



# MOVING TO WORK

ANNUAL PLAN 2023  
January 1, 2023 – December 31, 2023

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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.
- ✚ 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.

The following FY2023 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*



The Housing Authority of Champaign County provides affordable housing for the low- and moderate-income residents of our communities through the Low-Income Housing Tax Credit Program, Project Based Vouchers and Tenant Based Housing Choice Vouchers. Our housing delivery model is based 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 2023 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.

### **2023 Objectives**

- a. Complete implementation of an electronic tenant portal to facilitate rent payment and reporting of changes in household composition and income.
- b. Implement mandatory on-line rent payment for all properties managed by HACC.
- c. Transition to a Comprehensive Software System that will increase efficiency and effectiveness with workflow.

**Goal 2 - Self-Sufficiency** - Provide 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. Build on the existing MTW Local Self-Sufficiency (LSS) Activity by developing an incentive for individuals and families with a low HAP to voluntarily forfeit their voucher.
- b. Increase incentives earned by participants in the SHIFT Program to encourage households to work towards higher paying jobs or self-employment jobs through entrepreneurial endeavors and/or workforce development and training.
- c. Increase post-secondary educational opportunities through implementation of YouthBuild, the SHIFT Program, and the Small Business Opportunity Program and Workforce Development Center.



**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. Expand the Community Improvement and Support Initiative activity to include Sponsor Based Vouchers for family-centered organizations partnering with HACC to meet service need of housing insecure, low-income families.
- b. Provide incentives to landlords to increase available housing, especially in high opportunity areas.
- c. Expand the local home-ownership program to include the provision of a Housing Counseling program intended to divert homelessness and provide counseling on seeking, financing, maintaining, renting, or owning a home. Expand the second mortgage program to include participants of the MTW SHIFT program.

**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 2023 will continue to be guided by the following principles:

- 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 chronically mentally ill and developmentally disabled individuals; taking special consideration to those who are exiting the Illinois criminal justice system; homeless or transient youth; and homeless individuals and families.

***“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 program is a condition of eligibility for new admissions and a condition of continued occupancy for existing residents and participants.
- **Adult Requirements** - All abled bodied heads of household, co-heads and spouses ages 19 through 54 are required to actively pursue activities to achieve economic self-sufficiency with a goal of employment meeting the annual earned income for the year of participation. All able-bodied adult household members ages 19-24 must be enrolled in school full-time or meet the annual earned income for year one of the corresponding calendar year.
- **Term Limit** – A maximum term limit of 8 years for all households whose head is an able-bodied individual age 18 through 54.
- **Job Retention** – In 2021, HACC will continue to direct resources to job retention.
- **Goal-Based Financial Incentive** - In 2023, HACC will continue implementation of a goal-based financial incentive to be paid to individuals enrolled in the SHIFT Program that remain LSS compliant and meet certain benchmarks of self-sufficiency to be paid upon expiration of the maximum term limit or completion of the Contract of Participation.
- **LSS SHIFT Program** – In 2023, HACC will continue the “SHIFT Program” to encourage compliant LSS households to develop additional skills that will lead to higher paying jobs or self-employment through entrepreneurial efforts.

***“...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

## A. *Housing Stock Information*

### *Planned New Public Housing Units*

The Housing Authority of Champaign County will not add any new public housing units during the Plan 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										
<table border="1"> <thead> <tr> <th>PIC Dev. #/AMP and PIC Dev. Name</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>	PIC Dev. #/AMP and PIC Dev. Name			<table border="1"> <thead> <tr> <th>Number of Units to be Removed</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table>	Number of Units to be Removed			<table border="1"> <thead> <tr> <th>Explanation for Removal</th> </tr> </thead> <tbody> <tr> <td>All Public Housing Units were removed in 2018.</td> </tr> </tbody> </table>	Explanation for Removal	All Public Housing Units were removed in 2018.
PIC Dev. #/AMP and PIC Dev. Name										
Number of Units to be Removed										
Explanation for Removal										
All Public Housing Units were removed in 2018.										
Total Number of Units to be Removed		0								

### *Planned Public Housing Units to be Removed*

The Housing Authority of Champaign County has removed all public housing units from its inventory as of December 2018.

### *Planned New Project Based Vouchers*

The Housing Authority of Champaign County does not have any plans for new Project Based Vouchers in 2023.

## *Existing Project Based Vouchers*

Picture 1 – Pinewood Place

Units outside Champaign County will be part of HACC’s Annual Contributions Contract and HACC will utilize its MTW Authority to administer the PBV’s in these locations. If there is an existing Housing Authority, HACC will execute a Letter of Agreement with the Local Housing Authority.



Under the Illinois Housing Authority Act, if there is no Housing Authority and a municipality has a population of less than 25,000, then another Housing Authority can administer vouchers. The Menard County Housing Authority has historically administered vouchers in downstate areas that do not have a Housing Authority. Thus, HACC will secure an Agreement with Menard to administer the MTW Project Based Vouchers for Newton and Robinson.

Ladd is located in Bureau County which does have a Housing Authority. Bureau has a small voucher program but has advised HACC that they do not have the capacity to administer PBV’s and agree to allow HACC to administer the PBV’s for this project. We have secured an Agreement with Bureau to administer the MTW Project Based Vouchers for Ladd.

Main Street Lofts is located in the City of West Chicago, in DuPage County. HACC has already secured an Agreement with DuPage County Housing Authority to administer the PBV’s for this project.

The following chart identifies all Planned and Existing Project Based Vouchers to be committed, under construction and/or leased during the Plan Year.

PROPERTY NAME	VOUCHERS TO BE PROJECT BASED	PLANNED STATUS AT END OF PLAN YEAR	RAD	DESCRIPTION OF PROJECT
Main Street Lofts	12	Leased	No	Main Street Lofts is a 24-unit Permanent Supportive Housing project for individuals with special needs located in West Chicago, Illinois. HACC entered into an Agreement with the DuPage County Housing Authority to administer Project Based Vouchers for this project.
Ladd Senior Housing	11	Leased	No	Ladd Senior Housing is a 40-unit senior project located in the town of Ladd and is part of HACC's commitment to provide affordable housing in underserved rural communities. A 9% LIHTC was awarded in 2019 for this project.
Sugar Creek Crossing	11	Leased	No	Sugar Creek Crossing is a 43-unit senior housing project in the town of Robinson. Also, a part of HACC's commitment to provide affordable housing for seniors in underserved rural area, a 9% LIHTC application was awarded in 2019.
Williams Street Townhomes	8	Leased	No	Williams Street Townhomes is a 32-unit project located in Dwight, Illinois and is part of HACC's commitment to provide affordable housing for families. The property features 1, 2, and 3-bedroom units.
Newton Senior Housing	9	Leased	No	This is a 35-unit senior housing project in the town of Newton. It too is a project that will assist in HACC's commitment to provide affordable housing in underserved rural areas. A 9% LIHTC application was awarded in 2019.
Pinewood Place	24	Leased	No	Pinewood Place is a 24-unit project located in the City of Urbana that will serve individuals with special needs. The project was financed with a Supportive Housing Grant from the Illinois Housing Development Authority and MTW Block Grant funds. Construction commenced in quarter 4 of 2020.
The Haven at Market Place	84	Leased	Yes	The Haven at Market Place is a 122-unit project located in the City of Champaign. The project consists of 98 senior units in a three-story elevator building and 24 special needs units in two, 12-unit buildings. Eighty-four (84) of the units are RAD units; thirty-six (36) units are MTW Project Based Vouchers and there are two (2) market rate units at the project. The project was financed with tax exempt bonds and 4% LIHTC equity along with HACC sales proceeds from Skelton Place and MTW Block grant funds. Construction will be completed in the fourth quarter of 2020 and leasing is set to begin in early 2021.
	36		No	
Oak Field Place	10	Leased	No	Oak Field Place is a 30-unit senior project located in Henry, Illinois and is part of HACC's commitment to provide affordable housing in underserved rural areas of central Illinois.

PROPERTY NAME	VOUCHERS TO BE PROJECT BASED	PLANNED STATUS AT END OF PLAN YEAR	RAD	DESCRIPTION OF PROJECT
Bristol Place Residences	84	Leased	No	Bristol Place is a 90-unit townhome and single-family new construction project located in the City of Champaign and developed under and Intergovernmental Agreement with the City of Champaign. This is the first of two projects that will comprise the overall redevelopment of the Bristol neighborhood.
Oakwood Trace	46	Leased	No	Oakwood Trace is a 50-unit community developed under the LIHTC program in 2001.
Hamilton On the Park	36	Leased	No	Hamilton on the Park is a 36-unit community developed under the 9% LIHTC Program. Hamilton was a replacement project for the former Dorsey Homes Public Housing Community demolished under a Section 18 approval.
Douglas Square	20	Leased	No	Douglas Square is a 70-unit project also developed under the 9% LIHTC program. This community was built on the site of a former Public Housing community demolished under a HOPE VI demolition only program.
Providence at Sycamore	83	Leased	No	Providence at Sycamore is an 83-unit community developed under tax exempt bond and 4% LIHTC program. Sycamore was a replacement project for the former Dunbar Homes Public Housing Community demolished under a Section 18 approval.
Providence at Thornberry	143	Leased	No	Providence at Thornberry is a 143-unit community developed under tax exempt bond and 4% LIHTC program.
Highland Green	33	Leased	No	Highland Green is a 70-unit project also developed under the 9% LIHTC program.
Manor at Prairie Crossing	18	Leased	No	Manor at Prairie Crossing is an 18-unit senior community in the Village of Mahomet.
Maple Grove Manor	15	Leased	No	Maple grove Manor is a 24-unit community developed under a Permanent Supportive Housing Program and provides transitional housing for homeless families with children. Of the total units, 15 have MTW Project Based Vouchers.
Washington Square	104	Leased	Yes	Washington Square is a former Public Housing Community converted to PBV under the RAD Program.
Columbia Place	16	Leased	Yes	Columbia Place is a former Public Housing Community converted to PBV under the RAD Program.
Hayes Homes	6	Leased	Yes	Hayes Homes is a former Public Housing Community converted to PBV under the RAD Program.

PROPERTY NAME	VOUCHERS TO BE PROJECT BASED	PLANNED STATUS AT END OF PLAN YEAR	RAD	DESCRIPTION OF PROJECT
Steer Place	108	Leased	Yes	Steer Place is a former Public Housing Community converted to PBV under the RAD Program.
Youman Place	20	Leased	Yes	Youman Place is a former Public Housing Community converted to PBV under the RAD Program.
	<b>937</b>	<b>Leased Total Project-Based Vouchers</b>		

### ***Planned Other Changes to the MTW Housing Stock Anticipated During the Plan Year***

Other housing changes planned for 2023 includes the repurposing of the 16 Single Family Scattered Site Homes. These units were removed from the Public Housing portfolio on December 20, 2018, through the “de minimis” authority under the Rental Assistance Demonstration (RAD) Program. Two of these homes were acquired at Fair Market Value and demolished by the City of Champaign; and the remaining 14 units will be repurposed as follows.

- 2 units were used for MTW Activity 2020-2, Sponsor Based Voucher Program for the reentry transitional housing programs. In 2023 a third unit will be added for use by the program.
- 1 unit is being used as a rental home for the Carle Foundation Hospital *New Beginnings Program*.
- 2 units were auctioned at the 2019 Annual Gala to raise funds for the HACC Scholarship Program which provides educational scholarships to HACC MTW program participants.
- 2 units have been repurposed for transitional housing for YouthBuild.
- 2 units were renovated in 2022 and have been repurposed for the Provisional Homeownership Program.
- In 2023, the remaining 4 units will be renovated and repurposed to provide additional transitional housing for justice-involved individuals leaving the Illinois Department of Corrections.

## ***B. LEASING INFORMATION***

### ***Planned Number of Households Served***

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	1,854	22,248
Federal RAD Voucher Units to be Utilized	338	4,056
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based Assistance Programs**	8	96
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Tenant-Based Assistance Programs**	0	0
<b>Total Households Projected to be Served</b>	<b>2,200</b>	<b>26,400</b>

The noticeable shift in the baseline of total households projected to be served under MTW is due to the increase in housing developments that serve seniors and individuals with special needs. However, moving forward, HACC will adopt a preference to provide vouchers for families with children in order to better meet our baseline.

Additionally, HACC has implemented a new activity, Landlord Incentives, to help increase its overall HCV utilization.

***Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing***

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.
Housing Choice Voucher Tenant Based	High demand for one-bedroom units and increased monthly rents that exceed our payment standards in certain areas
Housing Choice Voucher Project Based	No anticipated leasing problems.
Local Non-Traditional MTW Funded Property Based Assistance	No anticipated leasing problems.
Low Income Housing Tax Credit	No anticipated leasing problems.

Solutions related to Housing Choice Voucher Tenant Based leasing issues regarding the high demand for one-bedroom units is to modify the Rightsizing Voucher activity to allow families that only qualify for a one-bedroom voucher to have the option to lease a two-bedroom unit within the payment standard for a one-bedroom unit within that same PRESM or to pay the difference in cost. Furthermore, HACC will use its MTW flexibility to raise the local payment standards from 110% to 120% in high opportunity areas to counteract the rising rental costs in the area.

***C. WAIT LIST INFORMATION***

***Waiting List Information Anticipated***

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	925	Partially	Yes
Federal MTW Housing Choice Voucher Program (Tenant Based)	Community-Wide	750	Closed	Yes
Federal MTW Housing Choice Voucher Program (Project Based)	Site-Based	4,300	Partially	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.**

The waiting list will be partially open for individuals ages 55 and over.

**Duplication Across Waiting Lists** – Over 50% of all applicants on the Tenant Based Waiting List are also on one or more of the Project Based Waiting Lists.

*Planned Changes to the Waiting List*

WAITING LIST NAME	DESCRIPTON OF PLANNED CHANGES TO WAITING LIST
Tenant Based Vouchers	No anticipated changes.
RAD Project Based Vouchers	No anticipated changes.
Project Based Vouchers	No anticipated changes.

# SECTION III – PROPOSED ACTIVITIES

HACC is proposing three new activities for the 2023 MTW Plan (Year 13).

## Activity 2023-01: Supportive Services

### DESCRIPTION OF PROPOSED MTW ACTIVITY

#### Background

Families experiencing homelessness, at risk of homelessness and fleeing or attempting to flee domestic violence, dating violence, stalking and sexual assault have increased exponentially since the start of the COVID-19 pandemic. HACC was a recipient of the Emergency Housing Vouchers and the ability to provide supportive services for the families was critical in their search and obtainment of safe, affordable housing. Having the opportunity to extend these services to all eligible families on the MTW voucher program will help to create more stability, resources and avenues towards self-sufficiency.

#### Description

HACC will provide supportive services to new admissions and current eligible households on HACC voucher programs to increase housing opportunities for its participants.

These supportive services will expand beyond the traditional case management services provided to participants. These case management services will continue and include, but are not limited to, help with obtaining and/or retaining employment and/or furthering their education through traditional and vocational training programs. In addition to these ongoing services, HACC will implement supportive services to assist participants in overcoming barriers in obtaining and sustaining their housing. As with providing these initial supportive services it provides participants a foundation for daily life and a successful future. HACC will implement the following supportive services on a case-by-case basis:

1. Housing Search Assistance: Assistance in searching for a unit to ensure the voucher is adequately utilized.
2. Utility Assistance: Assistance with paying past due utility bills that prevent tenants from turning on service in their new units.
3. Security Deposit: Assistance with paying the security deposit to secure the unit.
4. Critical Documents: Obtaining vital documents to complete the HCV eligibility application such as birth certificates, social security cards, etc.
5. Transportation Assistance: Travel assistance to get to appointments with landlords and/or social service resources.
6. Moving Costs: Assistance with securing help with moving such as a moving truck, packing essentials, storage, etc.
7. Furniture Search: Assistance in getting help with obtaining furniture for the unit to assist with daily living such as beds, tables, dresser, etc.
8. Application Fee Assistance: Help pay some or all of the application fees as required by landlords or property managers when applying for the unit.
9. Phone Minute Cards: Obtain phone cards to be able to call landlords, resources, and other means to secure housing.
10. Tenant Readiness: Assist with paying off debt or negative items on credit report to improve their chances of obtaining housing in high opportunity areas.

**Eligibility**– All new admissions and current participants of HACC’s MTW Voucher Programs are eligible to receive Supportive Services.

#### Statutory Goal Alignment

To meet its MTW statutory goal of “increasing housing choices for low-income families” HACC intends to utilize its MTW flexibility to develop the Supportive Services activity which will provide an opportunity for low-income individuals to overcome barriers in obtaining and sustaining housing through financial assistance, housing search assistance, case management and referrals to other

community agencies that provide similar programs.

### **IMPLEMENTATION PLAN**

Upon HUD approval of each MTW Activity, HACC develops a detailed Implementation Plan which details all operational policies and procedures of the corresponding MTW Activity. More specific operating details of this Activity will be outlined in the Program Implementation Plan.

### **ANTICIPATED IMPACT OF MTW ACTIVITY**

Access to Supportive Services offers tenant-based and property-based voucher holders the opportunity to overcome barriers to housing, create a stable living environment and receive access to additional resources that will assist them on their journey to self-sufficiency. Additionally, this activity will increase the number of housing choice options available for the participants.

### **COST IMPLICATIONS**

Supportive Services will be provided on a case-by-case basis for new admissions and participants of HACC voucher programs. Considering the needs for each family varies, we anticipate a cost of \$200,000 per year would be sufficient to meet the obligations of the program. Additionally, HACC will continue to seek grants and other funding to support the program as needed.

### **ANTICIPATED SCHEDULE**

The following chart provides the anticipated schedule for development and implementation of this activity.

Task	Estimated Completion Date
Approval of Program Policies and Procedures	3/1/2023
Adoption of Implementation Plan	5/1/2023
Effective Date of Implementation	6/1/2023

### **HUD STANDARD METRICS**

The following HUD Standard Metrics will apply to this activity. The baseline and benchmarks for these metrics are detailed below.

HUD STANDARD METRICS	
HC#7	Households Assisted by Services that Increase Housing Choice
SS#5	Households Assisted by Services that Increase Self-Sufficiency

## BASELINE AND BENCHMARKS

<b>HC#7: Households Assisted by Services that Increase Housing Choice</b>				
Unit of Measurement	Baseline	Benchmark	Outcome	Outcome Achieved?
Number of households receiving supportive services aimed to increase housing choice.	Households receiving supportive services prior to implementation of this activity.	Expected number of households receiving supportive services after implementation of the activity.	Actual number of households receiving supportive services after implementing the activity.	TBD
	0	200	TBD	
	Percentage of households receiving supportive services prior to implementation of this activity.	Expected percentage of households receiving supportive services after implementation of this activity.	Actual percentage of households receiving supportive services after implementing this activity.	TBD
	0%	80%	TBD	
<b>SS#5: Households Assisted by Services that Increase Self-Sufficiency</b>				
Unit of Measurement	Baseline	Benchmark	Outcome	Outcome Achieved?
Number of households receiving services aimed to increase self-sufficiency.	Households receiving self-sufficiency services prior to implementation of the activity	Expected number of households receiving self-sufficiency services after implementation of the activity	Actual number of households receiving self-sufficiency services after implementation of the activity	TBD
	0	200	TBD	
	Percentage of households receiving self-sufficiency services prior to implementation of the activity	Expected percentage of households receiving self-sufficiency services after implementation of the activity	Actual percentage of households receiving self-sufficiency services after implementation of the activity	TBD
	0%	80%	TBD	

## DATA SOURCE FROM WHICH METRICS WILL BE COMPLETED

HACC Local Self-Sufficiency staff will be responsible for collecting data on a monthly basis from the Program Staff responsible for the management of the Supportive Services activity.

## AUTHORIZATIONS

HACC is authorized to undertake this activity through Attachment C(B)1 which waives certain provisions of Section 8 and 9 of the 1937 Act and 24 CFR 982 and 990 as necessary.

## WHY AUTHORIZATION IS NEEDED

Supportive Services offer families the opportunity to overcome financial barriers to obtain safe, affordable housing and receive additional services that will aid in their journey towards self-sufficiency.

Authorization is needed to enable HACC to establish single fund flexibility to use housing assistance payments for purposes other than payments to owners and to provide housing or employment-related services or case management activities related to self-sufficiency not already allowed through existing Section 8 regulations or through PIH Notice 2022-18 such as Critical Documents, Moving Costs, Furniture Search, and Phone Minutes.

## Activity 2023-02: Mid-Barrier Shelter

### DESCRIPTION OF PROPOSED MTW ACTIVITY

#### Background

On any given night in Champaign County, over 150 individuals are without shelter and, according to HUD, seventeen out of every 10,000 people in the country experienced homelessness. The same study shows that 8 out of every 10,000 people in Illinois also experience homelessness. Champaign County is the 10<sup>th</sup> most populous county in Illinois and is home to many residents experiencing housing insecurities. With the increase in monthly rent, the increase in homeless individuals and families are expected to increase. To help counteract the number of individuals sleeping on the street, in their cars and other areas not fit for human habitation, HACC is partnering with a local homeless provider to create an additional shelter to meet the needs of the community.

#### Description

In partnership with CU @ Home, a local organization that provides shelter to homeless individuals in Champaign County, HACC will invest local funds to help develop a mid-barrier shelter for individuals transitioning out of homelessness and into stable permanent housing. HACC will utilize MTW funds to purchase a facility that can house approximately 25-50 individuals in a semi-congregate setting. Individuals served at the Mid-Barrier Shelter will be below 80% of AMI.

The Mid-Barrier Shelter will be comprised of a 3-level building with 25 bedrooms that will house 1-2 individuals. The main level consists of a community area and kitchen, while the 2<sup>nd</sup> and 3<sup>rd</sup> levels contain bedrooms and a shared shower and bathroom space. One level will be designated for female residents while the other level for males.

HACC will partner with HACC's YouthBuild program to provide renovations to the property while CU @ Home will provide intensive case management service for individuals utilizing the shelter. Individuals must agree to participate in case management services to remain in the shelter.

Under a two-way Memorandum of Understanding, CU @ Home will be responsible for administration and oversight of all program policies and procedures for the mid-barrier shelter, will provide intensive case management services and will select and manage the enrollment and wait list for participants. HACC will provide property management and building maintenance services for the shelter.

HACC will provide an operating subsidy to support the mid-barrier shelter. The operating subsidy will be equal to the actual per unit operating costs. An annual budget will be prepared for the property and approved by HACC. Monthly operating subsidy payments will be issued to the property equal to one-twelfth of the amount of the per unit operating costs as approved in the annual budget.

Upon completion of the annual audit, a reconciliation will be completed and the difference between the budgeted operating costs and the actual operating costs will be returned to HACC or paid to the property by HACC. However, no additional funds will be paid to the property that did not receive prior approval of HACC through an approved budget revision or other prior approval.

Individuals will be admitted to the Mid-Barrier Shelter pursuant to policies and procedures set forth in the administrative policies established by CU @ Home. Case Management staff will assist individuals to locate alternate housing arrangements upon completion of their maximum stay in the Mid-Barrier Shelter unit.

More specific operating details of this Activity will be outlined in the Memorandum of Agreement between HACC and CU @ Home and in the Implementation Plan.

#### Statutory Goal Alignment

This activity relates to Statutory Objective 3: to increase housing choice. The Mid-Barrier Shelter will provide housing choice for 25-50 individuals experiencing homelessness.

## IMPLEMENTATION PLAN

Upon HUD approval of each MTW Activity, HACC develops a detailed Implementation Plan which details all operational policies and procedures of the corresponding MTW Activity. More specific operating details of this Activity will be outlined in the Program Implementation Plan.

## ANTICIPATED IMPACT OF MTW ACTIVITY

The Mid-Barrier Shelter will provide short-term housing assistance at any given time to 25-50 individuals experiencing homelessness while also receiving supportive services through HACC and CU @ Home.

## COST IMPLICATIONS

HACC will provide a \$500 subsidy per bedroom per month for an annual cost of \$150,000. However,

HACC will require an initial investment of \$600,000 for acquisition and renovation of the property.

## ANTICIPATED SCHEDULE

The following chart provides the anticipated schedule for development and implementation of this activity.

Task	Estimated Completion Date
Approval of Program Policies and Procedures	3/1/2023
Adoption of Implementation Plan	5/1/2023
Effective Date of Implementation	6/1/2023

## HUD STANDARD METRICS, BASELINES & BENCHMARKS

CE #4: Increase in Resources Leveraged				
Unit of Measurement	Baseline	Benchmark	Outcome	Outcome Achieved?
Amount of funds leveraged in dollars (increase).	Amount leveraged prior to implementation of the activity (in dollars)  \$0.00	Expected amount leveraged after implementation of the activity (in dollars).  Year 1:\$750,000 \$150,000 Annually	Actual amount leveraged after implementation of the activity (in dollars).	TBD
SS #1: Increase in Household Income				
Unit of Measurement	Baseline	Benchmark	Outcome	Outcome Achieved?
Average earned income of households affected by this activity in dollars (increase).	Average earned income of households prior to implementation of this activity (in dollars).  \$0.00	Expected average earned income of households after implementation of this activity (in dollars).  \$5,000	Actual average earned income of families affected by this policy after implementation of this activity (in dollars).	TBD
SS#3: Increase in Positive Outcomes in Employment Status				
Unit of Measurement	Baseline	Benchmark	Outcome	Outcome Achieved?
Report the following information separately for each category:	Head(s) of households prior to implementation	Expected head(s) of households after implementation	Actual head(s) of households after implementation	TBD
(1) Employed Full-Time	0	6	TBD	
(2) Employed Part-Time	0	30	TBD	
(3) Enrolled in an Educational Program	0	2	TBD	

(4) Enrolled in Job Training Program	0	8	TBD	
(5) Unemployed	0	2	TBD	
(6) Other	0	2	TBD	
HH Served Per Year	50	50	TBD	
	Percentage of total work-able households prior to implementation of activity	Expected percentage of total work-able households after implementation of activity	Actual percentage of work-able households after implementation of activity	TBD
(1) Employed Full-Time	0%	12%	TBD	
(2) Employed Part-Time	0%	60%	TBD	
(3) Enrolled in Educational Program	0%	4%	TBD	
(4) Enrolled in Job Training Program	0%	16%	TBD	
(5) Unemployed	0%	4%	TBD	
(6) Other	0%	4%	TBD	
HH Served Per Year	0%	100%	TBD	

**SS#5: Households Assisted by Services that Increase Self-Sufficiency**

Unit of Measurement	Baseline	Benchmark	Outcome	Outcome Achieved?
Number of households receiving services aimed to increase self-sufficiency.	Households receiving self-sufficiency services prior to implementation of the activity	Expected number of households receiving self-sufficiency services after implementation of the activity	Actual number of households receiving self-sufficiency services after implementation of the activity	TBD
	0	50	TBD	
	Percentage of households receiving self-sufficiency services prior to implementation of the activity	Expected percentage of households receiving self-sufficiency services after implementation of the activity	Actual percentage of households receiving self-sufficiency services after implementation of the activity	TBD
	0%	80%	TBD	

**HC#1: Additional Units of Housing Made Available**

Unit of Measurement	Baseline	Benchmark	Outcome	Outcome Achieved?
Number of new housing units made available for homeless households at or below 80% AMI as a result of the activity	Housing units for homeless individuals prior to implementation of the activity	Housing units for homeless individuals after implementation of the activity.	Actual housing units for homeless individuals after implementation of this activity.	TBD
	0	50 Annually		

**HC#7: Households Assisted by Services that Increase Housing Choice**

Unit of Measurement	Baseline	Benchmark	Outcome	Outcome Achieved?
Number of homeless individuals receiving case management services to increase housing choice (increase)	Homeless individuals receiving case management services prior to implementation of the activity.	Expected number of homeless individuals receiving case management services after implementation of the activity.	Actual number of homeless individuals receiving case management services after implementation of the activity.	TBD
	0	50		

**DATA SOURCE FROM WHICH METRICS WILL BE COMPLETED**

Data will be collected by HACC staff from CU @ Home case workers and other staff responsible for the management and implementation of the shelter program.

**AUTHORIZATIONS**

HACC is authorized to undertake this activity through Attachment C(B) 1(B)(ii) and PIH Notice 2011-45.

## **WHY AUTHORIZATION IS NEEDED**

The Mid-Barrier Shelter offers individuals the opportunity to receive short-term housing as well as supportive services and case management services that will aid in their journey towards stable housing.

Authorization is needed to enable HACC to establish single fund flexibility to use housing assistance payments for purposes other than payments to owners and to provide housing or employment-related services or case management activities related to self-sufficiency.

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## 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	Closed 2018
2011-2	Triennial Recertifications	2011	Ongoing
2011-3	Mandatory LSS Program	2011	Ongoing
2011-4	Tiered Flat Rents/Min. Rent by BR Size	2011	Ongoing
2011-5	Modified Definition of Elderly	2011	Ongoing
2011-6	Local Homeownership Program	2011	Ongoing
2011-7	Local Project Based Voucher Program	2011	Ongoing
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 / Reopened 2019	Ongoing
2014-1	Local Inspection Standards	2014	Closed 2017
2015-1	Emergency Family Shelter Program	2015	Ongoing
2019-1	Re-Entry Transitional Housing Program	2019	Closed 2022
2020-1	Illinois Commitment Student Voucher Program	2020	Closed 2022
2020-2	Sponsor Based Voucher Program	2020	Ongoing
2020-3	Good Steward Lease Purchase Program	2020	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. Recertifications for households in which all household members are 65 and older or disabled, even if household members have earned income, will be re-certified only on a triennial basis. Households that fall into the category above, will be required to report changes in income and an interim recertification shall be conducted and tenant rent adjusted accordingly.

**Update on Status of Activity** - This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity was modified in 2019 and no further modifications are planned for 2023.

## **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 able-bodied individuals ages 19 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** – Work requirements shall be based on annual earned income. The minimum earned income for compliance with the work requirement shall be based on the years in which the household has received assistance. Each year, the earned income requirement will increase to prepare individuals for exit from assistance at the end of the 8-year term limit. The income tiers shall be based on percent of the area median income for Champaign County. The chart below reflects the earned income requirements for 2023.

<b>Years on Assistance</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3-4</b>	<b>Year 5-6</b>	<b>Year 7</b>	<b>Year 8</b>
Minimum Earned Income	\$10,956	\$15,521	\$20,086	\$25,564	\$32,868	\$41,085
% of Champaign County AMI	12%	17%	22%	28%	36%	45%

Non-exempt household members may also 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.

### **Effective Date of the Annual Minimum Earned Income**

The annual minimum earned income amounts are established annually and are effective on January 1st of each calendar year. The minimum earned income is calculated as the respective percentage of the area median income based on the number of years the household has received assistance.

### **Two-Year Extension of the 8-Year Term Limit**

Head of Households that receive an exemption/waiver from the LSS Program are qualified to receive a Two-Year Extension of the 8-Year Term Limit. Eligible exemptions include the following:

1. Student Waiver
  - a. Waivers are provided for full-time students in good standing seeking a degree, professional license or certificate.
2. Medical Waiver
  - a. In the event an individual cannot work due to medical reasons (i.e., injury, pregnancy, health concerns, temporary or permanent disability, etc.) a medical waiver will be granted to exempt individuals from the work requirement while in recovery.
3. Sole Care Giver Waiver
  - a. A sole care giver waiver is granted in the event one cannot work due to providing full-time care for an elderly parent, disabled or sick child, or other similar circumstances.

**New Admissions** - New Admissions households including households porting from another jurisdiction will be provided one year from the date of the initial lease up in Champaign County to become compliant with LSS requirements.

If a New Admission household is not compliant with LSS requirements prior to submission of a Request for Tenancy Approval, they must meet with an LSS Case Worker and develop an LSS Plan. HACC will not approve a RFTA until the household has developed a plan and executed the LSS Contract.

If a member of a household claims self-employment and is establishing a new business, they must provide documentation required by local, state or federal law of the creation and/or existence of the business.

**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 90-day waiver period shall be grounds for termination of housing assistance.

**Self-Employment** - Individuals who are self-employed including childcare 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.

**SHIFT** – In 2020, HACC added a new component known as SHIFT. The recently received FSS Coordinator grant will be used to assist families that are in compliance with LSS requirements but have not yet achieved sufficient self-sufficiency to exit the HCV Program. Focus will be primarily on assisting head of households in developing skills that will lead to higher paying employment opportunities.

**Financial Incentive** - Financial Incentives will be provided in the form of a goal-based payment system. Families will be required to meet certain benchmarks of self-sufficiency and as a result, they will earn varying cash incentives with a maximum earning potential of \$16,000. In order to receive a credit for a milestone, the household must be in compliance with all MTW requirements for the quarter that the goal was achieved. HACC will establish an escrow account and as goals are achieved the credit will be applied to the account. The goal-based credits will only be paid upon voluntary exit from the program(s) in good standing or completion of Contract of Participation. All credits will be forfeited for any household that is terminated from the program for cause or ports to another jurisdiction for any reason.

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.

Category	Pay Point	Eligibility	Amount Maximum	
EDUCATION & TRAINING	Completion of training/ Certification Program	one-time	\$ 500.00	\$ 500.00
	Completion of GED	one-time	\$ 400.00	\$ 400.00
	Completion of Associate's Degree	one-time	\$ 500.00	\$ 500.00
	Completion of Bachelor's Degree	one-time	\$ 1,000.00	\$ 1,000.00
	Completion of Master's or Doctorate Degree	one-time	\$ 1,500.00	\$ 1,500.00
EMPLOYMENT	Obtain New Employment	one-time	\$ 100.00	\$ 100.00
	Employment Retention for 12 Consecutive Months	Annually	\$ 200.00	\$ 1,200.00
ENGAGEMENT	Completion of Annual Progress Meeting	Annually	\$ 100.00	\$ 600.00
	Attend 14 HACC Workshops or Goal Group	Monthly	\$ 100.00	\$ 1,400.00
FINANCIAL STABILITY	Engage in Financial Education and Coaching Activities	3X Annually	\$50.00	\$ 1,050.00
	Improve credit score (100 pts +)	one-time	\$ 1,000.00	\$ 1,000.00
	Open and maintain a new checking or savings account (12 Consecutive Months)	one time	\$ 150.00	\$ 150.00
	Increase & maintain personal savings by at least \$200 (verifiable over 12 Month Period)	one time	\$ 1,000.00	\$ 1,000.00
	Increase earned Income	Annually	\$ 100.00	\$ 600.00
HOUSING & HOMEOWNERSHIP	Engage in homeownership preparation Activities	2x	\$ 250.00	\$ 500.00
	Purchase a home	one time	\$ 3,000.00	\$ 3,000.00
PERSONAL	Completion of 5 Personal SMART goals established at admissions & Progress meeting	5x	\$ 300.00	\$ 1,500.00
	<b>MAXIMUM EARNINGS</b>		<b>\$</b>	<b>16,000.00</b>

In order to successfully complete the LSS Contract of Participation, participants must meet the following criteria:

2. The head of household has obtained suitable employment and met the minimum annual earned income for compliance. Suitable employment is defined as working full time for at least 12 months.
3. All members of the household have been independent of welfare for at least twelve consecutive months. Welfare is defined as assistance from federal or state welfare programs. It does not include social security, child support payments, Medicaid or similar benefits.
4. Activities listed on the Individual Training and Service Plan must be completed within the designated timeframe.
5. The household is in full compliance with the lease, including no monies owed for repayment agreements to HACC or landlords.

**Case Coordination** – To assist in the client’s successful completion of their Contract of Participation, LSS Coordinators will assist the family in the development of an Individual Training and Services Plan and assure that LSS Program participants are linked to supportive services they need to achieve their economic self-sufficiency goals.

**Mandatory Job Retention Training** - 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.

**Dependent School Requirements** - 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.

**Update on Status of Activity** – This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity was modified in 2021 and 2022 and will be further modified in 2023 to reflect the following:

Clarification of 2022 Modification: In 2020 we changed the LSS requirements from 18-54 to 19-54. However, the following paragraph adds additional clarify to this modification.

Head of Households/Co-Heads/Spouses/Adult Household Members ages 25-54 are required to earn the minimum annual earned income for the year of the program that they are on. However, adult household members ages 19-24 must be enrolled on a full-time basis in an educational program that offers a degree or certificate or must meet Year 1 of the annual minimum earned income.

Updated incentives table for the SHIFT Program: In order to better prepare our SHIFT families for self-sufficiency, the possible dollar amount in incentives that can be earned by participants has been increased to \$34,000 as reflected below.

Category	Pay Point	Eligibility	Amount	Maximum
EDUCATION & TRAINING	Completion of training/ Certification Program	3x	\$ 500.00	\$ 1,500.00
	Completion of GED	one-time	\$ 500.00	\$ 500.00
	Completion of Associates Degree	one-time	\$ 600.00	\$ 600.00
	Completion of Bachelor's Degree	one-time	\$ 1,000.00	\$ 1,000.00
	Completion of Master's or Doctorate Degree	one-time	\$ 1,500.00	\$ 1,500.00
EMPLOYMENT	Obtain New Employment/Receive Promotion	4x	\$ 250.00	\$ 1,000.00
	Employment Retention for 12 Consecutive Months	Annually	\$ 200.00	\$ 1,200.00
	Completion of Professional Development	2x	\$ 500.00	\$ 1,000.00
ENGAGEMENT	Completion of Quarterly Progress Meeting	3x Annually	\$ 100.00	\$ 1,800.00
	Completion of Annual Progress Meeting	Annually	\$100	\$600.00
	Attend 28 HACC Workshops or Goal Groups	No restriction	\$ 100.00	\$ 2,800.00
FINANCIAL STABILITY	Engage in Financial Education and Coaching Activities	6X Annually	\$ 50.00	\$ 2,100.00
	Improve credit score (50 pts +)	3x	\$ 1,000.00	\$ 3,000.00
	Open and maintain a new checking or savings account (12 Consecutive Months)	one time	\$ 250.00	\$ 250.00
	Increase & maintain personal savings by at least \$200 (verifiable over 12 Month Period)	Annually	\$ 1,000.00	\$ 6,000.00
	Increase earned income	Annually	\$ 150.00	\$ 900.00
HOUSING & HOMEOWNERSHIP	Engage in homeownership preparation activities	3x	\$ 250.00	\$ 750.00
	Purchase a home	one time	\$ 4,000.00	\$ 4,000.00
Personal	Completion of 5 Personal SMART goals established at admissions & progress meetings	5x	\$ 500.00	\$ 2,500.00
	Refer-A-Friend	4x	\$250	\$1,000
	<b>MAXIMUM EARNINGS</b>			<b>\$34,000</b>

Additionally, two incentives for LSS households will be added to the LSS Activity.

**Voluntary Relinquishment of Voucher incentive:** This \$2,000 incentive is available to individuals and families with a Housing Assistance Payment of \$100 or less who agree to relinquish their voucher on a voluntary basis. This incentive will not only provide financial assistance to families leaving the voucher program but will also allow additional vouchers to become available for families in greater need of housing assistance.

**Flat-Tiered Rent Advancement Incentive:** This incentive will allow households on the voucher program to earn \$1,000 per tier advancement based on the MTW Flat Tiered Rent schedule. Payments will be based on the family's tier at the time of MTW Plan approval compared to the tier when their participation ends in the voucher program. This activity coincides with our statutory goal of providing incentives to families where the head of household is engaging in activities to become economically self-sufficient. Therefore, as their earned income increases and they advance up the tiered flat rent schedule, they will be incentivized.

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

**Description** – Flat rent schedules are established annually and are effective on January 1<sup>st</sup> 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.

**RAD Project Based Vouchers** - RAD Project Based Voucher households will pay the applicable flat rent even if it exceeds the contract rent for the unit.

**Interim Recertifications** - 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. Interim recertifications will be completed only as applicable under the Local Self-Sufficiency Program.

**Conclusion of Assistance** - 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. Tenant Based Voucher participants whose tenant rent exceeds the contract rent on the unit will be provided with a 60-day notice of cancellation of their voucher.

**Update on Status of Activity** - This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity was modified as described above in the 2016 Plan and was further modified in the 2018 Plan. No further modifications will be made in 2023.

### **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 in 2023.

**Changes or Modifications** – No modifications to this activity are planned for 2023.

### **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.

In 2021, HACC eliminated the MOA with Habitat for Humanity. Instead, HACC expanded its Local Homeownership Program to include the provision of a housing counseling program that will provide first time home buyers with pre- and post- purchase counseling, foreclosure prevention and access to homeownership classes, credit counseling and financial education and coaching activities. Additionally, HACC will expand the second mortgage program to any MTW voucher holder participating in self-sufficiency activities leading to homeownership through the SHIFT Program.

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.

**Home Purchase Options** - 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 the original head(s) of household at the time of the home purchase.

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. Eligible households must attend pre-purchase and post-purchase counseling programs and be pre- approved by a lending institution located in Champaign County.

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.

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.

HACC will determine on an annual basis the amount of MTW Block Grant funds that will allocated to the MTW Homeownership Program based on prescreened applicants that meet all eligibility criteria above.

**Update on Status of Activity** - This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity was modified as described above in the 2015 Plan, the 2018 Plan and the 2021 Plan. This activity will be further modified in the 2023 Plan.

**Down Payment Assistance** – MTW voucher holders that meet all eligibility requirements of the MTW Homeownership Program can apply for down payment assistance up to \$15,000 towards their purchase of a home.

### **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:

- a. Provision of Project based assistance at properties owned by HACC or an affiliate of the Authority that are not public housing.
- b. 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.
- c. Establishment of project-based waiting lists and processing of all project-based activities at the property by the respective property management company.
- d. Elimination of the automatic conversion to tenant-based assistance after one year in the project-based unit.
- e. 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.
- f. 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.
- g. 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.

- h. 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.
- i. 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.
- j. 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.

**Update on Status of Activity** - This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity was modified/clarified in the 2018 Plan. No further modifications will be made in 2023.

### **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 remain ongoing during 2023.

**Changes or Modifications** – This activity was modified in 2020, and will be modified in 2023 to reflect the following:

Local Payment Standards will be increased to 120% to help counteract the rising costs of rent.

## 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 in 2023.

**Changes or Modifications** – No change or modifications of this activity will be undertaken in 2023.

## 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

**Update on Status of Activity** - This activity is fully implemented and will be ongoing with the following modification in 2023. The following developments are expected to be ongoing during 2023:

ONGOING DEVELOPMENT IN 2023	
PROJECT NAME	DESCRIPTION
Ladd Senior Housing	Development of 40-unit senior project in the Village of Ladd as part of HACC's goal to expand housing to underserved rural areas of the State. Partnership with Laborers Home Development Corporation, a local non-profit affiliated with the Labor Unions. HACC, through a related affiliate will be a member of the GP and have first right of refusal and will provide 11 Project Based Vouchers. Closing anticipated in Q4 of 2020 and construction completion scheduled in 2022.
Sugar Creek Crossing	Development of 43-unit senior project in the Village of Robinson as part of HACC's goal to expand housing to underserved rural areas of the State. Partnered with a for-profit developer, HACC, through a related affiliate will be a member of the GP and have first right of refusal and will provide 11 Project Based Vouchers. Closing anticipated in Q4 of 2020 and construction completion scheduled in 2022.
Newton Senior Housing	Development of 35-unit senior project in the Village of Newton as part of HACC's goal to expand housing to underserved rural areas of the State. Partnered with a for-profit developer, HACC, through a related affiliate will be a member of the GP and have first right of refusal and will provide 9 Project Based Vouchers. Closing anticipated in Q4 of 2020 and construction completion schedule in Q1 of 2022 and leased by end of 2022.
Main Street Lofts	Development of a 24-unit permanent supportive housing for individuals with special needs located in West Chicago. HACC has entered into an Agreement with the DuPage County Housing Authority to administer MTW Vouchers for this project. Closing anticipated in Q4 of 2020 and construction completion schedule in 2023.
Williams Street Townhomes	Development of a 32-unit project located in Dwight, Illinois as part of HACC's commitment to provide affordable housing for families. The property features 1, 2, and 3-bedroom units.
Other Rural Sites	Identification and submission of additional 9% Low Income Housing Tax Credit applications to continue the goal to expand housing to underserved rural areas of the State.
Single Room Occupancy Project	Development of 40-60 non-age restrictive single room occupancy units in which HACC will provide subsidies as part of their commitment to provide affordable housing for individuals and families.

**Update on Status of Activity** – This activity is fully implemented and will be remain ongoing during 2023.

**Changes or Modifications** – The following modification of this activity will be undertaken in 2023.

The Housing Authority of Champaign County will continue to expand the availability of affordable housing units for individuals and families during the 2023 Plan Year. Through the conversion of a non-residential space, 40-60 Single Room Occupancy units will be created and thereby, helping to prevent homelessness.

### **Activity 2013-1: Rightsizing Vouchers**

**Description** - Housing Choice Voucher Program participants will be required to lease a unit equal to or smaller than the size of the voucher issued. HACC will utilize the existing subsidy standards as detailed in its HCV Administrative Plan to determine the size of a voucher to be issued to a family.

A Request for Tenancy Approval will be considered only if the unit selected by the family contains an equal or lesser number of bedrooms than those listed on the voucher issued.

**Update on Status of Activity** - This activity was approved in the 2013 Plan and was closed out in 2016. This was initially 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. However, we would like to re-open this Activity with the following modifications.

**Changes or Modifications** – This activity was modified/clarified in the 2019 Plan. The following modifications will take place in the 2023 Plan.

Due to the high demand for one-bedroom units, families receiving a one-bedroom voucher that are struggling to find a righted unit may be eligible to lease a 2-bedroom unit instead under the following provisions:

1. Participant demonstrates inability to locate an available one-bedroom unit and risks losing their voucher as a result.
2. Participant is a part of the hard-to-house population and is not qualified to lease available one-bedroom units and risks losing their voucher as a result.
3. Participant can locate a two-bedroom unit within the same payment standard as a one-bedroom unit in the same PRESM.
4. Participant is willing to pay up to \$150 in the difference in cost of a one-bedroom and two-bedroom unit.

### **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.

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.

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.

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.

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.

**Update on Status of Activity** - This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity was modified/clarified in the 2019 Plan. No further modifications will be made in 2023.

## **Activity 2020-2: Sponsor Based Voucher Program**

**Description** – HACC will implement a Sponsor Based Voucher Program to repurpose fourteen single family scattered site homes. The anticipated use of the homes is described below.

- 2 units were used for the reentry transitional housing programs. In 2023 a third unit will be added for use by the program.
- 1 unit is being used as a rental home for the Carle Foundation Hospital *New Beginnings Program*.
- 2 units were auctioned at the 2019 Annual Gala to raise funds for the HACC Scholarship Program which provides educational scholarships to HACC MTW program participants.
- 2 units have been repurposed for transitional housing for YouthBuild.
- 2 units were renovated in 2022 and have been repurposed for the Provisional Homeownership Program.

- In 2023, the remaining 4 units will be renovated and repurposed to provide additional transitional housing for justice-involved individuals leaving the Illinois Department of Corrections.

The following provisions will apply to this activity.

1. HACC will not be paying for or providing any direct services under this activity.
2. The non-profit organizations will not pay any rent to HACC but will assume all operating costs of the house(s).
3. HACC may provide or complete rehab up to a maximum of \$20,000 per house.

### **Sponsor Based Voucher Program**

**Objective** – To provide housing choices for vulnerable populations that need housing stability in order to be more successful in their participation in a self-sufficiency initiative.

**Background** – To meet the MTW statutory goals of expanding housing choice and building self-sufficiency, the Housing Authority of Champaign County proposes the development and implementation of a Sponsor Based Voucher Program. Through this program, HACC intends to creatively address the housing needs of “hard to house” populations through strategic engagement, goal mapping, and need stabilization for low-income families being serviced by one of our communitypartners.

Priority will be given to providers serving families with children working toward self-sufficiency. MTW funds will be used to provide a rental subsidy to a third-party entity (other than a landlord or tenant) who manages intake and administration of the subsidy program.

Service Provider	Start Date (Anticipated)	Target Population	# of Sponsor Based Vouchers
Women in Need Recovery	Implemented 2018	Women’s Re-entry	6
First Followers	Implemented 2018	Men’s Re-entry	6
University of Illinois	Implemented 2021	Students in assisted households seeking opportunities for higher education	5
YouthBuild	Implemented 2021	YouthBuild participants aged 16-24 in need of affordable housing	5
YouthBuild Transitional House	Implemented 2021	YouthBuild participants aged 16-24 experiencing homelessness	5
Provisional Housing Program	<i>Proposed</i> January 2022	Families	6
(Unselected) Family Service Provider	<i>Proposed</i> January 2021	Families	30
(Unselected) Family Service Provider	<i>Proposed</i> January 2023	Families that are victims of gun violence.	5

**Update on Status of Activity** – This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity was modified in 2021 to combine already approved MTW activities 2019-1 Re-entry Transitional Housing Program, 2020-1 Illinois Commitment Student Voucher Program and 2020-2 Community Improvement and Support Initiative under one program called the Sponsor Based Voucher Program. This activity was modified in 2022. This activity will further be modified in 2023 to increase the number of Family Service Provider Vouchers to 30 and to include 5 additional vouchers specifically for families that are victims of gun violence.

Additionally, the Student Voucher Program provided by the University of Illinois will be expanded to include on-campus housing assistance for students ages 17-24 years of age who will be attending any state school in Illinois. Verification of low-income status and receiving housing assistance through HACC will be required for students attending an institute of higher education outside of the University of Illinois. Ten additional vouchers will be made available to support this modification.

### **Activity 2020-3: Good Steward Lease Purchase Program**

#### **Description**

HACC will work with owners of Low-Income Housing Tax Credit rental properties where the units have been designed to be compatible with homeownership units in the applicable community and which meet local City codes to be sold as homeownership.

The Good Steward Program will be offered during the initial tax credit compliance period to prepare rental residents for homeownership and shall be comprised of the components described below.

**Rental Phase** – The initial 8 years of the tax credit compliance period at any applicable LIHTC property shall be the rental phase only of the program. Beginning in year 9, existing residents must elect to convert their tenancy to a lease purchase arrangement. Residents opting out of the lease purchase program shall exit the program if at the end of the MTW Term limit; move to another Project Based Voucher unit; or receive a Tenant-Based Voucher for the remaining period of their MTW Term limit.

**First Right of Refusal** – Beginning with year 9 of the tax credit compliance period, existing residents and all newly admitted residents will execute a first right of refusal agreement which provides them with the option to purchase the unit at the end of the tax credit compliance period. The FROR will detail all provisions of the Good Steward Lease Purchase Program.

**Right Size Unit** – During the rental phase of the project, residents will be required occupy an appropriate size unit in accordance with the number of household members. If an appropriate size unit does not exist at the property, residents will be right sized to the smallest unit size available. Upon execution of the First Right of Refusal, residents shall be eligible to remain in the unit which they intend to purchase regardless of changes in household size. HACC shall enter into a separate agreement with the corresponding municipality, for each applicable LIHTC property participating in the Good Steward Lease Purchase Program, to pay the costs of the difference between the right size unit and the actual unit until such time that the unit is purchased by the resident.

**Financial Literacy and Credit Repair** – Upon determination of eligibility for the Low-Income Housing Tax Credit rental unit, a credit report will be reviewed to determine the current credit score of each household. A credit repair or credit stabilization plan will be developed for each household as needed, to enable sufficient time to repair credit and/or maintain good credit prior to the end of the tax credit compliance period. Financial literacy classes will be offered on a regular basis to support residents

progress on the credit repair or credit stabilization plan and will include such topics as personal budgeting; energy conservation; understanding recourse versus non-recourse debt, home equity and other financial topics.

**Counseling and Training** – During the rental phase of the Good Steward Program, expectations and standards to which residents must maintain their housing unit will be clearly defined. Training classes will be offered to residents and will focus on interior and exterior maintenance; energy cost savings; being a good neighbor; and other topics to support compliance with lease requirements while preparing for homeownership. Individual counseling will be required when residents are in violation of lease requirements.

**Equity Credits** - Rental residents can earn equity credits to be used for the purchase of their housing unit at the end of the tax credit compliance period. Credits will be earned based on compliance with the following requirements:

1. Maintaining the exterior areas for which tenants have responsibility and the interior of the unit in accordance with requirements stipulated in the lease agreement.
2. Timely payment of tenant rent and other charges pursuant to the lease agreement.
3. Adherence to all other terms and conditions of the lease agreement and addenda including policies regarding visitors and guests.
4. Compliance with obligations set forth in the Project Based Voucher Statement of Family Obligations.
5. Compliance with all MTW Self-sufficiency requirements as stipulated in the MTW Local Self-Sufficiency contract.

Residents will earn a Good Steward credit of \$500 each calendar quarter towards the purchase of the housing unit in which they reside when they have remained compliant with all criteria outlined above during that quarter. At least annually, residents will be provided with a written statement of the amount of their earned equity credit. Credits shall only be applicable towards the purchase of a unit at the Tax Credit property and are not transferable to any other housing unit and cannot be claimed in cash.

The Property Management Agent for the property will conduct quarterly inspections to determine compliance with lease provisions. HACC will certify compliance with PBV and MTW requirements and provide certifications to the Property Management Company who will be responsible for tracking each tenant's accumulated credits.

**Purchase Qualification** – Residents must meet the following qualification criteria to be eligible to purchase their housing unit.

1. Total annual household income cannot exceed 80% of the area median income for Champaign County at the time of purchase.  
Households must be able to secure a minimum mortgage from a qualified financial institution equal to the difference between the established value of the housing unit and the total amount of the Good Steward equity credits earned as a rental tenant. If equity credit is insufficient, tenants may secure down payment assistance from other sources or provide the required down payment amount from personal resources.
2. Maintain their housing unit so that it will pass the required home inspection of the lender and/or have the available resources to correct any deficiencies required as a condition of closing.

Approximately one year prior to the expiration of the tax credit compliance period, each resident desiring to purchase their housing unit shall be pre-qualified by a local financial institution approved by HACC, to determine the mortgage amount for which they can qualify. The Good Steward Program will provide the financial institution with confirmation of the total equity credit earned by the resident and the applicability of the credit as “down payment” towards the purchase of the housing unit.

## Minimum Sales Price

The purchase price of each home shall be based on the costs to convert the project from rental housing to for-sale housing. These costs shall include the balance of the outstanding debt at the end of the tax credit compliance period plus an amount not to exceed the estimated exit taxes of the private partners in the ownership structure. The total of these costs divided by the number of units converting to homeownership plus the maximum Good Steward equity credit of \$30,000 and estimated closing costs shall establish the minimum per unit sales price.

An estimated sales price will be calculated and stated in the first right of refusal agreement executed by each resident. If at the end of the tax credit compliance period, the appraised value of the home is

less than the established sales price, HACC will fund the difference between the appraised value and the minimum sales price based on availability of funds.

A minimum of twenty-four months prior to the end of the tax credit compliance period, residents must advise management of their intent to exercise their first right of refusal.

Any resident who chooses not to exercise the FROR, shall be provided with a twelve-month notice of non-renewal of their lease agreement. No further housing assistance will be provided to the resident, and they shall forfeit all Good Steward Equity Credits.

This activity will be implemented as follows.

1. Only properties in which HACC or a related affiliate have an ownership interest will be considered for this activity.
2. Properties must be located in Champaign County to participate in this activity.
3. The initial activity will be a Pilot program for Bristol Place and will be implemented in conjunction with the City of Champaign under the Intergovernmental Agreement between HACC and the City.
4. All services to be provided to residents to prepare for homeownership under this activity will be provided through community partnerships and not directly by HACC.

## Activity 2021-1: Construction Trades & YouthBuild Program

### Background

On January 1, 2020, The Housing Authority of Champaign County received a \$1.5 million grant to establish a YouthBuild program in our county. YouthBuild is a comprehensive youth and community development program. YouthBuild simultaneously addresses several core issues facing low-income communities: education, housing, jobs, and leadership development. It uniquely addresses the status of unemployed young men and women who have dropped out of school and have no apparent path to a productive future. It allows them to simultaneously serve their communities and build their own future. The YouthBuild program serves individuals who are age 16-24 years old, experiencing unique barriers that make education and employment more challenging.

### Description

#### *YouthBuild Pre-Apprenticeship Program*

HACC implemented a Mandatory Local Self-Sufficiency (LSS) requirement under its MTW Program in 2012. In reviewing outcomes of the LSS Program, we have identified non-compliance with the educational and work requirements by youth ages 18-24. To creatively address this issue in compliance with HACC's Local Self-Sufficiency Program, HACC will develop a skilled trade Pre-apprenticeship Program that allows heads of households and dependents to participate in YouthBuild. Participation in the YouthBuild Program will be voluntary, but households that experience chronic non-compliance due

to members of the household between the ages of 18-24 will be targeted. The YouthBuild Program is intended to expand access to education and provide work opportunities and prevent these individuals from causing their family to lose housing assistance as a result of non-compliance with LSS.

The YouthBuild Pre-Apprenticeship Program shall be comprised of the following components.

**Eligibility**– Eligibility for the Pre-Apprenticeship Program is limited to individuals from HACC assisted households that have successfully graduated or scheduled to graduate from the YouthBuild Program and continue to reside with the assisted household. Preference will be provided to youth of LSS non-compliant households.

**Participation Period** – The Pre-Apprenticeship Program shall be for a minimum of 90 days and a maximum period of twelve months. Written performance reviews shall be provided on a quarterly basis so that YouthBuild staff can monitor the individual’s performance.

**Work Opportunities** – To provide participants with maximum opportunity to gain experience in the building trades, work opportunities will be provided at all of HACC’s affordable housing development sites. HACC will coordinate with its development partners and general contractors to place participants on construction sites working with skilled tradesmen as often as possible. A YBPA Agreement shall be executed with each work site that identifies the specific duties and responsibilities of each party and assigns an on-site Monitor for the YouthBuild Pre-Apprenticeship participant. If no development projects are in progress at the time of selection of a participant, HACC will provide opportunities to work with HACC staff in building and apartment maintenance.

**Pre-Apprenticeship Contract** – Each individual selected under the YBPA Program shall execute a Pre-Apprenticeship Contract with HACC prior to commencement of any assigned work. The Pre-Apprenticeship Contract shall outline work responsibilities and performance expectations and shall designate the participant’s assigned Monitor.

**Stipend Payments** – HACC shall determine a budget on an annual basis for the YBPA Program. Stipends shall be paid by HACC to the YouthBuild Program who will provide a daily stipend to each participant assigned to a HACC development site or working directly with HACC staff. The amount of the stipend shall be determined on an annual basis, but all interns shall receive the same amount.

The stipend will not be included in the family’s income. The stipend will be covered as part of the tuition package for YouthBuild and is intended to assist students with basic needs related to seeking and maintaining educational and career focused goals.

**Completion of Pre-Apprenticeship** – Successful completion of the Pre-Apprenticeship Program shall be defined as meeting the following criteria:

1. Successful completion of a High School Diploma or GED, or Enrollment in college full time; or starting college part-time and securing a part-time job.
2. Successful completion of an industry recognized credential in an in-demand industry.
3. Accepting a full-time paid position with the General Contractor for whom the participant is working; or, with another company, including HACC.
4. Completing the pre-apprenticeship period as established when initially assigned and actively seeking employment.
5. Leaving due to a medical necessity as documented by a reliable medical source.

Leaving the Pre-Apprenticeship Program for any reason other than those stipulated above shall not be considered successful completion.

**Conflict of Interest** – In order to ensure that there is no conflict of interest in employing participants, a disclosure form which states that there are no conflicts of interest must be completed by applicants prior to employment.

**Update on Status of Activity** – This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity will be modified in 2023 to include milestone credits. As participants complete required steps in order to complete their pre-apprenticeship, they will earn monetary incentives to motivate them to continue pursuing their goals.

## **Activity 2022-01: Small Business Opportunity Program and Workforce Development Center**

### **Background**

The COVID-19 pandemic has highlighted the crucial need for broadband access and digital literacy while families navigated virtual learning and loss of employment. In line with HACC's goal of designing and testing innovative, local strategies for providing low-income families with a path to economic independence, HACC is developing the Small Business Opportunity Program (SBO) and Workforce Development Center. The SBO Program and Workforce Development Center simultaneously address several core issues facing low-income communities: education, jobs, employability and leadership development.

Studies show that having broadband access provides households with an estimated \$1,850 economic benefit. Additionally, in a community of 20,000, home-based businesses and online sales can account for 2.4 million, annually. Therefore, assisting our families in establishing small businesses is a creative way of getting them on track to obtaining financial freedom.

Individuals from HACC-assisted households will also have the opportunity to participate in workforce development trainings and gain essential skills in the construction trades.

### **Description**

#### *Small Business Opportunity Program and Workforce Development Center*

In partnership with the Illinois Small Business Development Center in Champaign, IL, HACC established the Small Business Opportunity Program. Participants attend required workshops where they learn how to register their business, create a business plan, and gain access to various sources available to fund small businesses. HACC plans to work with participants to establish viable businesses with emphasis on services not readily available in the Champaign market. Upon completion of the program, participants will have an established business that is a legal entity formed and licensed in accordance with all State and Local requirements, is insured, and eligible to receive funding from HACC or other community partners to help secure equipment or other materials needed.

Trainings and workshops will be held at the Workforce Development Center. The Workforce Development Center is equipped with computers, internet access, a projector and screen for trainings, workshops, and client use. The Workforce Development Center can likewise be utilized by clients to coordinate business meetings. Additionally, in partnership with HACC's YouthBuild Program, individuals can earn certifications in the construction trades further increasing their employability and job-related skills.

**Eligibility**– Eligibility for the Small Business Opportunity Program and Workforce Development Center is limited to current participants in HACC's Tenant Based or Project Based Voucher programs ages 18 years or older.

**Work Opportunities** – To provide participants with maximum opportunity to gain work experience, when applicable, work opportunities will be provided at all of HACC's affordable housing development sites. HACC will coordinate with its development partners and general contractors to place participants

on construction sites working with skilled tradesmen and other professionals as often as possible. A SBO and Workforce Development Agreement shall be executed with each work site that identifies the

specific duties and responsibilities of each party and assigns an on-site Monitor for the participant. If no development projects are in progress at the time of selection of a participant, HACC will provide opportunities to work with HACC staff in building and apartment maintenance.

**Stipend Payments** – HACC shall determine a budget on an annual basis for the Small Business Opportunity Program and Workforce Development Center. Stipends shall be paid by HACC to the Small Business Opportunity Program and Workforce Development Center who will provide a daily stipend to each participant assigned to a HACC development site or working directly with HACC staff. The amount of the stipend shall be determined on an annual basis, but all interns shall receive the same amount.

The stipend will not be included in the family's income. The stipend will be covered as part of the tuition package and is intended to assist students with basic needs related to seeking and maintaining educational and career focused goals.

participating individuals will follow the same process and procedures outline in the SHIFT Program. Instead of stipends, participants earn financial incentives that are goal-based and directly correlate to their program of study. Upon reaching self-sufficiency and successfully exit housing, program participants will receive a lump sum payment of all incentives earned.

**Conflict of Interest** – In order to ensure that there is no conflict of interest in employing participants, a disclosure form which states that there are no conflicts of interest must be completed by applicants prior to employment.

**Update on Status of Activity** – This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity will not be modified in 2023.

### **Activity 2022-02: Landlord Incentives**

The following landlord incentive policies serve as an incentive for landlords to begin or continue providing housing units to voucher holders, thereby maintaining or increasing housing choice for low-income households in Champaign County.

#### **Vacancy Payments**

HACC will offer vacancy payments to participating landlords who agree to re-lease their units to families on the voucher program. Landlords may receive up to 80% of the contract rent for up to one month annually for renting their unit to another voucher holder within 60 days of a previous voucher holder vacating the unit.

#### **First-Time Landlord Lease-up Incentive**

HACC will offer a \$500 incentive to new landlords who agree to lease a unit to a voucher holder. New landlords can earn the incentive for up to five (5) units for a total of \$2,500.

**Update on Status of Activity** – This activity is fully implemented and will be ongoing in 2023.

**Changes or Modifications** – This activity will be modified in 2023 as follows:

HQS Pre-Inspections: Landlords can request pre-inspections of available units that will be in effect for 90 days. Additionally, inspections can be completed while a unit is still occupied but will be available on the market soon. This will ensure that housing is accessed more quickly for families on the voucher program.

## ***ACTIVITIES NOT YET IMPLEMENTED***

HACC has no MTW Activities on hold.

## ***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 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.

### **ACTIVITY 2019-1: RE-ENTRY TRANSITIONAL HOUSING PROGRAM**

**Description** - The Reentry Council identified housing as the key issue impacting the success of individuals returning to Champaign County after prison. At the request of the Champaign County Reentry Council and its member organizations, HACC partnered with two local non-profits that provide direct services to individuals returning to the community from prison to provide Reentry Transitional Housing.

**First Followers** is a community-based organization that since 2015 has run a drop-in center where they provide services and support for people returning from prison. First Followers' First Steps Community Housing (FSCH) will be a transitional residence for six people returning home from men's prison in the IDOC. The goal of First Step Community Housing is to provide a safe, stable, and supportive living environment for people transitioning from prison to the community. FSCH will provide residents with

trauma-informed guidance and support to help them achieve employment, educational development and healing as well as gain access to social services and healthcare. FSCH will also assist residents to strengthen family and community relationships and install a spirit of “giving back” in keeping with First Followers’ motto: *“Building Community through Reentry.”* The estimated overall time period in which individuals will reside in the Re-entry Transitional House is 90 days to 12 months.

**Women in Need (WIN) Recovery** is a community-based organization that provides a reentry and recovery foundation for women and the LGBTQ community. The WIN Recovery House will be a transitional residence for women and the LGBTQ population that are returning from prison and/or have completed treatment and are returning from another shelter or halfway house. The goal of the Recovery House is to provide individuals with stable housing based on recovery support groups and peer mentoring.

The WIN Recovery Housing transitional program will use a three-phase approach: Phase I – Build a stable foundation in reentry and recovery (90 days); Phase II – Maintain stable foundation in reentry and recovery and establish employment and/or educational desires (4 to 8 months); and Phase III – Finalize groundwork to achieve independence.

HACC provided two 4-bedroom houses that were rehabilitated to support the Reentry Transitional Housing Programs and entered into a “Use Agreement” with First Followers and Women in Need Recovery for use of the houses. HACC provides an operating subsidy to support the Reentry Transitional Houses, equal to the actual per unit operating costs for maintenance, and insurance.

HACC is responsible for property management of the houses; performs any critical maintenance to structures or systems and provides insurance coverage. First Followers and WIN are responsible for managing the day to day operations of the housing units including routine maintenance, utilities, cleaning and turnover of vacant rooms, and provision and replacement of all furnishings and supplies.

Upon successful completion of the transitional housing period as certified by First Followers and WIN, individuals will be eligible to request a tenant-based voucher. HACC will allocate MTW Reentry Tenant Based Vouchers for the program each calendar year. Provided that funding is available, 24 vouchers for individuals successfully exiting the Re-Entry Transitional Housing Program will be provided annually.

HACC policies regarding criminal background shall be waived for individuals determined eligible for an MTW Reentry Tenant-Based Voucher with the exception of registered sex offenders and individuals with a conviction for the production or manufacture of methamphetamine on the premises of federally assisted housing. Individuals with these crimes will be ineligible for an MTW Reentry Tenant-Based Voucher. Individuals receiving an MTW Reentry Voucher will have one year from the effective date of the initial HAP contract to be compliant with all MTW self-sufficiency requirements.

Case Management and/or Peer Mentors will advocate with local landlords to assist individuals with the MTW Reentry Tenant-Based Voucher to locate alternate housing. Extensions of the Reentry vouchers will be granted for a period not to exceed six months to allow sufficient time to secure alternate housing.

This activity was modified to expand and include the Re-Entry Rental Housing Support Demonstration Program which will provide rental assistance for individuals exiting the State prison system. The program will serve two extremely low-income populations:

1. Elderly and/or disabled; and
2. Enrolled in a graduated reintegration program with a post-release plan that includes employment.

Rental assistance will be provided to landlords in quarterly payments equal to the difference in the reasonable rent for the unit and the tenant portion of rent, which will be based on a percentage of income.

Eligible tenants will be referred by the Illinois Department of Corrections (IDOC) to the selected Re-Entry Program housing provider as well as a local social service provider. Potential participants will have received in-depth programming prior to release and will be released on parole directly into an RHS Re-Entry unit. Potential tenants will have a post release service plan as well as the support of a local service provider. This demonstration program will use Rental Housing Support (RHS) funds, which originate from a \$10 real estate document recording fee, to fund the rental assistance.

Rental Assistance provided to participants under this Activity will be for housing located only within Champaign County.

## **Activity 2020-1: Illinois Commitment Student Voucher Program**

### **Description**

Illinois Commitment is a financial aid package that provides scholarships and grants to cover tuition and campus fees at the University of Illinois for students who are Illinois residents aged 17 to 24 and have a family income of \$61,000 or less. DACA and undocumented students do not qualify for this program. Students aged 24 and over will be reviewed on a case-by-case basis. Illinois Commitment will cover tuition and campus fees for new freshmen for up to four (4) years, eight (8) semesters of continuous enrollment, and tuition and campus fees for up to three (3) years, six (6) semesters of continuous enrollment for new transfer students. The University will cover the cost of tuition and campus fees not covered by other federal, state, institutional and private awards including Federal Pell Grant, State of Illinois MAP Program (MAP), and other awards.

Illinois Commitment does not cover the additional costs associated with room and board, course fees, summer classes, winter classes, intercampus enrollment, concurrent enrollment, study abroad, co-op, internship or other student expenses.

The Housing Authority of Champaign will offer Student Vouchers to members of HACC assisted households who are compliant with HACC's MTW Local Self-Sufficiency Program; have been approved for admission at the University of Illinois, Urbana-Champaign Campus; and are receiving assistance under Illinois Commitment. The Student Voucher will cover the full cost of on-campus housing during the time the student is actively enrolled at the UIUC Campus as a full-time student and maintains a passing grade point average.

The following provisions will apply to this activity.

1. The costs covered under the Program are for shelter (room) costs only. There is not student contribution (no tenant rent).
2. The selected student will be removed from the household once approved for this program. If the assisted family is over-housed when the student moves to campus housing, the household will be rightsized to an appropriate size voucher.
3. Students will be allowed to return to the assisted household as a "guest". HACC will provide an exception to the "guest" policy for students enrolled in this program that would enable the guest to be in the household for up to 90 days in a calendar year.
4. Students selected for the program are not considered "voucher" holders as no actual voucher will be issued; thus, no voucher provision will apply, and the assistance is not portable and cannot be used anywhere except for campus housing.
5. HACC will determine an annual budget for this activity and the number of students selected will be based on the designated budget amount. HACC will launch this activity as a Pilot program in 2020 and allocate \$50,000 for this activity to serve up to 5 students.
6. This activity is not limited only to HACC participants but will be available to anyone throughout the State of Illinois. However, priority shall be provided in order to: a) HACC assisted households; b) HACC wait list applicants; c) other residents of Champaign County; and 4) other residents of the State of Illinois.

# SECTION V – SOURCES AND USES

## *Estimated Sources and Uses of Funds*

### Estimated Sources

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
70500 (70300+70400)	Total Tenant Revenue	
70600	HUD PHA Operating Grants	\$16,490,736
70610	Capital Grants	
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	
71100+72000	Interest Income	
71600	Gain or Loss on Sale of Capital Assets	
71200+71300+71310+71400+71500	Other Income	\$50,0731
<b>70000</b>	<b>Total Revenue</b>	<b>\$16,541,467</b>

### Estimated Uses

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$1,445,621
91300+91310+92000	Management Fee Expense	\$559,980
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$0
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$14,540
93500+93700	Labor	0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$9,375
95000 (95100+95200+95300+95500)	Total Protective Services	0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$130,500
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$197,175
96700 (96710+96720+96730)	Total Interest Expense & Amortization Cost	0
97100+97200	Total Extraordinary Maintenance	0
97300+97350	HAP + HAP Portability-In	\$14,331,957
97400	Depreciation Expense	\$10,500
97500+97600+97700+97800	All Other Expense	
<b>90000</b>	<b>Total Expenses</b>	<b>\$16,699,648</b>

Please describe any variance between Estimated Total Revenue and Estimated Total Expenses:

HACC will utilize \$158,181 of MTW reserves in 2023.

### *Planned Use of MTW Single Fund Flexibility*

#### Description of Planned Use of MTW Single Fund Flexibility

#### PLANNED USE OF MTW SINGLE FUND FLEXIBILITY

HACC will utilize the MTW Single Fund Flexibility for the new activities planned in 2023 as they are Local, Non-Traditional activities that will utilize MTW funds for programs other than Public Housing or Housing Choice Vouchers.

#### **Activity 2023-04: Improving Operational Efficiency through Technological Advancements**

In order to better 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, HACC would like to complete the implementation of an electronic tenant portal and transition to a Comprehensive Software System that will increase efficiency and effectiveness with workflow.

#### **Description**

The Comprehensive Software System will streamline the workflow for every department within HACC including MTW, the Family Self-Sufficiency and Local Self-Sufficiency Programs, Property Management, HCV, Procurement and Finance. The Software System will simplify all PHA functions into one single, connected solution.

Having the ability consolidate operations on one platform will allow HACC employees to work smarter, maximize compliance, manage risk and gain efficiency. Additionally, HACC participants will also have the ability to complete required documentation, update information, pay rent online and recertify electronically saving the agency and the participants time and money.

To meet its MTW statutory goal of “reduce cost and achieve greater cost effectiveness in federal expenditures” HACC intends to utilize its MTW flexibility to implement an electronic tenant portal and transition to a Comprehensive Software System that will increase efficiency and effectiveness with workflow.

### *Local Asset Management Plan*

i. Is the MTW PHA allocating costs within statute?

YES

ii. Is the MTW PHA implementing a local asset management plan (LAMP)?

NO

iii. Has the MTW PHA provide a LAMP in the appendix?

NO

- iv. If the MTW PHA has provided a LAMP in the appendix, please describe any proposed changes to the LAMP in the Plan Year or state that the MTW PHA does not plan to make any changes in the Plan Year.

N/A

### ***Rental Assistance Demonstration Program***

- i. Description of RAD Participation

**RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION**  
**HACC completed RAD conversion of all public housing properties in 2018.**

- ii. Has the MTW PHA submitted a RAD Significant Amendment in the appendix? A RAD Significant Amendment should only be included if it is a new or amended version that requires HUD approval.

NO

- iii. If the MTW PHA has provided a RAD Significant Amendment in the appendix, please state whether it is the first RAD Significant Amendment submitted or describe any proposed changes from the prior RAD Significant Amendment?

N/A

# SECTION VI – ADMINISTRATIVE

## *A. CERTIFICATION OF COMPLIANCE*

The HUD50900 Certification of Compliance and corresponding Board Resolution are attached to this Plan as Exhibit 1.

## *B. PUBLIC REVIEW AND PUBLIC HEARING*

The chart below highlights the beginning and end dates when the Year 11 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	11/14/2022
Ending Date Annual Plan available for Public Comment	12/14/2022
RAB Meeting	12/06/2022
Number of Attendees at RAB Meeting	0
Public Hearings (3:30 PM at HA)	12/07/2022
Number of Attendees at Public Hearing	0
Date of Board Approval	12/15/2022

# **EXHIBITS**

**BOARD RESOLUTION**

**CERTIFICATIONS OF COMPLIANCE**

**PUBLIC HEARING INFORMATION**

**LOBBYING FORM**