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# Moving to Work Annual Plan



**Significant Amendments  
Submitted: May 14, 2021  
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**INLIVIAN**  
HOUSING REDEFINED

# INLIVIAN LEADERSHIP

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# I. INTRODUCTION

## A. OVERVIEW OF SHORT-TERM MTW GOALS AND OBJECTIVES

Moving to Work (MTW) is a U.S. Department of Housing and Urban Development (HUD) demonstration program which allows housing authorities to design and test innovative housing and self-sufficiency initiatives targeted to address local needs. The MTW designation allows INLIVIAN, formerly The Charlotte Housing Authority (CHA) to waive certain statutes and HUD regulations in order to increase housing choice for low-income families, encourage households to pursue self-sufficiency, and improve administrative and operational cost effectiveness. As a high-performing, innovative and progressive agency, INLIVIAN received its MTW designation in 2006. In April 2016, the MTW agreement was extended for an additional ten years through 2028. INLIVIAN's MTW designation allows it to test new methods to improve housing services and to better meet the dynamic and everchanging needs of the greater Charlotte-Mecklenburg area.

INLIVIAN's success is informed by forward thinking leadership and an ambitious business approach relating to areas of: asset and property management; site development; and, services delivery. INLIVIAN's MTW designation in short allows policies to be implemented which reach beyond traditional forms of housing assistance. This allows program combination to serve as onramp for housing stability for families on their path to economic independence. It further supports and advances the neighborhoods served by INLIVIAN. INLIVIAN has branded the local effort Moving Forward, which reflects a combination of shared intent, forward movement and an image of affordable housing that serves as a safety net and platform for rebuilding lives.

In reviewing our MTW plan for fiscal year 2020, it's clear: MTW is an essential part of INLIVIAN's day-to-day operations while it continues to achieve its mission to develop, operate and provide quality housing in sustainable communities of choice for residents of diverse incomes. This next year, INLIVIAN will strive to continue to:

### **COMPLETE RENTAL ASSISTANCE DEMONSTRATION (RAD) CONVERSIONS**

With INLIVIAN's capacity to utilize both MTW flexibilities and RAD program guidelines, a role can be assumed that is more conducive to the competitive private market. Making the move to RAD will continue to enable INLIVIAN to achieve major goals while safeguarding long term affordability of units without further burdening clients with increased rental costs in our challenging area market. INLIVIAN has converted a total of 3,179 Public Housing units to Project Based Voucher units and is on schedule to convert 100 percent of unit inventory by end of FY 2020.

### **UTILIZE QUALITY RESEARCH AND EVALUATION TO DRIVE DECISIONS THAT SHAPE EFFECTIVE, PRACTICAL AGENDAS AND POLICIES**



Through close partnerships with the region’s leading research and consulting institutions, INLIVIAN looks to further utilize its well-organized data collections and management strategies to produce sound evaluations and impact reports so as to regularly examine MTW policy outcomes to determine if policies: meet the statutory requirements outlined by HUD, and/or can be improved or streamlined. Close partnerships with such great institutions and leaders in their respective fields, allows INLIVIAN to design policies that better correspond to shifting needs of our clients and surrounding regional market.

## **B. OVERVIEW OF LONG-TERM MTW GOALS AND OBJECTIVES**

### **GOAL**

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#### **Elevate the Customer Experience by Providing a Culture of Service Excellence.**

INLIVIAN has increased capacity to advance a broader range of affordable housing priorities that reach beyond the traditional model of a bricks and sticks public housing operation. INLIVIAN will continue to seek efficient outcomes through the high standards of delivery, coupled with the understanding that excellent customer service is a hallmark of a successful agency. Whether by a virtual visit to INLIVIAN’s website or various social media platforms, or an in-person visit to INLIVIAN headquarters, INLIVIAN will continue to enhance its customer experience by developing and executing a successful system for gathering and responding to customer feedback.

### **GOAL**

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#### **Acquire, Develop, and Preserve Diverse Price Point Housing.**

An unfortunate by-product of a strong Charlotte economy has been the extreme pressure on the local housing market. This has had a particularly adverse impact on the lowest income populations. As a result, many are relegated to finding housing outside of the city, becoming isolated in areas where there are less job opportunities, access to amenities and transportation options. Understanding that communities are only as sustainable as our vision for the future, INLIVIAN seeks to provide leadership to further affordable housing in the long-term, by preserving or creating 850 diverse price point units during a five-year 2019 Plan period. MTW flexibility will continue to play a vital role in expanding the supply of permanent mixed-income units in Charlotte by maximizing real estate assets through acquisition, rehabilitation, and development of permanent workforce, market rate, and affordable units in desirable neighborhoods.

### **GOAL**

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#### **Create and Enhance Diverse Income Streams to Support INLIVIAN’s Mission.**

INLIVIAN looks to continue its success leveraging real estate assets to maximize value through additional mixed-income and mixed-use development projects. Through a recent organizational

transformation and the creation of subsidiary companies, INLIVIAN will utilize vital expertise in development, technology, property management, social service provision, and other areas to generate various lines of business on a fee-for-service basis to other government, non-profit, and for-profit entities. With the successful utilization of RAD and MTW flexibilities, INLIVIAN can continue to foster innovation and evolve from an agency that was bound to complex and firm HUD rules and regulations, to a visionary agency that is able to better compete in the area's competitive market.

## **GOAL**

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### **Develop and Maintain Meaningful Mutually Beneficial External Partnerships that Further INLIVIAN's Mission.**

This new INLIVIAN structure will allow the organization the versatility it needs to use resources more flexibly and enter into partnerships that are more mutually beneficial. Empowered by MTW, INLIVIAN is uniquely positioned in the Charlotte metro region to strategically engage in cross-sector partnerships with allies in education, health, social services, and workforce development to better ensure the impact of social investments for INLIVIAN clients are maximized. With these coordinated efforts, the multiple barriers which often exist on the road to self-sufficiency can be better addressed.

## **GOAL**

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### **Implement a Communication Strategy That Educates the Public on CHA's Transformation and Engages Stakeholders in Advocacy Efforts that Further INLIVIAN's Mission.**

As INLIVIAN no longer functions like a traditional public housing authority, effective engagement will entail clarification of common misconceptions surrounding public housing, what an innovative agency can offer a growing community in the 21st century, and how the agency and its clients are an integral part of Charlotte's larger social, economic, and physical fabric. The enhanced communication strategy is meant to reach a more diverse and broader-based public and to more effectually explain the complexity and the standing of the affordable housing problem in Charlotte.

## **GOAL**

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### **Acquire, Retain and Develop Top Talent.**

As a viable competitor in the talent market, INLIVIAN must focus on rapidly developing its workforce skills and the capabilities of emerging leadership candidates to shape top talent. Our talent management efforts will focus on acquiring, retaining and developing the necessary talent to achieve our goals. To this end, INLIVIAN would focus on four talent management initiatives: we will recruit a diverse workforce that will meet the needs of the organization; we will provide comprehensive development and engagement programs to help staff and managers attain professional growth and accomplish their goals; we will provide the necessary tools that prepare



our staff for internal and external environmental changes; and we will ensure our compensation and performance management processes align with staff performance with organizational goals.

## II. GENERAL HOUSING AUTHORITY

### OPERATING INFORMATION

#### A. HOUSING STOCK INFORMATION

##### PLANNED NEW PUBLIC HOUSING UNITS

ASSET MANAGEMENT PROJECT (AMP) NAME AND NUMBER	BEDROOM SIZE						TOTAL UNITS	POPULATION TYPE*	# of Uniform Federal Accessibility Standards (UFAS) Units
	0/1	2	3	4	5	6+			Fully Accessible
N/A	0	0	0	0	0	0	0	N/A	0
N/A	0	0	0	0	0	0	0	N/A	0
N/A	0	0	0	0	0	0	0	N/A	0

Total Public Housing units to be added in the plan year: 0

##### PLANNED PUBLIC HOUSING UNITS TO BE REMOVED

PROPERTY NAME	NUMBER OF UNITS TO BE REMOVED	EXPLANATION FOR REMOVAL
Dillehay Courts	136	136 units will be converted to PBV vouchers through RAD. We are considering RAD, Section 18 Disposition, or Section 22 Voluntary Conversion and our current expectation is to convert 36 units through RAD/Section 18 blend (27 RAD, 9 Disposition) and 100 units through Section 18 disposition. We are also considering post-conversion Transfer of Assistance (TOA)
Strawn Cottages	11	Will be converted to PBV vouchers through RAD process and TOA will be completed by end of year 2020.

Total Public Housing units to be removed in the plan year: 146. this be the last of the Public Housing Stock in INLIVAN’s inventory converted to the agency’s RAD PBV platform.

##### PLANNED NEW PROJECT BASED VOUCHERS

PROPERTY NAME	NUMBER OF Vouchers to be Project-Based	EXPLANATION FOR REMOVAL
Dillehay Courts	136	136units will be converted to PBV vouchers through RAD/Section 18 process by end of year 2020.
Strawn Cottages	11	Remaining units will be converted to PBV vouchers through RAD process and TOA will be completed by end of year 2020.

**Total Public Housing Units to be newly Project Based: 146**

### **PLANNED EXISTING PROJECT BASED VOUCHERS**

PROPERTY NAME	NUMBER OF VOUCHERS TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
940 Brevard	100	yes,40	Senior
Arbor Glen 50	25	yes,25	Family
Arbor Glen I	60	yes,60	Senior, Family
Arbor Glen II	40	yes,40	Family
Arbor Glen III	12	yes,12	Family
Ashley Square @ SouthPark	36	yes,22	Family/Mixed Income
Archdale Flats			Vacant pending revitalization
Autumn Place	68	yes,68	Senior
Cedar Knoll	49	yes,49	Family
Charlottetown Terrace	161	yes,161	Disabled
Cherry Gardens	11	No	Senior
Claremont	50	yes,50	Family
Dillehay	136	yes	Family
Edwin Towers	176	yes,176	Senior
Everett House	10	No	Disabled/Supportive
Fairmarket Square	16	yes,16	Family/Mixed Income
First Ward	132	yes,132	Family/Mixed Income
Gladedale	49	yes,49	Family
Glen Cove	10	yes,10	Mixed Income
Hall House	0	0	Vacant pending revitalization
Hampton Crete	60	yes,60	Mixed Income/Supportive
Leafcrest	48	yes,48	Family
Mallard Ridge	35	yes,35	Family
McAden Park	60	yes,30	Family, Mixed Income
McAlpine Terrace	26	yes,26	Senior/Mixed Income
McCreesh Place	88	yes,63	Supportive
McMullen Woods	21	yes,21	Family/Mixed Income
Meadow Oaks	32	yes,32	Family
Mill Pond	51	No	Mixed Income
Montgomery Gardens	20	yes,20	Family/Mixed Income
Moore Place I & II	86	yes,34	Family/Mixed Income/Supportive
Nia Point	29	yes,29	Family/Mixed Income

PROPERTY NAME	NUMBER OF VOUCHERS TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
Park at Oaklawn	89	yes,89	Family/Mixed Income
Parktown Terrace	163	yes,163	Family/Mixed Income
Prosperity Creek	156	yes,156	Senior
Residences at Renaissance I	31	yes,31	Family/Mixed Income
Residences at Renaissance II	67	67	Family/Mixed Income
Retreat at Renaissance	90	yes,90	Senior
Robinsdale	30	yes,30	Family/Mixed Income
Savanna Woods	49	yes,49	Family
Seigel Point	120	yes,102	Family/Mixed Income
Seneca Woods	17	yes,17	Family/Mixed Income
South Oak Crossing	20	yes,20	Family/Mixed Income
Southside Homes	392	yes,392	Family/Mixed Income
Springcroft @ Ashley Park (SR)	36	yes,18	Senior
Steele Creek Seniors	120	yes,120	Senior/Mixed Income
Stonehaven East	24	yes,24	Family
Strawn Tower	170	yes,170	Senior
Sunridge	44	yes,44	Family
Tarlton Hills	50	yes,50	Family/Mixed Income
Victoria Square	31	yes,31	Family
Wallace Woods	48	yes,48	Family
YWCA Families Together	10	No	Supportive/Family
Woodlawn House	104	yes,104	Senior
Landing at Park Road	92	No	Senior
Oaks at Cherry	81	yes,81	Family
Springfield Gardens	22	yes,22	Senior

**Planned Existing Project Based Vouchers: 3,826**

### **PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED DURING THE PLAN YEAR**

Planned other changes to MTW housing stock anticipated during the plan year: 0

### **GENERAL DESCRIPTION OF ACTUAL CAPITAL FUND EXPENDITURES DURING PLAN YEAR 2020**

Dillehay Courts remains the sole public housing site operating under the Capital Fund Programs. Plans are currently underway to redevelop Dillehay Courts in multiple phases.

All other sites have been converted to RAD and utilize Reserves for maintenance. Of these sites, a draft plan for capital improvements in the 2020 fiscal year per the Physical Conditions Needs Assessment (“PCNA”) is in the preliminary stage and have not been approved by the INLIVIAN Board. Improvements totaling just over \$1.5 Million are expected. Projected Capital Improvements

have not yet been specified, but efforts are being made to define the scope of work for each site. The following are plausible ventures, but have not been approved:

- **Fairmarket Square** - water heaters replacement, kitchen upgrades.
- **Glen Cove** – Window replacement, kitchen and bath upgrades.
- **Mallard Ridge** – asphalt paving.
- **McAlpine Terrace** - new appliances, window replacement, elevator upgrades and HVAC replacement.
- **Meadow Oaks** – new appliances.
- **Seneca Woods** – interior renovations.
- **Victoria Square** – Re-roofing.
- **Woodlawn House** – new bathroom exhaust fans and common area venting.

## B. LEASING INFORMATION

PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH:	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED**
MTW Public Housing Units Leased	0	0
MTW Housing Choice Vouchers (HCV) Utilized	79,476	6,623
Local, Non-Traditional: Tenant-Based	1,740	145
Local, Non-Traditional: Property-Based	10,824	902
Local, Non-Traditional: Homeownership	120	10

PLANNED TOTAL HOUSEHOLDS SERVED:	<b>92,160</b>	<b>7,680</b>
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LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED*
Tenant-Based	Rent Reform (2010-1); Triennial reexamination (2016-2)	1,740	145
Property-Based	NA	10,824	902
Homeownership	Homeownership (2016-1)	120	10

PLANNED LOCAL, NON-TRADITIONAL HOUSEHOLDS SERVED:	<b>12,684</b>	<b>1,057</b>
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## ANTICIPATED ISSUES/POSSIBLE SOLUTIONS RELATED TO LEASING

Nothing pertinent to the issue of leasing to note for plan year 2020.

## C. WAIT LIST INFORMATION

### WAITING LIST INFORMATION ANTICIPATED

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED
HCV	Type: Central	6,117	Closed
RAD & PBV	Type: Site Based	3,800	Open

All applicants can be on several site-based waiting lists at the same time. This allows for housing flexibility for the applicant. When an applicant is housed, they are removed from all other site-based wait lists managed by INLIVIAN.

### PLANNED CHANGES TO WAITING LIST IN THE PLAN YEAR

WAITING LIST NAME	DESCRIPTION OF PLANNED CHANGES TO WAITING LIST
HCV	No planned changes
RAD and PBV	No planned changes
Federal MTW Public Housing	All public housing units are to be transitioned to RAD PBV platform, therefore there is no associated waitlist planned for 2020.

## III. PROPOSED MTW ACTIVITIES

### *2020-2 Development Protection Fund*

#### A. ACTIVITY DESCRIPTION

##### **Describe the proposed activity.**

INLIVIAN will use its broader use of funds authority to ensure the long-term stability and viability of existing INLIVIAN- and affiliate-owned rental housing properties. INLIVIAN has properties that need capital investment and others that potentially need re-syndication of tax credits in order to maintain the quality and quantity of units provided to low-, very low, and extremely low-income seniors and families. In this activity, INLIVIAN will conduct updated detailed capital needs assessments, establish priorities for rehabilitation and refinancing, and explore options for upgrading units over a multi-year period.

##### **Describe how the proposed activity will achieve one or more of the three statutory objectives and the specific impacts on that statutory objective(s).**

This activity addresses the statutory objective of increasing housing choices for low-income families. It is expected to lead to the preservation of affordable units in the Charlotte area. The preservation activities include using MTW funds for expenses incurred in rehabilitating the units to extend their useful life and affordability, or to acquire the property or limited partner's interest at the end of the tax credit period to maintain the asset's affordability into the future, or pay off existing loans in order to leverage additional financing. This activity will allow INLIVIAN to respond to both planned and unforeseen events and conditions that may impact the Agency's affordable housing portfolio—impacts that could result in unsustainable financial losses, less than desirable living conditions for residents, or non-compliance with affordability restrictions.

This activity will also provide predevelopment financing for existing low-income housing projects developed or owned by INLIVIAN, or its affiliates. These funds will also allow INLIVIAN, either directly or through its affiliates, to take advantage of opportunities to leverage funds from other sources and to secure various guarantees (such as operating deficit, tax indemnification, and loan repayment guarantees) associated with the properties.

Approval of this activity will allow us to begin to address the growing need at our affordable properties, the most critical are three (3) 31-year old developments providing 136 units. These properties have had no influx of dollars for needed improvements. The units and systems are outdated and do not provide the living environment we desire for families we serve. The age and condition of the developments currently prohibit rental rates (average of \$686) from reaching a point where the developments could sustain a debt service loan. These aged developments must be substantially renovated to preserve the long-term viability of these critical affordable housing communities.

**Provide the anticipated schedule for implementing the proposed activity.**

The initiative will be implemented immediately upon HUD approval for the preservation needs of an initial 136 units and will take several months to plan and complete.

**B. ACTIVITY METRICS INFORMATION**

2020 METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE #4: Increase in Resources Leveraged</b>			
Amount of funds leveraged in dollars (increase)	\$0	\$0	TBD
<b>HC #1: Additional Units of Housing Made Available</b>			
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).	293	293	TBD
<b>HC #2: Units of Housing Preserved</b>			
Number of housing units preserved for households at or below 80% AMI (increase)	293	293	TBD
<b>HC #3: Decrease in Wait List Time</b>			
Average applicant time on wait list in months (decrease)	0	0	TBD
<b>HC #4: Displacement Prevention</b>			
# of households at or below 80% AMI that would lose assistance or need to move (decrease). If units reach a specific type of household, give that type in this box	293	293	TBD

*Data Source(s): We will be tracking this initiative through the agency's management software—Yardi*



### **C. COST IMPLICATIONS**

The cost of the activity is estimated to be \$17 million. These costs will be for pre-construction activities, substantial capital improvements and structural repairs to preserve the units for affordable housing. This activity will not create a deficit in the MTW program and will be utilizing PHA and HUD held reserves.

### **D. NEED/JUSTIFICATION FOR MTW FLEXIBILITY**

**Authorization(s) detailed in Attachment C and/or D of the Standard MTW Agreement (or applicable successor section in future iterations of the MTW Agreement) that gives the MTW PHA flexibility to conduct the proposed activity.**

Attachment D, Use of MTW Funds. PIH Notice 2011-45 must be followed. Authorization is needed in order to spend the funds necessary to preserve these local, non-traditional units.

### **E. RENT REFORM/TERM LIMIT INFORMATION**

Not Applicable.

### ***Proposed: 2020-3 Enhanced Briefing for Tenant Readiness***

#### **ACTIVITY DESCRIPTION**

##### **i. Describe the proposed activity.**

INLIVIAN is proposing an activity to provide, an enhanced tenant-based voucher briefing for relevant clients to complete upon admission to the agency's tenant-based voucher program.. This same enhanced briefing curriculum may extend to RAD-PBV sites. The enhanced briefing curriculum is designed to empower families and prepare them for success as INLIVIAN clients, reliable tenants, and good neighbors. The addition to the agency's briefing curriculum will establish clear expectations for meeting participant obligations, while providing tools for successful program participation, with the goal of minimizing program violations. The enhanced briefing curriculum will be facilitated by CORE programs and implemented through formal partnerships with other organizations that will provide instructors/advisors with expertise in various areas, including but not limited to: housing search/outreach, housing provider/tenant relations, financial literacy, housekeeping/simple maintenance and goal setting. The enhanced briefing will entail up to an additional 4 hours of training with opportunity for questions and discussion. Following housing placement, participants will be invited back to participate in STEPS to Economic and Personal Success courses.

INLIVIAN will communicate to housing providers the steps which program participants have taken to better prepare themselves for successful tenancy. This may include the issuance of a certificate of completion that participants can present when searching for a unit.

Elderly and disabled households are exempt from this requirement but may opt to participate in order to access the curriculum as a resource to assist in reaching household goals.

**ii. Describe how the proposed activity will achieve one or more of the three statutory objectives and the specific impacts on that statutory objective(s).**

Implementation of this program is designed to increase housing choices by preparing applicant families for successful participation in INLIVIAN’s housing programs. The program is designed to increase rental stability and self-sufficiency.

**iii. Provide the anticipated schedule for implementing the proposed activity.**

Upon HUD approval, INLIVIAN will begin implementation of this activity by the 4<sup>th</sup> quarter of FY2021.

**B. ACTIVITY METRICS INFORMATION**

<b>HC #4: Displacement Prevention</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
Percent of families who attended the orientation and subsequently exited the program for a negative reason	Number of households losing assistance prior to implementation of the activity -65	Expected households losing assistance after implementation of the activity - 18	Actual households losing assistance after implementation of the activity (number)	Whether the outcome meets or exceeds the benchmark. (yes or no)
<b>SS #5 Households Assisted by Services that Increase Self Sufficiency</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
Number of households receiving services aimed to increase self-sufficiency	Households receiving self-sufficiency services prior to implementation of this activity- 0	Expected number of households receiving this type of training after implementation of the activity - 100	Actual number of households receiving these services after implementation of the activity	Whether the outcome meets or exceeds the benchmark.

**C. COST IMPLICATIONS**

**i. State whether the proposed activity will result in any cost implications (positive and/or negative) for the MTW PHA.**

This activity should not result in any cost implications for INLIVIAN. All costs will be off-set through INLIVIAN’s operating expenses or in-kind services.

**ii. If the proposed activity does result in cost implications, provide an estimate of the amount and discuss how the MTW PHA will manage the surplus or deficit anticipated.**

N/A – this activity does not result in a positive or negative cost implication.

**D. NEED/ JUSTIFICATION FOR MTW FLEXIBILITY**

**i. Cite the authorization(s) detailed in Attachment C and/or D of the Standard MTW Agreement (or applicable successor section in future iterations of the MTW Agreement) that gives the MTW PHA flexibility to conduct the proposed activity.**

Attachment C- D.4. The Agency is authorized to determine waiting list procedures, tenant selection procedures and criteria and preferences, including authorizing vouchers for relocation of witnesses and victims of crime that differ from the currently mandated program requirements in the 1937 Act and its implementing regulations. This authorization waives certain provisions of Sections 8(o)(6), 8(o)(13)(j) and 8(o)(16) of the 1937 Act and 24 C.F.R. 982 Subpart E, 982.305 and 983 Subpart F as necessary to implement the Agency's Annual MTW Plan.

**ii. Explain why the cited authorization(s) is needed to engage in the proposed activity.**

HCV regulations require that the PHA follow specific guidelines under 24 C.F.R. 982 Subpart E, 982.305 and 983 Subpart F, 982.301. INLIVIAN is proposing the activity to implement the additional curriculum as described above as part of its standard briefing practice.

# IV APPROVED MTW ACTIVITIES

## A. IMPLEMENTED ACTIVITIES

YEAR- ACTIVITY #	MTW ACTIVITY	STATUTORY OBJECTIVE	PAGE #
2020-1	Modified Terms of Over Subsidy	Cost Effectiveness, Housing Choice	16
2019-1	Housing Choice Voucher Incentive Program	Housing Choice	17
2018-1	Self-Certification of Re-inspection for HQS Initials	Cost Effectiveness	18
2017-2	Imputed Earned Income	Cost Effectiveness, Self Sufficiency	18
2017-3	Exception Payment Standards	Housing Choice, Self Sufficiency	20
2016-1	Home Ownership Initiative	Housing Choice, Self Sufficiency	21
2016-2	Triennial Re-examinations	Cost Effectiveness	23
2016-3	Rent Reform and Work Requirement (Revision)	Cost Effectiveness, Self Sufficiency	24
2016-4	Single Platform for Inspections	Cost Effectiveness	29
2016-5	Controlled Program Moves	Cost Effectiveness	30
2016-6	Modified Definition of Elderly	Housing Choice	31
2011-3	New Construction of Affordable Units	Housing Choice	32
2009-3	Community Based Rental Assistance	Cost Effectiveness, Housing Choice, Self Sufficiency	33
2009-5	Moving Forward Supportive Services	Cost Effectiveness, Self Sufficiency	38
2009-8	Land Acquisition for Future Use	Housing Choice	40
2008- 3	Investment Policies Consistent with State Law	Cost Effectiveness	41
2008-7	Increase Acquisition and Rehabilitation of Existing Multi-Family Properties	Cost Effectiveness, Housing Choice	42

## 2020-1 (REPLACED 2017-1, 2018-2) MODIFIED TERMS OF OVER-SUBSIDY

**Statutory Objective:** Housing Choice, Cost Effectiveness

### Plan Year Approved, Implemented, Amended:

The activity to modify terms of over-subsidy was approved for FY 2017 and implemented in the first quarter of 2018. A significant amendment was approved to modify the activity on September 2, 2020. An updated description of the activity is described below.

### Description/Update:

Through this activity, beginning in 2017, the definition of over-subsidy was modified in the tenant based and traditional project-based voucher programs. Under this activity, HAP contract terminations occur if INLVIAN is paying \$75.00 or less, or what is equivalent to INLVIAN's minimum rent in monthly housing assistance payments for 180 consecutive calendar days. The 2017 update of this initiative focused on families who were living in these communities at the time of conversion to the RAD program. It did not speak to new residents who would lease after conversion as part of the regular unit turnover process. As such, the newly approved changes, apply to new families that are chosen from the RAD-PBV waiting lists by expanding the existing flexibility, to allow new residents moving into RAD PBV communities with tenant portions of rent that are equal to or exceed the contact rent where the contract rent is lower than the payment standard. Families will be eligible for admission if they meet income criteria for the HCV program. Once housed these families will be exempt from the 180-day over-subsidy requirement until the household income reaches 80% of AMI.

Significantly amending this activity was designed to expand housing choice. Adjustments to this activity are meant to expand existing flexibility to allow new residents moving into RAD PBV communities with tenant portions of rent that are equal to or exceed the contact rent where the contract rent is lower than the payment standard. Once housed these families will be exempt from the 180-day over-subsidy requirement until the household income reaches 80% of AMI.

### Planned Non-Significant Changes:

There are no changes planned to this activity for the remainder of 2020. Recently approved modifications to this activity were implemented upon HUD approval.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>HC#5: Increase in Resident Mobility</b>			
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	0	150	To be reported on in the FY 2020 Annual Report

**Planned Changes to Metrics/Data Collection:**

With the new modifications recently implemented, there are no planned changes to associated metrics. Current department data collection methods will be closely observed with potential methods under consideration through 2020, as the initiative continues to develop, and outcomes become realized.

**2019-1 HOUSING CHOICE PROVIDER INCENTIVE PROGRAM**

**Statutory Objective:** Housing Choice

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval for this initiative in 2019. The following program is planned to be rolled-out quarter 3 of 2019 and will include the specific incentives as explicated in the activity’s proposal to HUD.

**Description/Update:**

INLIVIAN’s Housing Choice Voucher (HCV) program has been negatively impacted by a severe shortage of affordable housing units along with a strong and competitive rental market. This is making it increasingly difficult for HCV applicants and participants to locate affordable housing units. In response to these local realities, INLIVIAN proposed this activity as an amendment to the FY 2019 MTW Plan late in 2018. The program will operate based upon the availability of funding so as to recruit and retain landlords by providing more choice for INLIVIAN’s Housing Choice applicant and participant families. A range of incentives such as, but not limited to the following will be introduced through the proposed program. Upon initial rollout, the following 3 incentives will be applied September of 2019:

**Landlord Incentive Payment.** Provides owner participants a one-time payment upon execution of a HAP contract who meet eligibility criteria.

**Vacancy Assistance Payment.** Pays up to a fixed amount for a transition period in which the unit remains vacant for owners who lease to another voucher holder within a maximum amount of days.

**Risk Reduction/ Mitigation Funds.** Can offer landlords funds up to a certain amount, for tenant-caused damages at the time of move-out, and after providing documentation of charges, including but not limited to: invoices, receipts, and pictures. This initiative aims to increase housing choice for low income families.

**Planned Non-Significant Changes:**

There are no planned non-significant changes planned for FY 2020; as program is implemented through 2020, staff will evaluate as needed to determine if program adjustments ought to be performed.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>HC#5 Increase in Resident Mobility</b>			
Number of Households able to move to a better unit and/or neighborhood of opportunity as a result.	0	25	Will be detailed in FY 2020 Moving Forward/MTW Report



**Planned Changes to Metrics/Data Collection:**

After implementation of activity, metrics and various qualitative data will be appraised to determine if above incentives are effective and/or need to be adjusted, and if alternative incentives ought to be explored.

**2018-1 SELF-CERTIFICATION OF RE-INSPECTION FOR HQS INITIALS**

**Statutory Objective:** Cost Effectiveness

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval in FY 2018 for the Self-Certification of Re-inspection for HQS Initial Inspections. This activity was implemented in June 2018.

**Description/Update:**

The activity allows a self-certification in lieu of a re-inspection when an initial inspection fails, and there are 10 or less different types of non-life-threatening deficiencies. Photos and invoices are required and must be submitted within 30 days of the failed report. A self-certification of completion executed by the participant and the housing provider is also required prior to executing a Housing Assistance Payment (HAP) contract.

**Planned Non-Significant Changes:**

There are no changes planned to this activity for 2020.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#1 Agency Cost Savings</b>			
Decrease in total cost of task (staff time)	30 min x 744 units = 372	30 min x 596 units = 298	To be reported on in FY 2020 Annual Report
<b>CE#2 Staff Time Savings</b>			
Decrease total cost in staff time	372 hours x \$21.09/hour = \$7,845	298 hours x \$21.09/hour=\$6,285	To be reported on in FY 2020 Annual Report
<b>CE #3 Decrease in Error Rate of Task Execution</b>			
Average error rate in completing a task	Initial fail rate of 46%	Reduce initial fail rate by 10%	To be reported on in FY 2020 Annual Report

**Planned Changes to Metrics/Data Collection:**

Due to recent implementation of activity there are no planned changes to metrics. Current department data collection methods will be closely observed through 2020, with potential methods under consideration as the initiative continues to develop and outcomes become realized.

**2017-2 IMPUTED EARNED INCOME**

**Statutory Objective:** Cost Effectiveness, Self Sufficiency

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval to implement Imputed Earned Income in the FY 2017 Annual Plan. The activity was implemented for the April 2018 re-certifications and the March 2018 transfer lease ups.

**Description/Update:**

In both the traditional and Project-Based voucher programs, INLIVIAN does not process interims three months prior to a recertification, three months after a recertification or within three months after a lease up, when there is a loss of income (except in cases of unintentional employment termination) for work abled households. The activity was implemented for the April 2018 re-certifications and March 2018 transfer lease ups. INLIVIAN has had to deny some changes in decreased income once families received their rent change letter for re-certifications, as well as within days after they sign their new leases for transfers. INLIVIAN currently does not process interims of increased income unless the household is a minimum rent household or being recertified.

There has not been any request for hardships, but protocol has been established. Hardship cases will be referred to the INLIVIAN Hardship Committee and evaluated using the Hardship Policy established by the agency.

**Planned Non-Significant Changes:**

There are no changes planned to this activity for 2020.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#1 Agency Cost Savings</b>			
cost of task in dollars (decrease) (income interim) average staff time X hourly salary & benefits	\$5,888	\$2,948	To be reported on in the FY 2020 Annual Report
<b>CE#2 Staff Time Savings</b>			
total cost of task in dollars (decrease) (income interim) average staff time)	296 hours	148 hours	To be reported on in the FY 2020 Annual Report
<b>CE#5 Increase in Agency Rental Revenue</b>			
Decrease in average HAP amount in dollars	The average HAP is \$621	A decrease to equal \$583 average HAP	To be reported on in the FY 2020 Annual Report
<b>SS#1 Increase Household Income</b>			
Average earned income of households affected by the policy in dollars (increase) *at all sites except FSS (tenant based and RAD PBV)	\$16,394	\$16,938	To be reported on in the FY 2020 Annual Report
<b>SS#3 Increase in Positive Outcomes in Employment Status</b>			

Employed *at all sites except FSS (tenant based and RAD PBV)	1,854	2,955	To be reported on in the FY 2020 Annual Report
<b>SS#6 Reducing Per Unit Subsidy Costs for Participating Households</b>			
Average amount of Section 8 subsidy per household affected by this policy in dollars	\$616	\$155	To be reported on in the FY 2020 Annual Report
<b>SS#8 Households Transitioned to Self-Sufficiency</b>			
Number of households transitioned to self-sufficiency (no subsidy)	to be set using 2018 data....	Same as baseline <---	To be reported on in the FY 2020 Annual Report

**Planned Changes to Metrics/Data Collection:**

The agency does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

**2017-3 EXCEPTION PAYMENT STANDARDS**

**Statutory Objective:** Housing Choice, Self -Sufficiency

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval to implement Exception Payment Standards for FY 2017. The activity was implemented in the first quarter of 2017.

**Description/Update:**

The INLIVIAN acknowledges that the climb out of poverty for families in Charlotte was recorded as last place in 50 of the United States largest cities (*according to the Harvard University and California-Berkeley study on upward mobility*). In an effort to assist families in deconcentrating poverty through upward mobility, INLIVIAN has developed a Choice Mobility program called Opportunity Housing Program. To qualify for the program, candidates must meet the following program criteria:

- (1) the head-of-household (HOH) must have an annual income (from work) of \$18,500;
- (2) a child that is living with the HOH (active lease) that is 8 years old or younger;
- (3) the HOH must be receiving case management services from the Client Services Department.

The agency has been working to place families selected for the Choice Mobility program in established “opportunity area” neighborhoods, as 16 families have leased up units through this program since August 2019

Neighborhoods chosen meet criteria such as, but not limited to, areas with low poverty, low crime rate, access to better services including schools, transportation and job opportunities. INLIVIAN has increased payment standards in excess of 120 percent of the FMR but not more than the lower of comparable market rents, or 150 percent of HUD’s published FMR. This activity will provide participants the flexibility to relocate to areas of higher opportunity.

INLIVIAN anticipates that the impact will continue to increase housing options and expand opportunities for housing choice voucher participants. INLIVIAN has engaged Baltimore Regional Housing Partnership to identify certain census tracts in Mecklenburg County utilizing research data from institutions including but not limited to North Carolina Universities, city data from Mecklenburg County and US Census Bureau to identify these areas.

**Planned Non-Significant Changes:**

There are no changes planned to this activity for 2020.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>HC#5 Increase in Resident Mobility</b>			
Number of Households able to move to a better unit and/or neighborhood of opportunity as a result.	0	5	Will be detailed in FY 2020 Moving Forward/MTW Report

**Planned Changes to Metrics/Data Collection:**

INLIVIAN does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

**2016-1 HOME OWNERSHIP INITIATIVE**

**Statutory Objective:** Cost Effectiveness, Self Sufficiency

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval to implement a Homeownership Program in the FY 2016 Annual Plan for qualifying Housing Choice Voucher participants and RAD-PBV participants who are eligible as a first-time home buyer, as defined by HUD, and have earned income, Social Security (SS), or Supplemental Security income (SSI).

**Description/Update:**

General requirements for program participation include, but are not limited to the following:

- Must be a Housing Choice Voucher, tenant based, or RAD PBV program participant.
- Participating households must demonstrate a minimum 24 months of stable employment history or stable receipt of acceptable fixed income for elderly/disabled.
- Must possess a minimum annual income of \$25,500 for families reporting earned income.
- A minimum annual income of \$9,000 for elderly or disabled designated households.

All households must attend a mandatory Orientation Session and participate and successfully complete a INLIVIAN approved HUD- certified Homeownership Education and Counseling program.

The program provides workshops and individualized tailored counseling plans on budgeting, credit, the home buying process, roles and responsibilities of the lender and realtor. The Homebuyer Education Provider will assess participants for mortgage readiness through review of their tri-merge credit scores, debt ratio, employment history, reserves, and other financial concerns that directly impact the participant's ability to become mortgage ready. There is an 8-hour workshop provided to each participant once they become mortgage ready. This workshop is recognized by the House Charlotte down payment assistance program. The number of counseling hours needed for each individual is directly correlated to their mortgage readiness status.

Upon closing, a household will continue to be counseled and monitored through the Client Services Department for a period not to exceed three years. Monitoring by Client Services shall serve as an additional foreclosure prevention measure through financial literacy training and yearly refresher training. The families will also receive Post Homeownership Education and Counseling follow-up services up to 12 months. Each family will construct a new budget reflective of their current status. Additionally, they will participate in workshops about repair and prevention, warranties, roles and responsibilities of the homeowner, community involvement and being a good neighbor.

Under INLIVIAN's Homeownership Program, a participant's income is supplemented by a monthly subsidy provided by INLIVIAN that is equal to a participant's calculated HAP. A re-calculation will be done when the participant is determined mortgage ready by the Homebuyer Education Provider to determine the new HAP. This subsidy combined with a participant's income shall serve as the base for mortgage lender approval. HAP subsidies will be set and may not be adjusted by a household's loss of income. Accordingly, households which may experience an increase in income will not incur an adjustment in their HAP subsidy; therefore, incentivizing families to increase their household incomes during the fifteen-year HAP assistance period.

INLIVIAN chooses to use the set HAP because our banking partners qualified participants based on the participant's income along with the INLIVIAN HAP amount. Therefore, since the family qualified based on that income, INLIVIAN will keep the HAP the same. HAP payments will be paid directly to approved lenders for a period of fifteen years (or 30 years for elderly and disabled) at which point a participant would assume the entire mortgage obligation.

Households are responsible for attaining their own financing from a INLIVIAN approved lender and will be assisted in identifying both lenders and best financing alternatives through Homeownership Counseling. All mortgages must escrow property taxes and insurance. Participants must also be able to provide a 3% down payment. However, down payment assistance programs, such as the City of Charlotte's House Charlotte Program can be used to meet this requirement INLIVIAN's Destination Homeownership program requires the assisted buyer to have a savings of \$1,500 to assist in their earnest money deposits and due diligence payment under the North Carolina purchase contract.

The acquired home must serve as a household's sole residence and they are not allowed to rent their property during the HAP subsidy period. Subleasing of the property is a program violation which is cause for termination of HAP subsidy.

Participant households will not be required to participate in annual or interim reexaminations during the program's duration; however, a criminal background check will be conducted biennially

on all household members 16 years of age and older and reporting changes as mandated by HUD for the Housing Choice Voucher Program are still in effect. INLIVIAN will conduct an initial HQS or UPCS inspection on the home during the contract due diligence period. In addition, the homebuyer will be responsible for contracting with a certified home inspector during the due diligence period. Homebuyers are still bound to certain HUD mandated program rules and are subject to termination from the program and HAP subsidy for any program violations listed within the Statement of Family Obligations Appendix P form that will be part of the formal and binding agreement made between the participant and INLIVIAN at closing. In the event of termination from the program/HAP subsidy, a household will be immediately responsible for assuming the entire mortgage commitment. Assisted buyers can qualify for a hardship expense and HAP adjustment based on extraordinary maintenance expenses, not covered by any insurance or warranties.

**Planned Non-Significant Changes:**

The Destination Homeownership program is currently working on a partnership with Habitat for Humanity to work with our Homeownership Housing Choice Vouchers.

**Planned Changes to Metrics/Data Collection:**

INLIVIAN does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

## **2016-2 TRIENNIAL RE-EXAMINATION**

**Plan Year Approved, Implemented, Amended:**

The Triennial Re-examination was approved in 2016 and was implemented in October of 2018. While HUD has extended the authority to conduct triennial re-examinations (recertifications) for elderly and/or disabled households, INLIVIAN utilized the agency's MTW flexibility to waive implementation of any Cost-of-Living Adjustments (COLA) between re-examinations.

**Description/Update (Proposed Amended Language):**

Effective October 2018, INLIVIAN implemented triennial re-examinations for designated elderly and/or disabled households for both the Housing Choice Voucher (HCV) and public housing programs. In response to the conditions created by the coronavirus (COVID-19) that impede the processing of biennial re-examinations during FY2020, INLIVIAN is proposed and was granted the expansion of triennial recertifications beyond elderly and/or disabled households. Based on the expected efficiencies that will be created, INLIVIAN looks to continue the implementation across its entire subsidy portfolio, not just those recertifications due in FY2020. INLIVIAN may make necessary adjustments to the frequency of setting payment standards and rent increases to account for the increased time between re-examinations. In addition, as INLIVIAN seeks to evenly distribute the new triennial schedule, recertification dates may be adjusted. INLIVIAN will continue to perform criminal background checks at each scheduled re-examination.

**Planned Non-Significant Changes:**

As advised by HUD, this change is submitted as an MTW technical amendment, as opposed to a significant amendment.

**Planned Changes to Metrics/Data Collection:**



INLIVIAN expects to revise baselines and benchmarks during the Plan year to reflect the expansion of this authority. Given the need to implement immediately in response to the conditions created by the COVID-19, INLIVIAN will update the metrics for this initiative as part of the FY2021 MTW Plan submission.

METRIC	BASELINE	BENCHMARK	OUTCOME
Decrease in total cost of task in dollars	To be determined	To be determined	To be updated in the FY2021 Annual MTW Plan
<b>CE#2: Staff Time Savings</b>			
Decrease in total time to complete the task in staff hours	To be determined	To be determined	To be updated in the FY2021 Annual MTW Plan
<b>CE#5: Increase in Agency Rental Revenue</b>			
Increase in rental revenue in dollars	To be determined	To be determined	To be updated in the FY2021 Annual MTW Plan

## 2016-3 (REPLACED 2010-1) RENT REFORM AND WORK REQUIREMENT INITIATIVE

**Statutory Objective:** Cost Effectiveness, Self Sufficiency

### Plan Year Approved, Implemented, Amended:

INLIVIAN received approval to implement Rent Reform and a Work Requirement in the FY2010 annual plan. The activity was implemented in FY2011 and updated and approved via the 2016 Plan.

### Description/Update:

While elderly and disabled are not required to participate in the work requirement, they are mandated to participate in rent reform. Rent simplification applies to both INLIVIAN Public Housing, Housing Choice Voucher and RAD PBV programs. With approval of the revision in the FY 2016 Annual Plan, the work requirement now applies to families that port in to Mecklenburg County.

### Rent Reform:

In 2010, as part of our Moving Forward Initiatives (MFI), revised the rent calculation to an income-based, stepped rent process. The income bands are a \$2,500 range with the stepped rent being 30% of the range low end. For example, in a \$5,000-\$7,499 annual income band, the low end of \$5,000 is divided by the 12 months of the year and multiplied by 30% (as shown in Appendix D of the document). The total tenant payment required by the tenant would be \$125. Annual adjusted income will be used to establish the income band. In 2018, the INLIVIAN removed the escrow deposit and replaced it with two new incentive programs; The Challenging Barriers Program and the Milestone Program. The income bands for rent calculation have not changed.

The former escrow credit was designed to help residents on their journey toward self-sufficiency. This program has been modified so that more residents can participate in its financial benefits and

achieve their goals. As of January 2018, INLIVIAN implemented two new incentive programs. The first, “Challenging Barriers”, will help those financially overcome stumbling blocks for such things as car repairs, eye glass replacement, medical expenses, tuition assistance and/or similar types of financial challenges. CHA’s second program, “Milestones”, will financially reward individuals once certain goals have been accomplished. Examples of such goals include completing a GED, obtaining a degree, a career path certificate or volunteering. INLIVIAN wants to continue encouraging our residents to continue reaching for their goals.

The Rent Reform and Work Requirement initiatives were split. Rent Reform began for all conventional public housing and Section 8 participants on December 1, 2010. Participants are still granted interim rent re-certifications between annual re-certifications provided they have met the established criteria. If there is a decrease in the family’s income or an increase in medical expense or childcare expense which is expected to last longer than thirty days (and will change their flat deduction eligibility), the participant may request that an interim recertification be performed. Participants must still report changes in family size.

Income earned by seasonal employment will be annualized if the employee has maintained employment for more than 60 days. Employees of temporary agencies will be annualized after an initial 30 days of assignments.

**INLIVIAN’s Alternate Verification Activity, as proposed via COVID-19 related technical amendment**, would extend new admission income verifications validity to 180 days from the determination and/or effective date of the lease up instead of 60 days and for annual recertification verifications from 120 days prior to the effective date of the action, to 180 days to the effective date of the action. It is anticipated that this activity will reduce the amount of duplicative work caused by factors in validating all necessary information provided at the time of a completed recertification. This alternate verification activity will extend to all HCV programs including: MTW vouchers, Family Unification Program vouchers, Mainstream Program vouchers, portables, Traditional and RAD-PBVs and VASH vouchers.

Implementation of this feature will complement the agency’s broader rent reform efforts made possible through MTW; and will assist in the agency’s response to COVID-19 as it has impacted INLIVIAN’s clients and the agency’s operations in this area.

The alternative verification feature to the agency’s rent reform “activity” will be applied immediately upon HUD approval. See alternative verification feature metrics, included to entire activity metrics table below for specifically related benchmarks and outcomes.

Income from assets with a combined value of less than \$5,000 will be excluded. The annual recertification will include self-certification for households with combined assets at or below \$5,000, or third-party verification for assets over \$5,000. Traditional medical and childcare deductions are eliminated. Participants need only verify enough non-reimbursable expenses to meet the requested deduction level listed below.

MEDICAL EXAMPLE	MEDICAL DEDUCTION	CHILDCARE EXPENSE	CHILDCARE DEDUCTION
\$0 - \$2,499	\$0	\$0 - \$2,499	\$0
\$2,500 - \$4,999	\$2,500	\$2,500 - \$4,999	\$2,500
\$5,000 - \$7,499	\$5,000	\$5000 - \$7,499	\$5,000
\$7,500+	\$7,500	\$7,500+	\$7,500

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#1 Agency Cost Savings</b>			
Total cost of rent reform in dollars	The cost of task prior to implementation of activity is \$67,960 (3,398 staff hours multiplied by \$20 per hour for FTE of specialist/property manager)	The expected cost of task \$38,160	To be reported on in the FY 2020 Annual Report
<b>CE#2 Staff Time Savings</b>			
Decrease total time to complete the task in staff hours	Total amount of staff time prior to implementation of the activity is 3,398 hours	Expected amount of total staff time dedicated 1,908 hours	To be reported on in the FY2020 Annual Report
<b>CE#3 Decrease in Error Rate of Task Execution</b>			
Decrease in average error rate in rent calculation task as a percentage.	The average error rate of task prior to implementation of Blue Horizon was not set	The expected average error rate of task after implementation of the activity will be 12%	To be reported on in the FY2020 Annual Report
<b>CE#5 Increase in Agency Rental Revenue</b>			
Increase in rental revenue in dollars	had agency wide rental revenue of \$4,780,995.99	A project rental revenue of \$2,798,379	To be reported on in the FY 2020 Annual Report

<b>CE #1: Agency Cost Savings</b>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity – New Admissions: \$4,754 Recertifications: \$9,531	Expected cost of task after implementation of the activity – New Admissions: \$3,333 Recertifications: \$5,313	Actual cost of task after implementation of the activity.	Will report outcomes in 2020 annual report.

CE #2: Staff Time Savings				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity – Recertifications:453 New Admissions:224	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours) Recertifications: 260 New Admissions: 52	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Will report outcomes in 2020 annual report.

**Work Requirement:**

INLIVIAN believes it is essential to create a clear expectation that all applicants and participants who are non-elderly and non-disabled should work. To this end, CHA has instituted a work requirement under which each non-elderly/non-disabled household will be expected to work at least 20 hours per week. The tenants and participants of the CHA have support under the Work Requirement Policy through the Client Services Department. Case Management is available to assist households with identifying strengths, removing barriers to employment and achieving their goals towards self-sufficiency.

At the time of implementation, a household who works less than 20 hours per week will have the work requirement waived for a period of up to 6 months or until a household has found employment; whichever is sooner. For new admissions, employment will be verified at the time of admission to INLIVIAN and all households must become compliant within 6 months of admission. All children under the age of 16, who have not graduated from high school or received their GED, must be enrolled in school full time.

During the 6-month introduction period, a participant must be involved in a INLIVIAN Approved Work-Related Activity. No sanctions will be issued during this period. Exceptions to this rule may be made on a case-by-case basis. Exceptions may include: short or long term verified medical issues for immediate family members who include spouse, children, parents and grandparents.

To be considered employed, a household must be working for a minimum of 20 hours per week. If this threshold has not been met, after the 6-month introductory period, the household will be placed on a 90-day improvement plan. If the household fails to meet the work requirement after the 90-day improvement plan, Phase I sanctions will apply. When a household’s 90-day improvement plan has expired, and the household is still not meeting the work requirement with 20 working hours a week or engaged in an approved work-related activity, their household will be sanctioned via a calculation of the North Carolina Minimum Wage x the number of hours required.

Households that have been paying Sanction rent for (6) consecutive months and is still not in compliance with the work requirement, working 20 hours per week or engaged in an Approved Work-Related Activity, the household will lose 100% of their housing subsidy for up to 180-days and

enter Phase II. This means they will be required to pay the entire established contract rent amount for up to 180-days. At the end of the 180-day period, the household will be recommended for termination. The household will be afforded an informal hearing prior to establishing any final program termination.

Any time a household enters in to a Sanction Phase they will be referred to the Client Services staff where a qualified Case Manager will be available to assist and ensure the household remains in compliance with the Work Requirement Policy.

*Work Related Activities:*

- ✓ Life Skills or Moving Forward Program Workshops through the INLVIAN or the Resident Advisory Council.
- ✓ Employment training workshops through the Center for Employment Services.
- ✓ Job Readiness Training (i.e.: Charlotte Area Fund, Center for Employment Services).
- ✓ Vocational educational training - not to exceed 12 months (i.e.: Urban League, Goodwill or accredited/certified institution).
- ✓ Job skills training directly related to employment – On-the-job Training (i.e.: Charlotte Works).
- ✓ Associates or bachelor’s degree program from an accredited college/university. If in school, must be employed a minimum of 15 hours per week. Work and school must total no less than 15 hours per week.
- ✓ HSD or GED program. If in HSD or GED program, must be employed a minimum of a 15 hours per week. Work and school must total no less than 15 hours per week. Participant must attend HSD or GED program at CPCC, Center for Employment Services, or accredited institution.
- ✓ Community Service Activities (Volunteering) – 8 to 15 hours per week, not to exceed 60 days (must have statement on letter head from the sponsor organization). During volunteering, resident must continue to conduct job search and provide job search log to Case Manager.

**Planned Non-Significant Changes:**

In 2020, INLVIAN Plans to implement the above sanctioned phases program wide, as the work requirement has been rolled out to all programs effective, January 2018. Applicable sanction actions described above will be prescribed August 2019 to January 2020 (6-month introductory period) to all INLVIAN Housing Choice Voucher households. To prepare, CHA’s HCV Department continues to increase capacity to meet increased assignments in a coordinated manner. INLVIAN anticipates that 90-day work requirement status notifications will be sent out to all HCV households by the beginning of February 2020, so as to document and inform households of work requirement status and instructions for compliance.

**Planned Changes to Metrics/Data Collection:**

As Sanction policies begin to be implemented and enforced through INLVIAN ’s HCV program, data characteristics, and collection/ tracking methods will be closely surveyed to determine suitability and compatibility to program specific needs.

## 2016- 4 SINGLE PLATFORM FOR INSPECTIONS

**Statutory Objective:** Cost Effectiveness

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval to standardize the inspection protocol for all programs in FY 2016.

**Description/Update:**

INLIVIAN may use the Uniform Physical Condition Standard (UPCS) as the model for inspection in lieu of Housing Quality Standards (HQS) and exclude the UPCS inspection criteria that impacts the building systems, site common areas site amenities. In addition, INLIVIAN received approval to allow the agency’s certified/trained UPCS inspector or HCV certified designees as described in the HCV Administrative Plan to conduct inspection of the units that the agency and/or their subsidiaries has an ownership interest in. INLIVIAN does use some of the UPCS components in the RAD PBV units and allows self-certification on annual inspections for tenant-based units.

**Planned Non-Significant Changes:**

Utilization of UPCS inspection criteria for INLIVIAN’s tenant-based voucher program has not been implemented. Implementation of this aspect will begin in 2020.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#1 Agency Cost Savings</b>			
Decrease total cost of re-inspection in dollars	\$73,208 cost for re-inspections (FY2015)	\$24,403 cost for re-inspections	To be reported in the FY2020 Moving Forward Report
<b>CE#2: Staff Time Savings</b>			
Decrease total time to complete reinspection in staff hours	3,748 hours on re-inspections (FY2015)	1249.50 hours on re-inspection	To be reported on in the FY2020 Annual Report
<b>CE#3: Decrease in Error Rate of Task Execution</b>			
Average percent of re-inspections of initial inspections	55% (FY2015)	40%	To be reported on in the FY2020 Annual Report

LOCAL METRIC	2019 BENCHMARK	OUTCOME
Initial inspections pass rate increase	Pass rate of 50%	To be reported on in the FY 2020 Annual Report
Annual Inspections pass rate increase	Pass rate of 30%	To be reported on in the FY 2020 Annual Report
Reduction in re-inspections	Reduction rate of 6%	To be reported on in the FY 2020 Annual Report
Total cost of re-inspections	Reduction to \$23,000	To be reported on in the FY 2020 Annual Report
Total staff time	1,200 hours	To be reported on in the FY 2020 Annual Report



**Planned Changes to Metrics/Data Collection:**

At this time, local metrics illustrated above more efficiently track progress for current iteration of activity. Metrics will be further evaluated during the reporting process for FY2019 and adjusted as necessary. Standard HUD metrics will not change in 2020. Data collection methods will continue to be evaluated as aspects of activity roll-out, and outcomes are determined.

**2016-5 CONTROLLED PROGRAM MOVES**

**Statutory Objectives:** Cost Effectiveness

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval to control program moves in the HCV tenant-based program during the FY 2016 plan year. The initiative was implemented during the first quarter of 2016.

**Description/Update:**

INLIVIAN will approve elective move transfers only if the participant has lived in the current unit for a minimum of eighteen (18) consecutive months unless the situation involves a mandatory or permissible move.

<b>MANDATORY:</b>	<b>PERMISSIBLE:</b>
Abatement	Domestic Violence
Breach of contract by owner	Reasonable Accommodations
Transfer of ownership where new owner is not participating in the HCV program	Health or safety of a family member, or to address an emergency which a family has no control of.
Notice of Pending Foreclosure	
Under Housed	
Natural disasters that make the unit uninhabitable	Educational opportunities
Decrease in the payment standard	Employment opportunities

INLIVIAN will also deny a participant permission to make an elective move if the family is currently in a repayment agreement until they are paid in full and will be denied if pending termination. This policy applies to moves within the PHA’s jurisdiction or outside it under portability. Third party documentation will be required for all requests inside of the 18- month period. Documentation examples include a job offer, school letter, police report, bank notices, or any documentation that verifies the legitimacy of the reason for the request to move inside of the 24- month period. Owner agreement to terminate may be applicable in some situations. This activity will apply to all tenant-based voucher holders and port-ins.

### Planned Non-Significant Changes:

There are no planned changes to the activity for 2020.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#1 Agency Cost Savings</b>			
Decrease in total cost of processing move requests	\$26,230 per 24 months	\$22,756 per 24 months	To be reported on in the FY 2020 Annual Report
<b>CE#2 Staff Time Savings</b>			
Decrease total staff time (in hours) to complete transfers	1,398 hours per 24 months	1,213 per 24 months	To be reported on in the FY 2020 Annual Report

### Planned Changes to Metrics/Data Collection:

INLIVIAN does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

## 2016-6 MODIFIED DEFINITION OF ELDERLY

### Statutory Objectives: Housing Choice

#### Plan Year Approved, Implemented, Amended:

INLIVIAN received approval to modify the definition of elderly from 62 or older to 55 or older during the FY 2016 plan year. The initiative was implemented with RAD.

#### Description/Update:

The definition of elderly families for eligibility in both the Public Housing and Project Based Voucher Programs has been modified from head, co-head or spouse age 62 and older, to head, or co-head or spouse age 55 and older. This activity enables INLIVIAN to expand housing choice for near elderly households.

### Planned Non-Significant Changes:

There are no planned changes for this activity in 2020.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>HC#1: Additional Units of Housing Made Available</b>			
Number of new housing units made available for households at or below 80% AMI as a result	95	95	To be reported on in the FY 2020 Annual Report
<b>HC#3: Decrease in Wait List Time</b>			
Average applicant time on wait list in months	11 years	16 years	To be reported on in the FY 2020 Annual Report
<b>HC#4: Displacement Prevention</b>			
Number of near elderly households at or	338	0	To be reported on in the FY 2020 Annual Report

below 80% AMI to lose assistance or need to move			
<b>HC#5: Increase in Resident Mobility</b>			
Number of households to move to a better unit	77	77	To be reported on in the FY 2020 Annual Report

**Planned Changes to Metrics/Data Collection:**

INLIVIAN does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

**2011-3 NEW CONSTRUCTION OF AFFORDABLE UNITS**

**Statutory Objectives:** Self Sufficiency, Housing Choice

**Plan Year Approved, Implemented, Amended:**

The activity was approved in March 2010 as a first amendment to the FY 2011 plan. The activity was implemented in FY 2011, and was amended as New Construction of Affordable Units in FY 2012.

**Description/Update:**

INLIVIAN proposes to redevelop 100% low-income properties into mixed-income communities. The projects will include units intended for a wide range of income levels, from market rate to units that are affordable to those earning less than 30% area median income (AMI). Adding these units will increase housing choices for those needing affordable housing in viable and sustainable projects. These communities will create opportunities for residents to excel in CHA’s Moving Forward program.

**Planned Non-Significant Changes:**

Current projects include:

- Tall Oaks – INLIVIAN had fully leased all 81 units of this development by the fall of 2018, now known as The Oaks at Cherry; pre-development activities for Tall Oaks II are in process.
- Approximately 223 units will be constructed on newly acquired land (Baxter Street) or other land acquisitions utilizing FHA financing or other available financial tools. INLIVIAN’s goal includes mixed income developments and to achieve this goal, multiple properties are required to deconcentrate the poverty as it exists relative to the old public housing configuration. INLIVIAN seeks to re-tool its portfolio to eliminate the traditional public housing deal structure where 100% of the property is occupied by low and very low-income families. To that end, INLIVIAN is contemplating a Transfer of Assistance of the remaining 86 units of subsidy available at Strawn Cottages and the subsidies for vacant units at Dillehay Courts (a RAD conversion-slated development) to go to planned new developments that include a range of incomes, up to and including workforce housing and market rate, thus providing housing, and opportunities, for very low-income residents.

**Planned Changes to Metrics/Data Collection:**

INLIVIAN does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

## 2009-3 COMMUNITY BASED RENTAL ASSISTANCE

**Statutory Objectives:** Cost Effectiveness, Self Sufficiency, Housing Choice

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval for the Community Based Rental Assistance program during the FY2009 plan year. The initiative was implemented during the first quarter of FY 2009 and expanded in the FY 2011.

**Description/Update:**

INLIVIAN operates a Community Based Rental Assistance (CBRA) program (also known as the project based voucher program). The agency's CBRA policy can be found in Appendix E of this document. This program encompasses Traditional Project-Based voucher, Special Needs units (elderly, disabled, supportive service and homeless) and Local Rental Subsidy programs for implementation of Community Based Rental Assistance (CBRA). The CBRA policy is also applicable to units converted to PBV under the Rental Assistance Demonstration (RAD) program. There is no annual benchmark for this activity because the INLIVIAN Board of Commissioners approves CBRA projects on a case by case basis. In selecting families to occupy Project-Based Voucher (PBV) units the INLIVIAN has delegated determination of program and project eligibility to the PBV owner agent. However, INLIVIAN standards must still be met. INLIVIAN retains the flexibility to use, as necessary, the public housing program guidelines for PBV participants that reside in mixed-finance communities with regard to various operational and procedural functions, including but not limited to, grievance procedures, etc. This streamlined approach creates consistency for residents and efficiencies in application for staff. INLIVIAN may delegate to the owner/agent the full or partial responsibility of administering aspects of the CBRA program. This may include: waiting list selection and administration, eligibility, admissions and functions related to continued occupancy to include, but not limited to regularly scheduled recertification, interim recertification and transfer moves, at the property level based on the community's approved tenant selection plan and the INLIVIAN Administrative Plan. The owner/agent is also authorized to administer grievance processes/informal hearing process provided that no cause evictions are not permitted and all policies and practices comply with fair housing and other related requirements.

**Traditional Project Based Voucher Activity**

In FY 2009, INLIVIAN was approved to implement a Community Based Rental Assistance (CBRA) program. The activity was implemented in FY2009 to simplify the selection process in order to maximize the number of quality project-based voucher units throughout Charlotte. INLIVIAN revised the current CBRA Policy to further increase efforts of deconcentrating poverty and expanding housing and economic opportunities.



*Traditional Project Based Voucher Activity*

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#2 Staff Time Savings</b>			
Decrease total time to complete the inspections in staff hours.	Total staff time dedicated to inspections prior to implementation of the activity is 272 hours	272 hours	To be reported on in the FY 2020 Annual Report
<b>CE#3: Decrease in Error Rate of Task Execution</b>			
Decrease in the average percent error rate in completing HQS and UPS inspections.	Average (%) failed HQS inspections and UPCS inspections prior to implementation equal 4% and 14.99% respectively.	0%	To be reported on in the FY 2020 Annual Report

***Supportive Housing Project-Based Activity***

In FY 2009, INLIVIAN was approved to implement Housing for Persons with Disabilities, Special Needs and Homeless. The activity was implemented in FY 2009. The activity enables INLIVIAN to expand its role in the supportive housing community by leveraging funding and resources to social service and supportive housing providers. This will help alleviate the existing housing burden, as well as increase the income-based housing opportunities in the Charlotte community.

The activity has impacted Charlotte’s supportive housing projects by enabling local agencies to produce additional units for the targeted population to fill a needed void in Charlotte’s continuum of care. Without INLIVIAN’s fund leveraging or resource commitment, projects may be delayed or not occur. As of June 2018, INLIVIAN has provided a total of 120 units at Moore Place, 15 for Supportive Housing Communities (moved to Local Rental Subsidy when they became scattered), 26 PBV and 63 RAD PBV at McCreesh, and 60 units at Hampton Creste Apartments, which are RAD PBV.

Through MTW flexibility, INLIVIAN allows supportive housing programs to operate on a month to month lease, rather than requiring them to modify their program to comply with existing HUD regulations requiring 12 month initial leases. This is significant in respect to non-compliance and participant termination. INLIVIAN may also designate certified UPCS and/or HQS certified Supportive Housing staff as HCV Inspectors, as described in the Implement a Single Platform for Inspections activity and HCV Administrative Plan, in order to conduct initial/new move-in inspections. Supportive Housing sites must have a track record of passing INLIVIAN initial inspections in order to be designated as an HCV Inspector. This flexibility is significant because it aligns with the fundamental goal of rapid re-housing by reducing the amount of time a person is homeless.

*Supportive Housing Project-Based Activity*

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#4 Increases Resources leveraged</b>			
Increase in amount of funds leveraged in dollars	Amount of leverage prior to implementation of the activity is \$0.	Expected amount leveraged is \$2,300 per family for supportive services	To be reported on in the FY 2020 Annual Report
<b>HC#5: Increase in Resident Mobility</b>			
Number of new housing units made available for special needs, homeless or disabled households at or below 80% AMI as a result of the activity	0	0	To be reported on in the FY 2020 Annual Report

**Local Rental Subsidy Activity**

The activity was approved in FY2011 as a second amendment to the Plan. The activity was implemented in FY2011. INLIVIAN awards partner agencies with an allocation of tenant based vouchers to house families participating in intensive supportive services.

INLIVIAN may grant special admissions to referrals from partner agencies participating in the Local Rental Subsidy Program and admit families that are not on the HCV waiting list or without considering the family’s position on the HCV waiting list. However, referrals that are on the HCV waiting list will have preference. Families referred to INLIVIAN by partner agencies must meet HCV eligibility criteria and adhere to the partner’s supportive services requirements for continued eligibility. Partner agencies participating in the Local Rental Subsidy program may impose voucher time limits based on their INLIVIAN-approved service delivery model. INLIVIAN is collaborating with four partners to implement the Local Rental Subsidy Program:

a. Charlotte Family Housing (CFH) receives 40 rental subsidies. The families referred through CFH are either working or participating in a self-sufficiency or educational program and earning less than 30% of the Area Median Income (AMI). INLIVIAN may subsidize up to 15 families that need employment at the time of admission. The CFH program targets families who are situationally or transitionally homeless and ready for transition from local shelters. The CFH program is a collaborative effort that joins local agencies that are already providing services to this population with funds from the faith community, the corporate community and the public sector. The goal is to help families achieve self-sufficiency within three to five years by providing comprehensive family development via social work, intensive case management and access to services while the family is permanently housed in a stable apartment community.

CFH has established operating procedures, landlord relationships and administrative staff to deliver wrap-around services and assist families in locating suitable housing. The CFH partnership enables delivery of supportive services at no cost to INLIVIAN. INLIVIAN and CFH may modify the \$500 subsidy cap for working households due to the impact on larger families’ ability to locate units below the INLIVIAN payment standard.

b. A Stable Home (ASH) is collaboration with A Child’s Place, and INLIVIAN to provide stability for homeless school children and their families.

ASH case managers identify and refer homeless families at participating schools for participation in the local Rental Subsidy Program. INLIVIAN provides case management to referrals that meet HCV eligibility and Family Self-Sufficiency/Moving Forward Supportive Services program requirements. INLIVIAN provides the flexibility for ASH’s voucher allocation up to 50 based on their average utilization rate.

c. Supportive Housing Communities (SHC), formerly known as Weyland II, receives 15 rental subsidies for chronically homeless families and/or individuals with disabilities. SHC transitioned from a site-based rental subsidy program at Weyland Apartments to a scattered-site program in 2016. Referrals for the SHC local Rental Subsidy Program are received by SHC through Mecklenburg County’s Coordinated Assessment. Coordinated Assessment aims to connect individuals and families who are homeless, or at imminent risk of becoming homeless to available shelter and housing resources in the Charlotte-Mecklenburg community. Supportive services are provided to families participating in the SHC Local Rental Subsidy Program. Families must comply with HCV requirements and SHC supportive services to maintain continued eligibility.

d. Urban Ministry Center (UMC) has received an allocation of vouchers to serve chronically homeless families and/or individuals with disabilities. The first phase of the Local Rental Subsidy Program was implemented in 2017 with 15 initial vouchers and may increase up to 120 voucher subsidies based on utilization. Referrals for the UMC Local Rental Subsidy Program are received through Mecklenburg County’s Coordinated Assessment. Coordinated Assessment aims to connect individuals and families who are homeless, or at imminent risk of becoming homeless to available shelter and housing resources in the Charlotte-Mecklenburg community. UMC provides supportive services to families participating in the Local Rental Subsidy Program. Families must comply with HCV requirements and UMC supportive services to maintain continued eligibility.

*Local Rental Subsidy Activity*

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#1 Agency Cost Savings</b>			
Decrease in total cost of average HAP in dollars	Cost of task prior to implementation of the activity TBD	implementation of the activity TBD Expected cost of task after implementation of the activity TBD	To be reported on in theFY2020 Annual Report
<b>CE#2: Staff Time Savings</b>			
Decrease in total time to complete the task process	Total amount of staff time (process HAP) dedicated to the task prior to implementation of the activity is 0.	Expected amount of total staff time (process HAP) dedicated to the task is 3 hours monthly.	To be reported on in theFY2020 Annual Report
<b>CE#3: Decrease in Error Rate of Task Execution</b>			



Decrease average error rate in completing a task (HAP calculation) as a percentage.	Average error rate of task prior to implementation of the activity is TBD	Expected average error rate of task TBD	To be reported on in the FY2020 Annual Report
<b>CE#4: Increase in Resources Leveraged</b>			
Increase in amount of funds leveraged in dollars	Amount leveraged prior to implementation of the activity is \$0.	Expected amount leveraged for supportive services is \$5,000 per family	To be reported on in the FY2020 Annual Report
<b>SS#1 Increase Household Income</b>			
Increase in average earned income of households affected by this policy in dollars	Average earned income of households affected by this policy prior to implementation of the activity is \$12,322	Expected average earned income of households affected by this policy is \$12,630 (2.5%)	To be reported on in the FY2020 Annual Report
<b>SS#3: Increase in Positive Outcomes in Employment Status</b>			
Employed Full Time	Head of households employed full time prior implementation: 23	Expected head of households employed full time is 25	To be reported on in the FY2020 Annual Report
<b>SS#5: Households Assisted by Services that Increase Self Sufficiency</b>			
Increase in number of households receiving services aimed to increase self-sufficiency	Households receiving self-sufficiency services prior to implementation of the activity is 0	Expected number of households receiving self-sufficiency services is 50	To be reported on in the FY2020 Annual Report
<b>SS#8: Households Transitioned to Self Sufficiency</b>			
Increase in number of households transitioned to self sufficiency	Households transitioned to self-sufficiency (no subsidy) prior to implementation is 0	Expected households transitioned to self-sufficiency (no subsidy) is 0	To be reported on in the FY2020 Annual Report
<b>HC#5: Increase in Resident Mobility</b>			
Increase in number of households able to move to a better unit and/or neighborhood of opportunity as a result	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation is 0	Expected households able to move to a better unit and/or neighborhood of opportunity is 154	To be reported on in the FY2020 Annual Report

**Planned Non-Significant Changes:**

There are no planned changes to the activity or associated programs for 2020.

**Planned Changes to Metrics/Data Collection:**

INLIVIAN does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

## 2009-5 MOVING FORWARD SUPPORTIVE SERVICES

**Statutory Objectives:** Cost Effectiveness, Self Sufficiency

**Plan Year Approved, Implemented, Amended:**

The Moving Forward Supportive Services was approved in the FY 2009 Annual Plan. Implementation began in FY2009.

**Description/Update:**

Since 2009, Moving Forward Supportive Services have been gradually rolled out across three pilot groups to the non-elderly, non-disabled residents and HCV participants; Group 1 in 2009: Claremont, Victoria Square and the Housing Choice Voucher FSS program participants, Group 2 in 2010: Cedar Knoll, Leafcrest, Tarlton Hills, and Boulevard Homes, and Group 3 in 2017: Southside Homes, Dillehay, Robinsdale, Sunridge, Meadow Oaks, Wallace Woods, Savannah Woods, Mallard Ridge, Gladedale, and Oaks at Cherry (Formerly Tall Oaks). As of January 2018, Supportive Services are now provided to the entire INLIVIAN portfolio in conjunction with the agency-wide implementation of the Work Requirement Policy. Therefore, the three pilot groups have been combined into one large group and now include the HCV Program.

The Moving Forward Supportive Services (MFSS) Program operates across the twenty-two (22) converted RAD PBV sites, one Public Housing Site (Dillehay), as well as HCV participants. This program supports the Work Requirement Policy and is the combination of the traditional family self-sufficiency (FSS) program and the newer MTW Moving Forward Self-Sufficiency program. In 2010, FSS contracts were no longer offered and those who were under a traditional FSS 5-year contract had the option to remain under their FSS contract or roll under the new Moving Forward Supportive Services program. Under this program, applicants must be willing to finish a high school diploma or earn a GED during participation in the program. During the first six (6) months they are encouraged to become employed with a minimum of 20 hours per week and willing to enroll in school and/or job training. Applicants must demonstrate motivation towards self-sufficiency. Although the contract of participation is still a part of the Moving Forward Supportive Services program, a time frame is not set. Continual progress towards self-sufficiency is expected with an average program time being seven (7) years.

*INLIVIAN Combined Moving Forward Programs:*

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#1: Agency Cost Savings</b>			
Decrease in total cost of average supportive services in dollars.	Total cost prior to implementation is \$2,300 per household	Expected cost of task is \$1,300 per household	To be reported in the FY2020 Moving Forward Report
<b>CE#2: Staff Time Savings (calculated by tier level of caseload)</b>			
Total time to complete the task (case management) in staff hours	Total amount of staff time dedicated to the task prior to implementation is 100	Expected amount of total staff time dedicated to the task is >= 150 hours monthly	To be reported in the FY2020 Moving Forward Report
<b>CE#4: Increase in Resources Leveraged</b>			

Increase in amount of funds leveraged in dollars	Amount leveraged prior to implementation is \$0	Expected amount leveraged is \$8,000	To be reported in the FY2020 Moving Forward Report
<b>SS#1: Increase in Household Income</b>			
Increase in average earned income (1% increase) of households affected by this policy in dollars.	Averaged earned income of households affected by this policy prior to implementation of the activity is \$13,779	Expected average earned income of households affected by this policy after implementation of this activity: \$16,640	To be reported in the FY2020 Moving Forward Report
<b>SS#3: Increase in Positive Outcomes in Employment Status</b>			
# Employed FT (32+)	23	≥250	To be reported in the FY2020 Moving Forward Report
# Employed PT (1-31)	54	≥350	To be reported in the FY2020 Moving Forward Report
Enrolled in an Educational Program	2	50	To be reported in the FY2020 Moving Forward Report
Enrolled in Job Training Program	2	50	To be reported in the FY2020 Moving Forward Report
Unemployed	≤23	≤750	To be reported in the FY2020 Moving Forward Report
Other (workshop)	≥23	≥300	To be reported in the FY2020 Moving Forward Report
<b>SS#4: Households Removed from TANF</b>			
Decrease in number of households receiving TANF assistance	Households receiving TANF prior to implementation of the activity is 3	Households receiving TANF 35	To be reported in the FY2020 Moving Forward Report
<b>SS#5: Households Assisted by Services that Increase Self Sufficiency</b>			
Increase in number of households receiving services aimed to increase self-sufficiency.	Households receiving self-sufficiency services prior to implementation is 78	Expected number of households receiving self-sufficiency services is ≥	To be reported in the FY FY2020 Moving Forward Report
<b>SS#8: Households Transitioned to Self Sufficiency</b>			
Increase in number of households transitioned to self-sufficiency.	Increase in number of households transitioned to self-sufficiency prior to implementation is 2	Increase in number of households transitioned to self-sufficiency 13	To be reported in the FY FY2020 Moving Forward Report

\* Adjusted to match combined performance across all Moving Forward Programs

\*Total time-task calculation: # of Tier 1 x 12hrs/# staff on caseload; # of Tier 2 x 6hrs/# staff on caseload; # of Tier 3

*x 1hr/# staff on caseload.*

#### **Planned Non-Significant Changes:**

There are no planned changes to the activity for 2020.

#### **Planned Changes to Metrics/Data Collection:**

The above metrics are based on the Moving Forward Program and will be reviewed on an annual basis due to program attrition. In Plan year 2019, four metrics were adjusted and metric tables adjoined to more precisely depict current iteration of program and to more efficiently measure and record performance across all MFSS programs.

## **2009-8 LAND ACQUISITION FOR FUTURE USE**

**Statutory Objectives:** Housing Choice, Self Sufficiency

#### **Plan Year Approved, Implemented, Amended:**

The agency was approved to implement land acquisition for future affordable housing in FY 2009.

#### **Description/Update:**

MTW flexibility allows INLIVIAN to acquire sites without prior HUD approval, if the agency certifies that HUD site selection requirements have been met. This allows INLIVIAN to be nimble and competitive in the market when opportunities become available. With INLIVIAN's plan to increase the number of affordable housing opportunities, acquiring land is an option to be considered.

This MTW initiative has allowed INLIVIAN to work in partnership with Mecklenburg County officials to negotiate a land swap for land that they own that is contiguous to the Charlottetown Terrace site. The result will provide Horizon Development Properties (HDP), INLIVIAN's wholly-owned real estate development non-profit subsidiary, with developable land to build housing opportunities, in a mixed-income community, with a nearby park that is being expanded by the County because of the land swap. The land swap received HUD approval and closing occurred in the first quarter of 2019.

The resultant future development is referred to by INLIVIAN as Baxter Street. INLIVIAN has completed the process of acquiring two acres of land through a land swap with Mecklenburg County along with the additional acquisition of an abutting acre of land from the County using MTW funds in 2018. This

land swap and acquisition will result in a 3-acre parcel and an exciting development opportunity for INLIVIAN. A mixed-income development that is predominantly work force (80% AMI), market rate and may include some 30% AMI units to be built on the consolidated parcel which is adjacent to a INLIVIAN senior high-rise (100% RAD) project. The inclusion of the higher incomes at the adjacent Baxter Street project to be developed by HDP will create a mixed-income project by virtue of the proximity of extremely-low income households (at Charlottetown Terrace) and the workforce and market-rate units (at Baxter Street). As noted, there may also be some number of lower incomes at Baxter Street. INLIVIAN's goal includes mixed income development and to achieve this goal, multiple properties are required to deconcentrate poverty. INLIVIAN seeks to eliminate 100% very low-income family properties from its portfolio. To that end, INLIVIAN is contemplating a Transfer of Assistance of the remaining 86 units of subsidy available at Strawn Cottages and the subsidies for

vacant units at Dillehay Courts (a RAD conversion-slanted development) to go to a planned new development of workforce housing, thus providing housing for very low-income families in a mixed-income environment. Baxter Street would be one such community.

INLIVIAN continues to monitor the market for land opportunities to advance development efforts and provide new opportunities for housing choice. The City of Charlotte is experiencing an affordable housing crisis and has established a priority to combat the lack of affordable housing in the Charlotte community. In August 2018, the City Council voted to bring to the November ballot, an increase to the City’s Housing Trust Fund from \$15M to \$50M for the next 2 years. This Fund provides leverage to tax credit applications and other affordable housing initiatives. Further, the City issued an RFQ at the beginning of 2018 for affordable housing developers to acquire City-owned parcels and develop them with new affordable housing units. INLIVIAN responded to this RFQ and was selected to acquire four City-owned sites (Toomey Avenue and (3) Freedom Drive sites).

**Planned Non-Significant Changes:**

There are no planned changes to this activity for 2020.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#4: Increase in Resources Leveraged</b>			
Increase amount of funds leveraged in dollars	Increase in amount of funds leveraged prior to start of this activity was \$0	The expected amount of funds leveraged after this activity is \$30,000	To be reported on in the FY 2020 Annual Report

**Planned Non-Significant Changes:**

There are no planned changes to this activity for 2020.

**Planned Changes to Metrics/Data Collection:**

INLIVIAN does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

**2008-3 INVESTMENT POLICIES CONSISTENT WITH STATE LAW INITIATIVE**

**Statutory Objectives:** Cost Effectiveness

**Plan Year Approved, Implemented, Amended:**

INLIVIAN proposed to adopt an investment policy consistent with state law in FY 2009 and was approved. The agency implemented the new activity in FY 2009.

**Description/Update:**

INLIVIAN invests only in securities authorized under NC state law that allow the flexibility to invest productively and efficiently to achieve a portfolio which is safer, more liquid, and obtains competitive yield. INLIVIAN’s investments are performed in accordance with HUD regulations and

North Carolina Statutes. This activity has allowed INLIVIAN to achieve higher earnings on idle funds in a safer, more liquid environment. The activity is on schedule and effective.

INLIVIAN’s investment policy restricts amounts deposited or invested for different types of investments as a percentage of the overall portfolio. The agency has less ability to invest in commercial paper than in previous years, however, with what funds are available for investment, INLIVIAN is gaining more interest on dollars leveraged in the NC portfolio.

The activity has allowed INLIVIAN to achieve higher earnings on idle funds in a safer, more liquid environment. The interest rates during the baseline period averaged 4.41% per month. The current average interest rate as of July, 2019 is 2.01%. INLIVIAN has experienced a higher interest rate under the new portfolio strategy since implementation began in 2009, resulting in a higher net portfolio return which achieves greater cost effectiveness in Federal expenditures. The chart below illustrates the outcome compared to the baseline and benchmark.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#4: Increase in Resources Leveraged</b>			
Increase amount of funds leveraged in dollars	Increase in amount of funds leveraged prior to start of this activity was \$0	The expected amount of funds leveraged after this activity is \$30,000	To be reported on in the FY 2019 Annual Report

**Planned Non-Significant Changes:**

There are no planned changes to this activity for 2020.

**Planned Changes to Metrics/Data Collection:**

INLIVIAN does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.

**2008-7 INCREASE ACQUISITION AND REHABILITATION OF EXISTING MULTI-FAMILY PROPERTIES**

**Statutory Objectives:** Cost Effectiveness, Housing Choice

**Plan Year Approved, Implemented, Amended:**

INLIVIAN received approval to implement increasing the acquisition/rehabilitation of existing multifamily properties; in the 2008 – 2009 MTW Annual Plan. Implementation began in FY 2009. In FY 2012, INLIVIAN received approval to expand this initiative to acquire and rehabilitate existing multifamily properties in mixed-income communities.

**Description/Update:**

INLIVIAN is anticipating the purchase of expiring tax credit and market rate units. CHA has had success in the past acquiring and rehabilitating properties that were at the end of the tax credit compliance period but still had the extended use agreement in place. After acquisition, the properties will be rehabilitated. First Ward Place, INLIVIAN’s first Hope VI, is presenting itself as an opportunity to be acquired at the end of its compliance period. The two-phase project contains 283

total units with RAD, tax credit and unrestricted market units. The property is in a high opportunity area and preservation of income restricted units is a high priority. INLIVIAN is considering acquiring this property through HDP, it's non-profit subsidiary and recapitalizing the asset using 9% tax credits and commercial debt. The surge in demand for high-end rental is putting pressure on the moderately priced apartment complexes (NOAHs) so finding a complex to purchase is challenging in this seller's market. Demand outstrips the supply creating higher than average demand and limiting opportunities for acquisitions in the Charlotte Market, however, we continue to look for opportunities. Individuals who reside within the acquired properties will be processed as necessary in accordance with the applicable relocation policies.

**Planned Non-Significant Changes:**

There are no planned changes to this activity for 2020.

METRIC	BASELINE	BENCHMARK	OUTCOME
<b>CE#1: Agency Cost Savings</b>			
Decrease in total cost of unit acquisition	Cost of building new units prior to implementation was ~\$120,000 per unit	Expected cost of acquiring and rehab is ~\$150,000 per unit	To be reported on in the FY 2020 Annual Report
<b>HC#1: Additional Units of Housing Made Available</b>			
Increase in number of new housing units made available for households at or below 80% AMI as a result of the activity.	There were 0 housing units of this type prior to implementation of this activity.	Expected number of housing units of this type is 618	To be reported on in the FY 2020 Annual Report
<b>HC#4: Displacement Prevention</b>			
Decrease in number of households at or below 80% AMI that would lose assistance or need to move.	Households losing assistance/moving prior to implementation of the activity was 0	Expected households losing assistance or moving after implementation of the activity is 0 for FY2020	To be reported on in the FY 2020 Annual Report
<b>HC#5: Increase in Resident Mobility</b>			
Increase in number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity.	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation was 0	Expected households able to move to a better unit and/or neighborhood of opportunity is 100 for FY2020	To be reported on in the FY 2020 Annual Report

**Planned Changes to Metrics/Data Collection:**

The Charlotte Housing Authority does not expect any modifications to metrics, baselines, or benchmarks during the Plan year.



## **B. NOT YET IMPLEMENTED ACTIVITIES**

All active initiatives plan to be implemented in FY 2020 except for those explicated in the “Activities on Hold” Section, below.

## **C. ACTIVITIES ON HOLD**

### **2008-2 PARTICIPANT AND LANDLORD TRACKING**

**Statutory Objectives:** Housing Choice

**Activity Description and Background:**

INLIVIAN received approval in the FY 2008 annual plan to implement a Participant and Landlord Tracking Program. The activity was implemented in FY 2008. The agency began tracking the locations of Housing Choice Vouchers to best inform data-driven results, aimed at increasing access to affordable housing prospects in high opportunity areas.

Using the Geographic Information Science (GIS) mapping services of the University of North Carolina at Charlotte (UNCC), INLIVIAN identified each voucher holder within Mecklenburg County (Charlotte, Pineville, Huntersville, Mint Hill, Matthews, Davidson, Cornelius). INLIVIAN identified where poverty is low and Housing Choice Voucher participation is also low in order to design a program which would encourage participants to move into those areas. INLIVIAN staff contacts landlords and apartment complexes in those areas where poverty levels are low in order to increase awareness of the benefits of renting to Housing Choice Voucher families.

The Participant Landlord Tracking initiative provided insight for current policy undertakings and the success of the initiative will continue to inform the Exception Payment Standards Initiative which was implemented in the first quarter of the FY 2017. In an effort to avoid duplicative policies and advance successes, this initiative will be put on hold beginning plan year 2019, and be monitored on an annual basis thereafter to determine any status changes.

### **2013-2 BIENNIAL AGENCY-WIDE INSPECTIONS**

**Statutory Objectives:** Cost Effectiveness

**Activity Description and Background:**

INLIVIAN began the first biennial inspections in November 2015 for all properties and units. This activity is no longer applicable to MTW planning as HUD currently permits all housing authorities to conduct biennial inspections; no MTW flexibility is required. However, INLIVIAN does not want to lose the flexibility in the long-term, in case, HUD should reverse broad approval of general policy.

Tracking, updating, or modifying metrics, baselines, or benchmarks will be accomplished should Biennial Inspection of Housing Choice Voucher Units initiative be reestablished as an implemented activity.

## **D. CLOSED OUT ACTIVITIES**

### **2015-1 STREAMLINE PROJECT-BASED VOUCHERS (PBV) AND PUBLIC HOUSING REGULATIONS (\*\*ONLY APPLICABLE TO DEVELOPMENTS WITH PBV, PH, AND RAD PBV AT SAME DEVELOPMENT\*\*)**

#### **The Activity Closed out in 2018.**

INLIVIAN received approval in June of 2014 and the initiative was amended FY 2015 to streamline regulations of Project-Based (PBV) and Public Housing units in developments that house both. The agency implemented the activity in FY 2015. INLIVIAN will longer have properties with PBV and PH in the same development after RAD. INLIVIAN already has MTW approval to utilize UPCS inspections protocol in lieu of HQS under the Implement a Single Platform for Inspections. Additionally, INLIVIAN has MTW approval for site based administration of the PBV Program under the Community Based Rental Assistance Program.

### **2015- PUBLIC HOUSING NO ASSISTANCE TERMINATION POLICY (MIXED-INCOME COMMUNITIES ONLY)**

#### **The Activity Closed out in 2017.**

INLIVIAN received approval June 24, 2014 in the FY 2015 Annual Plan (April 1, 2014 – March 31, 2015) to implement a policy that terminates public housing assistance for households no longer using the subsidy in mixed- income communities. This activity has been combined with 2017-1- Modified Terms of Over Subsidy. This activity was closed-out effective fiscal year end 2016 (following HUD approval of the FY 2017 Plan and RAD Conversion).

### **2011-1 ACQUISITION OF GENERAL PARTNERSHIP INTEREST**

#### **The Activity Closed out in 2016.**

Acquire the General Partnership interest in the Little Rock Apartments - This activity was approved in March 2010, but was made as a first amendment to the FY 2011 plan. In June, 2011, INLIVIAN, acting through its subsidiary Horizon Acquisition Corp. (Horizon), acquired the general partnership interest in Little Rock Apartments, a 240-unit Section 8 multi-family project adjacent to the Boulevard Homes site (now known as The Renaissance).

### **2011-2 LOCAL NON-TRADITIONAL INITIATIVES**

#### **The Activity Closed out in 2018.**

The initiative was proposed for close-out last plan year due to RAD conversion. The Supportive Housing Innovative Partnership (SHIP) units will now be considered Supportive Housing units under our Community Based Rental Assistance Policy. The apartments are owned by INLIVIAN's non-profit subsidiary, Horizon Development Properties, Inc. and have been refinanced and rehabilitated into a mixed-income community. The activity was branded the Supportive Housing Innovative Partnership (SHIP) at Hampton Creste. The Salvation Army (TSA) is responsible for providing the supportive services.

## **2009-6 YOUTH INITIATIVES**

### **The Activity Closed out in 2015.**

In FY2009, INLIVIAN was approved to establish a Cooperative Agreement to Form Partnerships with Communities In School (CIS), Charlotte-Mecklenburg Schools(CMS), Partners in Out of School Time (POST), and the Charlotte Housing Authority Scholarship Fund (CHASF) in order to connect INLIVIAN participants to programs and services that address truancy, post- secondary education preparation, and academic performance improvement. The Agreement has expired; however, INLIVIAN's focus continues to be on providing services for youth that are assisted by INLIVIAN housing programs as a means to help break the cycle of generational poverty. The authority will be seeking other partners and initiatives which can provide outcomes for the desired metrics for INLIVIAN's student portfolio. CIS's data was reporting aggregate data and did not allow INLIVIAN to see the progress of its student population.

## **2008-1 SITE BASED WAITING LIST FOR PUBLIC HOUSING AND PROJECT-BASED HOUSING CHOICE VOUCHER**

### **The Activity closed out 2013.**

INLIVIAN was approved to implement the site-based waiting lists for public housing and Project Based HCV units in FY 2009. The activity began in the same year. INLIVIAN continues to manage the waiting lists for public housing and project-based voucher units at the site level. INLIVIAN considers this activity a success due to no 3rd offers in FY 2013.

## **2008-2 BIENNIAL REVIEW PROCESS FOR ELDERLY AND DISABLED**

### **The Activity closed out 2013.**

A biennial review process for elderly and disabled heads of households was approved by HUD for FY2009. Implementation of the Biennial Review Process began December 2010. The activity is being closed out because the agency has implemented an agency wide Biennial Process. The elderly and disabled will be reported on as part of the entire agency report on skipped/conducted. The activity was closed out FY 2013.

## **2008-5 GOOD NEIGHBOR TRAINING**

### **The Activity closed out 2014.**

INLIVIAN proposed the Good Neighbor Training (GNT) activity in FY 2008. The activity implementation began in FY 2008 for HCV households and 2011 for Public Housing households. The training was designed to assist families' acclimation to a neighborhood. Participants learn more about being "Good Neighbors" by focusing on topics such as building codes and standards, property maintenance, basic zoning regulations, home maintenance, neighborhood involvement, school and amenities locations, and conflict resolution.

INLIVIAN continues to provide mandated GNT, which is conducted by INLIVIAN staff, to all new HCV and public housing applicants entering the program. This activity was closed out effective December 2014. INLIVIAN no longer requires the waiver to hold GNT since it has been incorporated into the briefing and all existing participants have been trained.

## **2008-2009 DEVELOPMENT OF LOCAL DESIGN STANDARDS**

### **The Activity Closed out in 2014.**

INLIVIAN proposed and received approval for the Development of Local Design Standards in the Fiscal Year 2008 – 2009 Moving Forward Annual Plan. The design standards were created in the fiscal year, however utilization did not begin until 2011 because there were no new construction projects that received funding or started that would necessitate the stated guidelines.

## **2007-2 AFFORDABLE HOUSING IMPACT STUDY**

### **The Activity Closed out in 2010.**

The activity was approved in 2008 via the 2007 MTW Plan. INLIVIAN commissioned UNCC to research the pattern and density of affordable housing and evaluate the association between the housing stock and crime rate, housing and property values, and school equity in surrounding residential communities. These findings have been initiated through other INLIVIAN programs.

## **2007-2008 SECTION 8 PROPERTY RATING SYSTEM**

### **The Activity Closed out in 2011.**

A quantitative evaluation rating system for the exterior appearance of a Section 8 property was developed to improve the housing quality standards of participating property owners to encourage an increase in the percentage of high-quality Section 8 rental units. The activity was approved in 2008 and discontinued due to costs versus the overall impact upon housing choice families. Research found that quality landlords were likely, without program support, to maintain the appearance of their properties and understood that rent increases were in part, tied to the quality of the property.

# **V. SOURCES AND USES OF FUNDS**

## **A. SOURCES AND USES OF MTW FUNDS**

### **ESTIMATED SOURCES AND USES OF MTW FUNDING FOR THE FISCAL YEAR**

<u>FDS Line Item</u>	<u>Sources</u>	
	<u>FDS Line Item Name</u>	<u>Dollar Amount</u>
70500 (70300+70400)	Total Tenant Revenue	\$286,415
70600	HUD PHA Operating Grants	\$71,271,733
70610	Capital Grants	\$4,621,960
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$50,000
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$15,761,935
70000	Total Revenue	\$91,992,043

**ESTIMATED SOURCES AND USES AND AMOUNTS OF MTW SPENDING BY FDS LINE ITEM**

USES		
<u>FDS Line Item</u>	<u>FDS Line Item Name</u>	<u>Dollar Amount</u>
91000 (91100+91200+91400+91500+91600+91700+91800 +91900)	Total Operating - Administrative	\$6,615,376
91300+91310+92000	Management Fee Expense	\$2,358,233
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$118,526
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$429,988
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$631,502
95000 (95100+95200+95300+95500)	Total Protective Services	\$13,185
96100 (96110+96120+96130+96140)	Total insurance Premiums	\$112,354
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$20,000
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$0
97300+97350	Housing Assistance Payments + HAP Portability- In	\$72,046,662
97400	Depreciation Expense	\$0
97500+97600+97700+97800	All Other Expenses	\$9,646,217
90000	Total Expenses	\$91,992,043

**DESCRIPTION OF PLANNED USE OF MTW SINGLE FUND FLEXIBILITY**

**With Every Heart Beat is Life (WEHL)** - The With Every Heartbeat is Life Program educates our residents on the importance of cardiovascular disease awareness, making healthy food selections, and the importance of physical activity. Since 2009, INLIVIAN has participated in the National Heart, Lung, and Blood Institute (NHLBI) With Every Heartbeat is Life(WEHL) initiative. The Goals of the WEHL program for 2020 will consist of continuing to promote the WEHL program throughout all INLIVIAN communities. Proposed activities include:

\*Successfully completing a minimum of a 10- week class session

\*Successfully graduate a minimum of 75 residents

\* Continue to promote residents to increase their physical activities and consumption of fresh fruits and veggies.

\*Partner with NHLBI, HUD, UNCC, and CW Williams to educate residents and conduct Body Mass Index (BMI), blood pressure screenings and encourage doctor visits.

INLIVIAN's Maximize Your Potential Academic Enhancement Program (MAX), is a youth development program that aims to provide middle and high school youth the skills and resilience needed to prepare for academic success in high school, college and beyond. Over the course of a school year, students will participate in stimulating college and career readiness workshops and activities designed to develop intrinsic motivation and the confidence students need to be successful in their postsecondary future. To help improve their academic performance, students will receive assistance with homework and other classroom assignments. To maximize the needs of students, we focus on three key aspects of success: motivation, achievement, and excellence.

**The Center for Employment Services (CES)** is a Moving Forward Initiative to promote employment and self-reliance in West Charlotte. One of the largest barriers to employment residents face is lack of job skills or training. CES focuses on addressing this issue. Our overall goal for the center is for all Public Housing Residents and Housing Choice Voucher Participants to have services, training and support to become employed. To ensure the employment services were accessible, INLIVIAN chose a location in West Charlotte on the CATS bus line. Located at the corner of Caronia Street and Clanton Road, CES provides free office space to several local service providers to bring career development opportunities to the area. Current partners residing at the center include Training Within an Industry Niche (TWIN) and Grace-Mar Services, Inc.

**Resident Safety Initiative**, piloted by the Resident Safety Department is charged to provide a safe and stable environment for INLIVIAN residents. Through crime prevention initiatives, lease enforcement procedures and increased communication, INLIVIAN has improved relationships with, INLIVIAN residents, and the Charlotte Mecklenburg Police Department, and in turn, the greater Charlotte community. Strengthening these efforts will continue to assist in maintaining and enhancing ongoing initiatives in the communities, as well as enhancing our portfolio. The Resident Safety Department looks to expand the types of crime prevention initiatives and program enforcement initiatives for both INLIVIAN developments and Housing Choice Voucher Program clients. Resident Safety leadership has developed a "Crime Prevention Strategic Plan" to address crime and crime prevention activities at the Charlotte Housing Authority's communities. The ability to access data faster and more frequently allows INLIVIAN to apply the appropriate amount and type of resources in a community. The strategies to be implemented represent a comprehensive effort to decrease the actual crime incidents and public perception of an unsafe environment in the INLIVIAN communities. The following activities will be initiated through FY 2019 and FY 2020 to improve the quality of life for INLIVIAN residents. The planned activities are:

- Providing year-round Private Security at our Senior and Active Adults High-rise Sites
- Upgrade and install a new Surveillance Camera System at 32 communities of our existing site including a mini Command Center at our Administration Headquarters Building.

- Implemented Active Shooter Survival Training for INLIVIAN staff.

The keys to the success of the plan are CMPD and the Charlotte Fire Department (CFD) to encourage resident involvement in crime prevention and safety at all properties. These activities will positively impact families expanding housing choices and promoting environments favorable to work-life, and self-sufficiency. The safety and well-being of their children is one of the primary concerns for families when selecting housing options with INLIVIAN. In addition, feeling secure about their perspective community gives them one less issue to worry about as they focus on becoming gainfully employed. Changing the perception of our community environments will have a positive impact on the surrounding community (schools and local business). The initiative also improves the social and physical value of the INLIVIAN properties which will result in administrative cost savings and efficiencies.

### **Baselines and Goals**

There were 1092 crimes reported within INLIVIAN properties in 2018. This baseline was established based on crime statistics provided by Charlotte-Mecklenburg Police Department. The goal is to reduce crime within INLIVIAN properties by 5% each fiscal year for 5 years.

### **Data Collection and Metrics**

INLIVIAN's Resident Safety Department will continue to partner with the Charlotte Mecklenburg Police Department (CMPD) to collect all reported incidents of each CHA's community from the CMPD Research Analysis Division and conduct a comparison from the previous fiscal year.

## **B. LOCAL ASSET MANAGEMENT PLAN**

### **Is INLIVIAN ALLOCATING COSTS WITHIN STATUTE?**

Yes.

### **Is INLIVIAN IMPLEMENTING A LOCAL ASSET MANAGEMENT PLAN (LAMP)?**

**No, therefore No LAMP documentation provided in Appendix. INLIVIAN does not plan or intend to make any associated changes during the plan year.**

## **C. RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION**

### **DESCRIPTION OF RAD PARTICIPATION**

INLIVIAN has almost completed a RAD portfolio conversion. As of June 2019, we have closed on 48 developments and 3,179 units. We have received CHAPs for the remaining two developments. We anticipate closing on one development in summer 2019 (67 units) and the final development (136 units) will be done starting in 2020 using RAD or Section 18 or a blend. and the final development (136 units) by 2020. We are moving all our ACC units to the RAD PBV platform and have used the RAD Transfer of Assistance to change many traditional Project Based Vouchers to RAD PBVs,



allowing a development to operate on a single RAD platform, thereby increasing operational efficiencies. These TOAs also allow those traditional PBVs to return to INLIVIAN's tenant-based voucher pool so they can be issued to a household on our lengthy waiting list. INLIVIAN also has several land transfers underway as allowed under the RAD Notice, transferring vacant land parcels from INLIVIAN to INLIVIAN's non-profit development subsidiary, Horizon Development Properties, Inc., so the properties can be used for affordable housing purposes. The RAD MTW Significant Amendment was approved in February of 2016. A proposed RAD Significant Amendment concerning *Total Tenant Payment Exceeding Gross Rent* is pending approval and a redlined version is included in appendix H of this plan.

### **HAS THE MTW PHA SUBMITTED A RAD SIGNIFICANT AMENDMENT IN THE APPENDIX?**

Yes.

### **IS THE RAD SIGNIFICANT AMENDMENT SUBMITTED AS APPENDIX. THE FIRST?**

The original RAD Significant Amendment was introduced in the FY 2016 MTW Plan. The most recently proposed modification amends specifics detailing total tenant payments when over subsidy. The agency is currently evaluating if or on what basis Section 18 can be used to convert an amount of its remaining Public Housing units to RAD (see appendix H of this plan, under "Dillehay Courts" for relevant amendments concerning this property/project).

## **VI. ADMINISTRATION**

### **A. BOARD RESOLUTION AND CERTIFICATIONS OF COMPLIANCE**

Certification of Compliance is included as Appendix A of the Plan. Board Resolution is included in Appendix B of the Plan.

### **B. DOCUMENTATION OF PUBLIC PROCESS**

Documentation of Public Process is listed in Appendix C of the Plan.

### **C. PLANNED AND ONGOING EVALUATIONS**

Through close partnerships with the University of North Carolina Department of City and Regional Planning, INLIVIAN aims to regularly examine MTW and related policy outcomes to determine if policies: meet the statutory requirements outlined by HUD, and/or can be improved or streamlined. The following studies are underway to support the MTW program in FY 2019.

- Biennial Moving Forward report
- Work requirement impacts on pilot site participants

- Evaluation of landlord participation in INLIVIAN's Housing Choice Voucher program

## D. LOBBYING DISCLOSURES

There are no lobbying activities to disclose. Proper documentation included as Appendix H.

## E. APPENDIX LISTING

- Appendix A: Certification of Compliance
- Appendix B: Board Resolution
- Appendix C: Documentation of Public Process
- Appendix D: Sample of Rent Bands by Bedroom Size
- Appendix E: Community Based Rental Assistance (CBRA) Policy
- Appendix F: Additional Agency Activities
- Appendix G: Demolition/Disposition Activity
- Appendix H: RAD Significant Amendment as proposed
- Appendix I: Lobbying Disclosure Forms



AM

5/13/20

## CERTIFICATIONS OF COMPLIANCE

### U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF PUBLIC AND INDIAN HOUSING

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

Acting on behalf of the Board of Commissioners of the Charlotte Housing Authority, I approve the submission of the Annual Moving to Work Plan for the CHA Plan Year beginning **01/01/2020**, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

(1) The CHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.

(2) CHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.

(3) CHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).

(4) CHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.

(5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

(6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.

(7) CHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the CHA is required to submit an AFH, and that

AFH has been accepted by HUD, the CHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.

(8) CHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

(9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the CHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.

(10) CHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

(11) CHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

(12) CHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

(13) CHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

(14) CHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

(15) CHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

(16) CHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the CHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.

(17) With respect to public housing and applicable local, non-traditional development the CHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

(18) CHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

(19) CHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

(20) The CHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.

(21) The CHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

(22) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the CHA in its Plan and will continue to be made available at least at the primary business office of the CHA.

The Charlotte Housing of the City of Charlotte

Agency Code NC003

PHA Name

PHA Number/HA Code

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

Shirley L. Fulton

Commissioner- Board Chair

Name of Authorized Official

TITLE

*Shirley L. Fulton*  
SIGNATURE

9/17/19  
DATE

**RESOLUTION**

**AUTHORIZE INLIVIAN TO SUBMIT AN AMENDMENT TO THE  
2020 MOVING TO WORK (MTW) ANNUAL PLAN  
PROPOSED ACTIVITY: 2020-2 DEVELOPMENT  
PROTECTION**

**WHEREAS**, Moving to Work (MTW) is a demonstration program authorized by Congress and implemented by the U.S. Department of Housing and Urban Development (HUD); and

**WHEREAS**, INLIVIAN was designated by HUD as an MTW agency in 2007; and

**WHEREAS**, in establishing MTW, Congress granted broad funding and regulatory flexibility to housing authorities to design programs that meet local housing needs in order to achieve three primary goals:

- To reduce costs and achieve greater cost effectiveness;
- To give incentives to families with children where the head of household is working, is seeking work, or is preparing for work; and
- Increase housing choices for low-income families.

**WHEREAS**, INLIVIAN has determined the need to request MTW funding flexibility to establish a Development Protection activity in order to ensure the long-term stability and viability of existing INLIVIAN- and affiliate-owned rental housing properties;

**WHEREAS**, a Fiscal Year (FY) 2020 Moving Forward Annual Plan Amendment was made available outlining the proposed Development Protection activity for the HUD required 30-day public review/comment from August 14, 2020 to September 16, 2020; and

**WHEREAS**, the amendment was made available for review by key stakeholders including the INLIVIAN Resident Advisory Committee and Legal Aid; and

**WHEREAS**, on September 15, 2020 the INLIVIAN Board of Commissioners conducted a public hearing on the INLIVIAN's FY2020 MTW Plan Amendment proposing the Development Protection activity (2020-2).

**NOW, THEREFORE, BE IT RESOLVED**, by the INLIVIAN Board of Commissioners to approve this amendment to the FY2020 MTW Annual Plan and implement the activity as proposed.

**RESOLUTION**

**AUTHORIZE THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
(CHA) TO AMMEND THE FY 2019 MOVING TO WORK  
ANNUAL PLAN BY ADDING THE ACTIVITY: 2019-2, APPLICANT  
ORIENTATION**

**WHEREAS**, Moving to Work (MTW) is a demonstration program authorized by Congress and implemented by the U.S. Department of Housing and Urban Development;

**WHEREAS**, in establishing MTW, Congress granted broad authority to housing authorities to design programs that would achieve three primary goals:

- To reduce costs and achieve greater cost effectiveness;
- To give incentives to families with children where the head of household is working, is seeking work, or is preparing for work; and
- Increase housing choices for low-income families.

**WHEREAS**, a Fiscal Year 2019 Moving Forward Annual Plan Amendment was made available for public review/comment on September 6, 2019.

**WHEREAS**, on September 17, the CHA Board of Commissioners conducted a public hearing on the Housing Authority of the City of Charlotte's Fiscal Year 2019 MTW Plan Amendment entitled: *2019-2, Applicant Orientation*.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Charlotte Housing authority to approve this amendment to the 2019 MTW Annual Plan and implement the activity as proposed.

**RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held October 15, 2019.

(SEAL)

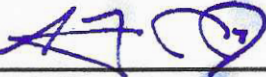
BY:   
A. Fulton Meachem, Jr.  
Secretary



**RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of INLIVIAN, do hereby certify that this Resolution was properly adopted at a regular meeting held October 20, 2020.

(SEAL)

BY:   
\_\_\_\_\_  
A. Fulton Meachem, Jr.  
Secretary

**RESOLUTION**

**APPROVE A RESOLUTION TO AUTHORIZE INLIVIAN TO SUBMIT  
AMENDMENTS TO THE 2020 MOVING TO WORK (MTW) ANNUAL PLAN  
CONCERNING: RENTAL ASSISTANCE DEMONSTRATION/  
REDEVELOPMENT OF DILLEHAY COURTS**

**WHEREAS**, Moving to Work (MTW) is a demonstration program authorized by Congress and implemented by the U.S. Department of Housing and Urban Development (HUD);

**WHEREAS**, INLIVIAN has been designated by HUD as an MTW agency;

**WHEREAS**, in establishing MTW, Congress granted broad authority to housing authorities to design programs that would achieve three primary goals:

- To reduce costs and achieve greater cost effectiveness;
- To give incentives to families with children where the head of household is working, is seeking work, or is preparing for work; and
- Increase housing choices for low-income families.

**WHEREAS**, INLIVIAN is proposing to amend the agency's MTW plan to include additional options regarding the Rental Assistance Demonstration (RAD)/Redevelopment goals for the Dillehay Courts community;

**WHEREAS**, a Fiscal Year (FY) 2020 Moving Forward Annual Plan Amendment was made available for a 30-day public review/comment from March 4, 2020 to April 4, 2020; and

**WHEREAS**, on March 17, 2020, the INVLIVIAN Board of Commissioners conducted a public hearing on INLIVIAN's FY2020 MTW Plan Amendment regarding the expansion of options available to meet the Rental Assistance Demonstration/Redevelopment goals at the Dillehay Courts community, and received no comments.

**NOW, THEREFORE, BE IT RESOLVED**, by the INLIVIAN Board of Commissioners to approve this amendment to the FY2020 MTW Annual Plan and implement the activity as proposed.

**RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of INLIVIAN, do hereby certify that this Resolution was properly adopted at a regular meeting held April 21, 2020.

(SEAL)

BY:



A. Fulton Meachem, Jr.  
Secretary

**RESOLUTION**

**AUTHORIZE INLIVIAN TO SUBMIT AN AMMENDMENT TO THE  
2020 MOVING TO WORK (MTW) ANNUAL PLAN  
PROPOSED ACTIVITY: 2020-1 (2018-2, REPLACED 2017-1)  
MODIFIED TERMS OF OVER SUBSIDY**

**WHEREAS**, Moving to Work (MTW) is a demonstration program authorized by Congress and implemented by the U.S. Department of Housing and Urban Development (HUD);

**WHEREAS**, INLIVIAN has been designated by HUD as an MTW agency;

**WHEREAS**, in establishing MTW, Congress granted broad authority to housing authorities to design programs that would achieve three primary goals:

- To reduce costs and achieve greater cost effectiveness;
- To give incentives to families with children where the head of household is working, is seeking work, or is preparing for work; and
- Increase housing choices for low-income families.

**WHEREAS**, INLIVIAN is proposing to amend the agency's MTW plan to expand the *Modified Terms of Over Subsidy Activity*;

**WHEREAS**, a Fiscal Year (FY) 2020 Moving Forward Annual Plan Amendment was made available for a 30-day public review/comment from March 4, 2020 to April 4, 2020; and

**WHEREAS**, on March 17, the INLIVIAN Board of Commissioners conducted a public hearing on INLIVIAN's FY 2020 MTW Plan Amendment entitled: *2020-2 (Replacing 2018-2 and 2017-1), Modified Terms of Over-Subsidy*.

**NOW, THEREFORE, BE IT RESOLVED**, by the INLIVIAN Board of Commissioners to approve this amendment to the FY2020 MTW Annual Plan and implement the activity as proposed.

**RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of INLIVIAN, do hereby certify that this Resolution was properly adopted at a regular meeting held April 21, 2020.

(SEAL)

BY: 

A. Fulton Meachem, Jr.  
Secretary

**RESOLUTION****Authorize Submission of the Moving Forward Annual Plan for Fiscal Year 2020 to the US Department of Housing and Urban Development (HUD)**

**WHEREAS**, Moving to Work (MTW) is a demonstration program authorized by Congress and implemented by the US Department of Housing and Urban Development;

**WHEREAS**, in establishing MTW, Congress granted broad authority to housing authorities to design programs what would achieve three primary goals:

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

**WHEREAS**, the MTW agreement provides CHA with the authority to design and test innovative, locally-designed housing and self-sufficiency strategies for low-income families;

**WHEREAS**, on August 20th, the CHA Board of Commissioners conducted a public hearing of the FY 2020 Moving Forward Annual Plan;

**WHEREAS**, CHA certifies that the housing assisted under the demonstration program is safe, decent, sanitary, and in good repair, according to an inspection protocol established or approved by the Secretary;

**WHEREAS**, CHA provides certifications and other submissions as required by HUD; and

**WHEREAS**, CHA is requesting the Board of Commissioners to adopt CHA's FY 2020 Moving Forward Annual Plan and authorize the submission of the FY 2020 Moving Forward Annual Plan to HUD.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Housing Authority of the City of Charlotte that:

1. All initiative in the Moving Forward Annual Plan shall be reviewed and approved by the appropriate level of the Board of Commissioners before they are implemented.
2. CHA's FY 2020 Moving Forward Annual Plan is hereby adopted.
3. The Chair of the Board of Commissioners and the Chief Executive Officer are hereby authorized to execute any required documents, certifications or HUD forms related to the approval and filing of CHA's FY 2020 Moving Forward Annual Plan.
4. The Chief Executive Officer is authorized to submit CHA's FY 2020 Moving Forward Annual Plan and such other documents, certifications or forms to HUD with such changes, additions, corrections or amendments as deemed necessary or appropriate or as may be required by HUD.
5. The Chief Executive Officer is hereby authorized to negotiate with HUD regarding any portion of CHA FY 2020 Moving Forward Annual Plan and to carry out other actions relating to the plan.

**RECORDING OFFICER'S CERTIFICATION**

I, A. Fulton Meachem, Jr., the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held on September 17th, 2019.



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A. Fulton Meachem, Jr.

President/CEO

## DOCUMENTATION OF PUBLIC PROCESS

### MTW Amendment: 2020-2 Development Protection Fund

#### MTW PLAN PUBLIC REVIEW PERIOD

*August 14, 2020 to September 16, 2020*

#### MEETINGS AND HEARINGS

**August 6:** Presentation of proposal to INLIVIAN Policy and Board Governance Committee.

**August 14:** information sent to INLIVIAN Resident Advisory Council and Legal Aid for proposal review.

**September 15:** A public hearing on the matter was held virtually and via telephone on September 15, 2020 at 5:30 p.m. Instructions to participate and on how to ask questions on the matter were communicated via social media, and on INLIVIAN's website and through media publications listed below.

**September 24:** Plan and process overview presented to INLIVIAN Resident Advisory Committee at the agency's CEO RoundTable monthly meeting. There was no monthly meeting scheduled for August.

**October 20:** INLIVIAN Board of Commissioners unanimously voted in favor of the amendment as proposed.

#### PUBLISHING AND POSTING

- ❖ August 12: Notice published in the La Noticia.
- ❖ August 13: Notice published in the Charlotte Post.
- ❖ August 14: Notice published in the Charlotte Observer.
- ❖ August 13 Draft of Proposed Amendment posted on INLIVIAN's website.
- ❖ August 14: Notices posted on INLIVIAN social media.
- ❖ September 15: Posted a reminder on social media, promoting public hearing on the matter.

## DOCUMENTATION OF PUBLIC PROCESS

### MTW Amendment: *2020-3 Enhanced Briefing for Tenant Readiness*

#### MTW PLAN PUBLIC REVIEW PERIOD

*September 6, 2019 to October 15, 2019*

#### MEETINGS AND HEARINGS

**September 3:** Presentation of proposal to INLIVIAN Residents Advisory Council, Presidents Meeting.

**September 5:** Presented to INLIVIAN Client Relations Committee for review and discussion.

**September 6:** information sent to INLIVIAN Resident Advisory Council and Legal Aid for proposal review.

**September 12:** Plan and process overview presented to INLIVIAN Resident Advisory Committee at the agency's CEO RoundTable monthly meeting. There was no monthly meeting scheduled for August.

**September 17:** A public hearing on the matter was held at 5:30 p.m. at Charlotte Housing Authority's main office: 400 East Boulevard, Charlotte 28203. No member of the public or client of INLIVIAN addressed this agenda item.

**October 15:** INLIVIAN Board of Commissioners unanimously voted in favor of the amendment as proposed.

#### PUBLISHING AND POSTING

- ❖ September 4: Notice published in the La Noticia.
- ❖ September 4: Draft proposal and public hearing calendar sent to property management staff to post at INLIVIAN communities.
- ❖ September 5: Public Notice published in the Charlotte Post.
- ❖ September 5: Draft of Proposed Amendment and public comment information posted on INLIVIAN's website.
- ❖ September 6: Draft of Proposed Amendment and public comment information posted on INLIVIAN's social media channels.
- ❖ September 6: Public Notice published in the Charlotte Observer.
- ❖ September 17: Posted a reminder on social media, promoting public hearing on the matter and information on how to participate and how to ask questions.



## DOCUMENTATION OF PUBLIC PROCESS

**MTW PLAN PUBLIC REVIEW PERIOD** *July 12, 2019 to August 20, 2019*

- **MEETINGS AND HEARINGS**

August 1: Plan presentation at CHA Policy & Board Governance Meeting

August 20: Public Hearing at the CHA's main office: 400 East Blvd, Charlotte NC 28203

September 19: Presentation of plan for Board approval

- **MAILING**

- Shared draft plan via email with stakeholders and the Resident Advisory Committee.

- **PUBLISHING AND POSTING**

- July 12: Notice published in the Charlotte Observer.
- July 10: Notice published in the La Noticia.
- July 11: Notice published in the Charlotte Post.
- July 12 Plan Draft Posted on CHA's website
- July 12: Notices posted on social media.
- July 13: Plan made available in the main office and the public hearing site, the lobby of CHA's administrative headquarters, CHA managed properties, Old City Hall, and the Main branch of the library.

- **CHA COMMUNITY NOTIFICATION/ENGAGEMENT SESSIONS:**

A variety of meetings are scheduled to be held to explain MTW planning, process, and policies to residents and various staff and community partners who are planning to attend. Locations were selected to capture the breadth of demographics and program participants CHA serves, and to ensure meetings were held at properties that were spread across CHA jurisdiction and that offered facilities adequate to accommodate attendees. The engagement content focused on the following motifs:

- 1) Description of MTW and statutory requirements.
- 2) Planning and Reporting process.
- 3) CHA's Moving Forward's planned goals for 2020.
- 4) Examples of CHA initiatives and CHA's major program achievements.

## SAMPLE RENT BANDS BY BEDROOM SIZE

*\*\*There will be variation in maximum contract rents from property to property that have converted to RAD but generally are comparable in amount to ceiling rents. FMR amounts are the most up-to-date (FY 2019). Only 1-4-bedroom units at Public Housing sites.*

Income Range		Total Tenant Payment Amount by Bedroom Size (only applies to public housing)			
		1 bed (\$897 FMR)	2 bed (\$1,028 FMR)	3 bed (~\$1,388 FMR)	4 bed (~\$1,779 FMR)
\$0	\$2,499	\$75	\$75	\$75	\$75
\$2,500	\$4,999	\$75	\$75	\$75	\$75
\$5,000	\$7,499	\$125	\$125	\$125	\$125
\$7,500	\$9,999	\$188	\$188	\$188	\$188
\$10,000	\$12,499	\$250	\$250	\$250	\$250
\$12,500	\$14,999	\$313	\$313	\$313	\$313
\$15,000	\$17,499	\$375	\$375	\$375	\$375
\$17,500	\$19,999	\$438	\$438	\$438	\$438
\$20,000	\$24,999	\$500	\$500	\$500	\$500
\$25,000	\$27,499	\$563	\$563	\$563	\$563
\$27,500	\$29,999	\$625	\$625	\$625	\$625
\$30,000	\$32,499	\$688	\$688	\$688	\$688
\$32,500	\$34,999	\$813	\$813*	\$813	\$813
\$35,000	\$37,499	\$875	\$875	\$875	\$875
\$37,500	\$39,999	\$938	\$938	\$938	\$938
\$40,000	\$42,499	\$1,000	\$1,000	\$1,000	\$1,000
\$42,500	\$44,999	\$1,063	\$1,063	\$1,063	\$1,063
\$45,000	\$47,499	\$1,125	\$1,125	\$1,125	\$1,125
\$47,500	\$49,999	\$1,188	\$1,188	\$1,188	\$1,188
\$50,000	\$52,499	\$1,250	\$1,250	\$1,250	\$1,250
\$52,500	\$54,499	\$1,313	\$1,313	\$1,313	\$1,313
\$55,000	\$57,499	\$1,375	\$1,375	\$1,375	\$1,375
\$57,500	\$59,999	\$1,438	\$1,438	\$1,438	\$1,438
\$60,000	\$62,499	\$1,500	\$1,500	\$1,500	\$1,500
\$62,500	\$64,499	\$1,563	\$1,563	\$1,563	\$1,563
\$64,500	\$66,999	\$1,613	\$1,613	\$1,613	\$1,613
\$67,000	\$69,499	\$1,675	\$1,675	\$1,675	\$1,675
\$69,500	\$71,999	\$1,738	\$1,738	\$1,738	\$1,738
\$72,000	\$74,499	\$1,800	\$1,800	\$1,800	\$1,800

Ceiling Rent Reached  
for bedroom size

## COMMUNITY BASED RENTAL ASSISTANCE (CBRA) POLICY

### Overview

The CHA's Community Based Rental Assistance (CBRA) program (also known as the project-based voucher program) encompasses traditional project-based voucher units, Special Needs units (elderly, disabled, supportive housing, supportive service, and homeless), and pilot local rental subsidy programs. The CHA will determine the percentage of housing choice voucher assistance that is project-based under the CBRA program based on organizational strategic goals and public housing authority and/or City/County revitalization efforts. The CBRA policy is also applicable to units converted to PBV under the Rental Assistance Demonstration (RAD) program.

### *Simplification of the Process to Project-Base Units*

The CHA will utilize a simplified owner proposal selection process to project-base vouchers. The CHA will select CBRA proposals by any of the following methods:

Units Owned by CHA. The CHA is authorized to project-base Section 8 assistance at properties owned directly or indirectly by the Agency, subject to HUD's requirements regarding subsidy layering. Project-based assistance for such owned units does not need to be competitively bid, nor are the owned units subject to any assessments for voluntary conversion. Direct or indirect ownership interest includes, but is not limited to:

- ✓ CHA participation as a member in a tax credit or other LLC;
- ✓ Direct or indirect ownership interest through a CHA subsidiary;
- ✓ CHA ownership of the land on which the community has been or is to be developed; or
- ✓ The CHA is funding a portion of the construction costs of the community and subsidizing the operating costs or rents of the community for low income families.

Request for Proposals. The CHA may solicit proposals by using a request for proposals (RFP) process. The RFP process will select proposals on a competitive basis. The CHA will not limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for project-based housing on different sites.

Proposals that were Previously Selected Based on Competition. The CHA may consider an application and select a proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program (e.g. Low-Income Housing Tax Credit (LIHTC), HOME, Housing Trust Fund, Affordable Housing Program, etc.) that included a competitive process. The CHA may consider such applications only if housing was competitively selected within three years of the proposal selection date and where the earlier competitive proposal did not involve any consideration that the project would receive project-based voucher assistance.

Joint Requests for Proposals with the City and State. The CHA may award project-based voucher assistance via competitive process for other affordable housing funds to maximize the impact of its project-based vouchers and to minimize the number of application processes developers face.

## Appendix E

### Solicitation and Selection of Proposals

CHA will accept proposals on an ongoing basis. CHA may periodically advertise its request for proposals (RFP) for the target categories in The Charlotte Observer. In addition to, or in place of advertising, CHA may also directly contact specific owners that have already been selected through one of the competitive processes above to inform them of available project based assistance.

In order for the proposal to be considered, the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed.

The CHA will rate and rank proposals for in the target categories using the following criteria: Family Units

1. Must be located in a permissible area which meet CHA's goals and objectives including but not limited to deconcentrating poverty, expanding housing and economic opportunities
2. Families must have one member either working or participating in a work support program.
3. No more than 25% of the units in a family development will be project-based unless the development is providing some level of supportive services. (This does not apply to senior and special needs housing).
4. Developments in neighborhoods within a mile of one of Charlotte's new transportation corridors, including light rail, will be given second priority. Special Needs Units
5. Category includes units for homeless, disabled, domestic violence, transitional youth and other special needs.
6. Services must be being provided onsite or in coordination with the housing. Higher levels of service provision will be given first priority.
7. Must be located in a permissible area which meet CHA's goals and objectives including but not limited to deconcentrating poverty, expanding housing and economic opportunities, Developments in neighborhoods within a mile of one of Charlotte's new transportation corridors, including light rail, will be given second priority.

Senior Units

1. Must be located in a permissible area which meet CHA's goals and objectives including but not limited to deconcentrating poverty, expanding housing and economic opportunities
2. Developments in Uptown Charlotte or in neighborhoods within a mile of one of Charlotte's new transportation corridors, including light rail, will be given second priority.
3. Services must be provided onsite or in coordination with the housing. Higher levels of service provision will be given priority if the locational criteria rank equally.

In addition to meeting the above criteria, each deal must meet HUD Site Selection Standards set forth in CFR 983.57. Each deal must also be in compliance with HUD subsidy layering rules, the Fair Housing Act, Davis-Bacon regulations for new construction and all other applicable HUD regulations.

## Appendix E

Priority will be given to proposals in any target category that complement other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community. Prohibition of Assistance for Certain Units

The CHA will determine property eligibility criteria and may provide project-based assistance for transitional housing and other innovative housing types to address Charlotte's affordable housing needs.

### **Cap on the Number of Project-Based Units**

The CHA will provide project-based assistance for excepted units in multifamily buildings that are specifically made available for elderly or disabled families or families receiving supportive services on a project-by-project basis with MTW and/or HUD approval.

In Supportive Housing developments (homeless, disabled, domestic violence, transitional youth, and/or special needs) with less than 20 units, the CHA will provide project-based assistance up to 100% of the units in the project. In supportive housing developments (homeless, disabled, domestic violence, transitional youth, and/or special needs) with more than 20 units, CHA will provide project-based assistance up to 60% of the units in the project. Services must be provided in the coordination of housing for supportive housing developments. The types of services offered to families for a project to qualify for the exception will be determined on a project-by-project basis depending on the target population. Supportive Housing developments may use the McKinney Act definition of disabled for the purposes of determining eligibility for exempted units.

The CHA will require reports to be submitted at least quarterly for supportive housing developments (excluding elderly and disabled developments) to ensure proper monitoring of excepted units.

In family developments or transitional housing programs, families must be receiving FSS supportive services or other self-sufficiency services to qualify for an excepted unit. The CHA, contract service provider, and/or supportive service partner will monitor the excepted family's continued receipt of supportive services and take appropriate action regarding those families that fail without good cause to complete their supportive services requirement. The CHA will require reports to be submitted at least quarterly for family developments to ensure proper monitoring of excepted units.

### **Site Selection Standards**

Per CHA's MTW Agreement, the Authority is authorized to duly adopt, according to the requirements of local law, alternate standards for determining the location of existing, newly constructed or substantially rehabilitated housing to receive subsidy; provided, however, that in lieu of the Site Selection Standards currently set forth in 24 C.F.R. Section 983.57, the agency will comply with the following requirements:

a. The Agency will comply with the Fair Housing Act and Title VI of the Civil Rights Act of 1964, and implementing regulations thereto, in determining the location of newly constructed or acquired public housing units.

b. Units may be located in the agency's jurisdiction, including within, but not limited to, the following types of urban areas: (1) an area of revitalization that has been designated as such by the City of Charlotte and/or Mecklenburg County, including Redevelopment Areas and Enhanced Enterprise

## Appendix E

Communities, (2) an area where public housing units were previously constructed and were demolished, (3) a racially or economically impacted area where the agency plans to preserve existing affordable housing, (4) in connection with a HOPE VI or other HUD funded master planned development, (5) in areas where a needs analysis indicates that subsidized housing represents a low percentage of the total number of housing units in the area or (6) relocating units to an area with a lower concentration of public housing units.

c. Conduct a housing needs analysis indicating that there is a real need for the housing in the area; and

d. When developing or substantially rehabilitating six or more Section 8 project-based units, the agency will: (1) advise current residents of the subject properties and representative community groups in the vicinity of the subject property by letter to resident organizations and by public meeting, of the agency's revitalization plan and (2) certify to HUD in its MTW Annual Report that the comments from residents and representative community groups have been considered in the revitalization plan. Documentation evidencing that the agency has met the stated requirements will be maintained at the housing authority and submitted to HUD in its MTW Annual Report.

It is the goal of CHA to select sites for CBRA housing that provide for deconcentrating poverty and expanding housing and economic opportunities. In complying with this goal, the CHA will limit approval of sites for project-based housing in census tracts that have poverty concentrations of 20 percent or less.

However, the CHA will grant exceptions to the 20 percent standard where the CHA determines that the project-based assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities in census tracts with poverty concentrations greater than 20 percent, such as sites in:

- ✓ A census tract in which the proposed development will be located in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community;
- ✓ A census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition and HOPE VI redevelopment;
- ✓ A census tract in which the proposed development will be located is undergoing significant revitalization as a result of state, local, or federal dollars invested in the area;
- ✓ A census tract where new market rate units are being developed where such market rate units will positively impact the poverty rate in the area;
- ✓ A census tract where there has been an overall decline in the poverty rate within the past five years; or
- ✓ A census tract where there are meaningful opportunities for educational and economic advancement.

Additionally, the CHA will strive to get as many CBRA units as possible in stable Charlotte neighborhoods, neighborhoods where there is an and/or neighborhood along Charlotte's new transportation corridors, including the light rail. Priority will be given to developments that meet one or more of the following goals:

## Appendix E

- ✓ Located in an area of low crime as determined by local law enforcement;
- ✓ Located in an area with access to high-performing public schools; or
- ✓ Located in neighborhoods within a mile of one of Charlotte's new transportation corridors, including light rail.

### **Inspecting Units**

The CHA will waive the requirement for an initial HQS inspection on newly constructed project-based units and utilize a Certificate of Occupancy (CO) in lieu of an initial inspection.

### **Site-Based Administration**

CHA's CBRA program may utilize simplified property management practices based on private management/private sector models instead of the traditional public housing authority managed project-based voucher model in order to simplify, streamline and enhance the delivery of management services to CBRA communities. The CHA may delegate to the Owner Entities' professional management companies the full responsibility of administering all aspects of the CBRA program. This includes: waiting list selection and administration, eligibility, admissions, and functions related to continued occupancy to include but not limited to regularly scheduled recertifications, interim recertifications and transfer moves, at the property level based on the community's approved tenant selection plan and the CHA's Administrative Plan. The Owner Entities' property management is also authorized to administer grievance processes provided that no-cause evictions are not permitted and all policies and practices comply with fair housing and other related requirements.

### **Lease**

The CHA may waive the initial one year lease requirement in Supportive Housing development/programs.

#### Family Right to Move

CHA has received a waiver of 24 CFR 983.260 Family Right to Move, so that a family will not be offered the opportunity for continued tenant-based rental assistance if they terminate the lease at any time after one year of occupancy. Exceptions to the waiver may be made for:

- ✓ Occupancy of a wrong size unit due to change in family composition and property does not have an available unit that meets occupancy standards for the family's size;
- ✓ Reasonable accommodation;
- ✓ Victims of domestic violence, dating violence, or stalking; and
- ✓ Owner refusal to renew the lease without good cause.
- ✓ Tenants that occupied RAD -PBV units the time of conversion



## Appendix E

### Determining Rent to Owner

The CHA has an approved waiver of 24 CFR 983.301 in order to implement a more market competitive determination of rent to owner process for the Community Based Rental Assistance (CBRA) program in order to:

- ✓ Create affordable housing developments through public/private partnerships using market principles that maximize the economic viability and sustainability of CHA's mix-income communities.
- ✓ Meet CHA's goals and objectives including but not limited to deconcentrating poverty, expanding housing and economic opportunities.
- ✓ Facilitate self-sufficiency among low-income families by increasing access to community resources and amenities that improve quality of life.

CHA's determination of rent to owner process may determine contract rents on a project-by-project basis up to 120% of HUDs fair market rents (FMRs) based on independent market study and analysis. Exceptions to the CHA Payment Standards may be granted with Administration approval based on the following factors:

- ✓ The quality of the housing regardless of the submarket.
- ✓ The location of the housing with respect to its proximity to revitalization/transformation activities and other public development initiatives.
- ✓ CHA's de-concentration efforts
- ✓ CHA's RAD portfolio conversion

## ADDITIONAL AGENCY ACTIVITIES

### Real Estate Activities

#### *Pre-Development Forecasting by Site*

##### 1. Dillehay Courts

Dillehay Courts has received a CHAP for its RAD conversion and a financing plan will be submitted in July 2019 indicating plans for the demolition of the 136-unit family development and redevelopment of the site in multiple phases, starting in the fourth quarter of 2020. The financing package will likely include 4% Low Income Housing Tax Credits and tax-exempt bonds along with permanent financing secured through the FHA insured 221(d)4 or like financing program. The redevelopment activities will require significant coordination between the construction activities and the temporary relocation of households from one phase to another of the apartments that range in size from two bedroom units all the way up to five-bedroom units. The specified initial relocation notification and meeting with residents has been held within the required time-frame. MTW funds will be used for predevelopment expenditures.

##### 2. Tall Oaks

Phase II of the Tall Oaks Redevelopment will continue to be pursued as designs are refined for a multifamily development planned for the remaining 2.7-acre site. Current plans being discussed with the neighbors and City officials calls for the development of 99 units of housing with a portion of the units serving a very-low income population along with a majority of units being targeted to households between 60% and 80% of the area-median income to address the need for work-force housing in the neighborhood. The current plans are to move the Phase II activities to the construction phase in 2022 depending on availability of public resources. MTW funds will be used for predevelopment expenditures on Tall Oaks II.

##### 4. Tarlton Hills

HDP continues to explore options available to redevelop the site of the 50-unit RAD development situated near Uptown Charlotte. MTW funds will be used on pre-development expenditures.

##### 5. Hall House

CHA is working in collaboration with a number of key stakeholders, including both the City of Charlotte and Mecklenburg County, to develop a revitalization strategy for a two-block area of Uptown Charlotte that includes the 2.2-acre Hall House site. The CHA Board of Commissioners is looking at the best path available to redevelop this valuable asset into a thriving mixed-use development comprised of residential and commercial space that offers the best opportunity for long-term sustainability, keeping affordable housing in the heart of Charlotte. All of the public housing assistance for the 191 units at Hall House has been transferred to other developments as a part of CHA's portfolio RAD conversion. MTW funds will be used on pre-development expenditures.

## Appendix F

### 6. Strawn Cottages

A private developer has been selected in a competitive procurement process to take the lead in the redevelopment of this 16.2-acre site in an historic Charlotte neighborhood. Relocation is complete and demolition took place in the 4th quarter of 2017. MTW funds will be used on pre-development expenditures.

### 7. Gladedale Apartments

CHA is pursuing opportunities to redevelop 49 units at Gladedale. It is anticipated that Gladedale will be a Transfer of Assistance (TAO) to Archdale Flats (P3) so that Gladedale can be redeveloped with 4% tax credits and bonds.

### 8. Hampton Crest

Hampton Crest is a mixed income development that is in need of significant rehabilitation. It is the intent of CHA to conduct an acquisition/rehabilitation utilizing 9% tax credits, Housing Trust Funds and other commercial debt. The unit make up includes 153 market-rate units that are NOAH's, along with 60 RAD Voucher units for a total of 213 units.

## **B. ACQUISITION ACTIVITIES**

### Acquisition Strategy:

CHA/HDP may consider an acquisition strategy based on expiring tax credits or other methods that will benefit the people routinely served by our agencies. Also under consideration is an opportunity to dispose of vacant and/or excess land currently owned by CHA/HDP. It is our intent to create a pool of real estate brokers that will assist us in this endeavor. MTW funds may be used in this effort.

#### 1. Baxter Street

HDP is planning a new 223-unit mixed-income development of workforce housing on land adjacent to another existing CHA development, Charlottetown Terrace. CHA will acquire some of the needed land in a land swap with Mecklenburg County and will purchase the remaining land with MTW funds.

#### 2. Private/Public/Partnerships (P3) (Archdale Flats - Family, Archdale Flats - Seniors, Abbingdon on Mt. Holly, Evoke Living @ Westerly Hills and Evoke Living @ Arrowwood)

The goal of the P3 Program is to partner with third party developers to be able to maximize the number of affordable housing units in and around the City of Charlotte. By utilizing all potentially available resources at CHA's disposal, the P3 Program will also allow CHA to further its affordable housing mission.

#### 3. Opportunity Development

## Appendix F

CHA/HDP is exploring purchasing a Class B or C apartment complex in a High or Very High Opportunity Census Tract to continue our efforts to deconcentrate poverty. MTW funds may be used in this effort.

### **C. Other Activities**

#### 1. Renaissance Police Memorial

Two CMPD officers were killed at the former Boulevard Homes in 1993. The capstone project for this HOPE VI redevelopment will be a beautiful fountain at the intersection of the two streets on the development named for these fallen heroes. MTW funds will be used for this project.

#### 2. Brooklyn Village

CHA/HDP is exploring the possibility of a partnership with the City of Charlotte, Mecklenburg County and other development partners to revitalize Second Ward in Uptown Charlotte, bringing affordable housing back to this section of Charlotte's urban core. MTW funds may be used in this effort.

## FY 2020 PLANNED DEMOLITION/DISPOSITION ACTIVITY

Demolition/Disposition Activity Description
1a. Development name: <b>Hall House</b>
1b. Development (project) number: 3-22
2. Activity type:     Demolition X Disposition
3. Application status Approved Submitted, pending approval Currently undergoing a RAD transfer of assistance.
4. Date application approved, submitted, or planned for submission: 2017
5. Number of units affected: 191
6. Coverage of action Part of the development X Total development
7. Timeline for activity: a. Actual or projected start date of activity: 2015 b. Projected end date of activity: 2020

Demolition/Disposition Activity Description
1a. Development name: <b>Tarlton Hills</b>
1b. Development (project) number: 3-23
2. Activity type: X Demolition X Disposition
3. Application status Approved Submitted, pending approval X Planned application
4. Date application approved, submitted, or planned for submission: 2011 - 2019
5. Number of units affected: 21
6. Coverage of action Part of the development X Total development
7. Timeline for activity: a. Actual or projected start date of activity: 2014 - 2019 b. Projected end date of activity: 2020

Appendix G

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>Dillehay Courts</b>
1b. Development (project) number:	NC003000012
2. Activity type:	<input checked="" type="checkbox"/> Demolition <input checked="" type="checkbox"/> Disposition
3. Application status	<input checked="" type="checkbox"/> To Be submitted, pending approval Currently undergoing RAD review.
4. Date application approved, submitted, or planned for submission:	2019
5. Number of units affected:	136
6. Coverage of action	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: 2020 b. Projected end date of activity: 2022

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	<b>Gladedale Apartments</b>
1b. Development (project) number:	
2. Activity type:	<input type="checkbox"/> Demolition <input checked="" type="checkbox"/> Disposition
3. Application status	<input checked="" type="checkbox"/> To Be Submitted, pending approval Currently undergoing RAD review.
4. Date application approved, submitted, or planned for submission:	2020
5. Number of units affected:	49
6. Coverage of action	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. a. Actual or projected start date of activity:	- 2020
b. Projected end date of activity:	2022

## Appendix H

### Rental Assistance Demonstration (RAD) Significant Amendment

The Housing Authority of the City of Charlotte is amending its FY2016 Moving Forward Annual Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, the Housing Authority of the City of Charlotte will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-2 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the PBV Residents Rights and Participation that cannot be altered by MTW flexibility. These are listed in Section 1.6.C & 1.6.D of PIH Notice 2012-32, REV-2. The PBV Resident Rights and Participation applicable to CHA's RAD conversion are appended to this Attachment. Additionally, the Housing Authority of the City of Charlotte is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the Housing Authority of the City of Charlotte with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that Housing Authority of the City of Charlotte may also borrow funds to address their capital needs. At this time, CHA will be researching all options and maintaining continued service requirements will be a high priority for the agency. We do not anticipate any reductions due to RAD.

The Housing Authority of the City of Charlotte will also be contributing Operating Reserves up to the maximum available amount per property as defined per the RAD notice, subject to HUD and Board approval. The Housing Authority of the City of Charlotte currently has debt under the Capital Fund Financing Program and will be working with US Bank to address outstanding debt issues. Regardless of any funding changes that may occur as a result of conversion under RAD, the Housing Authority of the City of Charlotte certifies that it will maintain its continued service level for its remaining portfolio of public housing units

Below, please find specific information related to the Public Housing Development (s) selected for RAD:



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Name of Public Housing Development: Southside	PIC Development ID: NC003000003	Conversion type: PBV	Transfer of Assistance: 2 units
Total Units: 394	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$529,754
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	65	73	8
Two Bedroom	233	221	-12
Three Bedroom	86	88	2
Four Bedroom	10	10	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	394	392	-2 (special use units)
If performing a Transfer of Assistance:	The Transfer of Assistance is related to special use units, therefore no transfer of waiting list is necessary		
# of Elderly, Disabled, or Receiving Supportive Services <sup>1</sup> :	392		

Name of Public Housing Development: First Ward	PIC Development ID: NC003000005	Conversion type: PBV	Transfer of Assistance: None
Total Units: 132	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$191,069
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	8	8	0
Two Bedroom	68	68	0
Three Bedroom	43	43	0
Four Bedroom	12	12	0
Five Bedroom	1	1	0
Six Bedroom	0	0	0
Total Units	132	132	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	132		

<sup>1</sup> CHA meets the RAD notice to Project-Base 100% of the units because the number of families that are elderly, disabled or eligible to receive supportive services exceeds 50% of the total RAD PBV units.

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Name of Public Housing Development: Edwin Towers	PIC Development ID: NC003000006	Conversion type: PBV	Transfer of Assistance: None
Total Units: 176	Pre-RAD Unit Type: Senior	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$205,351
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	64	64	0
One Bedroom	96	96	0
Two Bedroom	16	16	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	176	176	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	176		

Name of Public Housing Development: Arbor Glen	PIC Development ID: NC003000009	Conversion type: PBV	Transfer of Assistance: 4 units
Total Units: 29	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$42,491
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	4	4	0
Two Bedroom	10	6	-4
Three Bedroom	13	13	0
Four Bedroom	2	2	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	29	25	-4
If performing a Transfer of Assistance:	The Transfer of Assistance is related to special use units, therefore no transfer of waiting list is necessary		
# of Elderly, Disabled, or Receiving Supportive Services:	25		

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Name of Public Housing Development: Arbor Glen I	PIC Development ID: NC003000010	Conversion type: PBV	Transfer of Assistance: None
Total Units: 60	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$78,789
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	42	42	0
Two Bedroom	12	12	0
Three Bedroom	6	6	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	60	60	0
If performing a Transfer of Assistance:			
# of Elderly, Disabled, or Receiving Supportive Services:	60		

Name of Public Housing Development: Dillehay Courts	PIC Development ID: NC003000012	Conversion type: PBV	Transfer of Assistance: None
Total Units: 136	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$219,186
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0-36	<a href="#">0 Transfer of Assistance to new site. Unit not attached to a family. New family will be taken off waiting list.</a>
Two Bedroom	<del>122</del>	<del>120-36</del>	<a href="#">0 Transfer of Assistance to new site. Unit not attached to a family. New family will be taken off waiting list.</a>

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Three Bedroom	<del>68</del> 14	<del>680</del> -36	<del>0</del> Transfer of Assistance to new site. Unit not attached to a family. New family will be taken off waiting list.
Four Bedroom	<del>48</del> 16	<del>480</del>	<del>0</del> No Four Bedrooms at New Property
Five Bedroom	<del>84</del>	<del>08</del>	<del>0</del> No Five Bedrooms at New Property
Six Bedroom	0	0	0
Total Units	<del>1360</del> -36	<del>1360</del> -	0
If performing a Transfer of Assistance:	<del>N/A</del> Units will be transferred to a new development		
# of Elderly, Disabled, or Receiving Supportive Services:	<del>0</del> 36 Supportive Service Units		

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Name of Public Housing Development: Cedar Knoll/ Leafcrest/ Mallard Ridge	PIC Development ID: NC003000016	Conversion type: PBV	Transfer of Assistance: None
Total Units: 132	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$198,729
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	15	15	0
Two Bedroom	42	42	0
Three Bedroom	61	61	0
Four Bedroom	14	14	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	132	132	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	97		

Name of Public Housing Development: Charlottetown	PIC Development ID: NC003000018	Conversion type: PBV	Transfer of Assistance: 19 units
Total Units: 180	Pre-RAD Unit Type: Disabled	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$204,394
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	139	125	-14
One Bedroom	40	36	-4
Two Bedroom	1	0	-1
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	180	161	-19
If performing a Transfer of Assistance:	The Transfer of Assistance is related to special use units, therefore no transfer of waiting list is necessary		
# of Elderly, Disabled, or Receiving Supportive Services:	161		

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Name of Public Housing Development: Tall Oaks/Tarlton Hills/Savanna Woods	PIC Development ID: NC003000020	Conversion type: PBV	Transfer of Assistance: None
Total Units: 149	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$225,454
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	25	25	0
Two Bedroom	52	52	0
Three Bedroom	50	50	0
Four Bedroom	22	22	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	149	149	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	50		

Name of Public Housing Development: Autumn Place	PIC Development ID: NC003000022	Conversion type: PBV	Transfer of Assistance: None
Total Units: 68	Pre-RAD Unit Type: Elderly	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$ 82,776
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	65	65	0
Two Bedroom	3	3	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	68	68	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	68		

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Name of Public Housing Development: Meadow Oaks/Gladedale/ Wallace Woods	PIC Development ID: NC003000025	Conversion type: PBV	Transfer of Assistance: None
Total Units: 129	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$196,460
<b>Bedroom Type</b>	<b>Number of Units Pre- Conversion</b>	<b>Number of Units Post- Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	11	11	0
Two Bedroom	42	42	0
Three Bedroom	68	68	0
Four Bedroom	8	8	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	129	129	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	0		

Name of Public Housing Development: Sunridge/Robinsdale	PIC Development ID: NC003000028	Conversion type: PBV	Transfer of Assistance: None
Total Units: 74	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$112,283
<b>Bedroom Type</b>	<b>Number of Units Pre- Conversion</b>	<b>Number of Units Post- Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	4	4	0
Two Bedroom	23	23	0
Three Bedroom	43	43	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	74	74	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	0		



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Name of Public Housing Development: Park @ Oaklawn	PIC Development ID: NC003000030	Conversion type: PBV	Transfer of Assistance: None
Total Units: 89	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$84,539
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	46	46	0
Three Bedroom	39	39	0
Four Bedroom	4	4	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	89	89	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	89		

Name of Public Housing Development: Rivermere	PIC Development ID: NC003000031	Conversion type: PBV	Transfer of Assistance: None
Total Units: 20	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$18,832
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	12	12	0
Three Bedroom	8	8	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	20	20	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	0		

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Name of Public Housing Development: Arbor Glen II	PIC Development ID: NC003000032	Conversion type: PBV	Transfer of Assistance: None
Total Units: 40	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$37,087
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	27	27	0
Three Bedroom	13	13	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	40	40	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	40		

Name of Public Housing Development: Nia Point	PIC Development ID: NC003000033	Conversion type: PBV	Transfer of Assistance: None
Total Units: 29	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$26,874
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	16	16	0
Three Bedroom	13	13	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	29	29	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	29		

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Name of Public Housing Development: Arbor Glen III	PIC Development ID: NC003000035	Conversion type: PBV	Transfer of Assistance: None
Total Units: 12	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$11,216
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	8	8	0
Three Bedroom	4	4	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	12	12	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	12		

Name of Public Housing Development: McAden Park	PIC Development ID: NC003000037	Conversion type: PBV	Transfer of Assistance: None
Total Units: 30	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$26,387
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	3	3	0
Two Bedroom	18	18	0
Three Bedroom	9	9	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	30	30	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	30		

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Name of Public Housing Development: Stonehaven	PIC Development ID: NC003000038	Conversion type: PBV	Transfer of Assistance: None
Total Units: 24	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$20,721
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	6	6	0
Two Bedroom	16	16	0
Three Bedroom	2	2	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	24	24	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	24		

Name of Public Housing Development: Montgomery Gardens	PIC Development ID: NC003000039	Conversion type: PBV	Transfer of Assistance: None
Total Units: 20	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$18,510
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	14	14	0
Three Bedroom	6	6	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	20	20	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	20		

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Name of Public Housing Development: Prosperity Creek	PIC Development ID: NC003000040	Conversion type: PBV	Transfer of Assistance: 84 units
Total Units: 72	Pre-RAD Unit Type: Elderly	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$51,227
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	72	144	72
Two Bedroom	0	12	12
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	72	156	84
If performing a Transfer of Assistance:	<b>This will allow the property to be governed by a single program / HAP Contract. No changes to the policy expected.</b>		
# of Elderly, Disabled, or Receiving Supportive Services:	156		

Name of Public Housing Development: South Oak Crossing	PIC Development ID: NC003000041	Conversion type: PBV	Transfer of Assistance: None
Total Units: 20	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$19,329
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	10	10	0
Three Bedroom	10	10	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	20	20	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	20		

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Name of Public Housing Development: Springfield Gardens	PIC Development ID: NC003000042	Conversion type: PBV	Transfer of Assistance: None
Total Units: 22	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$20,901
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	11	11	0
Three Bedroom	11	11	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	22	22	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	22		

Name of Public Housing Development: 940 Brevard	PIC Development ID: NC003000044	Conversion type: PBV	Transfer of Assistance: None
Total Units: 40	Pre-RAD Unit Type: Elderly	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$28,619
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	40	40	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	40	40	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	40		

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Name of Public Housing Development: Seigle Point	PIC Development ID: NC003000045	Conversion type: PBV	Transfer of Assistance: None
Total Units: 102	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$94,569
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	6	6	0
Two Bedroom	42	42	0
Three Bedroom	54	54	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	102	102	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	102		

Name of Public Housing Development: Springcroft @ Ashley Park	PIC Development ID: NC003000046	Conversion type: PBV	Transfer of Assistance: None
Total Units: 18	Pre-RAD Unit Type: Elderly	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$12,891
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	18	18	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	18	18	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	18		

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Name of Public Housing Development: McAlpine	PIC Development ID: NC003000048	Conversion type: PBV	Transfer of Assistance: None
Total Units: 26	Pre-RAD Unit Type: Senior	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$18,602
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	26	26	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	26	26	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	26		

Name of Public Housing Development: Glen Cove	PIC Development ID: NC003000049	Conversion type: PBV	Transfer of Assistance: None
Total Units: 10	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$9,574
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	5	5	0
Three Bedroom	5	5	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	10	10	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	10		



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Name of Public Housing Development: Fairmarket Square	PIC Development ID: NC003000050	Conversion type: PBV	Transfer of Assistance: None
Total Units: 16	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different	Capital Fund allocation of Development: \$15,508
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	8	8	0
Three Bedroom	8	8	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	16	16	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	16		

Name of Public Housing Development: McCreesh II	PIC Development ID: NC003000051	Conversion type: PBV	Transfer of Assistance: None
Total Units: 63	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development:\$ 36,655
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	63	63	0
One Bedroom	0	0	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	63	63	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	63		

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Name of Public Housing Development: Seneca Woods	PIC Development ID: NC003000052	Conversion type: PBV	Transfer of Assistance: None
Total Units: 17	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$16,267
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	8	8	0
Three Bedroom	9	9	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	17	17	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	17		

Name of Public Housing Development: Ashley Park	PIC Development ID: NC003000053	Conversion type: PBV	Transfer of Assistance: None
Total Units: 22	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$18,954
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	22	22	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	22	22	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	22		

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Name of Public Housing Development: Hampton Creste	PIC Development ID: NC003000054	Conversion type: PBV	Transfer of Assistance: None
Total Units: 60	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$54,287
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	8	8	0
Two Bedroom	44	44	0
Three Bedroom	8	8	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	60	60	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	60		

Name of Public Housing Development: Moore Place	PIC Development ID: NC003000055	Conversion type: PBV	Transfer of Assistance: None
Total Units: 34	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$24,712
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	34	34	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	34	34	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	34		

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Name of Public Housing Development: Steele Creek	PIC Development ID: NC003000056	Conversion type: PBV	Transfer of Assistance: 60 units
Total Units: 60	Pre-RAD Unit Type: Senior	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$38,721
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	60	102	42
Two Bedroom	0	18	18
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	60	120	60
If performing a Transfer of Assistance:	<b>This will allow the property to be governed by a single program / HAP Contract. No changes to the policy expected.</b>		
# of Elderly, Disabled, or Receiving Supportive Services:	120		

Name of Public Housing Development: Woodlawn House	PIC Development ID: NC003000057	Conversion type: PBV	Transfer of Assistance: 52 units
Total Units: 52	Pre-RAD Unit Type: Elderly	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$695.29
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	34	68	34
Two Bedroom	18	36	18
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	52	104	52
If performing a Transfer of Assistance:	<b>This will allow the property to be governed by a single program / HAP Contract. No changes to the policy expected.</b>		
# of Elderly, Disabled, or Receiving Supportive Services:	104		

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Name of Public Housing Development: McMullen Woods	PIC Development ID: NC003000059	Conversion type: PBV	Transfer of Assistance: None
Total Units: 21	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$19,816
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	0	0	0
Two Bedroom	11	11	0
Three Bedroom	10	10	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	21	21	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	21		

Name of Public Housing Development: Boulevard Seniors	PIC Development ID: NC003000060	Conversion type: PBV	Transfer of Assistance: 20 units
Total Units: 70	Pre-RAD Unit Type: Elderly	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$45,672
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	70	90	20
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	70	90	20
If performing a Transfer of Assistance:	The Transfer of Assistance is related to special use units, therefore no transfer of waiting list is necessary.		
# of Elderly, Disabled, or Receiving Supportive Services:	90		

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Name of Public Housing Development: Hall House	PIC Development ID: NC003000061	Conversion type: PBV	Transfer of Assistance: 191
Total Units: 191	Pre-RAD Unit Type: Senior	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$233,435
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	60	0	-60
One Bedroom	130	0	-130
Two Bedroom	1	0	-1
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	191	0	-191
If performing a Transfer of Assistance:	Hall House is currently vacant, so there is no waiting list		
# of Elderly, Disabled, or Receiving Supportive Services:	0		

Name of Public Housing Development: Claremont/Victoria Square	PIC Development ID: NC003000062	Conversion type: PBV	Transfer of Assistance: 1 unit from Victoria Square
Total Units: 82	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$72,191
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	14	14	0
Two Bedroom	34	34	0
Three Bedroom	25	24	-1
Four Bedroom	9	9	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	82	81	-1
If performing a Transfer of Assistance:	The Transfer of Assistance is related to special use units, therefore no transfer of waiting list is necessary		
# of Elderly, Disabled, or Receiving Supportive Services:	81		

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Name of Public Housing Development: Boulevard Phase II	PIC Development ID: NC003000063	Conversion type: PBV	Transfer of Assistance: 8 units
Total Units: 23	Pre-RAD Unit Type: Family	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$21,320
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	0	0	0
One Bedroom	4	7	3
Two Bedroom	11	15	4
Three Bedroom	8	9	1
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	23	31	8
If performing a Transfer of Assistance:	The Transfer of Assistance is related to special use units, therefore no transfer of waiting list is necessary		
# of Elderly, Disabled, or Receiving Supportive Services:	31		

Name of Public Housing Development: Strawn Apartments II	PIC Development ID: NC003000064	Conversion type: PBV	Transfer of Assistance: None
Total Units: 170	Pre-RAD Unit Type: Senior	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$178,054
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	120	120	0
One Bedroom	50	50	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	170	170	170
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	170		

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Name of Public Housing Development: Parktowne Terrace II	PIC Development ID: NC003000065	Conversion type: PBV	Transfer of Assistance: None
Total Units: 163	Pre-RAD Unit Type: Senior	Post-RAD Unit Type if different:	Capital Fund allocation of Development: \$172,099
<b>Bedroom Type</b>	<b>Number of Units Pre-Conversion</b>	<b>Number of Units Post-Conversion</b>	<b>Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, Etc.)</b>
Studio/Efficiency	130	130	0
One Bedroom	33	33	0
Two Bedroom	0	0	0
Three Bedroom	0	0	0
Four Bedroom	0	0	0
Five Bedroom	0	0	0
Six Bedroom	0	0	0
Total Units	163	163	0
If performing a Transfer of Assistance:	N/A		
# of Elderly, Disabled, or Receiving Supportive Services:	163		

**Total to convert under RAD: 3,399 Physical Units/3,277 Occupied Units**

- A. CHA proposes a transfer of assistance for units at Hall House to Woodlawn, Prosperity Creek and Steele Creek.
- B. CHA proposes a transfer of assistance for current special use units at Southside Homes, Arbor Glen, Charlottetown Terrace, and Victoria Square to dwelling units at Boulevard Seniors and Boulevard Phase II.
- C. Upon conversion there will be changes in the policies that govern eligibility, admission, selection, and occupancy of units at the project sites after they have been converted. CHA will follow the HCV Administrative Plan and approved Owner Tenant Selection plan for resident selection.
- D. CHA is currently compliant with all fair housing and civil rights requirements and is not under a Voluntary Compliance Agreement.

**RAD PBV PROJECT SELECTION AND PROJECT CAP**

**PBV Project Selection**

**Maximum Amount of PBV Assistance**

Covered projects do not count against the maximum amount of assistance a PHA may utilize for the PBV program.



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### **Cap on Number of PBV Units in each Project**

Fifty percent (50%) of the units in each project may receive PBV assistance. An assisted household cannot be involuntarily displaced as a result of this provision.

The CHA will provide Housing Choice Voucher Project-based assistance for up to 100% of units at properties owned directly or indirectly by the Agency, subject to HUD's requirements regarding subsidy layering.

An owner may still project-base 100 percent of the units provided at least 50 percent of the units at the project qualify for the exceptions for elderly, disabled, or families receiving supportive services, or are within single-family properties or in accordance with CHA MTW initiatives.

Families living in units subject to a proposed RAD conversion must be given the option to receive supportive services. If such services are declined by the household, the unit shall remain under the HAP contract, the household shall not be terminated from the PBV program, and the decision to decline an offer to receive supportive services shall not represent a ground for lease termination. Once the initial household residing in the excepted unit under RAD vacates such unit, all MTW / PBV program requirements related to the required receipt of supportive services shall apply

### **PBV CONTRACT TERMS AND CONTRACT RENTS**

#### **Length of Contract**

Covered projects shall have an initial HAP term of at least 15 years and up to 20 years upon request of the PHA and with approval by the agency administering the vouchers.

#### **Mandatory Contract Renewal**

By statute, upon contract expiration, the agency administering the vouchers shall offer, and the PHA shall accept, renewal of the contract subject to the terms and conditions applicable at the time of renewal and the availability of appropriations each year for such renewal.

In the event that the HAP Contract is removed due to breach, non-compliance or insufficiency of Appropriations, for all units previously covered under the HAP Contract, new tenants must have incomes at or below 80 percent of the area median income at the time of admission and rents may not exceed 30% of 80% of median income for an appropriate size unit for the remainder of the term of the RAD Use Agreement.

#### **Initial Contract Rents**

Initial PBV contract rents are subject to the statutory and regulatory PBV requirements governing contract rents. Initial contract rents cannot exceed the lower of (a) the reasonable rent; (b) an amount determined by the PHA, not to exceed 120 percent of the applicable FMR (or

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applicable exception payment standard), minus any utility allowance; or (c) the rent requested by the owner.

PHAs may adjust subsidy (and contract rents) across multiple projects. MTW agencies may use their MTW block grant funds to set their initial contract rents, subject to applicable program caps. HUD refers to this as “bundled” rents, and is permissible when a PHA submits applications for two or more projects. There is no limit to the number of projects that a PHA may bundle.

### **Adjusting Contract Rents**

Contract rents will be adjusted annually by HUD’s Operating Cost Adjustment Factor (“OCAF”) at each anniversary of the HAP Contract, subject to the availability of appropriations for each year of the contract term. The rent to owner may at no time exceed the reasonable rent charged for comparable unassisted units in private market, as determined by the Contract Administrator. However, the rent to owner shall not be reduced below the initial rent to owner for dwelling units under the initial HAP Contract. MTW agencies may not alter this requirement.

## **Resident Rights, Participation, Waiting List and Grievance Procedures**

### **Section 1.6. C. PBV Resident Rights and Participation**

#### **1. No Re-screening of Tenant upon Conversion**

Current households are not subject to rescreening, income eligibility, or income targeting provisions. Current households will be subject to any ongoing eligibility requirements for actions that occur during tenancy.

#### **2. Right to Return**

Any residents which need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Where the transfer of assistance to a new site is warranted and approved residents of the converting development will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Households will need to meet eligibility requirements at the time of admission. Residents of a development undergoing conversion of assistance may voluntarily accept a HA or Owner’s offer to permanently relocate to another assisted unit, and thereby waive their right to return to the development after rehabilitation or construction is completed

#### **3. Renewal of Lease**

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The HA must renew all leases upon lease expiration, unless cause exists. This provision must be incorporated by the PBV owner into the tenant lease or tenancy addendum, as appropriate.

### **4. Phase-in of Tenant Rent Increases**

Charlotte Housing Authority will continue to utilize the Rent Reform initiative to calculate total tenant payment, so tenant rent increases are not anticipated. If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 years.

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the standard TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and all subsequent recertifications – Full standard TTP

### **5. Public Housing FSS, ROSS, and Jobs Plus Participants**

Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any PH FSS funds granted previously or pursuant to the FY 2013 PH FSS NOFA, to serve those FSS participants who live in units converted by RAD and who will as a result be moving to the HCV FSS program. A PHA must convert the PH FSS program participants at the covered project to their HCV FSS program.

Residents who were converted from the PH FSS program to the HCV FSS program through RAD may be terminated from the HCV FSS program or have HCV assistance withheld due to the participant's failure to comply with the contract of participation. RAD-PBV participants who exit from the HCV Traditional FSS program and occupied a RAD-PBV unit at the time of conversion may be required to terminate their assistance upon exiting the program.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing ROSS-SC grants.

The Jobs Plus target project(s) under RAD will be able to finish out their Jobs Plus period of performance at the site. Existing grant requirements, including but not limited to Jobs Plus Earned Income Disregard will continue to be implemented.

## 6. Resident Participation and Funding

Residents of covered projects converting assistance to PBVs will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding contingent upon funding availability.

## 7. Resident's Procedural Rights

- A. **Lease Termination.** In addition to the regulations at 24 CFR § 983.257, related to owner termination of tenancy and eviction, the termination procedure for RAD conversions to PBV will require that HAs provide adequate written notice of termination of the lease. In a case where the family has committed such an action or failure to act, the Project Owner may seek to evict the family and will do so by terminating the family's lease according to the following procedures.
- B. **Notice of lease termination.** Before terminating a tenant's lease, the Project Owner must issue a written notice of lease termination to the tenant which shall not be less than:
- i. A reasonable period of time, but not to exceed than thirty (30) days:
    - a. If the health or safety of other tenants, Project Owner or HA employees, or persons residing in the immediate vicinity of the premises is threatened; or
    - b. In the event of any drug-related or violent criminal activity or felony conviction;
  - ii. Ten (10) days in the case of nonpayment of rent;
  - iii. Thirty (30) days in every other case, except that if a state or local law provides for a shorter period of time, such shorter period shall apply;
  - iv. Any notice of lease termination must contain the following information.
    - a. The reasons for the lease termination with enough specificity to permit the tenant to prepare a defense;
    - b. A statement of the tenant's right to request an informal grievance hearing from the Project Owner within ten (10) business days of the tenant's receipt of the notice of lease termination;
    - c. The opportunity to examine before the informal grievance hearing any relevant documents, records, or regulations, in the Project Owner's possession, including the tenant file, directly relating to the matter. The tenant shall be allowed to copy any such document at the tenant's expense. If the Project Owner does not make the document available for examination upon request by the resident, the Project Owner may not rely on such document at the informal grievance hearing.
    - d. The rights of tenants pursuant to the requirements of 24 CFR Part 5, Subpart L, involving protections for victims of domestic violence, dating violence, sexual assault, or stalking; and
    - e. The right of tenants to request a reasonable accommodation based on a disability, in accordance with 24 CFR Part 8.

C. **Grievance Hearing.** In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi),<sup>31</sup> an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a HA (as owner) action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.

- i. For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is outlined in Chapter 16 of the Housing Choice Voucher Administrative Plan.
- ii. For any additional hearings required under RAD, the HA (as owner) will perform the hearing.
- iii. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.
- iv. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555 (c) (1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555 (a) (1) (i)-(vi).

D. **Informal Hearing.** The Project Owner provides opportunity for an informal hearing before an eviction as described below:

- a. Request for informal grievance hearing. The tenant shall submit a written request for a hearing to the Project Owner within ten (10) business days of receipt of notice of the adverse action taken by the Project Owner. The written request shall specify:
  - i. The reasons for the grievance; and
  - ii. The action or relief sought.
- b. Selection of Hearing Officer or Hearing Panel.
  - i. An informal grievance hearing shall be conducted by an impartial person or persons appointed by the Project Owner other than a person who made or approved the action under review or a subordinate of such person.
- c. Scheduling of hearings. Once the tenant properly requests the hearing, the hearing shall be scheduled by the hearing officer or hearing panel promptly for a time and place reasonably convenient to both the tenant and the Project Owner. A written notification specifying the time, place and the procedures governing the informal hearing shall be issued to the tenant at least five (5) calendar days before the informal hearing.
- d. **Hearing Requirements**
  - i. The tenant shall be afforded a fair hearing, which shall include:
    - a) The opportunity to examine before the informal grievance hearing any relevant documents, records, or regulations, in the Project Owner's possession, including the tenant file, directly relating to the matter. The tenant shall be allowed to copy any such document at the tenant's expense. If the Project Owner does not make the document available for examination upon request by the resident, the Project Owner may not rely on such document at the informal grievance hearing.
    - b) The right to be represented by counsel or other person chosen as the tenant's representative, and to have such person make statements on the tenant's behalf;

## Appendix H

- c) The right to a private hearing;
  - d) The right to present evidence and arguments in support of the tenant's complaint, to controvert evidence relied on by the Project Owner, and to confront and cross-examine all witnesses upon whose testimony or information the Project Owner relies; and
  - e) A decision based solely and exclusively upon the facts presented at the hearing.
- ii. The hearing officer or hearing panel may render a decision without proceeding with the hearing if the hearing officer or hearing panel determines that the issue has been previously decided in another proceeding.
  - iii. If the tenant fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination that the party has waived his right to a hearing. Both the tenant and the Project Owner shall be notified of the determination by the hearing officer or hearing panel: *Provided*, That a determination that the tenant has waived his right to a grievance hearing shall not constitute a waiver of any right the tenant may have to contest the disposition of the grievance in an appropriate judicial proceeding.
  - iv. At the hearing, the tenant must first make a showing of an entitlement to the relief sought and thereafter the Project Owner must sustain the burden of justifying the Project Owner's action or failure to act against which the complaint is directed.
  - v. The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the Project Owner, the tenant, counsel and other participants to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

### **8. Establishment of Waiting List**

In establishing the waiting list for the converted project, the PHA shall utilize the project-specific waiting list that existed at the time of conversion. In addition, the waiting list must be maintained in accordance with PBV program requirements.

### **9. Choice-Mobility**

Under the RAD-PBV program, converting residents are eligible to the right to move with a tenant based rental assistance voucher after 12 months of occupancy after conversion. (24CFR 983.260). Once the initial converting resident vacates, all MTW/ PBV waivers/requirements related to choice mobility shall apply. The tenant based voucher comes from an existing voucher supply from the PHA and is subject to availability. The PHA will set aside 75% of turnover vouchers to be utilized for converting residents. If a tenant-based rental assistance voucher is unavailable, the family will be placed on a waiting list until such time that one becomes available.

### **10. Agreement Waiver**

For public housing conversions to PBV, there will be no Agreement to Enter into a Housing Assistance Payments (AHAP) contract. Therefore, all regulatory references to the Agreement (AHAP), including regulations under 24 CFR Part 983 Subpart D are waived.

### **11. Inspections**

The PBV requirements related to inspection shall apply to all RAD PBV units.

### **12. When Total Tenant Payment Exceeds Gross Rent (over subsidy)**

When total tenant payment (TTP) for families living in the Converting Project prior to conversion, exceeds the Gross Rent of the unit, the unit for such families will remain under the HAP Contract. The rent to the owner for the unit will be (a) the family's TTP, less the Utility Allowance, or (b) the maximum LIHTC rent, if applicable. The unit will be considered part of the HAP contract and will remain eligible to receive future assistance should the resident's income decrease. In addition, the regulation requiring termination of assistance if a household does not receive subsidy for 180 days is also waived. Following conversion, all MTW / PBV over subsidy regulations will apply.

### **13. Under-occupied units**

If a family is in an under-occupied unit at the time of conversion, the family may remain in this unit until an appropriate sized unit becomes available in the covered project, but will be subject to move to an appropriate size unit once one becomes available. . Following conversion, all MTW / PBV regulations will apply.

## **PBV: Other Miscellaneous Provisions**

- 1. Access to Records, Including Requests for Information Related to Evaluation of Demonstration.** PHAs must agree to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.
- 2. Additional Monitoring Requirement.** The PHA's Board must approve the operating budget for the covered project annually in accordance with HUD requirements.
- 3. Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).** Under existing PBV program rules, projects that qualify as "existing housing" under 24 CFR § 983.52(a) are not subject to Davis-Bacon (prevailing wages, the

## Appendix H

4. Contract Work Hours and Safety Standards Act, and other related regulations, rules, and requirements) or Section 3 (24 CFR Part 135). However, the Davis-Bacon Act and Section 3 shall apply to all initial repairs that are identified in the Financing Plan to the extent that such repairs qualify as construction or rehabilitation, regardless of whether the project qualifies as “existing housing.” Developmental requirements under 24 CFR §983.154 and fair housing provisions under 24 CFR § 983.152(c)(vi) continue to apply.
5. **Mandatory Insurance Coverage.** The project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed property of a project, except with the written approval of HUD to the contrary.
6. **Future Refinancing.** Owners must receive HUD approval for any refinancing or restructuring of permanent debt within the HAP contract term to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)
7. **Administrative Fees for Public Housing Conversions.** For the initial Calendar Year in which a project’s assistance has been converted, RAD PBV projects will be funded with public housing money. Since the public housing funding will not have been transferred to the TBRA account and since this funding is not section 8 assistance the annual contributions contract (ACC) between the PHA and HUD will cover the project units, but be for zero dollars. For this transition period, the ACC will primarily serve as the basis for covering the units and requiring PHA compliance with HUD requirements, but it will not be (as it is in the regular PBV program) the funding vehicle for the PBV RAD vouchers. Given this, and given the fact that PHAs will be receiving full public housing funding for the PBV units during this transition period, PHAs will not receive ongoing section 8 administrative fee funding during this time.  
<sup>32</sup> For PBV conversions that are not FHA-insured, a future HUD notice will describe project financial data that may be required to be submitted by a PBV owner for purposes of the evaluation, given that PBV projects do not submit annual financial statements to HUD/REAC.

Generally, PHAs receive ongoing administrative fees for units under a HAP contract, consistent with recent appropriation act references to "section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Responsibility Act of 1998" and 24 CFR 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive section 8 ongoing administrative fees for PBV RAD units.

After this transition period, the ACC will be amended to include section 8 funding that corresponds to the units covered by the ACC. At that time, the regular section 8 administrative fee funding provisions will apply.




## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB  
0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____  Print Name: <u>A. Fulton Meachem, Jr.</u> Title: <u>President and Chief Executive Officer</u> Telephone No.: <u>(704) 336-5221</u> Date: <u>9-26-2019</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

# Certification of Payments to Influence Federal Transactions

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

OMB Approval No. 2577-0157 (Exp. 01/31/2017)

Applicant Name

The Charlotte Housing Authority

Program/Activity Receiving Federal Grant Funding

Not Applicable

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

Name of Authorized Official

A. Fulton Meachem, Jr.

Title

President/CEO

Signature



Date (mm/dd/yyyy)

9/26/2019