation is considered closed when LHA receives an executed copy of the Lead-Based Paint Owner's Certification.

   Clearance is an examination conducted to ensure the site and unit are safe for occupancy. The examination includes visual assessment and dust wipe testing. Clearance examinations must be performed by persons who have EPA or state-approved training and are licensed or certified to perform clearance examinations.

4. **Non-Cooperation:** Failure to comply with hazard activities and clearance within 30 days (or later if extension granted for exterior surfaces) of notification constitutes a violation of HQS, and appropriate actions must be taken if a program family occupies the unit. If the unit is vacant and failed the lead-based paint clearance, the unit may not be occupied by another assisted family, regardless of the ages of the children in the family, until compliance is met with the lead-based paint requirement.

C. The De Minimis Rule:

Paint stabilization and clearance is not required if disturbed painted surfaces do not exceed:
- 20 square feet on exterior surfaces;
- Two (2) square feet in any one interior room; or
- 10% of the total surface of an interior or exterior-type component with a small surface area (e.g., window sills).

D. Procedures for Children under age six (6) with Environmental Intervention Blood Lead Level (EIBLL):

EIBLL is a blood level confirmed concentration of lead in the whole blood equal or greater than 20ug/dL (micrograms of lead per deciliter) for a single test or 15-19ug/dL in two tests taken at least three (3) months apart.

1. **EIBLL Reports:** LHA must verify all EIBLL reports by contacting either the public health department or medical health care providers. If the report is from a source other than the public health department, LHA must notify the public health department within five (5) working days.

2. **EIBLL Confirmation:** Once the EIBLL is confirmed in writing from the public health department or medical health care provider, LHA must have a risk assessment conducted within fifteen (15) days of receipt of the medical notification. A risk assessment is not required if the public health department has already conducted an evaluation between the date the child's blood was last sampled and the date LHA received notification on the child's condition.

3. **Risk Assessments:** The risk assessment is conducted by the public health department, or LHA must hire and pay for a certified risk assessor. Upon completion of the risk assessment, LHA will provide a report to the owner and require any lead reduction activities to be completed within thirty (30) days.

   Risk Assessments are on-site investigations to determine the existence, nature, severity and location of lead-based paint hazards.

4. The owner must notify the results of the risk assessment to the building residents within 15 days of receiving the report from LHA.

5. The owner must complete reduction of the identified lead-based paint hazards as identified in the risk assessment within 30 days *(or date specified by LHA if an extension is granted for exterior surfaces due to weather).* The owner must notify the building residents within fifteen (15) days of the completion of hazard activities.

6. LHA will consider the owner has complied with the lead reduction activities as prescribed by the risk assessor when the public health department certifies the hazard reduction is completed and a certificate of clearance is provided to LHA.

E. Owner Responsibilities:

1. Disclose known lead-based paint hazards to all potential residents prior to execution of a lease and attach disclosure form to the lease.
2. The owner must provide all prospective families with a copy of "Protect Your Family From Lead In Your Home" pamphlet or EPA-approved alternative.
3. Perform paint stabilization using safe work practices according to HUD guidelines.
4. Notify tenants about the conduct of lead hazard reduction activities and clearance when required.
5. Conduct lead hazard reduction activities when required by LHA.
6. Obtain clearance certification at own expense.
7. Perform ongoing maintenance.
   Ongoing maintenance is a visual assessment by the owner for deteriorated paint and failure of any hazard reduction measures at each tenant change and every twelve (12) months of continued occupancy. A **written notice** must be provided by the owner to each assisted family asking occupants to report deteriorated paint. The notice must include the

name, address and telephone number of the person responsible for accepting the occupant's complaint.

F. LHA Responsibilities:

1. Keep a record of the disclosure in the tenant file.
2. Provide a copy of the pamphlet "Protect Your Family From Lead In Your Home" or EPA alternative at the tenant briefing.
3. With a trained inspector, conduct visual assessments at each initial and annual inspection on pre-1978 units that will be or are occupied by children under age six (6).
4. Obtain clearance certification from the owners for all required paint stabilization or hazard reduction activities prior to passing HQS inspections.
5. Make notation in the "notes" section of the inspectors' rent reasonableness computer software on all units cited for lead-based paint violations requiring a certification of clearance prior to passing HQS even if the household does not have children under age six (6).
6. Attempt to obtain names and addresses of children under age six (6) with an identified EIBLL from the public health department and match with families on the program. **If match occurs,** LHA will follow the procedure of notifying the owners and conduct a risk assessment within fifteen (15) days.
7. LHA will report at least quarterly to the public health department a list of addresses of units occupied by children under age six (6) unless the public health department indicates otherwise.
8. Maintain a tracking report for all children with EIBLL until the child reaches age six (6).
9. All records shall be kept for three (3) years.

G. Reimbursements to Owners for Initial Clearance Test:

LHA will reimburse the owner $150 per lifetime of the owned unit to have an initial clearance test conducted after paint stabilization has been required by LHA. The reimbursement is available to the owner whether the unit passes or fails the clearance test. The owner will provide proof the clearance test was conducted by providing a receipt, statement or certificate from the clearance tester. The proof shall indicate the address of the unit tested.

APPENDIX A.

GLOSSARY OF TERMS

Administrative Plan - The plan required by HUD for Public Housing and Section 8 Tenant-Based program administrators (Public Housing Agencies) that detail the administrator's policies and procedures.

Adjusted Income - Annual income, less allowable HUD dedections.

Anniversary Date -

1. When the effective date of the current lease is the first day of a month, that is also the anniversary date.

2. When the effective date of a current lease is any day other than the first day of the month, the anniversary date is the first day of the month.

Annual Gross Income - Annual gross income is the anticipated total income from sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets, for the 12 month period following the effective date of certification or review of income, exclusive of income that is temporary, nonrecurring or sporadic.

Annual Income - The anticipated total annual income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.

Annual Income After Allowances - The Annual Income (described above) less the HUD-approved allowances.

Applicable Payment Standard - The payment standard that applies to a given family, based on the family size and composition.

Assets - Net Family Assets - Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land, and the equity in a housing cooperative unit or in a manufactured home in which the family resides. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Gross Income.) In determining Net Family Assets, LHA shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received thereof. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than market value if the applicant or tenant receives important consideration not measurable in dollar terms.

Assisted Tenant - A tenant who pays less than the market rent as defined in the regulations. Includes tenants receiving rent supplement, Rental Assistant Payments, or Section 8 assistance and all other 236 and BMIR tenants, except those paying the 236 market rent or 120% of the BMIR rent, respectively.

CACC Reserve Account - An account established by HUD from amounts by which the maximum payment to the HA under the Consolidated Annual Contributions Contract (CACC) during the HA fiscal year exceeds the amount actually approved and paid. This account is used as the source of additional payments for the program.

Calculated Voucher Payment - The lesser of the estimated voucher payment or the amount by which the gross rent exceeds the actual total tenant payment.

Capital Fund Program (CFP) - A grant program that replaced the Comprehensive Grant Program (CGP) and the Comprehensive Improvement Assistance Program (CIAP) in the PHRA. It is distributed by formula.

Ceiling Rent - The rent cap a family can be charged. Ceiling rent is sometimes referred to as maximum rent.

Child - A member of the family other than the family head or spouse who is under 18 years of age.

Child Care Expenses - Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period of which annual income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education, and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care; and, in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

Citizen - Citizen/national of the United States.

Computer Matching Agreements - The agreements between HUD and the Internal Revenue Service (IRS) and the Social Security Administration (SSA) that allow the matching of data between each entities' databases.

Computer Matching Income Verification (CMIV) - The process that uses the matching of data between HUD, the IRS, and the SSA to identify potentially unreported tenant income.

Consolidated Annual Contribution Contract (CACC) - A written contract between HUD and a HA. Under the contract HUD agrees to provide funding for operation of the program, and the HA agrees to comply with HUD requirements.

Consolidated Plan - A 5-year and annual plan on housing and community development needs and activities that is developed by cities, counties, and States that receive Community Development block Grants (CDBG), HOME, and/or homeless grants from HUD. See regulations at 24 CFR Part 91.

Continuously Assisted - An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

Contract Rent - The rent HUD, a public housing agency (PHA) or Contract Administrator authorizes an owner to collect for a unit (not public housing) occupied by a family receiving rental assistance. In the Section 8 Certificate Program, Contract Rent is the total rent paid to the owner, including the tenant payment and the HAP payment from the HA.

Contract Term - No definite date of termination is set forth in the contract. The contract continues until the lease terminates or for the term of the ACC , whichever occurs first.

Dependent - A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person or handicapped person, or is a full-time student.

Dilapidated Housing Unit - A housing unit is considered dilapidated if it does not provide safe and adequate shelter, and in its present condition endangers the health, safety, or well-being of a family, or it has one or more critical defects, or a combination of intermediate defects in sufficient number or extent to require considerable repair or rebuilding. The defects may involve original construction, or they may result from continued neglect or lack of repair or from serious damage to the structure.

Disabled Person - A person under a disability as defined in Section 223 of the Social Security Act (42 U.S.C. 423) or in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001G).

1. Section 223 of the Social Security Act defines disability as inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental

impairment which can be expected to result in death or which has lasted or can be expected to last for a continuous period of not less than 12 months; or

2. In the case of an individual who has attained the age of 55 and is blind the inability by reason of such blindness to engage in any substantial gainful activity requiring skills or abilities comparable to those of any gainful activity in which he has previously engaged in with some regularity and over a substantial period of time.

3. Section 102(7) of the Developmental Disabilities Services Amendment of 1970 defines disability as one attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of HHS to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals, which disability originates before such individual attains age 18, which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individuals.

Discrepancy Letter - The letter that HUD sends to a tenant indicating that a potential discrepancy exists between a tenant's reported income and a tenant's income verified by federal tax data in the TASS. The letter directs the tenant to provide the letter to the tenant's PHA.

Discrepancy Notification - The notification that HUD sends to a PHA with a listing of tenants who were sent discrepancy letters. The notification directs PHA's to contact tenants and resolve the potential income discrepancies identified in the tenant letters.

Discretionary Policies - Those instances in which HUD regulations do not specify the policies or activities a PHA must adopt, leaving the PHA the freedom to make its own choices.

Displaced Person - A person misplaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recongized purusant to Federal Disaster Relief laws.

Domicile - The legal residence of the household head or spouse as determined in accordance with State and local law.

Drug-trafficking - The illegal manufacture, sale or distribution, or the possession with intent to manufacture, sell, or distribute, of a controlled substance (as defined in section 102 of the Controlled Substance Act (21 U.S.C. 802)

Earned Income - Income from wages, tips, salaries, other employee compensation and any earnings from self-employment.

Effective Date - This date refers to an examination or re-examination (i) in the case of an examination for admission, the date of initial occupancy and (ii) in the case of re-examination of an existing tenant, the date the redetermined rent becomes effective.

Elderly Person or Family - A family whose head or spouse (or sole member) is a person who is an elderly, disabled or handicapped person. It may include two or more elderly, disabled or handicapped persons living together, or one or more such persons living with another person who is determined to be essential to his/her care or well-being.

Elderly Person - A person who is at least 62 years of age.

Eligible Immigration Status - An immigration status in one of the following categories:

1. A noncitizen lawfully admitted for permanent residence, as defined by Section 101(a)(20) of the Immigration and Nationality Act (INA), as an immigrant, as defined by section 101(a)(15) of the INA noncitizen admitted under section 210 or 210A of the INA (8 U.S.C. 1160 or 1161), (special agricultural worker), who has been granted lawful temporary resident status);

2. A noncitizen who entered the United States before January 1, 1972, or such later date as enacted by law, and has continuously maintained residence in the United States since then, and who is not eligible for citizenship, but who is deemed to be lawfully admitted for permanent residence as a result of an exercise of discretion by the Attorney General under Section 249 of the INA (8 U.S.C. 1259);

3. A noncitizen who is lawfully present in the United States pursuant to an admission under section 207 of the INA (8 U.S.C. 1157)(refugee status); pursuant to the grant of asylum (which) has not been granted conditional entry under Section 203(a)(7) of the INA (8 U.S.C. 1153(a)(7)) before April 1, 1980, because of persecution or fear of persecution on account of race, religion, or political opinion or because of being uprooted by catastrophic national calamity;

4. A noncitizen who is lawfully present in the United States as a result of an exercise of discretion by Attorney General for emergent reasons or reasons deemed strictly in the public interest under section 212 (d)(5) of the INA (8 U.S.C. 1182(d)(5))(parole status);

5. A noncitizen who is lawfully present in the United States as a result of the Attorney General's withholding deportation under section 234(h) of the INA (8 U.S.C. 1253(h))(threat to life or freedom);

6. A noncitizen lawfully admitted for temporary or permanent residence under section 245A of the INA (8 U.S.C. 1255a)(amnesty granted under INA 245A).

Eligible Family - A family whom the HA has determined meets the criteria for occupying a public housing unit or receiving housing assistance. 'Family' as defined by the HA, approved by HUD, is listed elsewhere in the glossary.

Escrow Account - An interest bearing savings account established for a Family Self-Sufficiency participant. A credit of a portion of the rent increase, which is a result of earned income.

Estimated Voucher Payment - The amount by which the applicable payment standard exceeds 30% of the tenant income.

Exception Rent- In the voucher program, the HA may adopt a payment standard up to the exception rent limit approved by HUD.

Excess Medical Expenses - Any medical expenses incurred by elderly families only in excess of three percent (3%) of Annual Income which are not reimbursable from any other source.

Excess Rental Assistance - The difference between the amount of rental assistance received by a tenant based on reported income and the amount of rental assistance the tenant was entitled to receive.

Evidence of Citizenship or Eligible Immigration Status - The documents which must be submitted to establish citizenship or eligible immigration status.

Fair Market Rent (FMR) - The rent, including the cost of utilities (except telephone) that would be required to be paid in the housing market area to obtain privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. FMRs for existing housing are established by HUD for housing units of varying sizes (number of bedrooms) and are published in the Federal Register annually.

False Positive Discrepancy - A potential income discrepancy identified from federal tax information, TASS, matching that upon PHA review and/or investigation did not result in unreported income or excess rental assistance or if the discrepancy was less than $1,000.00.

False Tax Information - The earned and unearned income data provided to HUD by the IRS and SSA under a computer matching agreement.

Family Break Up - LHA will determine who will occupy the unit with continued housing assistance in consideration of:

(1) court ordered rights to the premises
(2) court ordered custody of children
(3) mutual agreement of the parties
(4) documented criminal acts against one of the parties
(5) possession of the premises

Family Composition -

(1) A "family" may be a single person or group of persons;
(2) A "family" includes a family with a child or children;
(3) A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family;
(4) A single person family may be:
    (i) an elderly person,
    (ii) a displaced person,
    (iii) a disabled person,
    (iv) any other single person;
(5) A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

Family Self-Sufficiency (FSS) - FSS is a program established by LHA to promote self-sufficiency among participants, including the provision of "supportive services" to these participants.

Foster Care Payment - Payments to eligible households by state, local, or private agencies.

Fraud - Willful and intentional deception to obtain monies and/or services which the recipient would not normally be entitled.

Full-time Student - A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

Gross Rent - The total monthly cost of housing an eligible family, which is the sum of the Contract Rent and any Utility Allowance for the assisted unit. In the case of rental of a manufactured home space only, Gross Rent also includes the Family's monthly payment to amortize the purchase price of the manufactured home.

HA - Lincoln Housing Authority

Handicapped Individual - A person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such an impairment; or is regarded as having such an impairment.

Handicapped Expenses - The amount anticipated to be paid out by the family for attendant care and/or auxiliary apparatus expenses that are necessary to enable a family member (including the handicapped member) to be employed. The amount deducted shall be the lesser of the amount by which the total expenses for handicapped assistance exceeds 3% of the annual income or the employment or the employment income the adult members will earn because the assistance is available. For elderly families, the 3% of annual income is first deducted from handicapped expenses and any remainder is deducted from medical expenses. The expenses are not deducted if they are paid to a family member living in the household or if they are paid for or reimbursed by an outside source.

Head of Household - The adult family member who is legally able to enter into a lease under state or local law, and in whose name the voucher is issued, and who is considered responsible for the payment of rent and held accountable for the actions, conduct and behavior of the Family.

High Performer - A PHA that scores above 90 percent overall on PHAS.

Homeless Family - For selection preference purposes, and applicant is considered a Homeless Family if they:

1. Lack a fixed, regular and adequate nighttime residence; or
2. Have a primary nighttime residence that is:
    1. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters and transitional housing);

2. An institution that provides a temporary residence for individuals intended to be institutionalized; or
3. A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

A Homeless Family does not include any individual imprisoned or otherwise detained pursuant to a Federal, State or local law.

Housing Assistance Payment (HAP) - The monthly assistance payment by the HA. The total assistance payment consists of:

1. A payment to the owner for rent to owner under the family's lease.
2. A payment to the family if the total assistance payment exceeds the rent to owner.

Housing Assistance Payment Contract (HAP Contract) - A written contract between the HA and an owner in the form prescribed by HUD, in which the HA agrees to make housing assistance payments to the owner on behalf of an eligible family.

Housing Quality Standards (HQS) - The HUD minimum quality standards for housing being assisted under the voucher programs.

Housing Choice Voucher - A document issued by a HA declaring a Family to be eligible for participation in the Housing Voucher Program and stating the terms and conditions for the Family's participation.

HUD - The U.S. Department of Housing and Urban Development.

Income - Income from all sources of each member of the household in accordance with criteria established by HUD.

Income Discrepancy - The difference between tenant income reported and verified.

Income for Eligibility - Annual income.

Income Limits - A schedule of incomes that do not exceed a percent of the median income for the area as determined by HUD with adjustments for smaller or larger Families, except that HUD may establish income limits higher or lower on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs, unusually high or low incomes, or other factors.

Initial Lease Term - The initial term of the assisted lease. The initial lease term must be for at least one year.

Initial PHA - A HA administering a Section 8 increment to a Section 8 participant who desires to move or who has moved to another area.

INS - The U.S. Immigration and Naturalization Service.

Interim Recertification Policy - The policy that determines when a tenant should report income increases. The policy also identifies if a PHA recalculates rental assistance and if so, when rental assistance will be increased.

Jurisdiction - The geographic area(s) in which the HA has authority under State and local law to administer the Section 8 program.

Landlord - Either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.

Lease - A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP Contract between the owner and the HA.

Lease Addendum - In the lease between the tenant and the owner, the lease language required by HUD.

LHA - Lincoln Housing Authority

Live-in Aide - A person who resides with an elderly, disabled or handicapped person or persons and who (a) is determined by LHA to be essential to the care and well-being of the person; (b) is not obligated for

support of the person; and (c) would not be living in the unit except to provide necessary supportive services and is not otherwise eligible for assistance.

Local Preference - see Preference

Low-Income Family - A family whose annual income does not exceed 80 percent of the median income for the area as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income limits higher or lower than 80% on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low income.

Market Rent - HUD's determination of the rent, including utilities (except telephone), range and refrigerator, parking and all maintenance, management and other essential housing services, which would be required to obtain privately owned rental housing of modest design with suitable amenities in a particular market area.

Medical Expenses - Those medical expenses, including medical insurance premiums, that are anticipated to be paid by the elderly, disabled or handicapped family during the period for which annual income is computed, and that are not covered by insurance.

Member of the Armed Forces - A person in the active Military or Naval Service of the United States Army, Navy, Air Force, Marine Corps, or Coast Guard.

Minor - A member of the family household (excluding foster children) other than the family head or spouse who is under 18 years of age.

Mixed Family - A family whose members include those with citizenship or eligible immigration status, and those without citizenship or eligible immigration status.

Monthly Adjusted Income - One-twelfth of the annual income after allowances or adjusted income.

Monthly Income - One-twelfth of Annual Income.

Multifamily Tenant Characteristics System (MTCS) - HUD's tenant database for PIH programs.

National - A person who owes permanent allegiance to the United States.

Net Family Assets - Value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles is excluded from the definition. In cases where a trust fund has been established and the trust is not revokable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered as asset so long as the fund continues to be held in trust.

Noncitizen - A person who is neither a citizen nor a national of the United States.

Overcrowded - Two or more families living together in one dwelling unit or a family living in a dwelling unit in which more than two persons must share a sleeping area as defined by HUD HQS standards.

Owner - Any person or entity having legal right to lease or sublease Decent, Safe, and Sanitary Housing.

Participant (Participant Family) - A family that has been admitted to the HA program, and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP Contract executed by the HA for the family (first day of initial lease term.)

Payment Standard - In the voucher program, an amount used by the HA to calculate the Housing assistance payment for a family. Each payment standard amount is based on the FMR. The HA adopts a payment standard for each bedroom size HA's jurisdiction. The payment standard for a family is the maximum monthly subsidy payment.

PHA - Public Housing Agency that administer's HUD's public housing and Section 8 tenant-based programs and some Section 8 project-based programs.

Portability - Renting a dwelling unit with Section 8 tenant based assistance outside the jurisdiction of the initial HA.

Preference - LHA will select families for participation in the Voucher and Mod Rehab program in accordance with the select preferences. All applicants who qualify for a preference will be offered a voucher or Mod Rehab unit before any family that does not qualify for a preference.

Premises - The building or complex in which the dwelling unit is located, including common areas and grounds.

Project Reserve - CACC reserve account.

Program Integrity - Addresses all areas dealing with fraud in public housing. Violation of rules determining eligibility can be programmatic or criminal.

Public Assistance - Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly by federal, state or local governments.

Public Housing Program - The same as Low Rent Program, which is administered by a public housing agency.

Ranking Preference - None.

Real Estate Assessment Center (REAC) - The entity established to assess HUD's housing portfolio and the entities that administer the portfolio (public housing agencies, owner and agents).

Reasonable Rent - A rent to an owner that is not more than either:

1. Rent charged for comparable units in the private unassisted market; or
2. Rent charged by the owner for a comparable assisted or unassisted unit in the same building or premises.

Receiving PHA - An HA administering a Section 8 Housing Voucher Program that accepts a Housing Voucher holder from another HA.

Recertification - Sometimes called re-examination. The process of securing documentation to determine the rent the tenant will pay for the next 12 months if there are no additional changes to be reported. There are annual and interim recertifications.

Remaining Member of Tenant Family - person left in assisted housing who may or may not qualiffy for assistance on own circumstances (i.e., widow age 47, not disable or handicapped).

Rent - An agreed sum paid at fixed intervals by a tenant to his landlord for use of land or its appendages.

Rent to Owner - This is called contract rent in the certificate program and rent to owner in the voucher program. It is the total amount of rent payable per month to the owner by the family and the HA for an assisted unit.

Repayment Agreement - Instrument used in the collection of monies paid to an individual or family who has indebtedness to LHA.

Security Deposit - A dollar amount (maximum set according to the regulations) which can be used for unpaid rent or damages to the owner upon termination of lease.

Section 8 Project-Based Programs - The rental assistance programs administered by either owners or agents and, in some instances, public housing agencies.

Section 8 Tenant-Based Programs - The rental assistance programs administered by public housing agencies in which tenants receive certificates or vouchers.

Service Person - A person in the active military or naval service (including the active reserve) of the United States.

Shared Housing - A housing unit occupied by two or more families consisting of common space for shared use by the occupants of the units and separate private space for each assisted family. Individual Lease Shared Housing - The type of shared housing in which the HA enters into a separate housing contract for each assisted family residing in a shared housing unit.

Single Person - A person who lives alone or intends to live alone, and who does not qualify as an elderly or displaced person, a person with disabilities, or (for continued occupancy) as the remaining member of a family.

Social Security Number (SSN) - The number assigned to a person by the Social Security Administration of the Department of Health and Human Services which identifies the record of the person's earnings that are reported to the Administration.

Special Admission - Admission of an applicant that is not on the HA waiting list, or without considering the applicant's waiting list position.

Spouse - Husband or wife of the Head of Household.

Subsidy Standards - Standards established by the HA to determine the appropriate number of bedrooms and amount of subsidy for families of different sites and compositions.

Suspension - Stopping the clock on the term of a family's voucher, for such period as determined appropriate by the HA. For example, when a participant has filed a discrimination claim against a landlord under the protected class ordinance or when the HA is unable to inspect an available unit prior to the expiration of a voucher.

Targeted Housing Voucher - Circumstances in which HUD provides Voucher funding specifically for applicant families living in certain types of projects.

Tenant - The person or persons (other than a live-in aide) who executes the lease as lessee of the dwelling unit.

Tenant Identifiers - The tenant's name, social security number and date of birth.

Tenant Rent - The amount payable monthly by the Family as rent to the owner. Where all utilities (except telephone) and other essential housing services are supplied by the owner, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the owner and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowance. (Does not apply to the Section 8 Voucher program.)

Tenant Rental Assistance Certification System (TRACS) - A suite of database systems for programs under the Office of Housing. TRACS Tenants is the database which processes tenant certifications, stores complete data and is the location from which Housing households

are drawn for the Computer Matching Income Verification process.

Tenant Repayment Agreement - The agreement signed between LHA and a tenant in which the tenant agrees to repay excess rental assistance based on the terms specified in the agreement.

Tenant History - LHA will provide by telephone upon request of a prospective landlord, the names, addresses, and phone numbers of a maximum of three previous landlords in the most recent three year period.

Terminally Ill - A person is considered terminally ill if the individual has a medical prognosis of life expectancy of 3 years or less.

TIV - Tenant income verification.

Total Tenant Payment (TTP) - Tenant Rent, plus the HA's estimate of the cost to the tenant of reasonable quantities of utilities, determined in accordance with the HA's schedule of allowances for such utilities, where such utilities are purchased by the tenant and not included in the Tenant Rent. Total Tenant Payment does not include charges for excess utility consumption and other miscellaneous charges. The Total Tenant Payment shall be calculated at the percentage allowed by federal law. (Does not apply to the Section 8 Voucher program.)

Transitional Housing - A special program designed to issue vouchers to homeless families residing in Lancaster County shelters.

Unauthorized Guest - A visitor of a participant family who stays overnight more than 14 days in the lease year. Unauthorized guests constitute lease and program violations subject to termination of family participation in Section 8 Voucher rental assistance.

Unit Absence - The participant family is to notify LHA and the Landlord in writing before any absence from the unit which is to exceed seven days. Written permission from the LHA and the Landlord must be obtained prior to absence in excess of thirty days.

Unreported Income - The difference between the amount of income a tenant reports and the amount of income a tenant is required to report (minus some exclusions).

Utility Allowance - An amount determined by the LHA as an allowance for the cost of utilities. Utilities include water, electricity, gas, other heating, refrigeration and cooking fuels, trash collection and sewer services. Telephone and TV cable are not included as a utility. This allowance is used when a family is responsible for the cost of some or all of the utilities. Included also is an amount for range and refrigerator if these must be provided by the tenant.

Valid Discrepancy - The situation in which a tenant's rental assistance is decreased based on federal tax information provided in HUD's discrepancy letter to a tenant.

Verification - The confirmation of information with employers or financial institutions disclosed to LHA

Very Low-Income Family - A lower income family whose annual gross income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

Violent Criminal Activity - Any illegal criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher - see Housing Choice Voucher.

Resident Advisory Board
October 24, 2002
3:30 p.m. to 5:30 p.m.
DaVinci's at 745 South 11th Street, Lincoln, Nebraska

Members Present: Judy Anderson, Helen Maslanka, Naomi Skillman, Bob Weatherly, Holly Choquette, Dianna Winsley, Gail Anderson, Caroline Negretti, Amy Bearskin, Ayub Qureshi

Members Excused: Ethelene Wounded-Shield, Dale Folk, Wendy Thrasher, Annette Goth-Durham

Members Absent: Karen Rhiley, Diane Malone, Ana Bredemeier

LHA Staff Present: Larry Potratz, Doug Marthaler, Chris Lamberty, Seanna Collins, Nancy Pueppke-Luetchens, Marilyn Crawford

I. Welcome and Introductions.

Nancy Pueppke-Luetchens opened the meeting and asked all present to introduce themselves to the group including, as an icebreaker, what each person's name means and what they "wished" their name meant.

II. Reimbursement Forms for Child Care and Transportation.

Doug Marthaler explained the reimbursement process for child care expenses and/or transportation expenses involved with attending the Resident Advisory Board meetings; forms to be used were distributed.

III. Overview of LHA–Video and Booklet.

A short video about the Lincoln Housing Authority was shown which explained the various projects and programs supported by LHA as background information for the members. An "overview" booklet was handed out to provide more descriptive information about LHA's programs and activities. Mr. Marthaler reviewed the various departments, their functions and activities. Project-Based Housing and Tenant-Based Housing (Section 8 Voucher program) was explained by the respective managers, Chris Lamberty and Seanna Collins. All programs have different income guidelines and most have a waiting list. In many cases, LHA works with other agencies in areas of special interest and helps support them financially in carrying out their programs. Emphasis is placed on self-sufficiency, and LHA is part of a demonstration project called "Moving To Work". As part of this demonstration project, LHA has been allowed by HUD to set some rules and regulations with the expectation that people who are able-bodied and able to work are expected to work. Homeownership programs and special support services were highlighted and explained to the group.

IV. Overview and Purpose of Resident Advisory Board.

Larry Potratz, Executive Director of LHA, explained that the agency is required by the U.S. Department of Housing and Urban Development to prepare a plan concerning the Housing Authority and its assisted housing programs. This is the third year of the Annual Plan process. One of the items that HUD has requested in preparation of the Plan is input from individuals affected the most, which are the residents in various programs. Resident input is valued and is very important in order to meet the needs of individuals served. HUD has developed a "check-the-blank" template plan form making it easier for housing authorities to prepare, but this format limits the items to be discussed in developing programs. No significant changes have been made in programs offered compared to last year's Plan; very few new dollars or innovative programs have been made available on the national level to help families and residents. Minutes must be taken at the Resident Advisory Board meetings; issues must be discussed and any issues that arise must be forwarded to HUD. Mr. Potratz commented that not all issues can be resolved, but they must be noted and must state how they will be addressed. While input is wanted and needed, it is in an advisory capacity only and some things cannot be controlled in the Plan or programs, but residents can have input in how programs are operated. The LHA Board of Commissioners makes the ultimate decision as to ideas, comments or suggestions on how to improve programs offered. The LHA Board is made up of citizens, one of whom receives assistance, and the board is very much interested in what the Resident Advisory Board has to say. Comments are welcome and needed in order for staff to do a good job.

V. Accomplishments of Past Year.

One of the aspects of the Plan is to conduct a housing needs assessment. The current Statement of Housing Needs included in the draft Plan was prepared by a consultant hired by LHA when the initial Plan was prepared three years ago. This study was based primarily on 1990 census data that the consultant was able to update to the best extent possible. Now, however, 2000 census data is available, and the consultant has been engaged to update this information. Unfortunately, when the draft Plan was prepared, the consultant's updated information was not yet available. At some point in time before the final Plan is filed, this section will be updated and replaced in order to include an updated view of what the housing needs are for the community. Economic downturns have caused the waiting list to grow considerably in the past few months; waiting list information for public housing and Section 8 was reviewed. Every voucher is being used that is allocated to the agency, and LHA is technically over-leasing in the Section 8 program. More dollars are being paid out than what HUD is paying to LHA by using a reserve that HUD has previously given to LHA. Under the Moving To Work program, HUD gave LHA full control of the reserve; housing authorities not participating in Moving To Work are not be able to over-lease.

Strategic goals were outlined in the Five-Year Plan as prepared in fiscal year 2000 and include the mission statement. Previously, minor changes were made to the mission statement as a result of past Resident Advisory Board meetings.

Strategic goals are as follows:

1. *Increase the availability of decent, safe, and affordable housing.*
2. *Improve community quality of life and economic vitality.*
3. *Promote self-sufficiency and asset development of families and individuals.*
4. *Ensure equal opportunity housing for all Americans.*

LHA is required by HUD in the Annual Plan to report to HUD on what progress has been made on goals during the past year. The goal progress report is included as Attachment A, on page 79 of the Annual Plan. Lincoln Housing Authority remains a high-performing housing authority under HUD standards and reporting requirements. Another five-year Capital Fund Program has been completed (second five-year period) where every unit is assessed as to needs (i.e. kitchens, baths, furnaces, etc.) in order to maintain the high quality of units that LHA owns and manages.

VI. Overview of Agency Plan and Goals.

During the Plan period, the Voucher Payment standards were monitored and were raised to 110% of the Fair Market Rent level to improve the success rate of clients finding units to rent. Success rate in the Section 8 Voucher program has improved to 40% compared to 20%-30% during the past few years. The Affordable Homeownership Program was reviewed and explained to the Resident Advisory Board members; the program has assisted over 340 families in becoming homeowners. LHA has expended approximately $1.2 million from its own funds for this down payment assistance program.

During the Plan period, LHA published four newsletters for landlords to encourage their participation in the Voucher program, and increased the number of landlords receiving housing assistance payments from approximately 900 to 1,100 landlords. During the Plan period, LHA continued to implement the “zero-tolerance” drug policy. In addition, all public housing units were inspected and received scores from HUD that allowed LHA to maintain its high-performing status.

During the Plan period, LHA will continue to offer clients high quality programming and social services at the Carol Yoakum Family Resource Center. The Center offers many opportunities for residents located in the Arnold Heights area along with an Early Head Start Center at Northwood Terrace financially supported by LHA; both centers are operated by Cedars.

During the Plan period, LHA will continue its financial support of its various self-sufficiency programs, which also received very high marks during a recent HUD review, primarily because LHA’s financial resources are used to help families eliminate the barriers that they see to self-sufficiency (transportation to and from work or school, tuition assistance, and child-care assistance). This program has been operated by LHA since 1989 in various capacities. LHA is very strongly supportive of the concept, and will

continue to support self-sufficiency programs for LHA clients.
During the Plan period, LHA completed its third year of successful operation of the Moving To Work Demonstration program. Many of LHA's clients are now working and/or participating in a self-sufficiency program. During the Plan period, LHA continued to affirmatively further fair housing through increased choice that Moving To Work participants have in the Section 8 Voucher program.

Comments by Resident Advisory Board Members: Question was raised about whether or not HUD would continue the same level of funding in the future. Mr. Weatherly commented that, as far as Burke Plaza, there's just nothing better for people with all the activities provided. Holly Choquette described her participation in the Pathways to Self-Sufficiency program managed through the Lincoln Medical Education Foundation; this program requires a signed contract and goals geared toward higher education and has a very good success rate. The program is very "personalized" with management on campus that has helped many families. One complaint was made about Summer Hill concerning the window wells and that there are no coverings over the window wells (some are 5' deep and is a safety issue for children). Mr. Potratz explained that a cover could not be attached permanently as they are egress windows. Discussion followed about the fact that the project has experienced some financial difficulties due to the real estate tax assessments which are being protested. The County Assessor used the market approach in lieu of the income approach in determining value, but the income is limited due to rent restrictions. If and when the tax situation is corrected, perhaps enough money would be available to install some type of window well covers that would still allow for emergency exit through the egress windows.

Helen Maslanka expressed a concern of some of the tenants at Mahoney Manor about the "mix" of tenants that is developing. A number of individuals have had some "clashes" and they are becoming quite concerned about it. Most of the activities are geared toward the elderly population and there should be activities for the younger/disabled group. Mr. Potratz stated that Burke Plaza has been designated "elderly only", and it is written into the current plan to also designate Mahoney Manor elderly only. This has been recognized nationally that there are problems in co-mingling elderly and disabled individuals. However, existing residents cannot be forced to move and will not resolve any current issues.

Gail Anderson commented that there are a number of disabled individuals like herself that "fall through the cracks". Majority of the Plan is geared towards families, but housing for single, disabled individuals is very limited. Disabled individuals should not be excluded just because they are in between the age bracket. LHA is planning a new development adjacent to Summer Hill I (two-bedroom units) and will be available for handicapped/disabled families. LHA is also working with a private developer and has committed 85 vouchers to be used on mostly one-bedroom units that will be built for handicapped/disabled individuals working with Community Mental Health or CenterPointe. LHA recognizes that this is a significant problem and, hopefully, can develop a plan to address the lack of housing for single/disabled individuals.

Question was raised about approval of the plan and the process used. The Plan first goes to the LHA Board of Commissioners for approval. Following board approval, the Plan is then submitted to HUD for approval. Resident Advisory Board comments and the LHA Board comments are forwarded to HUD along with the Plan.

VII. Announcement of Additional Meetings.

November 21	3:30 to 5:30 p.m.	DaVinci's, 745 South 11th Street
December 5	3:30 to 5:30 p.m.	DaVinci's, 745 South 11th Street

VIII. Refreshments.

Pizza was served to all at 5:00 p.m.

Marilyn Crawford, Recording Secretary

Resident Advisory Board
November 21, 2002
3:30 p.m. to 5:30 p.m.
DaVinci's at 745 South 11th Street, Lincoln, Nebraska

Members Present: Dale Folk, Bob Weatherly, Caroline Negretti, Judy Anderson, Helen Maslanka, Naomi Skillman, Gail Anderson, Dianna Winsley, Annette Durham, Karen Rhiley, Amy Bearskin, Holly Choquette, Ethelene Wounded Shield.

Members Excused: None.

Members Absent: Ayub Qureshi, Wendy Thrasher, Ana Bredemeier, Diane Malone.

LHA Staff Present: Larry Potratz, Doug Marthaler, Chris Lamberty, Seanna Collins, Nancy Pueppke-Luetchens.

I. Welcome and Introductions.

Nancy Pueppke-Luetchens opened the meeting and asked all present to pair up with another person and ask them five questions. Introductions followed by having each person introduce his/her partner.

II. Reimbursement Forms for Child Care and Transportation.

Doug Marthaler explained the reimbursement process for child care expenses and/or transportation expenses involved with attending the Resident Advisory Board meetings; forms to be used were distributed.

III. Public Housing Drug Elimination Grant–Plan Revision.

Doug Marthaler provided a handout entitled "Overview of Public Housing Drug Elimination Program (PHDEP) Grant." He reviewed the history of PHDEP and the types of activities that could be funded under the program, the grants that LHA has received, and the activities that have been funded and completed. He requested the Resident Advisory Board to approve a change in the 2001 PHDEP plan which would transfer funds from the drug prevention category to the physical improvements category in order to provide funds for purchase and installation of door viewers at Mahoney Manor. He explained the current viewers are small and difficult or impossible for tenants to use. They are also set at a height that is too high for many tenants. Mr. Marthaler passed around two sample door scopes and explained these are the two products being considered. Each has its pluses and minuses. Some committee members expressed a preference for the smaller door scope which has a wider and more clear viewing range. Mr. Marthaler agreed, but stated that the other door scope was being considered because a person could stand or sit several feet from the door and see through the door scope. This might be better for individuals in wheelchairs.

However, this second door scope is not as clear and may be ineffective in certain lighting conditions. He said that the final decision on which item to purchase would be made after testing at Mahoney Manor and obtaining additional resident opinions. He provided an estimated cost. The Resident Advisory Committee approved the change in the 2001 PHDEP Plan. Mr. Marthaler stated he would submit the change to HUD after the final cost was determined.

IV. Public Housing Capital Fund Program.

Chris Lamberty, LHA Project-Based Housing Manager and Assistant Director, explained the Public Housing Capital Fund Program and reviewed the various work items. The major focus of the coming year is replacing windows at the 47 Hansen units scattered throughout Lincoln. The houses were built 30 years ago, and the windows have not held up well and are badly deteriorated. Some of the windows also need to be increased in size in order to meet current egress code requirements. Every year, funds are designated for concrete replacement which is a continuous and ongoing expense for all projects. At Mahoney Manor, laundry rooms will be consolidated into one larger room on the first floor as this item has been requested by residents (currently, the building has three small laundry rooms on different floors). It is hoped that this change will help ease some of the laundry scheduling problems. A-12 units (also scattered throughout the city) will have kitchen and bathroom remodeling during the upcoming year. Replacement of Burke Plaza kitchen cabinets was mentioned by Bob Weatherly; such work item would not be included in this grant program, but will be budgeted for as funds are available and is on the priority list for the upcoming years. Specific work items planned for each project for the next five years were reviewed with the Advisory Board members. Mr. Lamberty commented that It is never known from year to year whether or not Congress will re-appropriate funds for this program. It is LHA's goal to make long-term improvements to the properties and maintain them for the years to come.

Comments from board members included that the program plan "sounds great" and that the houses in Lincoln owned by LHA are very well-kept compared to other cities.

V. Mahoney Manor Designated Housing Program.

This item was briefly discussed at the last meeting, however, a formal written plan has now been prepared and was handed out to the attendees detailing the change proposed at Mahoney Manor. LHA is proposing that Mahoney Manor be designated as "elderly only". Mr. Marthaler explained that this is a change that was discussed last year with the Advisory Board and the change has already been made at Burke Plaza. Mahoney Manor requires a different process because it is a public housing site. Originally, Mahoney Manor was built as elderly only, but over time, HUD has changed the definition of elderly to include elderly and disabled. Some time after HUD made that change, it was recognized that mixing elderly and younger disabled individuals was not always a good "mix". A process was then established for re-designating a building as "elderly only". LHA has had discussions with the residents of Mahoney Manor about this in the past, and they have supported making the change. The Resident Council at

Mahoney Manor, which is a representative body of the residents and elected by the residents, is supportive of this change. This designation would not affect any of the individuals who are currently living there, and they would not have to move because of this change. (Definition of elderly means age 62 or older.) If not enough individuals of that age group are interested in living there, a preference would then be given to individuals who are age 50 and over as qualified individuals to live at Mahoney Manor. Elderly residents living at Mahoney Manor find that it isn't the best "mix" of individuals when there are younger people with different interests and different lifestyles compared with the elderly individuals.

Under the plan, LHA is required to address the needs of younger, disabled people. LHA intends to issue a Request for Proposals (RFP) which would seek organizations that would pair housing and supportive services to serve disabled populations is and willing to commit 85 Section 8 vouchers. It is known that at least one organization is very interested in pursuing this concept and will be submitting a proposal to LHA. The RFP should be issued in early 2003 with construction also beginning during 2003; actual use of vouchers would take place in late 2003 or early 2004. The elderly only designation of Mahoney Manor would be implemented only after the LHA Board of Commissioners takes approval action on it. Disabled individuals can qualify under the regular Section 8 program, but they would need to locate their own unit and rent from a private landlord. Mr. Potratz stated that it is easier to use a project-based system where assistance is tied to the unit and then grant a preference to disabled persons for that unit. LHA recognizes that this project is not going to be enough to meet the needs of the younger disabled population, just as there is also not enough housing assistance to meet the needs of eligible families.

With the construction of Summer Hill II, eight new accessible units will be built. Alternative resources available through the Lincoln Housing Authority, statistical information about current tenants, and implementation of the plan was reviewed. Gail Anderson commented that you don't have to have a wheelchair accessible unit to become an individual who needs a wheelchair eventually. You may have a disability that puts you in the disabled category whether you're 50, 40 or 75. The majority of Mahoney Manor residents are elderly, but where will the disabled individuals go? The League of Human Dignity does have a set of apartments that are wheelchair accessible units only. Frank discussion followed about the issues involved in mixing younger disabled individuals with elderly residents. Ms. Anderson stated that there is a preconceived idea that young people are going to be disruptive to elderly residents and vice versa. People who live in their own units live their own lives, and they choose to socialize with other people or they choose not to. Another comment made was that another problem between the elderly people and the younger people is "attitude" and clashes develop.

Question was raised about increase in rent for the Section 8 program. Seanna Collins explained that landlords are allowed to increase their rents; last year, LHA increased the payment standards that allowed the landlords to make those rent increases. A small increase in rent could also be encountered next year when the utility allowance is

decreased since gas rates have gone down from the previous year.

Mr. Potratz was asked if LHA would be developing any new property in the north part of Lincoln; he responded that all current development plans are in south Lincoln including Summer Hill II at 56th and Pine Lake Road.

It was the group's consensus to go ahead and pursue the designated elderly only housing program for Mahoney Manor.

Other items on the agenda were postponed until the next meeting, and Mr. Potratz opened the meeting up to general comments and questions about LHA's programs, suggestions, etc. The general discussion items follow:

"For the most part, the organization does a fine job."

The definition for homeless for LHA means living in your car or outdoors or at the People's City Mission. Staying with a friend is not considered to be homeless. Is there any possible way to change the definition of homeless? Unfortunately, the definition of homelessness is defined by HUD. Homelessness must be verifiable, and must be a designated public place of shelter or a place that is not considered a place that is habitable to be sleeping in. Doubling up of families was discussed and is an issue that has had a lot of debate by homeless groups that are trying to pressure Congress to change that definition. LHA must verify any preference for homelessness.

Another question was raised about why more funding cannot be set aside for more emergency housing, not necessarily in the city mission-style, but more of a room with private toilet and shower. LHA no longer offers the former federal preference for paying more than 50% of income for rent. It was found that almost everyone qualified for the preference, and it was not helping anyone. HUD then eliminated all preferences and stated that all communities could choose their own preferences for their programs. Single non-disabled individuals on the waiting list will never receive assistance because families will always come to the top of the waiting list first. LHA is currently housing applicants that applied May 6, 2002; the waiting list will be getting longer as it depends now on the number of people that terminate from the program (approximately 70 per month).

Question was asked if LHA is actively recruiting for more Section 8 landlords. The number of participating landlords has increased to approximately 1,100 and the agency now has more units under the Section 8 program than ever before in the history of the program. LHA's reserve funds are being spent to assist in the effort (averaging $100,000 per month extra over and above what HUD reimburses). That money comes from a reserve built up from HUD dollars. The only reason LHA is able to do this is because of its designation as a Moving To Work Demonstration community by HUD. The program is approaching 3,000 vouchers used, with only 2,864 authorized vouchers. Increase in applications taken is indicative of the economy; many people are working, but just can't make it due to low wages. The difficulty encountered by voucher holders in finding a unit where the landlord would accept Section 8 was discussed. Mr. Potratz

pointed out that recent lead-based paint regulations may cause problems for the Section 8 program down the road. Some landlords are not willing to pay the cost or go through the process of correcting and testing for lead-based paint. Gail Anderson pointed out that the Commission on Human Rights is airing fair housing testing and role playing on Channel 5 public access television. A representative from the Human Rights Commission attends the LHA voucher briefings to talk about discrimination issues when vouchers are issued to clients in a group setting.

Next Meeting Date: Thursday, December 5, 2002, 3:30 p.m. at DaVinci's (745 South 11th Street).

Resident Advisory Board
December 5, 2002
3:30 p.m. to 5:30 p.m.
DaVinci's at 745 South 11th Street, Lincoln, Nebraska

Members Present: Dale Folk, Bob Weatherly, Helen Maslanka, Naomi Skillman, Karen Rhiley, Caroline Negretti, Judy Anderson, Ethelene Wounded Shield, Amy Bearskin, Dianna Winsley.

Members Excused: Annette Durham, Gail Anderson.

Members Absent: Wendy Thrasher, Ana Bredemeier, Holly Choquette, Diane Malone, Ayub Qureshi.

LHA Staff Present: Larry Potratz, Nancy Pueppke-Luetchens, Doug Marthaler, Chris Lamberty, Seanna Collins.

I. Welcome and Introductions.

Nancy Pueppke-Luetchens passed the sign-in sheet around and explained that this would most likely be the last meeting of the Resident Advisory Board for the year unless there are some special needs. Sandwich menus were also distributed so everyone could place their food orders.

II. Reimbursement Forms for Child Care and Transportation.

Child care and transportation reimbursement forms were made available to all members. Special pens were given to all board members in appreciation for their participation in the group.

III. Public Housing Grievance Procedure.

Chris Lamberty, Assistant Director and Project-Based Housing Manager, reviewed the Public Housing Grievance Procedure which has been rewritten and was mailed out prior to the meeting with the agenda. Chris explained that this is a HUD-required procedure for public housing units only (320 units owned by LHA). HUD requires LHA to have some sort of procedure for resolving or at least "taking a second look" at any grievances. For example, if LHA takes action to evict someone, this would be the procedure followed to ensure the person has an opportunity to have a meeting to discuss any issues before the case goes to court for eviction. Essentially, this is a HUD-required procedure to ensure that the LHA meets with the client and reviews the issue. In practice, this is done anyway, but a formal written procedure must be in place to fulfill the HUD guidelines. The procedure is applicable to only specific circumstances or things that have occurred; it is not a forum for negotiating policy or for just "not liking certain things the housing authority does". Clients must specifically request a hearing in writing; a date and time for the hearing is then scheduled. One specific item that was

particularly addressed in the revised policy involves selection of a hearing officer. The hearing officer will always be someone other than the person who made the initial decision. Within LHA, the hearing officer will always be either the Executive Director or one of the managers other than the manager that made the decision. The procedure explains what occurs once there is a request for a hearing. It was pointed out that a grievance hearing is not a court of law and is not the type of hearing where rules of evidence are applied, but there are some basic procedures to follow in conducting the hearing to make sure it is held in a fair and reasonable manner. Ultimately, the hearing officer reviews the information provided at the hearing and, usually, within one week, will issue a letter of final determination.

This policy has been written to clarify the operations that LHA follows in certain situations. The policy will be mailed out to all tenants who rent public housing units from LHA (includes Mahoney Manor and 200 scattered site houses). After a 30-day comment period, the policy will be presented to the LHA Board of Commissioners for their consideration and approval. LHA has always had a formal grievance policy, but some minor changes have been made and require approval. The main clarification made involved selection of the hearing officer.

Another grievance procedure exists for the Section 8 program which is very similar to the public housing procedure. An “informal hearing” is conducted for Section 8 program participants in order to discuss why an action was taken or not taken. All information is presented at the hearing culminating in the hearing officer sending out a written letter informing the parties of his/her decision.

Burke Plaza and New 32 units do not have a specific formal grievance policy. However, if there is a concern, the parties involved would meet to discuss the issue. A formal policy is not required for those properties by HUD. Chris stated that with any program or project, if there is a problem or an issue that someone wanted to meet to discuss, LHA staff would definitely be willing to do that. The Executive Director stated that “if you have a problem in any way, shape or form with the Lincoln Housing Authority or with any of its policies and/or personnel, we are always open to hearing what you have to say either by telephone or in a face-to-face meeting.” This grievance policy formalizes the complaint process under the public housing program. LHA is monitored by HUD on any grievances that have been filed; auditors ask if there have been any grievances filed and reviews those grievances. Clients can bring suit against LHA for some policies that are thought to be discriminatory or if they are not addressing the particular issue. Any comments received will be given to the LHA Board of Commissioners. The board is very concerned any time a resident has a complaint that they feel hasn’t been addressed properly and is another avenue individuals have to bring their issue before the board.

Ethelene Wounded Shield expressed her appreciation for the family support program and the help that was provided to her. LHA tries to meet with individuals where some issues may have developed to help preserve their assistance if at all possible. Concerns were expressed about not being able to reach their Housing Specialist in a timely manner. Seanna Collins stated that if the Housing Specialist has not returned a

call within 24 hours, clients should ask to speak to a supervisor.

IV. Change in Plan for Project-Based Housing Proposal.

Replacement pages were handed out at the last meeting for the Annual Plan incorporating changes made for project-based housing. At the last meeting, the proposal to designate Mahoney Manor as an elderly only building was discussed. LHA wants to develop project-based housing using Section 8 vouchers. The U. S. Department of Housing and Urban Development allows a housing authority to take vouchers to be given to an individual in order to choose where they want to live. It also allows a housing authority to tie some of those vouchers to specific projects. This has been done somewhat in the past through Lincoln Medical Education Foundation, as an example, for their Pathways Program. Using 80 vouchers, LHA would like to tie the assistance to housing strictly for individuals that are handicapped. There is a proposal to build an 80-unit apartment complex north of the U.S. Post Office at 35th and "O" Streets on Wyuka Cemetery land by a for-profit developer, Mega Corporation, in conjunction with services provided by CenterPointe, Community Mental Health, and St. Monica's. Individuals that are in programs through these agencies will be able to move into these units once their treatment is complete, but will continue to receive follow-up services from these agencies. This proposal would allow those individuals to transition to a permanent setting as long as the individual abides by the case management plan that is prepared for them. Full-time case management staff will be located at this facility (at least 8 hours per day, and on an emergency, as-needed basis). Very few landlords are inclined to house individuals that have mental illness, especially if there is no support system in place for that individual. A Request for Proposals will be issued to meet certain criteria that LHA is looking for including the case management, tying of the housing to case management, and providing affordable housing units that are decent, safe, and sanitary that will meet LHA's inspection requirements.

To accommodate this proposal, LHA must provide some information in the 5-Year and Annual Plan that is submitted to HUD about this program. Changes have been made to the Plan document to incorporate a reference to project-based Section 8 housing, and these changes were reviewed with the Advisory Board members. The changes will give LHA the authority to go ahead and move forward with 80 project-based Section 8 vouchers. A waiting list will most likely develop for the project where anyone can apply for the units, but a preference will be given to disabled individuals with case management. The preference will not specify that it must be case management from CenterPointe or Community Mental Health; it could be case management from another agency that will agree to the terms of case management for individuals that live in that project.

Under the Lincoln city ordinance and through the tax credit program, a certain percentage of units will need to be completely handicapped accessible. A very real concern is the high concentration of units, but it is believed that case management can be most effectively provided if individuals and units are in a concentrated area. Budgets are very tight, and to provide case management for this number of people is best done efficiently in a close setting. An office will be provided on-site with a staffperson

available at least 8 hours per day and on-call after hours. LHA will not be the owner of the project or provide case management, but will only provide the Section 8 voucher rental assistance. The assistance will be tied to the unit, not the individual; LHA will verify that the individuals meet the Section 8 requirements.

V. Statement of Housing Needs–Update based on 2000 Census.

Through the use of a consultant, the needs assessment section of the Plan was updated and was handed out to the committee members. The 2000 Census data, which just became available, has been applied to the previous needs assessment. Over the last ten years, the Lincoln community has grown by 17 percent; most of that population growth during the last ten years is a result of migration (families moving in to Lincoln). The growth rate among minority groups has grown substantially, and a breakdown of the population mix was included in the material. The consultant has been asked to take the minority information and break it down by family as to how many are paying more than 30% of their adjusted gross income for rent and utilities. That information is provided for the community as a whole. Any time a family pays more than 30% of their monthly income for rent or house payment including utility costs, HUD determines that as being “cost burdened” (too much of income used for rental costs or homeownership).

A public hearing on the 5-year and Annual Plan will be held on Thursday, December 12, at 5:30 p.m. at the Lincoln Housing Authority central office, 5700 “R” Street. All committee members were encouraged to attend and provide comments about the Plan. Also on the board meeting agenda on December 12 will be approval of the designated plan for Mahoney Manor. The Board of Commissioners will take final action on the Plan at their January 9, 2003 meeting and will address all comments made by the Resident Advisory Board. Staff will prepare a response to all comments; copies of the Resident Advisory Board meeting minutes will also be included as part of the Plan document.

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Lincoln	Capital Fund Program Grant No: NE26P002501-02 Replacement Housing Factor Grant No:	2002

Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
Performance and Evaluation Report for Period Ending: 09/30/02 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	60,818.00	58,005.00	58,005.00	19,547.95
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	33,000.00	32,500.00	32,500.00	21,775.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	481,000.00	484,913.00	391,046.22	352,471.43
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency	33,363.00	4,638.00	-0-	-0-
	Amount of Annual Grant: (sum of lines…..)	608,181.00	580,056.00	481,551.22	393,794.38
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	180,000.00	137,000.00	80,573.00	42,298.00
	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Lincoln	Capital Fund Program Grant No: **NE26P002501-02** Replacement Housing Factor Grant No:	**2002**

Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
002 MMA	Replace roof		1460		83,000	80,600	80,513.00	42,298.00	In Progress
003 Hall	Replace concrete		1460		8,000	3,000			Bid 9/27/02
004 Hansen	Replace concrete		1460		8,000	3,000			Bid 9/27/02
	Replace roofs				28,000	10,000			
005 Larson	Replace concrete		1460		8,000	3,000			Bid 9/27/02
006 Pedersen	Replace wood decks		1460		12,000	12,625			
	Replace concrete		1460		8,000	3,000			Bid 9/27/02
	Replace patios		1460			1,000	1,000.00	1,000.00	Complete
009 P-30	Remodel kitchens		1460		120,000	36,688	36,117.50	35,817.71	Complete
	Replace concrete		1460		8,000	3,000			Bid 9/27/02
011 A-12	Replace windows		1460			87,000	86,998.72	86,998.72	Complete
	Replace siding		1460		50,000	50,000			Bid 9/19/02
013 F-39	Remodel kitchens		1460		140,000	190,000	186,357.00	186,357.00	Complete
	Replace concrete		1460		8,000	3,000			Bid 9/27/02
Admin	Administration Fees		1410		60,818	58,005	58,005	19,547.95	In Progress
Fees & Costs	Architectural & Engineering Fees		1430		33,000	32,500	32,500	21,775.00	In Progress
Contingency	Contingency Fund		1502		33,363	4,638	-0-	-0-	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name:	Grant Type and Number	Federal FY of Grant:
Housing Authority of the City of Lincoln	Capital Fund Program No: **NE26P00250102** Replacement Housing Factor No:	**2002**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Administration	9/30/03	3/31/03		3/31/04			
Fees & Costs	9/30/03	12/31/02		3/31/04			
002 MMA	9/30/03	12/31/02		3/31/04		12/31/02	
003 Hall	9/30/03			3/31/04			
004 Hansen	9/30/03			3/31/04			
005 Larson	9/30/03			3/31/04			
006 Pedersen	9/30/03			3/31/04			
009 P-30	9/30/03			3/31/04			
011 A-12	9/30/03	3/31/03		3/31/04			
013 F-39	09/30/03			3/31/04			