



Housing Authority of
Champaign County

Growing & Moving Forward Together

MOVING TO WORK ANNUAL PLAN



January 1, 2018 through December 31, 2018

YEAR 8 PLAN

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SECTION I - INTRODUCTION

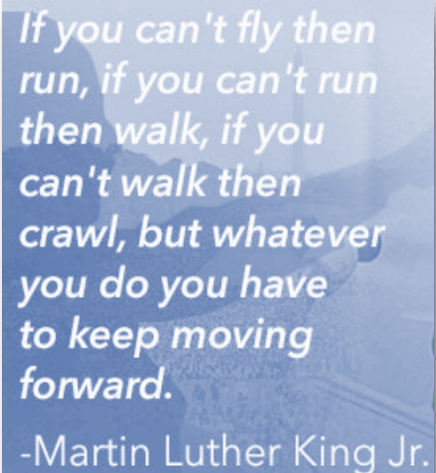
BACKGROUND

Created by Congress in 1996, Moving to Work (MTW) is a Department of Housing and Urban Development (HUD) demonstration program that allows housing authorities to design and test innovative, locally-designed strategies for providing low-income families with affordable housing and new paths to economic independence. MTW is currently the only mechanism through which public housing authorities can wholly transform housing delivery, programs and operations. The broad flexibility to waive statute and regulations allows HACC to better serve and house residents while streamlining internal operations.

MTW has three statutory goals:

- ✚ Reduce cost and achieve greater cost effectiveness in federal expenditures;
- ✚ Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- ✚ Increase housing choices for low-income families.

HACC has been designated an MTW agency since 2010. In 2016 HACC signed a new agreement with HUD that ensures our participation in the program until 2028. Since our inception in the program, we have partnered with the University of Illinois to conduct an ongoing evaluation of our MTW Program. This evaluation will continue in 2018.



If you can't fly then run, if you can't run then walk, if you can't walk then crawl, but whatever you do you have to keep moving forward.
-Martin Luther King Jr.

The following FY2018 Moving to Work Plan details how HACC intends to use our flexibility in the coming year. Moving to Work enables us to tailor our programs to best meet community needs and to quickly react to changes in the economy and rental market. Our community's affordable housing crisis demands prompt action and thoughtful policy innovation. As described in the sections below, our MTW status is vital to how HACC operates as an effective and efficient public agency while serving over 2,000 households in Champaign County.

OVERVIEW OF MTW GOALS AND OBJECTIVES

In 2017, the Housing Authority of Champaign County completed plans to convert the last remaining public housing community to private ownership under the Rental Assistance Demonstration (RAD) Program.

The exit from the Public Housing Program redefines how we will deliver housing assistance in the future. A visioning process resulted in rebranding the agency to focus on **“Growing and Moving Forward Together”**.

Growing... housing options to meet the ever-increasing demand for affordable housing throughout Champaign County; and,

Moving Forward Together... with residents and communities we serve, opening doors to support their success.

Short Term Goals - Upon receipt of the Moving to Work designation, the Housing Authority of Champaign County identified three primary goals that would drive its MTW activities. These goals continue to be our focus but have been refined to coincide with the agency rebranding and specific objectives to be accomplished in the 2018 Plan year.

Goal 1 - Operational Efficiency through Innovation - Streamline business processes and implement advanced technological solutions that will result in operational cost efficiencies and enable reallocation of resources to local initiatives and strategies.

2018 Objectives

- a. Complete the conversion to electronic tenant files for all programs.
- b. Implement an electronic tenant portal to facilitate rent payment and reporting of changes in household composition and income.
- c. Upgrade all hardware and software utilized agency wide.
- d. Launch a new website with rebranded messaging.



Goal 2 - Self-Sufficiency - Provide alternate incentives designed to motivate families to actively seek financial independence and transition from dependency on housing subsidy. Carefully measure success of each incentive to identify and replicate the greatest motivators.

Objectives

- a. Implement a job retention program in collaboration with the Work Force Development Center to assist residents maintain employment.
- b. Develop and implement a cash incentive for residents successfully meeting the Agency definition of self-sufficiency to provide financial stability upon expiration of the 8-year term limit for housing assistance.
- c. Develop and implement additional homeownership options for individuals prepared for homeownership.

Goal 3 - Expand Housing Opportunities – Develop new housing in rural communities currently not served by HACC, leveraging private capital to ensure HACC’s economic viability and sustainability.

Objectives

- a. Finalize development plans in the Villages of St. Joseph; Tolono and Fischer.
- b. Commence construction of Haven at Market Place including Haven Court for seniors and Haven Flats for individuals with special needs.
- c. Collaborate with service agencies in Champaign County to develop housing solutions to meet special needs including Family Re-Unification and Re-Entry.
- d. Expand housing options for veterans through allocation of MTW Vouchers to the VASH Program and for homeless individuals through allocation of MTW Vouchers for homeless individuals.

Long Term Goals - HACC's long term MTW goal is to effectuate our Vision

Our Mission - *"Provide a quality living environment as a foundation for individuals to achieve their full potential"*

Our Vision - *"Develop quality affordable housing communities providing opportunity and support to maximize individual potential; while sustaining long term financial viability of HACC."*

"Develop quality affordable housing communities..."

Development plans for 2018 have been refined and will be guided by the following principles:

- Develop a portfolio with a minimum of 1,000 affordable hard units owned directly or indirectly by HACC by 2020;
- Provide a direct housing subsidy at all new housing developed to assure affordability to the lowest income residents in Champaign County.
- Take a more active role to address housing for special needs populations including homeless families and veteran's; and chronically mentally ill and developmentally disabled individuals.

"providing opportunity and support to maximize individual potential..."

HACC implemented a mandatory self-sufficiency requirement (LSS) which is driven by the following principles:

- **Self-Sufficiency** - HACC defines self-sufficiency as behavior that exhibits personal accountability and financial responsibility demonstrated through consistent (more than 12 months) employment appropriate to the maximum skill level achievable by the individual.
- **Mandatory Participation** – Participation in a self-sufficiency is a condition of eligibility for new admissions and a condition of continued occupancy for existing residents and participants.
- **Adult Requirements** - All abled bodied individuals ages 18 through 54 are required to actively pursue activities to achieve economic self-sufficiency with a goal of employment for a minimum of 25 hours per week.
- **Term Limit** – In 2016, HACC implemented a maximum term limit of 8 years for all households whose head is an able-bodied individual age 18 through 54.
- **Job Retention** – In 2018, HACC will direct additional resources to job retention.
- **Cash Incentive** - In 2018, HACC will implement cash incentive to be paid to households that remain LSS compliant each calendar quarter to be paid upon expiration of the maximum term limit.

"...while sustaining long term financial viability of HACC."

HACC will continue to closely monitor financial resources and grow its entrepreneurial capacity to continue to generate non-federal funding for program operations.

SECTION II – OPERATIONAL INFORMATION

PUBLIC HOUSING STOCK

The chart below identifies the two remaining Public Housing communities that will be remaining on January 1, 2018. These properties are scheduled to convert under the Rental Assistance Demonstration Program in the first quarter of 2018. HACC will have no remaining public housing after this final RAD conversion is complete.

HOUSING AUTHORITY OF CHAMPAIGN COUNTY									
PUBLIC HOUSING UNITS									
Project	Name	Type	Total Units	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
IL06-07	Skelton Place	Elderly/Disabled	84	14	68	2	0	0	0
IL06-09	Scattered Sites	Family	16	0	0	0	0	0	16
TOTAL PUBLIC HOUSING UNITS			100	14	68	2	0	0	16



Picture 1 – Haven Court

Skelton Place will be converted under a Transfer of Assistance to Haven at Market Place consisting of Haven Court, a three-story 98-unit, new construction building and Haven Flats, 24 units of special needs housing.

The single family scattered site houses will be disposed under RAD “de minimis” disposition provisions.

HUD Required Element - The chart below reflects the HUD required elements of the Plan which identifies Public Housing units that will be added/removed during the fiscal year.

Planned New Public Housing Units to be Added during the Fiscal Year												
AMP Name and Number	Bedroom Size							Total Units	Population Type *	# of UFAS Units		
	0	1	2	3	4	5	6+			Fully Accessible	Adaptable	
None	0	0	0	0	0	0	0	0	N/A	0	0	
Total Public Housing Units to be Added									0			
Planned Public Housing Units to be Removed During the Fiscal Year												
PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed		Explanation for Removal									
IL06000001 Skelton Place	84		These two properties are the remaining projects under the RAD portfolio conversion. The RAD conversion closing for these properties will occur in 2018.									
IL006000007 Scattered Sites	16											
Total Number of Units to be Removed	100											

HOUSING CHOICE VOUCHER PROGRAM

The chart below summarizes the Housing Choice Vouchers administered by HACC. As noted, the baseline MTW Vouchers are 1,798 and special purpose vouchers total 324. In 2017, HACC received 23 Tenant Protection Vouchers for a property located in Coles County.

HOUSING CHOICE VOUCHERS AUTHORIZED	
MTW Vouchers	1798
RAD Vouchers	254
Tenant Protection Vouchers	23
VASH Vouchers	22
Moderate Rehab Vouchers	25
Total Housing Choice Vouchers	2,122

Project Based Vouchers - Of the total vouchers above, HACC will have 634 units under Project Based Voucher HAP Contracts; 380 MTW PBV's and 254 RAD PBV's. The chart below identifies the existing MTW Project Based Vouchers.

EXISTING PROJECT BASED VOUCHERS	
PROPERTY	PROJECT BASED VOUCHER UNITS
Oakwood Trace	39
Douglas Square	13
Hamilton on the Park	36
Providence at Sycamore	83
Providence at Thornberry	143
Maple Grove Manor	15
Highland Green	33
Manor at Prairie Crossing	18
TOTAL	380

In 2018, HACC anticipates entering into new PBV commitments for the following properties in development. Haven at Market Place is a RAD Transfer of Assistance that will have a total of 122 units: 84 will be RAD PBV and the remaining 38 will be MTW PBV's.

NEW PBV COMMITMENTS IN 2018		
PROPERTY	NEW MTW PBV COMMITMENTS	ESTIMATED COMMITMENT DATE
Bristol Place Residences	84	3/1/2018
The Haven at Market Place (Champaign)	38	3/1/2018
Harbor at Depot Crossing (Tolono)	15	4/1/2018
The Vista at Sangamon Trail (Fisher)	15	4/1/2018
Jardin of Savoy	30	4/1/2018
Abbey at Kickapoo Trail (St. Joseph)	14	8/1/2018
New PBV Commitments In 2018	196	

HUD Required Element - The chart below reflects the HUD required elements of the Plan which identifies the Housing Choice Vouchers which will be Project Based during 2018.

New Housing Choice Vouchers to be Project-Based During the Fiscal Year			
Property Name	Anticipated Number of New Vouchers to be Project-Based *	Description of Project	
Haven at Market Place	38	RAD Transfer of Assistance to Replace Skelton Place Public Housing Community	
Bristol Place Residences	84	Partnership with City of Champaign to redevelop Bristol Park neighborhood	
Abbey at Kickappoo Trail	14	Acquisition and Rehab of Exting Building in St. Joseph	
Jardin of Savoy	30	New Construction in Savoy	
Haven at Depot Crossing	15	New Construction in Tolono	
Vista at Sangamon Trail	15	New Construction in Fisher	
Anticipated Total New Vouchers to be Project-Based	196	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	82
		Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year	380

OTHER PLANNED HOUSING STOCK CHANGES

HUD Required Element – The chart below reflects the HUD required elements of the Plan which discuss other planned changes in housing stock and planned Capital Fund expenditures during 2018.

Other Changes to the Housing Stock Anticipated During the Fiscal Year
NONE
General Description of All Planned Capital Fund Expenditures During the Plan Year
Public Housing Capital Funds received in 2018 will be applied to the construction costs for the Haven at Market Place, the RAD Transfer of Assistance project that will replace Skelton Place Public Housing.

LEASING INFORMATION

HACC does not anticipate any leasing problems during the 2018 Plan year. However, the following activity will impact units leased.

RAD Conversion – There will be no Public Housing units leased at the end of 2018 as all Public Housing will have been converted to Project Based Vouchers under the RAD Program. However, Haven at Market Place will not complete construction until June 2019. RAD Rehab Assistance Payments (RAP) will be paid for the residents residing at Skelton Place; therefore, we have included the Skelton units in the RAD Voucher units to be utilized.

Local Non –Traditional MTW Funded Property Based Assistance Programs – The planned number of households to be served reflected below represents the total homeless households that will utilize the Emergency Shelter units during 2018. Each family is limited to a stay of 30 days, thus, a total of eight shelter units will result in an estimated 96 households served and 96-unit months leased.

HUD Required Element – The charts below reflect the HUD required elements of the Plan which discuss leasing of housing stock during 2018.

Planned Number of Households Served at the End of the Fiscal Year		
MTW Households to be Served Through:	Planned Number of Households to be Served*	Planned Number of Unit Months Occupied/ Leased***
Federal MTW Public Housing Units to be Leased	0	0
Federal MTW Voucher (HCV) Units to be Utilized	1480	17760
Federal RAD Voucher Units to be Utilized	338	4056
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based Assistance Programs **	96	96
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Tenant-Based Assistance Programs **	0	0
Total Households Projected to be Served	1914	21912

Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional Units and Possible Solutions	
Housing Program	Description of Anticipated Leasing Issues and Possible Solutions
RAD Housing Choice Vouchers	No anticipated leasing problems; however, upon RAD closing for Skelton Place and Scattered Sites, HACC will cease leasing turnover units and RAD new units will not be available until 2019.
Housing Choice Voucher Tenant Based	No anticipated leasing problems.
Housing Choice Voucher Project Based	No anticipated leasing problems.
Local Non-Traditional MTW Funded Property Based Assistance	No anticipated problems.
Low Income Housing Tax Credit	No anticipated leasing problems.

COMPLIANCE WITH STATUTORY MTW REQUIREMENTS

HACC will remain in compliance with all MTW statutory requirements during 2018.

WAIT LIST INFORMATION

Public Housing - The wait list for the Public Housing Program will be eliminated upon closing of the final RAD conversion transaction. Applicants on those lists will be invited to apply for the Project Based Voucher waiting lists, as applicable.

Housing Choice Voucher Tenant Based Program - The Tenant Based Voucher wait list is anticipated to be opened during the 2018 calendar year to meet and maintain the ongoing goal of 1,100 tenant based vouchers under contract each month.

MTW Project Based Voucher Program – All MTW Project Based Vouchers have site based waiting lists. These lists are anticipated to be opened during 2018 as needed to maintain full utilization at all properties. In conjunction with the private Property Management companies that manage several of these properties, we have undertaken an Affirmative Fair Housing Marketing Plan to market specifically to those groups least likely to apply for housing, with emphasis on the Asian and Hispanic population of Champaign County.

RAD Project Based Vouchers – Construction on the five RAD properties that closed in 2017 will not be completed until the end of 2018. Therefore, we do not anticipate opening the RAD Project Based Voucher list during 2018. Vacancies are currently being utilized for temporary relocation during construction and will also be made available to any tenant from Skelton who voluntarily chooses to relocation to another RAD property versus Haven at Market Place (TOA property).

HUD Required Element – The chart below reflects the HUD required elements of the Plan regarding HACC's wait list activity for 2018.

Wait List Information Projected for the Beginning of the Fiscal Year				
Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
Federal RAD Housing Choice Vouchers	Site-Based	0	Closed	No
Federal MTW Housing Choice Voucher Program (Tenant-Based Vouchers)	Community Wide	418	Closed	Yes
Federal MTW Housing Choice Voucher Program (Project Based Vouchers)	Site-Based	270	Closed	Yes
Non Traditional MTW Housing Assistance Program (Emergency Shelter Units)	Site-Based	0	Open	Yes
*** For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.				
Not Applicable				
If Local, Non-Traditional Housing Program, please describe:				
The Emergency Housing Shelter wait list remains open as families have a maximum stay of 30 days in the shelter units.				
If Other Wait List Type, please describe:				
Not Applicable				
If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.				
Not Applicable				

SECTION III – PROPOSED ACTIVITIES

HACC is not proposing any new activities for the 2018 MTW Plan year. We will continue to focus on the existing activities described in the following section of this plan.

SECTION IV – APPROVED MTW ACTIVITIES

IMPLEMENTED ACTIVITIES

The chart below summarizes all Moving to Work activities that have been implemented to date.

Activity Number	MTW Activity	MTW Plan Year	Status
2011-1	Local Investment Policies	2011	To Be Closed 2018
2011-2	Triennial Recertifications	2011	Ongoing/Modified in 2018
2011-3	Mandatory LSS Program	2011	Ongoing/Modified in 2018
2011-4	Tiered Flat Rents/Min. Rent by BR Size	2011	Ongoing/Modified in 2018
2011-5	Modified Definition of Elderly	2011	Ongoing
2011-6	Local Homeownership Program	2011	Ongoing/Modified in 2018
2011-7	Local Project Based Voucher Program	2011	Ongoing/Modified in 2018
2012-1	Local Payment Standards	2012	Ongoing
2012-2	Acquisition without HUD Prior Approval	2012	Ongoing
2012-3	Affordable Housing Development	2012	Ongoing
2013-1	Rightsizing Vouchers	2013	Closed 2016
2014-1	Local Inspection Standards	2014	Closed 2017
2015-1	Emergency Family Shelter Program	2015	Ongoing

ONGOING ACTIVITIES

Activity 2011-2: Triennial Re-certifications

Description - Households in which all members are elderly and/or disabled and there is no earned income shall be re-certified on a triennial basis.

Update on Status of Activity - This activity is fully implemented and will be ongoing with modifications described below.

Changes or Modifications – This activity was modified from biennial to triennial recertifications in the 2015 Plan. In 2018, HACC will modify this activity as follows:

- Recertifications for households in which all members are elderly or disabled, even if household members have earned income, will be re-certified only on a triennial basis.
- Recertifications for households in which all adult members are compliant with the Local Self-Sufficiency Requirements, will be re-certified only on a triennial basis.
- Households that fall into the above two categories are not required to report any changes in income and no interim recertifications shall be conducted regardless of whether income increases or decreases.
- All households impacted by the modifications to this activity are eligible to apply for a hardship as detailed in the HACC Hardship Criteria attached as Exhibit A to this Plan.

Activity 2011-3: Mandatory LSS Program

Description - Participation in a self-sufficiency program is a condition of eligibility for new admissions and a condition of continued occupancy for existing residents and participants. All abled bodied individuals ages 18 through 54 are required to actively pursue activities to achieve economic self-sufficiency. The head of the household is required to develop a self-sufficiency plan that identifies goals and objectives for each household member required to participate in the Mandatory LSS Program and is held accountable for progress of all household members.

LSS Requirement - As of January 1, 2016, all non-exempt household members are required to be employed 25 hours or more per week or be enrolled on a full-time basis (as defined by the institution) in an educational program that offers a degree or certificate. Household members enrolled in an educational program must demonstrate successful progress towards the degree or certificate. Progress shall be defined as successfully completing 75% of all required course work on an annual basis.

New Admissions - For new Admissions, one non-exempt adult member of the household must have been employed for the six-month consecutive period prior to admission. Additionally, new admissions from areas outside of Champaign County, including port-ins, must provide a written job offer at the time of admission and must commence employment within 60 days from the date of issuance of the HACC MTW voucher.

Rent Changes - If a household member is compliant with the employment requirements and subsequently experiences loss of employment they shall be granted a 90-day waiver for the employment requirement. No rent change will be processed during the 90-day waiver period. Failure of a household member to re-secure employment within the 90 days shall be grounds for termination of housing assistance. Upon securing new employment, a rent change shall be processed to reflect the new employment wages. Only one waiver period shall be permitted within each calendar year.

If loss of employment is through no fault of the individual (lay-off, company closure, etc) an extension of a second 90-day waiver may be granted provided the individual can demonstrate that they are actively searching for new employment. In these circumstances, a rent adjustment will be processed as applicable. Failure to secure new employment after a second day waiver period shall be grounds for termination of housing assistance.

Self-Employment - Individuals who are self-employed including child care home providers must have a total annual gross income equivalent to the applicable State of Illinois minimum wage times 1,300 hours to be considered in compliance with the employment requirements under the LSS Program. Copies of income tax forms filed with the IRS must be provided to claim self-employment; no other documentation shall be acceptable.

Term Limit – Effective January 1, 2016, non-exempt households shall be limited to a maximum housing assistance term not to exceed eight years. The following provisions shall apply.

- The eight-year term shall commence at the first annual recertification that occurs after January 1, 2016.
- All households must comply with all requirements of the LSS Program at all times while receiving housing assistance. Failure to do so will result in termination of housing assistance prior to the maximum term.

- Households whose annual income exceeds 80% of the Champaign County median income at the time of annual recertification shall no longer be eligible for housing assistance. Housing assistance will cease at the end of 60 days from the effective date of the annual recertification.
- If a non-exempt household member becomes exempt while receiving housing assistance the term limits shall no longer apply. If a household previously received housing assistance for a maximum time period but later becomes exempt, they may re-apply for housing assistance and the term limits shall no longer apply.
- Households may not designate an alternate head of household for the purpose of extending term limits. All adult household members shall be subject to the applicable term limit for the household.

Update on Status of Activity – This activity This activity is fully implemented and will be ongoing with modifications described below.

Changes or Modifications – This activity was modified as described above in the 2016 Plan. In 2018, HACC will modify this activity as follows:

- a. A financial incentive will be provided for households who remain fully compliant with the LSS Program during an applicable calendar year. These households will earn \$2,000 if they remain fully compliant from January 1 through December 31 of each year. No partial credits will be provided; no credit will be earned if any member of the household was non-compliant for any time during the 12-month calendar period. The annual credits will accrue and will only be paid upon voluntary exit from the program(s) in good standing or upon expiration of the 8-year term limit. All credits will be forfeited for any household that is terminated from the program for cause or ports to another jurisdiction for any reason.
- b. Individuals who lose employment more than once, for any reason other than a reduction in force, shall be required to enroll, attend and complete a job retention program as directed by their LSS Case Manager.
- c. School requirements for dependents ages 5 through 18 shall be eliminated as the school district will not provide documentation to HACC regarding attendance. School attendance of a minor dependent will not have any impact on the continued assistance of the assisted household at any time now or in the future.

Activity 2011-4: Tiered Flat Rents and Minimum Rents by Bedroom Size

Description – Flat rent schedules are established annually and are effective on January 1st of each calendar year. Tenant rent is calculated as gross annual income with no deductions or allowances. Gross annual income is calculated pursuant to the HUD regulatory requirements. However, employment income for dependents is included in total household income if they are not also pursuing a training certification or educational degree. Current income exclusions as defined by HUD continue to apply.

The tiered flat rent amount is based on income ranges established in increments of 5% of the Area Median Income (AMI). The applicable flat rent for an assisted household is the corresponding rent for the range in which the gross annual income of the household falls. The flat rent is the amount that the tenant will pay towards rent. Utility allowances are eliminated. Households with gross annual income less than 5% of the Area Median Income (AMI) pay a minimum rent based on bedroom size of the assisted housing unit.

Update on Status of Activity - This activity is fully implemented and will be ongoing with modifications described below.

Changes or Modifications – This activity was modified as described above in the 2014 Plan. In 2018, HACC will modify this activity as follows:

- a. Project Based Voucher households with incomes equal or greater than 100% of area median income will no longer be eligible for housing assistance and will be provided with a 90-day notice to vacate.
- b. Tenant Based Voucher participants whose tenant rent exceeds the contract rent on the unit will be provided with a 30-day notice of cancellation of their voucher.
- c. The flat rent determined at the most recent recertification will remain in effect regardless of any increase or decrease in income until the next regularly scheduled recertification.
- d. Interim recertifications will be completed only as applicable under the Local Self-Sufficiency Program.

Activity 2011-5: Modified Definition of Elderly

Description - The definition of elderly families in the Public Housing Program and the HCV Program was modified from head or co-head aged 62 or older to all household members aged 55 or older.

Update on Status of Activity - This activity is fully implemented and will be ongoing with no changes or modifications.

Activity 2011-6: Local Homeownership Program

Description - HACC partnered with Habitat for Humanity to utilize its MTW flexibility to fill a gap in affordable homeownership needs in Champaign County. HACC refers existing residents of HACC programs that complete the MTW Mandatory Local Self-Sufficiency Program through compliance with employment requirements. Habitat selects from referrals in accordance with the Habitat Partner Family Selection Process.

Habitat provides all homeownership program services including pre and post home purchase counseling; financial literacy, credit repair and counseling; sweat equity by the home buyer; and, home mortgages at 0% interest, amortized at 25 years. HACC provides a second mortgage at the time of construction completion and closing of permanent financing for the difference between the appraised value of the home and the maximum mortgage that can be supported by the purchaser. However, HACC's maximum second mortgage is limited to \$40,000 per home. The second mortgage is forgivable at the rate of 5% per year over a 20-year period.

Update on Status of Activity - This activity is fully implemented and will be ongoing with modifications described below.

Changes or Modifications – This activity was modified as described above in the 2015 Plan. In 2018, HACC will modify this activity as follows:

- a. HACC will provide a second mortgage to eligible households to purchase other homes anywhere in Champaign County. The second mortgage is available to cover closing costs, down payment assistance or to write down the price of the home. The second mortgage will be limited to \$40,000 per household; 50% of the total amount will be forgiven at 10% per year over 10 years. The remaining 50% of the second mortgage shall become due and payable to HACC upon transfer of title to anyone other than the original head(s) of household at the time of the home purchase.
- b. Eligible households will be limited to first time homebuyers who have annual gross earned income of \$40,000 or more per year but less than 80% of AMI; have a continuous employment history of 3 years or more, have a credit score of 650 or more; and, are fully compliant with all other MTW LSS requirements. Households with no earned income shall not be eligible for the MTW Homeownership Program.
- c. Eligible households must attend pre-purchase and post-purchase counseling programs and be pre-approved by a lending institution located in Champaign County.
- d. Units to be purchased are limited to a single unit such as a single family home; townhome or condominium. No multi-family structures shall be eligible.
- e. The unit to be purchased must be no more than 15 years old or must have been substantially rehabilitated within the past 10 years and must pass a preliminary inspection by HACC prior to execution of a purchase contract.
- f. HACC will determine on an annual basis the amount of MTW Block Grant funds that will be allocated to the MTW Homeownership Program based on prescreened applicants that meet all eligibility criteria above.

Activity 2011-7: Local Project Based Voucher Program

Description - HACC developed and implemented a local Project Based Voucher (PBV) Program to ensure that a greater number of quality units are available to low-income families throughout Champaign County. The local PBV Program includes the following components:

- Provision of Project based assistance at properties owned by HACC or an affiliate of the Authority that are not public housing.
- Establishment of a reasonable competitive process for project based housing assistance at units in which HACC or a related affiliate has no ownership interest that meet existing Housing Quality Standards or any standards developed by HACC pursuant to this MTW Agreement and that are owned by non-profit or for-profit entities.
- Adoption of alternate standards for determining the location of existing, newly constructed or substantially rehabilitated housing to receive subsidy in compliance with the requirements outlined in Attachment C of the MTW Agreement.
- Establishment of project based waiting lists and processing of all project based activities at the property by the respective property management company.
- Elimination of the automatic conversion to tenant based assistance after one year in the project based unit.

Update on Status of Activity - This activity is fully implemented and will be ongoing with modifications described below.

Changes or Modifications – In 2018, HACC will clarify and/or modify this activity as follows:

- a. Project Based Vouchers will be limited to new construction projects or projects that are undergoing substantial rehabilitation. No PBV's will be awarded to existing properties.
- b. HACC will not limit the number of vouchers to be project based in totality or to any individual project. Annually, HACC will identify the PBV's to be committed in its annual MTW Plan.
- c. HACC will commit Project Based Vouchers for units owned directly by HACC or an affiliate that is wholly controlled by HACC without the need for a competitive process if the project is included in the Annual MTW Plan as Affordable Housing Development.
- d. Competitive processes for award of PBV's to other owners will be through a process initiated by HACC or any other entity that requires an application process to award funding for the project. HACC may provide an up-front commitment of Project Based Vouchers contingent on the award of funding. This up-front commitment will not impact the subsequent award of Project Based Vouchers to the project post-funding even if used as a scoring advantage for the project.
- e. A commitment letter provided by HACC shall serve as the Agreement to Enter into a Housing Assistance Payments Contract (AHAP); no further documentation will be utilized until completion of rehabilitation or new construction. A local HAP contract inclusive of all HACC's MTW provisions will be executed upon acceptance of the units by HACC.
- f. Contract rents for Project Based Voucher units shall be limited to 120% of the MTW Local Payment Standard for the applicable PRESM (primary real estate submarket) in which the property is located. All rents shall be supported by an independent third-party market study whether owned directly or indirectly by HACC or another entity.

Activity 2012-1: Local Payment Standards

Description – Champaign County has a geographic area of 997 square miles consisting of the urban cities of Champaign and Urbana, the Village of Rantoul and various other small villages and towns. The diversity of HACC's jurisdiction results in real estate markets that demand rent schedules far beyond those of the HUD published Fair Market Rents.

Utilizing a third-party market research firm, HACC identified that Champaign County has nine (9) Primary Real Estate Sub-Markets. To facilitate administration of Local Payment Standards, HACC identified boundaries for each PRESM that include the entire Village, Town or Township in rural areas of the County and complete census tracts in the urban areas of the County. Using rent analysis data collected by the market research firm, HACC established a unique local payment standard schedule for each of the nine PRESMs. The Local Payment Standards are based on the median market rent by bedroom size within each corresponding PRESM. Each PRESM has two Local Payment Standard Schedules:

1. Schedule for structures that are single family homes, townhomes, duplexes or condominiums.
2. Schedule for structures that contain three or more apartment units.

The Local Payment Standard is the "net" rent and is the maximum rent that HACC will approve except at Project Based Properties. On an annual basis, HACC secures an updated market rent study and analysis and reviews the Local Payment Standards. If local market rents have changed (increased or decreased) by more than 5% in a given year, the corresponding payment standard schedule is adjusted accordingly.

Update on Status of Activity – This activity is fully implemented and will be ongoing with no changes or modifications.

Activity 2012-2: Acquisition without HUD Prior Approval

Description - To facilitate the development activities described, HACC will utilize its authorization to acquire sites without prior HUD approval and will certify that the HUD site selection requirements have been met.

Update on Status of Activity - This activity is fully implemented and will be ongoing with no changes or modifications. The following property is anticipated to be acquired in 2018:

- a. Village of Tolono – 3.21 acres
- b. Village of Fisher – 2.15 acres
- c. Village of St. Joseph – 4.24 acres with existing 14-unit building
- d. Town of Savoy – up to 4.52 acres
- e. City of Champaign – approximately 2.08 acres with 6,107 square foot office building

Activity 2012-3: Affordable Housing Development

Description - To facilitate development activities, HACC will utilize its authorization under the Second Amendment to the Amended and Restated Moving to Work Agreement (Amendment to Attachment D) to use Replacement Housing Factor Funds for Development under Option 3. HACC will also use Section 8 and Section 9 funds for development of additional affordable housing.

Update on Status of Activity - This activity is fully implemented and will be ongoing with no changes or modifications. The following developments are expected to be ongoing during 2018:

ONGOING DEVELOPMENT IN 2018	
PROJECT NAME	DESCRIPTION
Bristol Place Residences	Redevelopment of the Bristol Park neighborhood in partnership with the City of Champaign and a private developer. Consists of 90 total units: 60 single family homes and 15 duplex buildings. Received 9% Low Income Housing Tax Credit allocation in October 2017. Financial closing and construction start estimated for June 2018. Construction completion estimated for December 2019. HACC will provide up to \$2,000,000 in secondary financing along with 84 vouchers. HACC will be member of General Partner and have a first right of refusal agreement.
Haven at Market Place (Champaign)	RAD transfer of assistance for Skelton Place public housing community. Total of 98 elderly designated units in 3-story building and 24 flats for individuals with special needs. Tax exempt bonds to be issued by the Eastern Illinois Economic Development Authority with 4% LIHTC and FHA221(d)4 mortgage. HACC will serve as Managing GP and property manager. Financial closing and construction start estimated for June 2018. Construction completion estimated for December 2019.

ONGOING DEVELOPMENT IN 2018	
PROJECT NAME	DESCRIPTION
Abbey at Kickapoo Trail (St. Joseph)	Acquisition and rehabilitation of existing 14-unit building in the Village of St. Joseph. HACC currently has a purchase contract on this property and is working with the Village to transfer the existing special use permit.
Jardin of Savoy (Savoy)	These three sites are vacant site currently under purchase contracts. HACC will acquire these sites for new construction of senior units under a single financing transaction. Savoy is currently zoned appropriately; Tolono and Fisher have rezoning applications pending. These sites represent HACC's continued effort to serve the smaller rural communities of the county.
Harbor at Depot Crossing (Tolono)	
Vista at Sangamon Trail (Fisher)	

Activity 2015-1: Emergency Family Shelter Program

Description - The Emergency Family Shelter Program provides temporary shelter and intensive case management services for homeless families with dependent children. Families are eligible to stay in a shelter unit for a temporary period of 30 days with extensions up to 45 days. Families must agree to participate in case management services to remain in the shelter.

The Emergency Family Shelter Program is located at Maple Park Manor; a property consisting of two buildings of 12 units: 2 one-bedroom units and 10 two-bedroom units. Of the 24 units, 1 unit is an office to deliver case management services; 8 units are temporary emergency shelter; and the remaining 15 units are Permanent Supportive Housing for homeless families.

Under a three-way Memorandum of Agreement, the Champaign County Continuum of Care is responsible for administration and oversight of all program policies and procedures for the eight shelter units including furnishings, housekeeping and preparing units for re-occupancy. United Way funds intensive case management services and manages the Case Management Services Contract with Regional Planning. HACC is responsible for property management and building maintenance services for all units in the property. HACC provides Project Based Vouchers for the 15 transitional units and an operating subsidy to support the 8 Emergency Shelter Units. The operating subsidy is equal to the actual per unit operating costs.

Upon successful completion of one year of compliance with Case Management Services and residing in a Permanent Supportive Housing unit, families will be eligible to request conversion of project based assistance to a tenant based voucher. Case Management staff will assist the families in locating alternate housing with the tenant based voucher. This turnover will provide for the availability of a Permanent Supportive Housing unit to another family in the Emergency Shelter Program.

Update on Status of Activity - This activity is fully implemented and will be ongoing with modifications described below.

Changes or Modifications – In 2018, HACC will clarify and/or modify this activity as follows:

- a. Families residing in the Shelter units will transfer to the Transitional Housing units or may be eligible to receive a tenant-based voucher to locate alternate housing when determined by the Case Management Staff.
- b. Families in the Transitional Housing units shall be eligible to receive a tenant based voucher to locate alternate housing when determined by the Case Management Staff but may not remain in the Transitional Housing unit beyond 12 months.
- c. Case Management Staff will assist the families in locating alternate housing with the tenant based voucher. This turnover will provide for the availability of a Transitional Housing unit to another family in the Emergency Shelter Program.
- d. Families receiving a tenant based voucher will be exempt from the MTW Local Self-Sufficiency requirements for one year. Upon the first anniversary of the lease agreement under the tenant based voucher, families must be compliant with MTW LSS requirements.

ACTIVITIES NOT YET IMPLEMENTED

HACC has no MTW Activities that have not yet been implemented.

ACTIVITIES ON HOLD

HACC has no MTW Activities on hold.

ACTIVITIES CLOSED OUT

The following activities have been closed out.

Activity 2011-1: Local Investment Policies

This activity was approved in the 2011 Plan and was closed out in 2017 due to the conversion of the Public Housing portfolio under RAD and changes in HUD's cash management policies for the Voucher/MTW Block Grant Funding.

An MTW activity is no longer needed as funds generated from affiliated owned properties (RAD and others) are not federal funds and HACC can invest these funds pursuant to State regulation. HUD now retains the previous MTW Block Grant funds in a HUD held-reserve resulting in minimal cash available to invest at the local level.

Activity 2013-1: Rightsizing Vouchers

This activity was approved in the 2013 Plan and was closed out in 2016. This was a one time activity that was fully implemented over a three year period. All existing participants were right-sized during the implementation period and all newly admitted participants may only lease a right sized unit. Therefore, this activity is no longer necessary.

Activity 2014-1: Local Inspection Standards

This activity was approved in the 2014 Plan and modified in the 2015 Plan; however, it was never implemented. The activity was closed out in 2016.

The intent of the Local Inspections Standards was to utilize local building codes for inspection of Housing Choice Voucher units. Champaign County has three major municipalities and each has a distinct building maintenance code.

In development of this activity, HACC had anticipated that the local building inspectors would perform the inspections in their corresponding jurisdiction. After further analysis local building code inspectors were not cost effective. Additional analysis demonstrated that having HACC inspections staff utilize four different inspections standards proved an administrative burden. Therefore, it was determined that it was best to close out this activity as it would not meet any of the statutory objectives under the MTW Program.

HACC will continue to utilize the Federal Housing Quality Standards (HQS) for the Housing Choice Voucher Program and will conduct biennial inspections; initial move in inspections; and, complaint inspections. HACC will contract with a third-party inspection firm to conduct all inspections of any units owned directly or indirectly by HACC or an affiliate.

SECTION V – SOURCES AND USES

Sources and Uses - The charts below provide the estimates of the sources and uses of funds for the 2018 fiscal year to support the activities outlined in this plan.

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report		
Attachment B		
Sources and Uses of Funds		
Annual MTW Plan		
V.1.Plan.Sources and Uses of MTW Funds		
A. MTW Plan: Sources and Uses of MTW Funds		
Estimated Sources of MTW Funding for the Fiscal Year		
Sources		
FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	235,768
70600	HUD PHA Operating Grants	15,219,179
70610	Capital Grants	171,444
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	-
71100+72000	Interest Income	5,000
71600	Gain or Loss on Sale of Capital Assets	-
71200+71300+71310+71400+71500	Other Income	4,800
70000	Total Revenue	15,636,191

Estimated Uses of MTW Funding for the Fiscal Year		
PHAs shall provide the estimated uses and amounts of MTW spending by FDS line item.		
Uses		
FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	1,976,543
91300+91310+92000	Management Fee Expense	477,207
91810	Allocated Overhead	-
92500 (92100+92200+92300+92400)	Total Tenant Services	2,261
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	95,694
93500+93700	Labor	-
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	344,297
95000 (95100+95200+95300+95500)	Total Protective Services	-
96100 (96110+96120+96130+96140)	Total Insurance Premiums	92,879
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	268,279
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	-
97100+97200	Total Extraordinary Maintenance	-
97300+97350	Housing Assistance Payments + HAP Portability-In	11,957,872
97400	Depreciation Expense	214,560
97500+97600+97700+97800	All Other Expenses	139,096
90000	Total Expenses	15,568,688
Describe the Activities that Will Use Only MTW Single Fund Flexibility		
There are no activities that will use only the MTW Single Fund Flexibility.		

Asset Management – HACC does not use a local asset management plan.

V.2.Plan.Local Asset Management Plan	
B. MTW Plan: Local Asset Management Plan	
Is the PHA allocating costs within statute?	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text" value="Yes"/> or <input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>
Is the PHA implementing a local asset management plan (LAMP)?	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> or <input style="width: 40px; height: 20px; border: 1px solid black;" type="text" value="No"/>
<p>If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.</p>	
Has the PHA provided a LAMP in the appendix?	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/> or <input style="width: 40px; height: 20px; border: 1px solid black;" type="text" value="No"/>

SECTION VI – ADMINISTRATIVE

A. CERTIFICATION OF COMPLIANCE

Attached on the following page is the HUD50900 Certification of Compliance and corresponding Board Resolution.

B. PUBLIC REVIEW AND PUBLIC HEARING

The chart below highlights the beginning and end dates when the Amendment to the Year 8 Annual MTW Plan was made available to the public for review, the dates and locations of public hearings and total numbers of attendees. The Resident Advisory Board is inactive so a meeting was held for all residents at Steer Place.

EVENT	DATE
Annual Plan available for Public Comment	September 11, 2017
Ending Date Annual Plan available for Public Comment	October 11, 2017
Public Hearings (2:00 PM and 6:00 PM at HACC Office)	September 29, 2017
Number of Attendees at Public Hearing	3
RAB Meeting (Steer Place)	October 24, 2017
Number of Attendees at RAD Meeting	52
Date of Board Approval	October 26, 2017

C. UNIVERSITY OF ILLINOIS ANNUAL MTW EVALUATION

Following the Board Resolution is the University of Illinois' plan to continue to the MTW Evaluation for the 2018 calendar year.

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

Certifications of Compliance

Annual Moving to Work Plan
Certifications of Compliance

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

Certifications of Compliance with Regulations:
Board Resolution to Accompany the Annual Moving to Work Plan*

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning January 1, 2018, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
6. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
7. The PHA will affirmatively further fair housing by examining its programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of Champaign County
PHA Name

IL006
PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Rev. Larry E. Lewis
Name of Authorized Official

Chairman
Title

Signature

October 26, 2017
Date

*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.

Resolution 2017-29: Approval of the Year 8 Annual MTW Plan

RESOLUTION 2017-29

WHEREAS, pursuant to the Moving to Work Agreement executed between the Housing Authority of Champaign County and HUD on October 17, 2010 requires the Authority to prepare and submit for approval an annual MTW Plan; and,

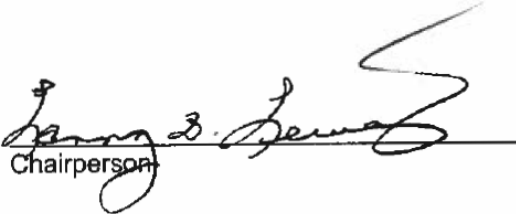
WHEREAS, the HACC prepared the 2018 MTW Plan; issued a public advertisement on September 11, 2017 to solicit comments on the Plan; posted said plan for public review as of the same date; and conducted two public hearings on said Plan on September 29, 2017; and,

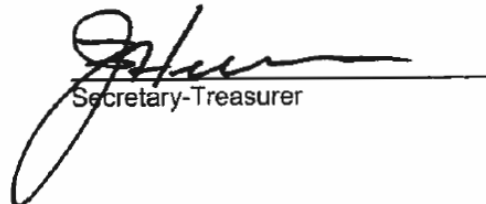
WHEREAS, no comments were received on the 2018 MTW Plan; and,

WHEREAS, HACC has complied with all provisions outlined in the HUD Certification of Compliance with Regulations (HUD Form 50900) for the Annual Moving to Work Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of Champaign County hereby approves the 2018 Annual MTW Plan in the format attached hereto and authorizes the Chairman of the Board to execute the Certification of Compliance with Regulations (HUD Form 50900).

Dated this 26th day of October, 2017


Chairperson


Secretary-Treasurer

Introduction

This report describes the University of Illinois at Urbana-Champaign (UIUC) Moving to Work (MTW) evaluation activities planned for the Housing Authority of Champaign County (HACC) during Year 8, January 1 – December 31, 2018. This will be the seventh year of data collection.

Evaluation Overview

The evaluation purpose remains the same as in previous years, which is, to measure the impact on households participating in the HACC MTW program, especially in terms of their family self-sufficiency measured by variables such as income, employment, hours worked, attainment of educational and job skills goals, and other variables related to family self-sufficiency. The evaluation is designed to quantitatively measure these potential impacts as well as identify factors that might be related to non-attainment of the program's self-sufficiency goals. Such factors may include difficulties with access to childcare, limited job opportunities, and personal-level factors such as undiagnosed mental health issues or other barriers participants may face.

To measure the program impact on participants we will continue to utilize four sources of information: Qualitative interviews using an in-depth key informant interviewing approach with MTW participants, HACC waitlist participants, and non-MTW comparison group participants providing information on the program participants' perspectives on topics such as self-sufficiency, work, stress, housing and neighborhood issues, education and job skills, overall quality of life and family issues. Over time, it may be possible to observe a change in participants' attitudes and practices related to self-sufficiency as a result of the MTW program.

Quantitative social surveys we have fielded with MTW participants, HACC waitlist participants, and with non-MTW comparison group participants with question domains about education, housing choices, employment history, current work situation, family structure, social support, food security, health care access, and physical and mental health status. These data allow assessing program impact on outcomes that are not collected in the administrative data such as the number of hours worked, educational attainments, physical and mental health status, social capital, and food security.

Administrative data available from HACC and a comparison PHA. With these data, we will conduct a long-term impact assessment of central activities that the HACC has implemented under the MTW demonstration by comparing the change in outcomes of interest between the HACC and a comparison PHA over time. In addition, we will examine how the change in work requirements influences recipients' economic behaviors (employment status and earnings), household composition, and residential mobility and characteristics (poverty and minority).

HACC's Mandatory Local Self-Sufficiency (LSS) Program, or, 'Treatment Plan' data for each household member required to participate in the Mandatory LSS Program to describe and measure accomplishment of goals.

Year 7 Data Collection and Analyses

Beginning January, 2018, our evaluation enters the seventh year of data collection and analyses.

Qualitative Key Informant Interviews

It has been our intent to interview key informant housing participants or waitlist participants every other year, or, at least a couple of times over the course of the evaluation. Therefore, during baseline year 1 data collection in 2012, we interviewed 25 HACC program participants and 24 non-MTW program participants.

During the second year of data collection in 2013 we conducted an additional 17 baseline interviews with HACC waitlist participants.

In our March 29, 2013 progress report to HACC, we prepared a descriptive analysis of core themes surrounding the phenomenon of self-sufficiency of half (50%) of the current program participants of the HACC who completed qualitative key informant interviews. Our most salient questions pertained to housing quality, employment, and how people described self-sufficiency.

In 2014, our third year of data collection, we re-interviewed 12 HACC and 13 non-MTW comparison group key informants.

In our March 12, 2014 progress report to HACC we reported that we examined the balance, or about 50%, of HACC qualitative key informant interviews conducted the initial year of data collection, for different themes contributing to self-sufficiency, for example, perspectives on family structure growing up, physical and mental health, and social support networks, and how these domains contributed to resilience in the context of people who live in subsidized housing.

In 2015, year 4 data collection, we re-interviewed three HACC waitlist participants.

Also in 2015 we began analysis of baseline non-MTW comparison group key informant interviews for key themes surrounding self-sufficiency, for example, housing, landlord relations, employment and educational experiences, health, family structure, child care, neighbors, social support, financial goals and situations, and food security. Through our preliminary analysis, we learned the main reasons why families choose to live in the comparison group city, for example, families were born and raised in this city, they value extended family who also live in this city, they have friendship social networks in this city, or, for them, this city has a better cost of living compared to some larger cities.

In 2016, the fifth year of data collection, we conducted third key informant interviews with eight HACC participants and four non-MTW comparison housing authority participants.

In 2016 we also conducted a preliminary analysis of three of the eight HACC interviews and reported last year that two participants described success toward a path to self-sufficiency. Particularly, these housing participants increased or attained educational goals, maintained or increased employment and income, maintained stability in housing and family structure, exhibited high maternal self-esteem, increased financial knowledge and engagement with financial institutions, reduced barriers such as having childcare and transportation, displayed positive mental health and emotions, and had social support networks that were stable and

provided social leverage. Unfortunately, one housing participant continued to struggle with unstable employment, stagnation in skills and education, and serious mental illness. In addition, we began analysis of two of the four non-MTW comparison housing participants.

In 2017, the sixth year of data collection, we continued data analysis of two non-MTW housing participants and then compared the longitudinal findings between the three HACC and the two non-MTW participants. As we reported to HACC in March of 2017, findings suggested that while basic needs were met at both MTW and non-MTW housing authorities through housing assistance and self-reported food security, there were differences in discourse concerning housing assistance requirements, housing satisfaction, employment, education, personal goals, motivation, social support, and financial situation. However, key informants across housing authorities also spoke similarly about physical and mental health challenges, goals for children, children's school experiences, children's health, neighbors, and spirituality. These findings were also presented at the 2017 MTW Conference in April in Washington, DC.

In 2018, year 7 data collection, we plan to conduct fourth key informant interviews with HACC and non-MTW comparison housing authority participants, interested in longitudinal changes over time and whether gains toward self-sufficiency have been maintained. In addition, we plan to replenish our key informant interview pool by conducting initial interviews with housing participants that are new to HACC and the non-MTW comparison housing authority. As well, we plan to continue analysis of completed interviews.

Quantitative Housing & Self-Sufficiency Social Surveys

During baseline year 1, 308 HACC program participants and 162 non-MTW comparison group program participants completed a social survey, totaling 470 surveys.

In year 2, 215 HACC and 112 non-MTW comparison group participants who completed a social survey in year 1, completed a survey. In addition, 142 HACC and 14 non-MTW comparison group new participants were added totaling 483 surveys completed during year 2.

In year 3, 283 HACC program participants and 100 non-MTW comparison group participants who completed a survey during baseline year 1 or year 2, completed a survey, totaling 383 surveys. In addition, 45 new HACC program participants and 22 new non-MTW comparison group participants completed a survey, totaling 450 Surveys.

In year 4, with a new data collection protocol beginning in the second quarter of the year, 181 HACC program or waitlist participants and 21 non-MTW comparison group participants who completed a survey during year 1, 2 or 3, completed a survey, totaling 202 surveys. And, 214 new HACC program participants and 70 new non-MTW comparison group participants completed a survey totaling 486 surveys.

In year 5, 309 HACC program or waitlist participants and 58 non-MTW comparison group participants who previously completed a survey, completed a survey, totaling 367 surveys. In addition, 243 new HACC program participants and 186 new non-MTW comparison group participants completed a survey totaling 796 surveys. This was the largest amount of surveys collected during one year. We surmise the change of protocol to the survey initiating from the housing authorities as successful in increasing response. Also in year 5 we included new HACC projects at Providence at Sycamore Hills and Providence at Thornberry in our data collection. Unfortunately, the response from the new project-based units has been poor and we do not expect this response to change in the coming year. In year 6, to-date, we have collected about 398 HACC and 153 non-MTW comparison group surveys, reflecting a similar data collection trend as last year, and on target to realize about 800 surveys completed.

We plan to analyze 2017 social survey data for outcome comparison and inclusion in the 2017 Annual Report to be submitted in March of 2018.

Treatment Plan Data Analysis

In the spring of 2014 we began receiving HACC treatment plan data for the adult, head of household, and have prepared a baseline analysis from which to make future comparisons with regard to adherence and successful completion of plans and how this relates to education and employment outcomes.

Specifically, in 2012-2013, with 481 observations, most, or 47.4% represent plans for employment, 36.1% represent education or job training plans, and 16.4% represent 'other'. As well, the treatment plan data identifies the number of heads of households who are compliant or non-compliant.

As of the end of July 2015, the HACC transferred its treatment plan data from the Tracking- At-A-Glance software system to their Win Ten 2+ system. We requested, and received, from the HACC information about any different variables used in Win Ten 2+ vs. Tracking-At-A- Glance. We submitted new variable information to our internal Institutional Review Board (IRB) and were approved in February 2016 to receive these additional data fields, and receive the latest treatment plan data for analysis. In July 2016, HACC informed us that their system migration would take place August 4, 2016.

On December 8, 2016 we began receiving LSS data from the new Win Ten 2+ system and continued receiving LSS case notes from LSS case managers through February, 2017. Our research team met this past spring to determine our next steps in data analysis, which are, to organize the case note data, create a rubric for coding, code and then synthesize with text data from the Win Ten 2+ system.

Therefore, we have received the treatment plan data for head of households to understand how adherence and successful completion of plans result in positive changes on labor market outcomes and educational advancement. The data are in text format, reporting individual's self-sufficiency goal, compliance status of the local self-sufficiency program requirements, and incidence of hardship exemptions mainly due to physical or mental health status or other extenuating circumstances. This year we will codify the text data to explore whether program participants have achieved their self-sufficiency goals and how and the extent to which their progress in plan execution helps advance toward economic self-sufficiency. Additionally,

types of barriers that participants had on satisfying the self-sufficiency program requirements will be summarized.

Administrative and Survey Data Analysis

We have received administrative data from the HACC quarterly and from a comparison PHA annually. The data are 6 years (2012-2017) of longitudinal data, which contain extensive information on recipients' demographic, economic and locational information. With these data, we will conduct an impact assessment of central activities that the HACC has implemented under the MTW demonstration by comparing the change in outcomes of interest between the HACC and a comparison PHA over time. Evaluation emphasizes investigating a long-term impact of HACC's local self-sufficiency and local payment standard programs on economic self-sufficiency, household composition, and neighborhood characteristics.

Additionally, since this year is the sixth year of the local self-sufficiency program, the HACC serves groups of households with different work requirements based on years in the program. There are also households that previously participated in the LSS program but are now exempt due to being designated as elderly or disabled. Utilizing the variation in the work requirements, we will examine how such change in the work requirements influences recipients' economic behaviors (employment status, earnings, and number of hours worked); physical and mental health (depression, anxiety, and hopefulness); social capital; food security; and neighborhood characteristics (poverty and minority). Furthermore, the program impact induced from an exogenous change in work requirements from 20 hours to 25 hours weekly will be explored. Social survey data, collected in collaboration with the HACC, will be used to assess the impact of outcomes that are not collected in the administrative data.

Informing HACC and the Greater Community Our accomplishments this past year include:

- a. In March, 2017 we submitted our Annual Report for 2016 to the HACC and this was included in HACC's Annual Report to HUD.
- b. In April, 2017 we presented our evaluation findings to the staff at the non-MTW comparison housing authority.

- c. In April, 2017 we presented our evaluation findings at the MTW Conference in Washington, DC, informing federal housing policy initiatives.

Therefore, we anticipate continuing our reporting and presenting of our evaluation findings to HACC, MTW Conference attendees, HACC Board of Commissioners, the non-MTW comparison housing authority and to other housing association meetings as appropriate.

This evaluation plan was prepared by Paul E. McNamara, Ph.D., principal investigator, Han Bum Lee, Ph.D., research associate and Cathy Strick, MSW, visiting research coordinator on August 15, 2017.

EXHIBIT A
HOUSING AUTHORITY OF CHAMPAIGN COUNTY
MOVING TO WORK HARDSHIP CRITERIA

Temporary Waiver

The Housing Authority of Champaign County has established various rent reform initiatives under the Moving to Work Program. However, if a family requests a hardship under any of the rent reform initiatives, HACC will allow for a temporary waiver based on documented hardship.

Hardship

Families will be required to request a hardship in writing and each case will be evaluated on a case by case basis. A hardship will be considered under any of the following circumstances:

1. When a family member has lost eligibility for or is waiting for an eligibility determination for a federal, state or local assistance program for which they have not previously been denied. If they were previously denied; and, the assistance program permits an appeal process; and, the family member filed the appeal within 60 days from the date of the initial denial, the family may request additional hardship until the appeal decision has been rendered.
2. When total household income has decreased by more than 20% because of changed circumstances, including loss of employment, through no fault of the family member.
3. When a death has occurred of an approved member of the assisted household.
4. When a household member engaged in an educational program leading to a degree is enrolled in less than full-time course work due to limited learning capacity as certified by the educational institution. To be eligible under this category the individual must be enrolled in a minimum of 50% of full time course work and must continuously successfully complete the course work in which they are enrolled.
5. When a household member is unable to work on a temporary basis due to medical reasons as documented by a third party medical professional. The medical verification must clearly state that the individual is unable to perform any form of work for a limited period of time not to exceed 8 months.
6. When the head of household is engaged in the first year of a GED program if they can demonstrate that they are actively engaged in the GED classes at the maximum number of hours permissible under the program.

Households requesting a hardship under the criteria above, must complete a hardship request form and submit it to their assigned Local Self-Sufficiency Counselor with all supporting documentation. Hardship requests will be reviewed and determined based only on third party documentation.

Hardship Approval

If the hardship request is approved, the rent reform initiative will be suspended effective the first of the month following the month in which all documentation of the hardship request was received by HACC.

If the rent reform is related to the amount of tenant rent and the household member to which the hardship condition applies is the sole head of household and there is no other household income, the tenant rent shall be reduced to the amount of minimum rent for the applicable bedroom size for a period of 90 days.

No Hardship

If HACC determines there is no qualifying hardship, the rent reform will be applied. If the rent reform was applicable to the amount of tenant rent, the family shall be responsible for payment of the applicable tenant rent amount, including back payment of any rent owed during the suspension period.

Waiver Time Limit

If an approved hardship condition continues beyond the initial 90-day period, the head of household must provide updated documentation of the circumstances for each 90-day extension period.

Hardship waivers will be granted in 90-day increments for a maximum of 4 consecutive increments. If a family does not meet all exempt criteria under the Local Self-Sufficiency program, the maximum number of hardship increments over the 8-year term limit period is ten, 90-day increments.

Repayment of Tenant Rent

If the approved hardship impacted the tenant rent and the family is unable to pay the minimum rent by bedroom size because there is no household income, rental payment will be suspended while an approved hardship remains in place. At the end of the rent suspension period, the applicable rent will be imposed retroactively to the time of suspension and HACC will allow the family to enter into a repayment agreement for any rent not paid during the suspension period.

MOVING TO WORK HARDSHIP REQUEST

A family may request a hardship for various Moving to Work requirements as described on the attached Hardship Criteria. To request a hardship, complete the information below and attach all required third party documentation as described on the attached Hardship Criteria.

NAME OF HOH:_____

ADDRESS:_____CITY:_____ZIP:_____

E-MAIL ADDRESS:_____PHONE:_____

Please check which Moving to Work activity for which you are requesting a hardship.

☐ Rent reform and amount of rent you pay.

☐ Local self-sufficiency requirements.

Reason for Hardship:

☐ I or a family member has lost eligibility for or is waiting for an eligibility determination for an assistance program for which they have not previously been denied.

☐ My total household income has decreased by more than 20% because of changed circumstances, including loss of employment, through no fault of the anyone in my family.

☐ A death has occurred of a household member on my lease.

☐ I or a member of my household cannot attend school full-time because the school which they attend determined it will be too hard for them to take full-time classes.

☐ I or a member of my household is unable to work on a temporary basis due to medical reasons

☐ I am engaged in the first year of a GED program.

SIGNATURE: _____ DATE:_____

If the hardship is not for the head of household, please identify below the member of your household to whom this hardship applies.

NAME OF MEMBER _____ AGE::_____