

LAWRENCE-DOUGLAS
COUNTY HOUSING
AUTHORITY

2018 MTW
ANNUAL PLAN



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The Lawrence-Douglas County Housing Authority Mission is to preserve and expand affordable housing and provide opportunities for participants to thrive through services and partnerships.

Section I: Introduction

In 2018 the Lawrence-Douglas County Housing Authority (LDCHA) will celebrate its 50th anniversary. This 2018 MTW Plan provides the strategy for continuing the remarkable success of the MTW Demonstration, and also sets aggressive goals to facilitate the self-sufficiency of participants and significantly increases affordable housing choices in Lawrence, Kansas.

The LDCHA was created in 2001 through the merger of the Lawrence Housing Authority (KS053) and the Douglas County Housing Authority (KS160). The predecessor, Lawrence Housing Authority, was created in 1968 under the Kansas Municipal Housing Act as an independent agency of the City of Lawrence charged with developing, operating and managing low rent housing for the low income population of Lawrence, Kansas.

The LDCHA is governed by a five-member board of commissioners, two appointed by the Douglas County Commission and three by the Mayor of the City of Lawrence. One member must be a LDCHA participant and is an appointee of the City. The LDCHA is operated by 40 dedicated staff members and administers a combined budget in excess of \$8 million.

Innovation Through Moving To Work

The LDCHA was selected by HUD as one of the original housing authorities to participate in the Moving to Work Demonstration program in 1998. The agency began implementation of the program on June 1, 1999, by adopting the following program initiatives to meet the Congressional MTW Objectives:

1. Abolish the separate public housing and Section 8 program (HCV) administrative structure and create a new program of housing assistance called General Housing.
2. Change or eliminate four basic federal rules under the 1937 Housing Act that contradict customary social and economic norms and create administrative expense. The changes include:
 - The institution of suitability criteria as a part of eligibility criteria.
 - Modifying the definition of countable income and adjusted income.
 - The establishment of the concept of annual rent and abolishing (with some exceptions) interim re-examinations.

- Comprehensive changes in the rent structure.
3. Establish a rent structure that provides affordability while it:
 - Values the unit.
 - Creates incentives to work.
 - Motivates households to work through a work requirement for all work able adults.
 - Establishes meaningful minimum and maximum rents.
 - Increases PHA income by reducing federal subsidy or increasing housing assistance without additional subsidy.
 4. Increase Housing Choice:
 - For all Section 8 participants increase housing choice by permitting full discretion as to location, size and cost without regard to local Fair Market Rents.
 5. Increase usage of existing federal funds:
 - Increase public housing rental income by \$150,000 per year.
 - Free \$500,000 per year of Section 8 subsidy.
 - Use these amounts to serve an additional 100 low income households without additional federal subsidy.
 6. Expand the Family Self Sufficiency program by 100% for MTW public housing and Section 8 households.

7. Provide homeownership opportunities including a \$3000 down payment match.

The above initiatives created a locally driven housing program, and all of these initiatives continue to be the foundation of LDCHA's MTW program.

In 2008 the agency signed a new 10 year standardized agreement extending the program to 2018. The new agreement provided expanded authorities for the agency, most significantly the establishment of LDCHA's MTW single fund budget with full flexibility that permits LDCHA through adoption of Activity 09-1 to combine its public housing operation, Capital Funds subsidies, and Section 8 HCV assistance into a single source to carry out its approved MTW activities. In May of 2016 the agency accepted HUD's offer of a 10-year extension of its existing MTW Restated Agreement, extending the MTW program according to its current terms through 2028.

The regulatory flexibility granted through the MTW Restated Agreement allows LDCHA to develop and implement innovative, market-based solutions to pursue and fulfill the three MTW statutory objectives:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children whose heads of households are either working, seek-

ing work, or participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and

- Increase housing choices for low-income families.

LDCHA elected to participate in the MTW demonstration to make system-wide progressive changes to its housing programs in a way that allows the agency to provide the educational, vocational, and social supports that low-income households need to increase their self-sufficiency.

Due to efficiencies allowed by MTW, the LDCHA has significantly increased its affordable housing since joining the program at its inception, while actually decreasing the number of staff.

LDCHA is currently one of the smallest agencies in the MTW demonstration. The number of households served may seem few comparably, however the impact in a community the size of Lawrence is significant. Just a few examples include:

- 720, or 57% of LDCHA-assisted households, are at or below 30% of AMI and 87% are at or below 50% of AMI.

- 141 previously homeless households were transitionally housed from 2008 to 2016, with 84% of those moved to permanent housing.
- 73 additional units of affordable housing were built or acquired by LDCHA since 2006.
- 20 special use vouchers have been created since 2010 to help meet special population needs in our community.

Furthermore, being an MTW agency has allowed LDCHA to fully participate in local discussions on affordable housing and homelessness issues, and to respond by partnering with community agencies and government to provide expanded solutions.

The MTW program has been more successful than initially envisioned and LDCHA remains committed to the innovative changes and opportunities this program has made available for participants.

LDCHA Short-Term MTW Goals

- Retain and successfully administer all proposed and previously approved Activities.
- Execute capital improvements to preserve, maintain and revitalize our public housing portfolio, to make the properties attractive, safe and energy efficient.

- Execute our operations in a manner to continue high performing status and to provide exceptional customer service.

LDCHA Long-Term MTW Goals

- The agency's long-term MTW plan is to continue to institute policies and programs that create incentives for households to work, to increase household income and to become self-sufficient. In so doing, the agency will continue to promote homeownership and create additional housing opportunities for households.
- The agency will look for ways to reduce administrative burden, focusing on enhanced customer service and increased automation.
- LDCHA is committed to expanding the stock of affordable housing through the acquisition, new construction, reconstruction or moderate or substantial rehabilitation of housing or commercial facilities consistent with the objectives of the MTW demonstration. LDCHA plans to meet this goal through leveraging its MTW reserve funds to create innovative financing and development strategies through joint ventures or other partnerships.
- LDCHA is committed to being a good steward of the housing programs it is charged with administering. The agency will explore creative ways to

continue to meet the statutory objectives of the MTW Demonstration while sustaining the long term financial viability of the agency.

Non-MTW Related Housing Authority Programs and Partnerships

The LDCHA operates several additional housing programs besides the public housing and Section 8 HCV programs, and has developed several other partnerships that support LDCHA's MTW program.

Clinton Place

The largest is a 58-unit project based Section 8 multi-family development for the elderly which the agency purchased in late 2006 and significantly renovated in 2007 with MTW funds.

Peterson Acres II

The agency owns a second smaller 8-unit senior development that is fully handicapped accessible. This development is unsubsidized and operates with a below market sliding scale rate rent structure based on income.

Lawrence Expanded Housing

Seven units of LDCHA owned property that is unsubsidized and operates with below market sliding scale rent structure based on income. Preference is given to youth aging out of foster care and /or veterans.

HOME - State

LDCHA administers a grant that funds an estimated 18 - 20 unit Tenant-based Rental Assistance (TBRA) program funded by the State of Kansas with HOME funds. The grantee for this program is the Bert Nash Community Mental Health Center. The LDCHA administers the program on behalf of the Bert Nash Center. Admission is restricted to Bert Nash clients.

HOME – City – Transitional Housing

The LDCHA administers a Transitional Housing program that issues an estimated 15 - 20 units of TBRA and is grant funded annually by the City of Lawrence's HOME allocation. This program is restricted to homeless families and individuals who do not otherwise qualify for public housing or Section 8 assistance.

In both the Bert Nash program and the City HOME program, participants must enter into a support service agreement and participate in the activities contained in the agreement. Participants have up to two years to meet the qualifications for public housing or Section 8 assistance. At the end of the two year period they are transferred to Section 8 assistance if they meet the eligibility qualifications. After their completion of the Transitional Housing program, many participants are then prepared to enter LDCHA's MTW program.

New Horizons

LDCHA administers a grant from the City of Lawrence and Douglas County to house homeless families from

the Lawrence Community Shelter. The program operates with the same requirements as the Transitional Housing Program. This program was developed to address the needs of homeless families with children and supplement the LDCHA Transitional Housing program which has received significant reductions in HOME funds. It currently serves 10 households.

HOPE Building

The LDCHA also operates 6 units under the Continuum of Care Permanent Supportive Housing program for chronically homeless individuals who are dual diagnosed with mental health and substance abuse problems. The LDCHA uses MTW funds to provide the required match for this program.

Building Independence III

Building Independence III is a Section 811 PRAC 4-unit property located in Baldwin City, Kansas. The property is owned by the Bert Nash Center and operates under an annual housing assistance payment contract with HUD. The LDCHA is the owner's management agent responsible for all aspects of administration, management, operations and maintenance of the property.

Partnership with Douglas County Child Development Association (DCCDA)

The LDCHA leases Units 159 and 160 at Edgewood Homes without a fee to the DCCDA to operate an early childhood education program called "Positive

Bright Start". The lease requires that at least 16 children of LDCHA residents be enrolled per year in a DCCDA program. This space is also used for special educational services for these students and for providing evening childcare services for LDCHA parent/guardian MTW training opportunities. This program supports LDCHA's MTW program by providing convenient and affordable childcare for working parents.

HUD-VASH Vouchers

The HUD-Veterans Affairs Supportive Housing Program (HUD-VASH) combines Housing Choice Voucher rental assistance for homeless veterans with case management and clinical services provided by the U.S. Department of Veterans Affairs (VA). LDCHA was given the opportunity to join in this effort in 2013 and to expand its participation in 2014 and 2015. The LDCHA readily accepted this opportunity to serve our veterans, and for 2018 will administer a total of 45 VASH vouchers.

The Lawrence-Douglas County Housing Authority Vision is
to transform lives through accessible, affordable housing opportunities
for all Douglas County residents.

Section II: General Housing Authority Operating Information

Section II.A: Housing Stock Information

Annual MTW Plan

II.1.Plan.HousingStock

A. MTW Plan: Housing Stock Information

Planned New Public Housing Units to be Added During the Fiscal Year

AMP Name and Number	Bedroom Size							Total Units	Population Type *	# of UFAS Units	
	0	1	2	3	4	5	6+			Fully Accessible	Adaptable
PIC Dev. # /AMP PIC Dev. Name	0	0	0	0	0	0	0	0	N/A	0	0
PIC Dev. # /AMP PIC Dev. Name	0	0	0	0	0	0	0	0	N/A	0	0
PIC Dev. # /AMP PIC Dev. Name	0	0	0	0	0	0	0	0	N/A	0	0
PIC Dev. # /AMP PIC Dev. Name	0	0	0	0	0	0	0	0	N/A	0	0

Total Public Housing Units to be Added

0

*** Select Population Type from:** Elderly, Disabled, General, Elderly/Disabled, Other

If Other, please describe: **N/A**

Planned Public Housing Units to be Removed During the Fiscal Year

**PIC Dev. # / AMP and
PIC Dev. Name**

**Number of Units to
be Removed**

Explanation for Removal

PIC Dev. # /AMP

0

N/A

PIC Dev. Name

PIC Dev. # /AMP

0

N/A

PIC Dev. Name

PIC Dev. # /AMP

0

N/A

PIC Dev. Name

**Total Number of Units
to be Removed**

0

New Housing Choice Vouchers to be Project-Based During the Fiscal Year

Property Name	Anticipated Number of New Vouchers to be Project-Based *	Description of Project
The Cottages	8	The LDCHA is proposing to acquire 8-10 units of supportive housing developed in conjunction with the construction of a mental health crisis center. The land will be donated to the LDCHA. The LDCHA proposes to issue Project Based Vouchers for this development.
N/A	0	N/A
N/A	0	N/A
N/A	0	N/A
Anticipated Total New Vouchers to be Project-Based	8	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year 8

Anticipated Total Number of Project-Based
Vouchers Leased Up or Issued to a Potential
Tenant at the End of the Fiscal Year

0

*New refers to tenant-based vouchers that are being project-based for the first time. The count should only include agreements in which a HAP agreement will be in place by the end of the year.

Other Changes to the Housing Stock Anticipated During the Fiscal Year

NONE.

N/A

N/A

Examples of the types of other changes can include but are not limited to units that are held off-line due to the relocation of residents, units that are off-line due to substantial rehabilitation and potential plans for acquiring units.

General Description of All Planned Capital Fund Expenditures During the Plan Year

LDCHA will use its 2018 Capital Funds grant exclusively for maintenance and improvements to public housing developments. The agency anticipates major expenditure for upgrades at turnover to the interiors of all its developments to include new kitchens and baths. Additionally, the agency will spend an estimated \$50,000 for HVAC replacement at Edgewood Homes. Furthermore the LDCHA will use MTW and / or public housing reserve funds to replace the shingle roofs on Edgewood Homes, estimated to cost \$350,000 - \$400,000.

Section II.B: Leasing Information

B. MTW Plan: Leasing Information

Planned Number of Households Served at the End of the Fiscal Year

MTW Households to be Served Through:

Planned Number
of Households to
be Served*

Planned Number of
Unit Months Occu-
pied/ Leased***

Federal MTW Public Housing Units to be Leased

356

4,272

Federal MTW Voucher (HCV) Units to be Utilized

745

8,940

Number of Units to be Occupied/Leased through Local, Non-Traditional,
MTW Funded, Property-Based Assistance Programs **

70

840

Number of Units to be Occupied/Leased through Local, Non-Traditional,
MTW Funded, Tenant-Based Assistance Programs **

0

0

Total Households Projected to be Served

1,171

14,052

* Calculated by dividing the planned number of unit months occupied/leased by 12.

** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the PHA should estimate the number of households to be served.

***Unit Months Occupied/Leased is the total number of months the PHA has leased/occupied units, according to unit category during the fiscal year.

Reporting Compliance with Statutory MTW Requirements

If the PHA has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Standard MTW Agreement, the PHA will provide a narrative discussion and a plan as to how it will return to compliance. If the PHA is currently in compliance, no discussion or reporting is necessary.

N/A

Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers and/or Local, Non-Traditional Units and Possible Solutions

Housing Program

Description of Anticipated Leasing Issues and Possible Solutions

Public Housing

The Public Housing occupancy rate averages between 97% - 98%. There is a high turnover rate at the family developments as a result of LDCHA's strict enforcement of rent payment and anti-crime policies. The LDCHA conducts outreach for households with non-payment of rent.

	<p>The LDCHA has experienced difficulty filling 3 and 4 bedroom units due to lack of sufficient applicants. The LDCHA is working with local partners to identify large families that could utilize these units.</p> <p>The Kansas Residential Landlord Tenant Act requires all lease holders to give 30 day notice of termination of the lease. This state law notice provision creates a 30 day delay from when a tenant accepts a public housing unit to when they can take occupancy. Vacancy days created by state law are beyond the ability of the agency to control.</p>
Public Housing	Leasing issues may arise depending on funding that is actually provided under budget authority.
Section 8 HCV Program	Leasing issues may arise depending on funding that is actually provided under budget authority.

Section II.C: Waitlist Information

C. MTW Plan: Wait List Information				
Wait List Information Projected for the Beginning of the Fiscal Year				
Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
General Housing Federal MTW Public Housing - Section 8 HCV	Community-Wide Combined/Merged	282	Open	N/A

Babcock Place / Peterson Acres I Federal MTW Public Housing Units	Site Based	193	Open	N/A
Clinton Place Project Based Local Non-traditional MTW	Site Based	79	Open	N/A
Peterson Acres II Project Based Local Non-Traditional MTW	Site Based	43	Open	N/A
Next Step Federal MTW Housing Choice Voucher Program	Program Specific	2	Open	N/A
Safe Housing Federal MTW Housing Choice Voucher Program	Program Specific	7	Open	N/A

Rows for additional waiting lists may be added, if needed.

** Select Housing Program:* Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.

**** Select Wait List Types:** Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).

***** For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.**

N/A
N/A
N/A

If Local, Non-Traditional Housing Program, please describe:

Clinton Parkway Apartments - HUD Multifamily - Site based elderly and near elderly - open
Peterson Acres II -Site based non-subsidized LDCHA-owned affordable housing, all handicapped accessible units - open
Lawrence Expanded Housing – Site based non-subsidized LDCHA owned affordable housing with a preference for youth aging out of foster care and/or veterans - open

If Other Wait List Type, please describe:

N/A
N/A
N/A

If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.

N/A

Section III: Proposed MTW Activities: HUD Approval Requested

A.	B.	C.	D.
Activity 18-1	How Proposed Activity will meet Statutory Objective(s)	Anticipated impact of proposed MTW activity of the stated objective(s)	Anticipated schedules for achieving the stated objec- tive(s)
<p>Local Project Based Section 8 Voucher Program Targeted to Special Needs Populations Create a local Project Based Section 8 Voucher Program (PBV) with the following components:</p> <ul style="list-style-type: none"> • Allocate PBV subsidy non-competitively process to LDCHA-owned or controlled sites and transitional units, • Prioritize assignment of PBV assistance to units designed to serve special populations with poverty rates 50% of AMI or below, • Eliminate the 25% cap on the number of units that can be project-based on a single site for supportive or elderly housing, and for sites with fewer than 20 units, • Waive the 20% cap on the amount of HCV budget authority that can be project-based, allowing LDCHA to determine the size of the PBV program, • Modify eligible unit and housing types to include shared housing, cooperative housing, or transitional housing, • Allow project partners to manage project wait lists with criteria as determined by LDCHA, • Use LDCHA's standard HCV process for determining Rent Reasonableness for units in lieu of requiring third-party appraisals, • Eliminating or modifying the requirement that households living in a unit subsidized through a pro- 	<p>This Activity will use MTW flexibility to:</p> <p>Reduce the administrative time and development costs associated with issuing a Request for Proposal (RFP) when LDCHA has a qualifying development for PBV program.</p> <p>Increase housing choices for special populations.</p> <p>Because this is a PBV program it is not considered a local non-traditional program.</p> <p>These are new units that will serve individuals residing outside of the LDCHA inventory. These units will be constructed in conjunction with a new Mental Health Crisis Center.</p> <p>A preference will be established for individuals with serious persistent mental illness who are stabilized at the crisis</p>	<p>LDCHA anticipates that the impact of the activity will be to reduce administrative costs by decreasing time and resources required for the creation of a PBV program.</p> <p>It will increase housing choice for special populations that suffer from homelessness, serious persistent mental illness, substance abuse, or other disabilities.</p>	<p>New units will be constructed in the third or fourth quarter of 2018. Units will not be occupied until 2019.</p>

<p>ject-based voucher be given an opportunity to receive tenant-based rental assistance (“exit voucher”) if, after one year, they wish to move, however the participants will be given access to the LDCHA transfer policy, and</p> <ul style="list-style-type: none"> Assign standard HCV payment standards to PBV units. 	<p>center and in need of housing. There will be supportive services through a partnership with the local Bert Nash Community Mental Health Center and a new peer support program.</p>		
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Cost Effectiveness

When citing the statutory objective to “reduce cost and achieve greater cost effectiveness in federal expenditures,” include all of the following metrics that apply:

<i>CE #1: Agency Cost Savings</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	Estimated cost of task prior to implementation of the activity (in dollars) = \$ 2,650 *	Expected cost of task after implementation of the activity = \$0	To be provided in MTW Annual Report.	To be provided in MTW Annual Report.
<i>CE #2: Staff Time Savings</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Cost of staff time: \$54 per hour x 45 hours per contract	Estimated total amount of staff time dedicated to the creation, distribution and evaluation of RFPs after implementation of the activity = 45 hours per contract.	Expected amount of total staff time dedicated to the creation, distribution and evaluation of RFPs after implementation of the activity = 0.	To be provided in MTW Annual Report.	To be provided in MTW Annual Report.

Housing Choice

When citing the statutory objective to “increase housing choices for low-income families,” include all of the following metrics that apply:

HC #1: Additional Units of Housing Made Available

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households with services for persistent mental illness or substance abuse, at or below 80% AMI as a result of the activity.	Housing units of this type prior to implementation of the activity = 0 .	Expected housing units of this type after implementation of the activity = 8 – 10 units	Actual housing units of this type after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

HC #4: Displacement Prevention

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households at or below 80% AMI that would lose assistance or need to move (decrease). No displacement is anticipated because this activity will only involve up to 10 vouchers that will be issued over time through attrition in the HCV program.	Households losing assistance/moving prior to implementation of the activity (number) = 0	Expected households losing assistance/moving after implementation of the activity (number) = 0	Actual households losing assistance/moving after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

* This figure was calculated by multiplying the hourly wage and benefits (\$54) of the two staff members who will oversee this activity by the number of hours saved. This number represents a hypothetical estimate of the dollar amount that could be saved in staff hours by implementing this activity. It is a monetization of the hours saved through the implementation of this program. The cost to publish a notice in the local newspaper was added.

J. Authorization for Proposed Activity

This proposed activity is authorized in LDCHA's Moving to Work Agreement Attachment C as necessary to implement the Agency's Annual MTW Plan:

Single Fund Budget Attachment C – Section B.1 and B.1 iv & vi

Operational Policies and Procedures Attachment C – Section D.1. a, b & e

Establishment of Agency MTW Section 8 Project-Based Program – Section D.7

K. Explanation of why cited authorization is needed

LDCHA needs MTW authorization to establish a MTW Section 8 project-based program.

A.	B.	C.	D.
Activity 16-2	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
Approved for 2016 Plan Implemented 2016 Re-Proposed for 2018 Plan Next Step Vouchers (NSV) Housing Assistance for Youth who have Aged Out of Foster Care	<p>This Activity uses MTW flexibility to create up to five vouchers depending on available funding to house aged out foster youth for up to 36 months or until age 23, whichever comes first. To be eligible a youth must meet the LDCHA General Housing eligibility requirements except the good residential history. The NSV participant must find a rental unit in Lawrence or Douglas County, Kansas, with a landlord who will enter into a lease and a rent subsidy contract with the LDCHA. The unit must be able to pass an inspection by the LDCHA.</p> <p>NSV voucher-holders that are in good standing, including stabilization, working at least 15</p>	<p>Changes or modifications are planned for 2018:</p> <p>This Activity description and administration is being modified to place the Next Step participants in the income based rent structure while maintaining the requirement that the participants meet the MTW work requirement which can be accomplished through working or participation in</p>	<p>No changes or modifications are planned.</p>

	<p>hours per week positive landlord recommendation, no pending lease violation or eviction actions, and similar factors at the end of the 24 - 36-month period, or longer if required for educational purposes, will be transferred to a standard Section 8 voucher. Participant would be able to transfer after 24 months but prior to 36 months if the LDCHA eligibility requirements are met and the participant requests the transfer.</p> <p>All NSV participants must complete the LDCHA Renters Education program. LDCHA will also require voucher-holders under this activity to begin, continue, and/or maintain appointments and visits with social service providers as recommended by assessment to assist these households in the preparation of living independently and creating a stable living environment.</p> <p>Vouchers issued under this activity are not portable except for reasonable accommodation or VAWA reasons. LDCHA reserves the authority to extend NSVs up to 12 months to allow full time students to complete their degree.</p>	<p>an educational program. This will treat these participants 18-21 years of age consistently with other young adults in MTW as set out in Activity 09-6.</p> <p>This will eliminate the requirement that these participants pay the MTW minimum rent as set in Activity 99-2. This will make interim recertifications available to these participants including the ability to be recertified to zero income and eligible for a utility allowance.</p> <p>The impact of this change will be to encourage work while reducing the risk of eviction due to the fluctuation of employment normally experienced by this age group of participants.</p> <p>These participants are able to voluntarily participate in the MTW rent structure (MTW Vol) if the rent calculation is advantageous to them due to the additional deductions. If a participant voluntarily participates in the MTW rent structure, the MTW hardship policy as outlined in Activity 99-2 is</p>	
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		available to them. They may also elect to return to the income based rent structure one time between annual re-examinations.	
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Section IV: Approved MTW Activities: HUD approval previously granted

A. IMPLEMENTED ACTIVITIES

A.	B.	C.	D.
Activity 17-1	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
<p>Approved for 2017 Plan Implemented 2017</p> <p>Exclude Asset Income from In- come Calculations for House- holds with Assets of \$20,000 or less and Allow Self-Certification of Assets valued at less than \$20,000 after initial certification.</p>	<p>This Activity uses MTW flexibility to exclude asset income from income calculations for assets of \$20,000 or less and allow self-certification of the value of assets of \$20,000 or less after initial certification.</p> <p>This meets the statutory objective to reduce administrative costs of recertifications because the verification of asset income process is very time consuming and yields little benefit or impact on rent calculation.</p>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

Activity 16-1	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
<p>Approved for 2016 Plan Implemented 2016</p> <p>Safe Housing Program Rent Assistance for Victims of Domestic Violence</p>	<p>This Activity uses MTW flexibility to provide ten (10) Safe Housing Program (SHP) transitional housing vouchers issued to eligible households / individuals in the Willow Domestic Violence Center Program, or another service provider who certifies the applicant's status as a victim of domestic violence, and is a Douglas County, Kansas resident. To be eligible a SHP participant must meet the LDCHA General Housing eligibility requirements, except the good residential history.</p>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

	<p>The SHP participants must be in a support services agreement while receiving SHP housing assistance. Support services will be administered by the Willow Domestic Violence Center (WDVC) or another provider. Participants refusing to participate in a support service agreement will not have their housing assistance renewed at the next annual recertification.</p> <p>The SHP participant must find a rental unit in Lawrence or Douglas County, Kansas, with a landlord who will enter into a lease and a rent subsidy contract with the LDCHA. The unit must be able to pass an inspection by the LDCHA.</p> <p>Vouchers issued under this activity are not portable except for reasonable accommodation or VAWA reasons. SHP voucher-holders that are in good standing at the end of the 24 month period, including working at least 15 hours per week (if in the MTW rent structure), positive landlord recommendation, no pending lease violations or eviction actions, and similar factors will be transferred to a standard Section 8 voucher.</p> <p>The SHP has been exceptionally successful. All vouchers were issued and participants are on track to complete the program due to the partnership with the WDVC. The first household will complete the 24-month period in May of 2018 and will be issued a standard HCV. As households complete the program, their SHP vouchers will be issued to new households.</p>		
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Activity 14-2	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
Approved for 2014 Plan Implemented 2014 Create a Landlord On-Site Self-Certification that minor repairs are complete.	This Activity uses MTW flexibility to revise the HQS certification to allow Landlord Self-Certification of Correction at LDCHA's discretion and in cases where all deficiencies are minor non-life-threatening, non-safety-hazard deficiencies as determined by an approved list maintained by LDCHA. The "Landlord On-Site Verification and Re-Inspection Form" is included in Appendix II.	No changes or modifications are planned.	No changes or modifications are planned.

Activity 14-3	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
Approved for 2014 Plan Implemented 2014 Change the effective dates of variables affecting rent calculations to January 1.	This Activity uses MTW flexibility to change the effective dates for program changes that affect rent calculations such as Fair Market Rent, Voucher Payment Standard and Utility Allowance, etc., to correspond with the beginning of LDCHA's fiscal year, January 1. This will reduce cost and achieve greater cost effectiveness by eliminating unnecessary reprinting of key agency documents.	No changes or modifications are planned.	No changes or modifications are planned.

Activity 13-1	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
Approved for 2013 Plan Implemented 2013 Create an Affordable Housing Acquisition and Development Fund.	The LDCHA Board of Commissioners authorized the use of up to \$1 million for the development of new low income affordable housing, and LDCHA may use its MTW flexibility to purchase land and/or improvements, or participate in project ownership and/or development by	Changes or modifications are planned: The LDCHA plans to develop a new property of 8-10 units to serve special populations including participants with	No changes or modifications are planned.

Activity 13-1	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
	providing financing for direct construction or rehabilitation costs. LDCHA may leverage, where possible, additional funds from private and public sources (including Low Income Housing Tax Credits, Private Activity Bonds, or other available financing methods). This activity is designed to increase housing choice for low-income households utilizing MTW reserves. There is no current acquisition or development in process, however the LDCHA is exploring various projects.	severe and persistent mental illness (SPMI) and/or substance abuse disorder. All units will be leased to households at or below 50% of AMI.	

Housing Choice

When citing the statutory objective to “increase housing choices for low-income families,” include all of the following metrics that apply:

HC #1: Additional Units of Housing Made Available				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Housing units of this type prior to implementation of the activity = 0 .	Expected housing units of this type after implementation of the activity for 2018 = 8 - 10 .	To be provided in MTW Annual Report.	To be provided in MTW Annual Report.

HC #2: Units of Housing Preserved

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity (number) = 0 .	Expected housing units preserved after implementation of the activity for 2018 = 8 .	To be provided in MTW Annual Report.	To be provided in MTW Annual Report.

HC #5: Increase in Resident Mobility

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = 0	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number) = 0 .	Households able to move to a better unit and/or neighborhood of opportunity in 2018 = 0	No.

Cost Effectiveness

When citing the statutory objective to “reduce cost and achieve greater cost effectiveness in federal expenditures,” include all of the following metrics that apply:

CE #4: Increase in Resources Leveraged

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
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Amount of funds leveraged in dollars (increase).	Amount leveraged prior to implementation of the activity (in dollars) = 0 .	Expected amount leveraged after implementation of the activity (in dollars) = \$75,000 – estimate of the value of the land donated to the project.	Amount leveraged in 2016 = 0 .	N/A
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Activity 10-1	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
Approved for 2010 Plan Implemented 2010 Biennial recertification for public housing and Section 8 elderly and disabled households.	Adopt alternative recertification schedule to conduct biennial recertification for all elderly and disabled public housing and Section 8 households on fixed incomes, to reduce the total number of annual recertifications processed to reduce cost and achieve greater administrative efficiencies. Hardship Policy: Participants may request a hardship and be recertified in the year identified to skip if their annual medical expenses have increased by 10% in the previous 12 months.	No changes or modifications are planned.	No changes or modifications are planned.

Activity 09-5	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to metrics, baselines or benchmarks
Approved for 2009 Plan, implemented 2009: Homeownership matching grant.	Revised original MTW Homeownership Program to create equity between Public Housing and Section 8 to provide up to \$3000 matching grant for MTW households that purchase a home.	No changes or modifications are planned.	No changes or modifications are planned.

Activity 09-6	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks
Approved for 2009 Plan Implemented 2009 Revise definition of countable income.	Excluded earned income of young adult children between the ages of 18 and 21 not enrolled full-time in school, and excluded earned income of young adult children between 18-24 if enrolled full-time as a student, while retaining the work requirement for these groups. This Activity is authorized by the MTW flexibility to establish alternate definitions of income, and to encourage work. This Activity was designed to not penalize the entire household for the fluctuations in employment of young adult children. Additionally it reduces administrative cost by eliminating the need for frequent rent recalculations and encourages work through program enforcement for this population.	No changes or modifications are planned.	No changes or modifications are planned.

Activity 09-6.1	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks
Approved for 2009 Plan Implemented 2009 Revise definition of countable income.	This Activity is designed to achieve greater administrative efficiency by eliminating the 12:12:48 month Earned Income Disallowance rule, and including those amounts as income, as permitted by the MTW flexibility that allows LDCHA to establish alternate definitions of income.	No changes or modifications are planned.	No changes or modifications are planned.

Activity 09-8	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks
Approved for 2009 Plan Implemented 2010 Create a jail re-entry housing program	Create 5 units of transitional re-entry vouchers in partnership with Douglas County Sheriff's Office for inmates participating in a re-entry program. The Sheriff's Office provides the services for this program. To be eligible for referral to the LDCHA the inmate being released from Douglas County	No changes or modifications are planned.	No changes or modifications are planned.

Activity 09-8	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks
	jail must meet performance criteria established by the Jail Re-entry Program. To qualify for assistance the inmate must be a Douglas County resident and must not be excluded under the federal housing mandatory prohibition rules.		

Activity 99-1	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks
Approved for 1999 Plan Implemented 1999 Combined Public Housing and Section 8 HCV programs and operations.	This Activity uses MTW flexibility to establish a locally de- signed waiting list and tenant selection criteria by combin- ing the public housing family housing units and Section 8 HCV into one program called General Housing with one waiting list and single organizational program structure. The objective of this Activity was to decrease the vacancy rate by using the same suitability criteria for both programs and offering the next available unit to the applicant at the top of the waiting list. Additionally it decreases administra- tive burden by reducing voluntary unit turnover cost.	No changes or modifications are planned.	No changes or modifications are planned.

Activity 99-2	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks
Approved for 1999 Plan Implemented 1999 Alternative rent structure.	Developed alternative MTW rent structure with minimum and maximum annual rents that are adjusted periodically and applied to all non-disabled/non-elderly households in the General Hous- ing program. The rent structure requires all non-elderly, non-dis-	No changes or modifications are planned.	No changes or modifications are planned.

Activity 99-2	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks																		
	<p>abled adults to pay a significant minimum amount of rent regardless of their income. To reward work, the agency set a maximum rent for each size unit.</p> <table><tr><th>Bedroom Size</th><th>Minimum</th><th>Maximum</th></tr><tr><td>1 Bedroom</td><td>\$ 185</td><td>\$ 435</td></tr><tr><td>2 Bedroom</td><td>\$ 215</td><td>\$ 500</td></tr><tr><td>3 Bedroom</td><td>\$ 255</td><td>\$ 575</td></tr><tr><td>4 Bedroom</td><td>\$ 275</td><td>\$ 665</td></tr><tr><td>5 Bedroom</td><td>\$ 315</td><td>\$ 690</td></tr></table> <p>To encourage employment advancement the agency established a system of income deductions that increase as hours of work increase.</p> <p>Special income deductions for MTW households include:</p> <ul style="list-style-type: none">• 10% earned income deduction for those working at least 35 hours/week• \$2,000 medical deduction for those working at least 35 hours/week• full out-of-pocket dependent care deduction necessary to allow work or school attendance• utility allowance as an annual income deduction, not as a monthly deduction from rent• increase in the child dependent deduction to \$840 per child capped at \$1,680 per household <p>Flat rents are not applied in the MTW rent structure, and MTW participants are not eligible for the flat rent option.</p> <p>The LDCHA's Rent Hardship Policy permits a degree of rent relief if the household experiences a loss in income. Under the</p>	Bedroom Size	Minimum	Maximum	1 Bedroom	\$ 185	\$ 435	2 Bedroom	\$ 215	\$ 500	3 Bedroom	\$ 255	\$ 575	4 Bedroom	\$ 275	\$ 665	5 Bedroom	\$ 315	\$ 690		
Bedroom Size	Minimum	Maximum																			
1 Bedroom	\$ 185	\$ 435																			
2 Bedroom	\$ 215	\$ 500																			
3 Bedroom	\$ 255	\$ 575																			
4 Bedroom	\$ 275	\$ 665																			
5 Bedroom	\$ 315	\$ 690																			

Activity 99-2	Description and Update on Status	Planned changes or modifications during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks
	<p>policy, a household not under termination may be recertified based on the nature and amount of the income loss.</p> <p>If loss of earned income equals or is greater than 50% of total reported earned income, then the MTW Hardship Rent shall be reset to \$50 a month for the household for a three consecutive month period.</p> <p style="text-align: center;">Or</p> <p>If loss of earned income is at least 25% but is less than 50% of total reported earned income, the MTW Hardship Rent shall be reset \$100 a month for the household for a three consecutive month period.</p> <p>Amend the policy to establish that hardships requests may be denied based upon a pattern of policy abuse per the LDCHA Fraud Policy - Resolution 539, as amended. The rent reduction is for a period not to exceed three months. A household may have a hardship rent reduction only once every 12 months from the end of an approved hardship request. If the household's income loss is due to a condition that qualifies the individual for a disability under ADA, the household's designation is changed from MTW to income-based and they are then recertified. The alternative rent structure and hardship policies are more fully outlined in Appendix I.</p> <p>Section 8 portability is restricted. MTW households may not move outside the LDCHA's jurisdiction unless the household applies for and receives an exception from this rule as a reasonable accommodation for a disability, VAWA, or other good cause, such as taking a job in a different city, education, or other household need. Households porting into the LDCHA's jurisdiction must participate in the MTW program.</p>		

Activity 99-2	<i>Description and Update on Status</i>	<i>Planned changes or modifications during Plan year</i>	<i>Planned changes or modifications to met- rics, baselines or benchmarks</i>
	An important component of the LDCHA's MTW rent structure is the feature of Annual Rent or Fixed Rent. Rent is fixed for one year and does not change, regardless of changes in household income or composition except in instances where a household permanently loses income through death, divorce, or when an income producing adult child whose income was included in the rent calculation moves out of the household.		

Activity 99-3	<i>Description and Update on Status</i>	<i>Planned changes or modifications dur- ing Plan year</i>	<i>Planned changes or modifications to metrics, baselines or benchmarks</i>
Approved for 1999 Plan Implemented 1999 Work requirement.	This Activity establishes an MTW work requirement which applies to all households in the General Housing program with a non-elderly non-disabled adult in the household. The work requirement mandates that all able-bodied adults age 18 and older work a minimum of 15 hours a week. For a two-adult household with minor children, the work requirement can be met if one adult works 35 hours per week. Enrollment in a post secondary education program or Work Training Program satisfies the work requirement. An adult child in the household is also subject to the work requirement. Residents who fail to meet the work requirement must participate in the LDCHA's Family Self-Sufficiency Program 15 hours per	No changes or modifications are planned.	No changes or modifications are planned.

Activity 99-3	Description and Update on Status	Planned changes or modifications dur- ing Plan year	Planned changes or modifications to metrics, baselines or benchmarks
	<p>week. Failure to meet the work requirement is a major program breach.</p> <p>Following are the exemptions to the work requirement and MTW rent structure.</p> <ul style="list-style-type: none"> • A person over age 62 or person who has a permanent disability that prevents them from getting and/or keeping employment. • A person under age 62 and over 18 who is the only care-taker for a disabled/elderly family member. • Discretionary exemption for households with only one adult who does not have disability status, who is over age 40, and/or who, due to limitations of employment experience, education or training, is unable to earn sufficient income to meet the rent requirement. • Households with one or two adults, neither of whom have disability status, who are over age 50, and who do not have children residing in the household. • Households receiving TANF Cash Assistance with one adult member who has been determined "not mandatory for work" by DCF. The household will receive assistance under the MTW rent structure, but the person will not be subject to the work requirement. <p>Exempt households may elect annually to participate in the MTW rent structure if they meet the work requirement through employment income.</p>		

Activity 99-3	Description and Update on Status	Planned changes or modifications dur- ing Plan year	Planned changes or modifications to metrics, baselines or benchmarks
	Failure to meet the work requirement results in a lease violation. If not corrected, tenant rent goes to full market rate for the unit.		

B. NOT YET IMPLEMENTED ACTIVITIES

All Activities have been implemented.

C. ACTIVITIES ON HOLD

ON HOLD: Activity 14-1	Description and Update on Status	Planned changes or modifica- tions during Plan year	Planned changes or modifications to met- rics, baselines or benchmarks
Approved for 2014 Plan Implemented 2014 Create a Biennial Housing Quality Standards (HQS) In- spection process for existing Housing Choice Voucher (HCV) properties.	This Activity uses MTW flexibility to revise the HQS certification to permit biennial HQS inspections for units that have a record of good property mainte- nance, a history of making repairs in a timely man- ner, and have passed HQS on the first inspection for two consecutive annual inspections. If the unit does not pass on the biennial first inspection it will return to the annual inspection schedule. The unit must also have the same resident for 36 months. Special inspections will continue, including at the re- quest of a resident.	This Activity has been put on hold due to soft- ware issues which pre- vent efficient tracking of the necessary data. Staff is working with our soft- ware vendor to create a modification. No date or timeline has yet been provided for a software upgrade to allow tracking of these units.	No changes or modifications are planned.

D. CLOSED OUT ACTIVITIES

Activity 12-1	Description	Reason Activity is closed out
Approved for 2012 Plan, Implemented 2012: Biennial recertification for Section 8 elderly and disabled households. Closed out 2015.	Conduct biennial recertification for all elderly and disabled Section 8 households.	Combined with Activity 10-1, and closed out 12-1.

Activity 11-1	Description	Reason Activity is closed out
Approved for 2011 Plan, Implemented 2011: Provide financial assistance for vehicle repair.	Provide up to \$500 per household for vehicle repair to assist MTW households with children to obtain or retain employment, employment training, or attend post secondary education.	This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

Activity 11-2	Description	Reason Activity is closed out
Approved for 2011 Plan, Implemented 2011: Partner with Douglas County Housing Incorporated (DCHI), to create the Full Circle youth program.	Use DCHI, an affiliated nonprofit, to pursue private and public foundation grant funding that is restricted to nonprofit organizations in order to expand program opportunities and activities for LDCHA youth, particularly the children of parents participating in the MTW program. The Full Circle youth program provides year-round social, educational, health and recreational opportunities for youth.	This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

Activity 11-3	Description	Reason Activity is closed out
Approved for 2011 Plan, Implemented 2013 Combine the Administrative Plan and the Public Housing ACOP into one policy statement. Closed out 2013.	Combine Section 8 Housing Choice Voucher Administrative Plan and public housing Admissions and Continued Occupancy policy and Methods of Administration to create consistency and safeguard staff accuracy in the application of MTW policies under the public housing and Section 8 HCV programs.	Activity was completed, published for public comment and adopted by the Board of Commissioners on August 26, 2013.

Activity 10-2	Description	Reason Activity is closed out
Approved for 2009 Plan, Implemented 2009 Expand employment related services to MTW households.	Provide funding for technical training, education, certifications, employment counseling and childcare services to permit heads of household to seek, obtain and retain employment. This Activity is designed to reduce the barriers to employment and underemployment, to maximize a household's potential for securing long-term employment.	This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

Activity 10-3	Description	Reason Activity is closed out
Approved for 2010 Plan, Implemented 2010-2011 Energy Conservation Improvements. Closed out 2011.	Provided \$1.5 million from the single fund MTW budget to finance comprehensive energy improvements under HUD Energy Performance Contracting, resulting in guaranteed annual cost savings sufficient	The Energy Performance Contract was completed in 2011, and yearly reporting is provided to HUD Field Office to verify utility savings.

Activity 10-3	Description	Reason Activity is closed out
	to provide funding for the 20 year investment.	

Activity 09-2	Description	Reason Activity is closed out
Approved for 2010 Plan, Implemented 2010 Mandatory Orientation.	Required mandatory orientation program for all new residents on the services and programs offered by the LDCHA Resident Services Office. This Activity educates residents about available services to access in times of crisis that could lead to termination of their housing assistance, or as a resource for households motivated toward upward mobility, economic self sufficiency and homeownership.	This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

Activity 09-3	Description	Reason Activity is closed out
Approved for 2009 Plan, Implemented 2009 Expand case management services to MTW households. Closed out 2013.	Provide case management for households below 40% AMI to reduce barriers to employment and underemployment to maximize household's potential for securing long-term employment.	Activity 09-3 will be absorbed into Activity 10-2 to encompass a broader scope of employment support. Previous benchmark of Activity 09-3, AMI increase, will report as income per SS #1.

Activity 09-4	Description	Reason Activity is closed out
Approved for 2009 Plan, Implemented 2009 Biennial recertifications for MTW households. Closed out 2015.	Conduct biennial recertifications for public housing and Section 8 participants in the MTW rent structure who are at maximum rent or 50% AMI.	This Activity has never had the anticipated impact and it resulted in increasing complexity rather than reducing staff time and achieving greater cost efficiency. This initiative is a voluntary election and is subject to fluctuating tenant income resulting in too many mid-year recertifications. In 2012 there were 102 eligible to participate and only 24 elected to skip recertification. In 2013 there were only 70 eligible households and 38 elected to skip. In 2014 it is projected there will be 111 eligible for MTW biennial recertification and only 37 will skip. This Initiative is difficult to track and creates additional administrative complexity to our program without resulting in a significant benefit to participants.

Activity 09-7	Description	Reason Activity is closed out
Approved for 2009 Plan, Implemented 2009 Homeless to Housed.	Provide housing stabilization case management for recently homeless individuals who are housed in the LDCHA's Transitional Housing (TH) program and the Jail Re-Entry (JRE) program.	This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

Section V: MTW Sources and Uses of Funds

A. MTW Plan: Sources and Uses of MTW Funds

Estimated Sources of MTW Funding for the Fiscal Year

PHAs shall provide the estimated sources and amounts of MTW funding by FDS line item.

Sources		
FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$ 1,302,396
70600	HUD PHA Operating Grants	6,123,415
70610	Capital Grants	536,792
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	0
71100+72000	Interest Income	32,761
71600	Gain or Loss on Sale of Capital Assets	0
71200+71300+71310+71400+71500	Other Income	67,810
70000	Total Revenue	\$ 8,063,174

Estimated Uses of MTW Funding for the Fiscal Year

PHAs shall provide the estimated uses and amounts of MTW spending by FDS line item.

Uses

FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$ 1,293,868
91300+91310+92000	Management Fee Expense	0
91810	Allocated Overhead	0
92500 (92100+92200+92300+92400)	Total Tenant Services	125,316
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	290,771
93500+93700	Labor	0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	766,444
95000 (95100+95200+95300+95500)	Total Protective Services	27,168
96100 (96110+96120+96130+96140)	Total insurance Premiums	157,987
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	124,837
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	4,002,573
97400	Depreciation Expense	572,226
97500+97600+97700+97800	All Other Expenses	0
90000	Total Expenses	\$ 7,361,190

Describe the Activities that Will Use Only MTW Single Fund Flexibility

2018 Sources and Uses of Funds Details

Lawrence-Douglas County Housing Authority has set aside MTW reserves to implement the following activities using the single fund flexibility:

Activity: Edgewood Homes Roof Replacement

Program Affected: Public Housing

Year Identified: 2016

Effective Date: January, 2017 – Revised to January 2018

Funding Allocated: \$350,000 - \$400,000

Description of Activity:

This project is continued from 2017; the project was not executed in 2017 due to other projects requiring immediate action.

Use the MTW Single Fund reserves to fund the replacement of the shingle roofs on Edgewood Home 130 unit family public housing development. The existing roofs were installed in 1992-1993 and there have been a series of leaks in this development from the roof jacks. This project is too large to be funded from the agency's Capital Fund grants without negatively impacting the ability to fund turnovers and maintenance of the remaining public housing portfolio.

Activity: Replace Boilers at Babcock Place

Program Affected: Public Housing

Year Identified: 2017

Funding Allocated: \$500,000 - \$600,000

Description of Activity:

Use the MTW Single Fund and public housing reserves for the replacement of boilers necessary for heating Babcock Place, a 120-unit elderly designated building. There are 13 boilers that are 38 years old, significantly exceeding the 25 year expected useful life. This project is too large to be funded from the agency's Capital Fund grants without negatively impacting the ability to fund turnovers and maintenance of the remaining public housing portfolio.

Activity: Develop Strategic Plan and Upgrade Agency Website

Program Affected: All Programs

Year Identified: 2016

Effective Date: January 10, 2017

Funding Allocated: \$20,000 - \$25,000

Description of Activity: This project started and is continuing from 2017 and will use the MTW Single Fund reserves to review operations, develop a strategic plan for the LDCHA to streamline the agency's operation where feasible, update the agency website, and provide better functionality and improved customer service. The current website lacks the capacity for functions such as online applications. It is difficult to find basic information and there is no mobile version for the many residents with a phone but no computer. Staff time and physical resource costs will be saved by a higher functioning website that enables visitors to locate information, to fill out and submit forms online, and to access services without calling or visiting the office. The LDCHA developed a new mission and vision statement in 2017 and will continue to work on a strategic plan to develop a communications plan that improves the accuracy and timeliness of information to participants and other stakeholders.

Activity: Provide Financial Assistance for Vehicle Repair

Program Affected: Public Housing, Housing Choice Voucher, VASH

Year Identified: 2010

Effective Date: January 1, 2011

Funding Allocated: \$20,000 (estimated)

Description of Activity:

Provide up to \$500 per household for vehicle repair to assist MTW households to obtain or retain employment, employment training, or attend postsecondary education.

Activity: Partner with Douglas County Housing Incorporated (DCHI), to create the Full Circle youth program.

Program Affected: Public Housing, Housing Choice Voucher, VASH

Year Identified: 2010

Effective Date: January 1, 2011

Funding Allocated: \$50,000 (estimated)

Description of Activity:

Use DCHI, an affiliated nonprofit, to pursue private and public foundation grant funding that is restricted to nonprofit organizations in order to expand program opportunities and activities for LDCHA youth, particularly the children of parents participating in the MTW program. The Full Circle youth program provides year-round social, educational, health and recreational opportunities for youth.

Activity: Expand employment related services to MTW households.

Program Affected: Public Housing, Housing Choice Voucher, VASH

Year Identified: 2008

Effective Date: January 1, 2009

Funding Allocated: \$175,000 (estimated)

Description of Activity:

Provide funding for technical training, education, certifications, employment counseling and childcare services to permit heads of household to seek, obtain and retain employment. This Activity is designed to reduce the barriers to employment and under-employment, to maximize a household's potential for securing long-term employment.

Activity: Homeless to Housed.

Program Affected: Public Housing and Housing Choice Voucher

Year Identified: 2008

Effective Date: January 1, 2009

Funding Allocated: \$40,000 (estimated)

Description of Activity:

Provide housing stabilization case management for recently homeless individuals who are housed in the LDCHA's Transitional Housing (TH) program and the Jail Re-Entry (JRE) program.

Activity: Mandatory Orientation

Program Affected: Public Housing and Housing Choice Voucher

Year Identified: 2008

Effective Date: January 1, 2009

Funding Allocated: \$300 (estimated)

Description of Activity:

Required mandatory orientation program for all new residents outlining the services and programs offered by the LDCHA Resident Services Office. This Activity educates residents about available services to access in times of crisis that could lead to

termination of their housing assistance, or as a resource for households motivated toward upward mobility, economic self-sufficiency and homeownership.

General Statement on Sources of Funds

Since the 2018 allocation for HUD funded programs cannot be known at this time, the amounts listed for Public Housing Operating Subsidy and Section 8 HCV Budget Authority Renewal are based on 2017 funding allocations. For Capital Funds the allocation is based on the 2017 grant funding award.

General Statement on Uses of Funds

The uses of funds shows the aggregate expenses for all MTW programs the agency will operate by account and not program. However each individual program operated by the LDCHA contains a program specific budget.

The LDCHA plans to use funds in 2018 for intended purposes of the specific federal and resident services programs even though it will operate its Public Housing, Section 8 assistance and Capital Fund as a single fund budget with full flexibility. The agency will not reduce the number of public housing and Section 8 assisted units it has in 2018. Any development will be paid for through MTW reserves or leveraged funds. Public Housing, Section 8 and Capital Funds, as a single fund will be used to pay for the administrative, operational, maintenance costs and capital fund improvements of the respective program which includes previously approved MTW Activities.

Since all of the agency's public housing and Section 8 HCV units/households are in the MTW program, even though not all households participate in the alternative rent structure and work requirement, these programs are listed as MTW activities in the sources and uses.

Any surplus funds remaining at the end of 2018 will be used for MTW purposes outlined in the 2018 Plan and subsequent years.

V.2.Plan.Local Asset Management Plan

B. MTW Plan: Local Asset Management Plan

Asset Management

The LDCHA has 369 public housing units and opted out of the asset management requirement under the various appropriations acts for 2008-2017. The agency will continue to elect to opt out of asset management for 2018. The LDCHA uses a cost allocation system to prorate expenses among the different programs it administers.

Is the PHA allocating costs within statute?

YES

or

NA

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

N/A

or

NO

If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.

Has the PHA provided a LAMP in the appendix?

N/A

or

No

N/A

Section VI: Administrative

A. Board Resolution

Resolution 2017-18 was approved by the Board of Commissioners adopting the 2018 Annual MTW Plan on September 25, 2017. It and the Certification of Compliance are included in Appendix II.

B. Public Participation / Comment on the 2018 MTW Plan

Resident Advisory Committee

The LDCHA Resident Advisory Committee participated in the development of this plan and recommended this Plan for approval on June 15, 2017.

Notice of Public Hearing and Comment Period

PUBLIC NOTICE

Additionally, the LDCHA's Draft MTW Annual Plan for 2018 was available to the public for review and comment during a 30-day period beginning August 1, 2017 and ending at 4:00 pm August 31, 2017.

During the public comment periods the Draft MTW Annual Plan for 2018 was available on the LDCHA website and printed copies of the Plan were available at City and County Offices and all the agency's administrative and management offices. The location of copies and the public hearing were advertised in public notices published in the Lawrence-Journal World newspaper and the LDCHA website on August 1, 2017.

The public was invited to comment on the Plan in writing, delivered or mailed to Lawrence-Douglas County Housing Authority, 1600 Haskell Avenue, faxed to 842-9596, or emailed to housing@ldcha.org. Comments were received up to 4:00 p.m. August 31, 2017.

A public hearing on the Plan was held August 31, 2017 at 5:00 pm at the Administrative Offices of the agency at 1600 Haskell Avenue.

No comments were received during the comment period. No members of the public attended the public hearing which was opened at 5:00 pm and closed at 5:20 pm.

C. Agency Directed Evaluation of the Demonstration

None at this time.

D. Statement of Significant Amendment or Modification

LDCHA considers a "significant amendment or modification" as a discretionary change in a plan or policy of the agency that fundamentally alters the plan or policy, and which will require the formal approval of the Board of Commissioners. Specifically the following will be considered to constitute a significant amendment:

- A material change in the policies regarding the manner which tenant rent is calculated,
- A material change in the admissions policy, or
- Any change with regard to demolition or disposition, homeownership, Capital Fund financing, conventional or mixed financing development are considered significant amendments to the Capital Fund 5-Year Action Plan.

Changes that result from HUD regulatory requirements will not be considered a significant amendment or modification to either the 5-Year Capital Fund Action or MTW Annual plans.

Significant changes to the LDCHA MTW Program as defined by HUD Form 50900 will be made through a MTW Plan amendment as approved by HUD.

E. Declaration of Trusts

The LDCHA filed Declaration of Trusts with the Douglas County Register of Deeds on all its public housing and agency owned housing on different dates over the years at the time the deeds were first filed with the registrar. The LDCHA has nine separate housing developments. Each deed was filed with a Declaration of Trust.

F. Resident Commissioner

The LDCHA is in compliance with the requirement that the agency have a commissioner who is a resident of one of the agency's housing programs. Maria Duran, who is a public housing participant, is the resident commissioner. Ms. Duran was appointed to the Board by the Mayor of Lawrence for a four year term in July 2016.

Additional Appendix Items

- Appendix I LDCHA's MTW Demonstration Program**
- Appendix II Certifications and Declarations, and Forms**
- Appendix III Capital Fund Performance and Evaluation Reports**

Appendix I:

LDCHA's MTW DEMONSTRATION PROGRAM

The LDCHA submits Appendix I to provide a comprehensive outline of its Moving to Work (MTW) program elements that have been developed during its participation in the MTW Demonstration through various MTW Plans submitted to HUD. Additionally, significant data of its MTW Program, maintained since the inception in 1999, will continue to be collected and presented with its annual reports.

The LDCHA merged the Public Housing and Section 8 Housing Assistance programs into one housing program called General Housing Assistance with one waiting list and two forms of assistance. A household whose name comes to the top of the waiting list is offered the first form of assistance available. An applicant is allowed to pass but will be assessed a pass penalty and moved down the waiting list to the date of the offer. Once an applicant has received an offer of all forms of housing and passes they are dropped from the waiting list.

All applicants for General Housing Assistance must meet suitability criteria as well as income eligibility criteria. Applicants with no prior rental experience can qualify by completing the Renter Education Program, the goal of which is to teach applicants various duties, responsibilities and rights as a leaseholder.

The agency developed an MTW rent structure that requires all non-elderly, non-disabled adults to pay a significant minimum rent regardless of their income. The LDCHA's rent structure goal was intended to move participants to work by making them responsible for paying a meaningful rent,

high enough to require work but low enough to be affordable. To reward work, the agency set a maximum, or ceiling, rent for each unit by bedroom size. To encourage employment advancement the agency established a system of income deductions that increase as hours of work increase. The LDCHA's MTW rent structure requires a significant minimum payment regardless of income and caps rent as income rises to encourage upward economic mobility. The minimum and maximum MTW rents are adjusted periodically by Board resolution.

Minimum and maximum MTW rents are:

Bedroom Size	Minimum	Maximum
1 Bedroom	\$ 185	\$ 435
2 Bedroom	\$ 215	\$ 500
3 Bedroom	\$ 255	\$ 575
4 Bedroom	\$ 275	\$ 665
5 Bedroom	\$ 315	\$ 690

Actual MTW monthly rent is determined by:

- annualizing total household income
- subtracting allowable deductions
- multiplying the sum by 30%
- dividing the amount by 12

Income deductions for MTW households include:

- 10% earned income deduction for those working at least 35 hours/week
- \$2,000 medical deduction for those working at least 35 hours/week

- full out-of-pocket dependent care deduction necessary to allow work or school attendance
- utility allowance as an annual income deduction, not as a monthly deduction from rent
- increase in the child dependent deduction to \$840 per child capped at \$1,680 per household

If the final amount is less than the minimum rent for the bedroom size occupied by the household, the annual rent is increased to the minimum. If it is higher than the maximum rent, it is lowered to the maximum. If it falls between the minimum and maximum, it is set where it falls. Section 8 households may pay a rent higher than the maximum if they select a unit with a contract rent that exceeds the payment standard.

Application of MTW Rent Structure

The alternative MTW rent policy and work requirement apply to all households in the General Housing program with a non-disabled adult age 50 or younger in the household. Exempt households may elect to participate in the MTW rent structure if they meet the work requirement through employment income. There are limited exemptions permitted, as follows:

- A person over age 62 or who has a permanent disability that prevents them from getting and/or keeping employment.
- A person under age 62 and over 18 who is the only caretaker for a disabled/elderly household member.
- Discretionary exemption for households with only one adult who does not have disability status, who is over

age 40, and/or who, due to limitations of employment experience, education or training, is unable to earn sufficient income to meet the rent requirement.

- Households with one or two adults, neither of whom have disability status, who are over age 50, and who do not have children residing in the household.
- Households receiving TANF Cash Assistance with one adult member who has been determined "not mandatory for work" by SRS. The household will receive assistance under the MTW rent structure, but the person will not be subject to the work requirement. This includes persons receiving TANF Cash with a child under 6 months of age and households with more than one adult when one of the adults is needed in the home to care for a person with disabilities.

Annual Rent

An important component of the LDCHA's MTW rent structure is the feature of Annual Rent or Fixed Rent. Rent is fixed for one year and does not change, regardless of changes in household income or composition except in instances where a household permanently loses income through death, divorce, or when an income producing adult child whose income was included in the rent calculation moves out of the household.

Work Requirement

The work requirement mandates that all able-bodied adults age 18 and older work a minimum of 15 hours a week. For a two-adult household with minor children, the work requirement can be met if one adult works 35 hours per week. Enrollment in a post secondary education program or Work Training Program satisfies the work requirement. An adult

child in the household is also subject to the work requirement. Residents who fail to meet the work requirement must participate in the LDCHA's Family Self-Sufficiency Program 15 hours per week. Failure to meet the work requirement is a major program breach.

Other Approved Rent Reform Elements of the Rent Structure
Section 8 portability is restricted. MTW households may not move outside the LDCHA's jurisdiction unless the household applies for and receives an exception from this rule as a reasonable accommodation for a disability or other good cause, such as taking a job in a different city, education, or other household need. Households porting into the LDCHA's jurisdiction must participate in the MTW program, unless exempt.

Households that have both elderly/disabled members and non-disabled adult members are considered mixed eligibility households and are placed in the MTW rent structure.

Flat rents are not applied in the MTW rent structure, and MTW participants are not eligible for the flat rent option.

Rent Hardship Policy

The LDCHA's Rent Hardship Policy permits a degree of rent relief if the household experiences a loss in employment income or medical illness. Under the policy, a household may be re-certified to a \$50 or \$100 monthly rent based on the nature and amount of the income loss. The rent reduction is for a period not to exceed three months. A household may have a hardship rent reduction only once every 12 months, measured from the completion of any prior hardship .

If the household's income loss is due to a condition that then qualifies the individual for a disability under ADA, the

household's designation is changed from MTW to income-based and they are then recertified.

Homeownership

Households who have an annual gross income that exceeds 50% of the Area Median Income (AMI) are offered an opportunity to join the homeownership program.

The LDCHA will provide a \$3,000 matching grant for down payment or closing costs for households that complete the Homeownership Program and purchase a house. Households participating in the Homeownership Program that have income between 80%-99% of AMI are allowed to pay the MTW maximum rent for three to five years or until they purchase a home. Households who do not join the homeownership program may remain in their public housing unit until their gross annual income reaches 80% AMI at which time they become responsible for paying the full market rent without subsidy. The LDCHA encourages households to leave the housing assistance program when a household's gross annual income reaches 100% AMI, so that higher income households not interested in purchasing a house will move into the private rental market, thereby opening up units of affordable housing for households at or below 80% of AMI.

Households participating in Section 8 voucher must leave the program when their rent obligation equals the full contract rent for their unit for six consecutive months. This is a provision of the Section 8 Housing Assistance Payment contract which serves as a term limit for higher income households.

Public housing households that reach 100% of AMI at the annual recertification will be given a 6 month notice to va-

cate. If the household has not provided the LDCHA with notice of a pending home purchase, the household will not be eligible for the homeownership down payment match.

This will result in Section 8 HCV and public housing households being treated the same.

Alternate Rent Historic Outcomes

Avg Gross Income / Participants / Homeownership	MTW YEAR	AVG GROSS INCOME	AVG TENANT RENT	AVG HAP TO OWNER	AVG CONTRACT RENT	AVG FAMILY SIZE	MTW RENT PARTICIPANTS	HOMEOWNER-SHIP
BASELINE Year 2	2000 - 2001 YR 2	16,434	296	213	622	3	391	
	2001 - 2002 YR 3	16,660	303	223	653	3	401	1
	2002 - 2003 YR 4	17,967	288	375	676	3	517	5
BENCHMARK Increase metrics over time	2003 - 2004 YR 5	19,564	329	378	731	3	492	5
	2004 - 2005 YR 6	19,901	332	403	737	3	479	5
	2005 - 2006 YR 7	19,274	324	436	768	3	450	2
	2006 - 2007 YR 8	20,372	349	422	786	3	456	9
	2007 - 2008 YR 9	21,625	368	439	814	3	440	5
	2008 - 2009 YR 10	20,446	367	499	874	3	426	7
	2010 YR 11	19,776	358	510	872	3	411	7
	2011 YR 12	19,793	355	513	870	3	411	3
	2012 YR 13	21,060	376	551	929	3	477	8
	2013 YR 14	22,558	388	539	937	3	478	7
	2014 YR 15	23,937	411	521	950	3	472	5
	2015 YR 16	27,429	424	526	961	3	485	10
	2016 YR 17	24,345	417	536	977	3	479	2
	OVERALL AVERAGE	20,509	355	443	822	3	454	5
OUTCOME								

Appendix II

Certifications and Declarations

- Board Resolution 2017-18 Adopting 2018 Annual MTW Plan
- Certification of Meeting MTW Statutory Requirements and Public Notices
- Certification of a Drug-Free Workplace
- Disclosure of Lobbying Activities
- Affidavit of Publication for Public Notice Ad
- Landlord On-Site Verification and Re-Inspection Form