

*The Housing Authority of the  
City of Lincoln, Nebraska*



**MOVING TO WORK  
ANNUAL REPORT**

*Fiscal Year 2016-2017*

Submitted: May 22, 2017

**<THIS PAGE IS RESERVED FOR INSERTION OF  
HUD'S LETTER OF ACCEPTANCE FOR THE MTW REPORT>**

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This Moving to Work (MTW) Annual Report is prepared in accordance with the “Amended and Restated Moving to Work Agreement” between the Department of Housing and Urban Development and Lincoln Housing Authority. This agreement was signed by both parties in April, 2008 and extends the MTW program until the end of the housing authority’s 2018 Fiscal Year. The required elements of the report are detailed in HUD Form 50900 (OMB Control Number: 2577-0216 Expiration Date: 05/31/2016)

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## **I. Introduction**

The Lincoln Housing Authority is one of a small number of housing authorities across the country participating in the U.S. Department of Housing and Urban Development (HUD) Moving to Work demonstration program. Originally authorized under the Omnibus Consolidated Rescissions and Appropriations Act of 1996, the MTW program offers public housing authorities the opportunity to design and test innovative, locally-designed housing and self-sufficiency strategies. The statutory goals of the MTW demonstration are:

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

Lincoln Housing Authority and HUD entered into a five-year MTW Agreement in May, 1999. This agreement was amended several times to extend the demonstration program. In 2008, a new Amended and Restated MTW Agreement was signed. This agreement extended the MTW demonstration at Lincoln Housing Authority until 2018. In April 2016, the agreement was extended to 2028.

From the beginning of the demonstration, we have approached MTW reforms with the idea that some persons may always need to receive a basic level of housing assistance - due to age, disability, low wages or other reasons - and that the varying needs of those persons would be best served by maintaining a simplified income-based rent structure. We also understand that for a great many people, housing assistance can and should be a temporary step to greater self-sufficiency. By encouraging work and individual responsibility, we have achieved a high percentage of working families and a strong voucher turnover rate without implementing arbitrary time limits or unaffordable rent structures. In conjunction with an open waiting list and a strong preference system, this has allowed us to continue to issue new vouchers to many of the neediest persons in Lincoln, Nebraska. However, funding decisions at the federal level eliminated new voucher issuance during the period of February 2013 through December 2013. Voucher issuance resumed in January 2014. Since then funding has not supported our voucher allocation of 2,926 vouchers. Continued uncertainty in funding limits the number of households served. Lincoln Housing Authority is the only Moving to Work agency with vouchers being funded based on utilization which significantly limits our funding flexibility and ability to try new initiatives. We requested a revision to our contract to correct this deficiency and align

ourselves with other Moving To Work programs. HUD denied the request.

Lincoln Housing Authority continues to be aware of the need to expand the supply of affordable housing in our community. However, we have not wanted to do so at the risk of decreasing the number of deep subsidy units available through the Housing Choice Voucher and Public Housing Programs. Since the inception of MTW, however, we have been able to leverage non-HUD sources to add additional rental units, mostly through the Low Income Housing Tax Credit Program. While these units do not receive deep subsidies, they have expanded the supply of affordable housing available to low and moderate income families and broadened the choice of available units to voucher holders.

The city of Lincoln and the state of Nebraska have been fortunate to have maintained low unemployment rates over the past several years. This has been an important factor in the Moving to Work Demonstration. The Nebraska Department of Labor reports the statewide unemployment rate in March of 2017 was 3.1 %. This continues Nebraska's long period of low unemployment. The national unemployment rate of the same period was 4.5%. The Lincoln Metropolitan Statistical Area (MSA) had an unemployment rate of 2.6 % in March 2017. The low unemployment rate is a positive sign for Lincoln and continued success of the housing authority's MTW initiatives.

Since beginning the Moving To Work program, Lincoln Housing Authority has concentrated its efforts in the following long-term operational vision for the MTW program.

- Retain program flexibility to meet the many changes encountered in program funding, local housing market conditions, and the needs of the families and individuals participating in Lincoln's Moving To Work program.
- Continue to seek ways to simplify and streamline the Section 8 Housing Choice Voucher program and Public Housing programs while protecting the integrity of the program and accepting accountability for administrative requirements. The Section 8 Housing Choice Voucher program has been needlessly complicated for participants, landlords, and implementing staff. The complexity of the system resulted in several areas where errors occurred with substantial frequency. Tenants have been confused about deductions allowed and disallowed and how their portion of rent is determined. Landlords have been frustrated by the amount of paperwork and complex rules and regulations that the landlord must follow to be paid. The complexity has limited landlord participation. Lack of housing choices results when landlords refuse to participate.
- Continue to promote opportunities for tenant self-sufficiency either through education or meaningful work experience. The need for lower-income participants to complete their education and expand their work

experiences will provide a solid base for continued success in their personal and family development.

- Continue the various community partnerships required to enhance participant opportunities in expanding family support services such as social services, education, transportation, and health care programs.

## **PROGRESS REPORT ON GOALS AND OBJECTIVES**

### Goals and Objectives

The Lincoln Housing Authority has a number of goals and specific objectives that are integral to our success as a Moving To Work housing authority. Many of these goals have been integral to our MTW program since the beginning and will continue to be a focal point for the duration of our MTW agreement.

### GOAL I

Increase the number of Section 8 Housing Choice Voucher and Public Housing participants working or making progress towards educational goals, work experience, and self-sufficiency.

#### GOAL I OBJECTIVES:

- Provide incentives for work-able participants to work or seek self-sufficiency through job training or education. Also provide disincentives to work-able participants who choose not to work, seek job training, or further education.
- Form community and state partnerships to provide needed programs and services that encourage participation in recognized self-sufficiency programs.

**PROGRESS REPORT:** Since the beginning of the MTW initiative, LHA has had a Minimum Earned Income (MEI) requirement which serves as an incentive to work. Two notable exemptions to this requirement are given for participants who are involved in education or approved self-sufficiency programs. We have MOUs with state government and local non-profits to provide self-sufficiency programs for purposes of this exemption. LHA rewards working families by not immediately increasing rent as participants go to work or advance in their work. Rather, that increase in rent is delayed until the household's next annual review. A positive indicator of the success of this objective is the employment rate in work-able households: 95% in public housing and 79% in housing choice vouchers. In addition, approximately 14% of our households end their participation in federal housing assistance each year.



## GOAL II

Reduce administrative costs and achieve greater cost effectiveness in federal housing assistance expenditures while ensuring the continued integrity of the program.

### GOAL II OBJECTIVES:

- Simplify the operation of the Section 8 Housing Choice Voucher program and the Public Housing program with the purpose of reducing calculation errors, staff review time, and program administrative costs. Simplification also reduces the burden on tenants by requiring fewer meetings and fewer documents.
- Work with landlords, housing participants, and human service organizations to identify areas of needed change in the operation of the Section 8 Housing Choice Voucher program and the Public Housing program.

PROGRESS REPORT: LHA has implemented several initiatives to simplify our programs to improve tenant satisfaction, reduce errors, and make more effective use of staff time. These initiatives have been effective and have allowed us to increase the number of vouchers, work with special programs such as VASH and Mainstream, and participate in the low-income tax credit program while concurrently reducing the total number of staff in the agency. Through our agency planning process, resident and landlord advisory boards, resident councils, participation in the Lincoln Human Services Federation and numerous other community groups, we are able to interact with key stakeholders and obtain both formal and informal feedback on housing authority operations. This includes the recent addition of an initiative for landlord incentives which has shortened the time to lease vouchers and increased the number of landlords participating in this difficult rental market.

## GOAL III

Expand the spatial dispersal of assisted rental units and increase housing choices for voucher holders.

### GOAL III OBJECTIVES:

- Provide incentives to seek housing opportunities outside areas of low-income concentration.
- Create affordable housing opportunities in growth areas of the community.

PROGRESS REPORT: Our housing choice voucher data shows clearly we have been able to increase the spatial dispersal of rental units including housing opportunities outside areas of

low-income concentration. Through participation in the Low Income Housing Tax Credit (LIHTC) program and bond-financing, LHA has developed 342 units over the past 20 years in moderate and upper income growth neighborhoods, and acquired 86 additional units of low income housing. It is clear that the location of LIHTC properties outside areas of concentration is critical to increasing housing opportunities and choices for voucher holders as these properties are required to accept vouchers unlike other private market developments. Through participation in special voucher programs, we have also increased our authorized vouchers during our participation in MTW.

### MTW INITIATIVES

For LHAs fiscal year 2016-2017, the housing authority continued to implement the following MTW initiatives. These are described and reported on in Section IV. Approved Activities:

#### Rent Reform Initiatives

- Interim Reexaminations
- Minimum Earned Income
- Rent Calculations at 27% with no deductions
- Rent Choice Capped at 50% (voucher only)
- Average Utility Allowances (voucher only)
- Biennial Re-Examinations for elderly and disabled households

#### Other Initiatives

- Income Eligibility
- Responsible Portability (voucher only)
- Housing choice voucher inspection waiver for properties where the annual or initial inspections are without deficiencies.
- Inspections and rent reasonableness regardless of ownership or management status
- Project-based Section 8 Units
- RentWise Tenant Education
- Resident Services Program at Crossroads House
- Landlord Incentive HAP (voucher only)

## II. General Housing Authority Operating Information

### A. HOUSING STOCK INFORMATION

New Housing Choice Vouchers that were Project-Based During the Fiscal Year				
Property Name	Anticipated Number of New Vouchers to be Project-Based *	Actual Number of New Vouchers that were Project-Based	Description of Project	
To Be Selected	20	0	LHA has an ongoing plan to accept applications to project-base 20 vouchers to serve persons with disabilities. The project will be selected through an other competitive process and will have a separate, site-based waiting list.	
Crosroads House	0	0	Fiscal Year 14-15 was the final transition year to project-based vouchers at Crosroads House which has 58 units in total. Currently, all eligible residents are under PBV assistance. Three units remain leased but not under PBV lease because the current residents are over income.	
	Anticipated Total Number of New Vouchers to be Project-Based *	Actual Total Number of New Vouchers that were Project-Based	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year *	Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year *
	20	0	58	58
			Actual Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	Actual Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year
			58	55

\* From the Plan

Other Changes to the Housing Stock that Occurred During the Fiscal Year
<p>Mahoney Manor is a 120-unit public housing high rise for elderly and near-elderly. A substantial modernization and rehabilitation of common areas of the building and grounds was mostly completed during the 2015-2016 fiscal year. Final work involving some furniture replacement and landscaping was completed early in the 2016-2017 fiscal year.</p>
<p>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.</p>

General Description of Actual Capital Fund Expenditures During the Plan Year				
Capital Fund Program Grant	AMP	Property Name(s)	Nature of Work	Amount
NE26P002501-16	1	Mahoney Manor Apartments - Senior High Rise	Administration	\$ 27,890.56
\$435,790	1	Mahoney Manor Apartments - Senior High Rise	Fees & Costs	\$ 4,992.19
	1	Mahoney Manor Apartments - Senior High Rise	Replace Ranges	\$ 72,282.00
	1	Mahoney Manor Apartments - Senior High Rise	Replace Refrigerators	\$ 55,545.00
				\$ 160,709.75
	2	Larson, Hall, Hanson, P-30 & Pedersen	Administration	\$ 12,637.91
	2	Larson, Hall, Hanson, P-30 & Pedersen	Fees & Costs	\$ 18,707.56
	2	Larson, Hall, Hanson, P-30 & Pedersen	Replace Furnaces	\$ 53,785.82
	2	(Scattered Sites)	Replace Roofs	\$ 123,079.00
				\$ 208,210.29
	3	A-12 & F-39	Administration	\$ 3,050.53
	3	A-12 & F-39	Fees & Costs	\$ 7,386.01
	3	A-12 & F-39	Replace A/Cs	\$ 14,590.00
				\$ 25,026.54
		Grant 97% obligated & 90% expended		\$ 393,946.58

Capital Fund Program Grant	AMP	Property Name(s)	Nature of Work	Amount
NE26P002501-15	1	Mahoney Manor Apartments - Senior High Rise	furniture & Furnishing	\$ 43,050.97
\$415,813				\$ 43,050.97
	2	Larson, Hall, Hanson, P-30 & Pedersen	Replace A/Cs	\$ 48,567.12
	2	Larson, Hall, Hanson, P-30 & Pedersen	Replace A/Cs	\$ 76,708.88
	2	Larson, Hall, Hanson, P-30 & Pedersen	Replace Furnaces	\$ 37,152.18
		(Scattered Sites)		\$ 162,428.18
		Grant 100% obligated & expended		\$ 162,428.18
		10/19/2016 - LHA submitted HUD forms 53001& 50075.1		

Capital Fund Program Grant	AMP	Property Name(s)	Nature of Work	Amount
NE26P002501-14	1	Mahoney Manor Apartments - Senior High Rise	Concrete	\$ 1,494.45
\$408,544				\$ 1,494.45
	3	F-39 Homes - Scattered Sites	Concrete	\$ 189.52
				\$ 189.52
		Grant 100% obligated & expended		\$ 1,683.97
		5/25/2016 - LHA submitted HUD forms 53001& 50075.1		
		8/22/2016 - LHA received letter (7/25/16) stating grant to be included in next audit		

Overview of Other Housing Owned and/or Managed by the PHA at Fiscal Year End		
Housing Program *	Total Units	Overview of the Program
New 32 Section 8 New Construction	32	Scattered site Section 8 New Construction
Burke Plaza Section 8 New Construction	91	Section 8 New Construction for elderly or disabled
Arnold Heights Locally Funded	461	Affordable Rental Housing owned by Lincoln Housing Authority
Lynn Creek Locally Funded	16	Affordable Rental Housing--Income restricted (<80% of median income); owned by Lincoln Housing Authority
Northwood Terrace Locally Funded	78	Affordable Rental Housing--Income restricted (<80% of median income); owned by Lincoln Housing Authority
Heritage Square Locally Funded	47	Affordable Rental Housing--Income restricted (<80% of median income); owned by Lincoln Housing Authority
Wood Bridge Townhomes and Apartments Locally Funded	65	Affordable Rental Housing--income restricted (<100% of median income); owned by Lincoln Housing Authority
Wood Bridge Townhomes and Apartments Locally Funded	65	Affordable Rental Housing--income restricted (<60% of median income); owned by Lincoln Housing Authority
Summer Hill Townhomes and Apartments Locally Funded	68	Affordable Rental Housing--income restricted (<100% of median income); owned by Lincoln Housing Authority
Summer Hill Townhomes and Apartments Locally Funded	68	Affordable Rental Housing--income restricted (<60% of median income); owned by Lincoln Housing Authority
Sunny Ridge Locally Funded	28	Affordable Rental Housing--income restricted (<60% of median income); owned by Lincoln Housing Authority
Prairie Crossing Apartments Locally Funded	33	Affordable Rental Housing--Income restricted (<100% of median income); managed by Lincoln Housing Authority
Prairie Crossing Apartments Tax Credit Funded	43	Tax Credit Project--Income restricted (<60% of median income); managed by Lincoln Housing Authority
<b>Total Other Housing Owned and/or Managed</b>	1,095	
<p>* <b>Select Housing Program from:</b> Tax-Credit, State Funded, Locally Funded, Market-Rate, Non-MTW HUD Funded, Managing Developments for other non-MTW Public Housing Authorities, or Other.</p>		
If Other, please describe:		Not Applicable

**II.5.Report.Leasing**

**B. MTW Report: Leasing Information**

**Actual Number of Households Served at the End of the Fiscal Year**

Housing Program:	Number of Households Served*	
	Planned	Actual
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Property-Based Assistance Programs **	0	0
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs **	0	0
Port-In Vouchers (not absorbed)	N/A	0
<b>Total Projected and Actual Households Served</b>	<b>0</b>	<b>0</b>

\* Calculated by dividing the planned/actual 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 Served, the PHA should estimate the number of Households served.

Housing Program:	Unit Months Occupied/Leased****	
	Planned	Actual
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Property-Based Assistance Programs ***	0	0
Number of Units that were Occupied/Leased through Local Non-Traditional MTW Funded Tenant-Based Assistance Programs ***	0	0
Port-In Vouchers (not absorbed)	N/A	0
<b>Total Projected and Annual Unit Months Occupied/Leased</b>	<b>0</b>	<b>0</b>

**N/A from above chart: An estimate of port-in vouchers was not requested in the previous plan. We began absorbing all port-in vouchers in October 2015 and continue to absorb port-ins.**

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

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

	Average Number of Households Served Per Month	Total Number of Households Served During the Year
Households Served through Local Non-Traditional Services Only	68.9	827

**Reporting Compliance with Statutory MTW Requirements: 75% of Families Assisted are Very Low-Income**

HUD will verify compliance with the statutory objective of “assuring that at least 75 percent of the families assisted by the Agency are very low-income families” is being achieved by examining public housing and Housing Choice Voucher family characteristics as submitted into the PIC or its successor system utilizing current resident data at the end of the agency’s fiscal year. The PHA will provide information on local, non-traditional families provided with housing assistance at the end of the PHA fiscal year, not reported in PIC or its successor system, in the following format:

<b>Fiscal Year:</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Total Number of Local, Non-Traditional MTW Households Assisted	0	0	0	0	0	0	0	-
Number of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	0	0	0	0	0	0	0	-
Percentage of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	NA	NA	NA	NA	NA	NA	NA	-

**Reporting Compliance with Statutory MTW Requirements: Maintain Comparable Mix**

In order to demonstrate that the statutory objective of "maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration" is being achieved, the PHA will provide information in the following formats:

**Baseline for the Mix of Family Sizes Served**

Family Size:	Occupied Number of Public Housing units by Household Size when PHA Entered MTW	Utilized Number of Section 8 Vouchers by Household Size when PHA Entered MTW	Non-MTW Adjustments to the Distribution of Household Sizes *	Baseline Number of Household Sizes to be Maintained	Baseline Percentages of Family Sizes to be Maintained
1 Person	122	964	164	1,250	40.3%
2 Person	32	651	-162	521	16.8%
3 Person	64	469	-178	355	11.5%
4 Person	51	286	28	365	11.8%
5 Person	26	130	152	308	9.9%
6+ Person	25	104	172	301	9.7%
Totals	320	2,604	176	3,100	100.0%

Explanation for Baseline Adjustments to the Distribution of Household Sizes Utilized

The baseline numbers were calculated from a June 1999 MTCS report (precursor to PIC). We are uncertain of the accuracy of the MTCS numbers at that time, but it is the only data we have from that time period. LHA has not implemented any MTW activities that would affect the distribution of household sizes other than the combination of the voucher and certificate program into one voucher program at the beginning of the demonstration. All non-MTW agencies have since done this also. The change from certificates to vouchers would affect the mix of families offered from the waiting list, since the Certificate program had set numbers of Certificates by bedroom size, and selection from the waiting list was determined by the bedroom size of the Certificate available. The switch to an all Voucher program results in the next family on the waiting list getting assistance regardless of family size or bedroom size. Over time the voucher program will more accurately reflect the distribution of families applying and the mix of preferences used. The trend since converting to an all-voucher program is that we are continuing to serve an increasing number of larger families. This would be a reflection of the demographics of our waiting list and not based on anything LHA has done through MTW.



<b>Mix of Family Sizes Served</b>							
	1 Person	2 Person	3 Person	4 Person	5 Person	6+ Person	Totals
Baseline Percentages of Household Sizes to be Maintained	40.3%	16.8%	11.5%	11.8%	9.9%	9.7%	100.0%
Number of Households Served by Family Size this Fiscal Year ***	1,250	521	355	365	308	301	3,100
Percentages of Households Served by Household Size this Fiscal Year ****	40.30%	16.80%	11.50%	11.80%	9.90%	9.70%	100.00%
Percentage Change	-0.1%	0.0%	0.4%	0.2%	-0.4%	-0.1%	0.0%
<b>Justification and Explanation for Family Size</b>	<b>Not Applicable</b>						
<p>* "Non-MTW adjustments to the distribution of family sizes" are defined as factors that are outside the control of the PHA. Acceptable "non-MTW adjustments" include, but are not limited to, demographic changes in the community's population. If the PHA includes non-MTW adjustments, HUD expects the explanations of the factors to be thorough and to include information substantiating the numbers used.</p>							
<p>** The numbers in this row will be the same numbers in the chart above listed under the column "Baseline percentages of family sizes to be maintained."</p>							
<p>*** The methodology used to obtain these figures will be the same methodology used to determine the "Occupied number of Public Housing units by family size when PHA entered MTW" and "Utilized number of Section 8 Vouchers by family size when PHA entered MTW" in the table immediately above.</p>							
<p>**** The "Percentages of families served by family size this fiscal year" will reflect adjustments to the mix of families served that are directly due to decisions the PHA has made. HUD expects that in the course of the demonstration, PHAs will make decisions that may alter the number of families served.</p>							

Description of any Issues Related to Leasing of Public Housing, Housing Choice Vouchers or Local, Non-Traditional Units and Solutions at Fiscal Year End	
Housing Program	Description of Leasing Issues and Solutions
Public Housing	<p>Lincoln Housing Authority has 320 public housing units. Fifty units vacated during the year, which reflects normal tenant turnover. The turnover included 5 transfers to other public housing units for a net of 45 households leaving public housing. The turnover included 19 Mahoney Manor units (1 transfer) and 31 scattered-site family units (4 transfers). The Mahoney Manor and the family unit turnover was comparable to prior years.</p> <p>Mahoney Manor is a high-rise building constructed in 1972, and has some market obsolescence associated with its design. In particular, 63 of the 120 apartments are efficiencies. Many prospective tenants consider the efficiency units too small, and would prefer to have separate bedroom and living areas. The solid, reinforced concrete walls make combining units unrealistic. For these reasons re-leasing these apartments will continue to be an occasional challenge, but we are fully leased and maintain a waiting list. We implemented major improvements to the common spaces in the building, including a new first floor community room, new maintenance work space, new expanded parking, and redesigning the office space and front entrance lobby. The current level of funding for the Capital Fund Program does not support such major alterations, and we utilized reserve funds for this purpose utilizing MTW flexibility. As a result the building is much less institutional in appearance and more inviting and residential. It should help attract and keep prospective tenants.</p> <p>The family Public Housing units consist entirely of single-family and duplex, scattered site homes. They are in good condition and blend-in well with the neighborhoods in which they are located. We anticipate that they will continue to be desirable rental units for families. There are occasional difficulties re-leasing some units based on location and applicant preferences, but we have no sustained vacancy issues. The rental market in Lincoln continues to be very tight, contributing to lower turnover of family units.</p>

Housing Choice Vouchers	<p>For CY16 the cumulative MTW voucher utilization rate was 97.6% while HAP expenditures were 102.4% of the budget authority. There are 2,926 authorized MTW vouchers. As of May 2017, LHA still does not know the actual voucher budget authority for CY17 due to several Continuing Budget Resolutions. An unknown budget authority five (5) months into the calendar year makes it impossible to plan for how many households the voucher program can afford to serve. For a second year in a row the Fair Market Rents increased significantly, between 5% - 10%, therefore it was necessary again to increase the Payment Standards to 100% of the new FMR. This program is unable to maintain voucher leasing when the payment standards are lower than 100% of the FMR because the rental market is experiencing low vacancy rates and there is limited affordable housing. LHA used our MTW reserves in order to increase utilization and serve more families than we would have based on calendar year funding. The HCV reserves are rapidly diminishing and threatened to be recaptured by HUD. If the reserves are exhausted or recaptured, LHA will most likely serve fewer families in the upcoming years to maintain a balanced budget. Our voucher leasing success rate and the time it takes to lease a voucher has slowly improved even under this tight rent market which is credited to some of the MTW initiatives. Landlords who typically participate with the voucher program continue to report they have few vacancies and a quick vacancy turnaround time; therefore they continue to be more selective with their tenant screening and selection criteria. Management continues to meet with a Landlord Advisory Committee twice a year to identify ways to recruit new landlords and maintain the ones already participating in the program. Voucher holders continue to find it difficult to secure a rental unit for the same reasons each year; no funds for security deposits, no funds for application fees, poor rental history, poor criminal background and poor credit history. Lincoln Housing Authority manages a homeless deposit assistance program funded by the City of Lincoln through their HOME funds but Security Deposit assistance can only be provided to those homeless families who are case managed. Unfortunately there are no funds for the rest of the voucher holders searching for units to lease. The Authority continues to work in partnership with other human service agencies to promote tenant education through an established curriculum entitled "Nebraska RentWise." See MTW Initiative #7 RentWise Tenant Education.</p>
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VASH Vouchers	<p>LHA's HUD-VASH voucher authorization level remains consistent with a monthly average of 106 VASH vouchers leased. VASH voucher utilization remains solely dependent on the Veterans Affairs (VA) for referrals for increased admissions to the HUD-VASH program. LHA facilitates voucher utilization by scheduling appointments within seven days of the VA's request and making new admissions a priority within our workloads. LHA provides the VA with a projected referral schedule to achieve 100% leasing each month. The dependency on the VA to submit adequate referrals to the VASH program attributes to reaching only a 90.6% leasing rate by the end of FY17, although an 6% improvement from the previous year. We will be converting 25 of the HUD-VASH tenant-based vouchers to project-based vouchers when a 70 unit complex is finished on VA grounds by December 2017 and hopefully it will improve the leasing success for the tenant-based vouchers by the end of FY18. The VA continues to comment on the tight Lincoln rental market and their difficulty in recruiting landlords to accept their participants with their numerous tenant suitability issues. Forty-one new admissions for VASH were completed with 22 ending their participation during CY 17. The average lease-up is also affected by the number of veterans who transfer to new units but are not under lease as of the first of the month; 36 veterans transferred this calendar year.</p>
Mainstream Housing Opportunity Vouchers	<p>Although the CY16 cumulative Mainstream voucher utilization rate was only 87.5%, these vouchers are over leased by two (2) vouchers as of the end of FY17. We recognized the difficulty in leasing the Mainstream vouchers during this tight rental market, so we increased the number of vouchers on the streets which finally resulted in 100% leasing by the beginning of 2017. These vouchers are experiencing similar hardships and issues as the other vouchers. Since Mainstream voucher holders have disabilities, the tenant tends to be more selective regarding unit suitability. This makes it even more difficult for them to find an available unit that meets their needs and allows them to live independently. LHA provides a Family Support Worker who will assist them in searching for a suitable unit.</p>

Number of Households Transitioned To Self-Sufficiency by Fiscal Year End		
Activity Name/#	Number of Households Transitioned *	Agency Definition of Self Sufficiency
Rent Reform #1, #2, #3	301	Households who voluntarily ended participation in rental assistance
HUD FSS Program (not MTW activity)	14	Regular FSS Program & Criteria
Households Duplicated Across Activities/Definitions	3	
<b>ANNUAL TOTAL NUMBER OF HOUSEHOLDS TRANSITIONED TO SELF SUFFICIENCY</b>	<b>312</b>	* The number provided here should match the outcome reported where metric SS #8 is used.

**II.6.Report.Leasing**

**C. MTW Report: Wait List Information**

**Wait List Information at Fiscal Year End**

Housing Program(s) *	Wait List Type **	Number of Households on Wait List	Wait List Open, Partially Open or Closed ***	Was the Wait List Opened During the Fiscal Year
Housing Choice Voucher	Community Wide	4,106	Open	Yes
Public Housing--Family	Community Wide	993	Open	Yes
Public Housing--Mahoney Manor	Site-Based	194	Open	Yes
Mainstream Housing Vouchers	Program Specific	569	Open	Yes
VASH Vouchers	Program Specific	0	Open	Yes
Crossroads House--PBV	Site-Based	39	Open	Yes

More can 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.

**Not applicable**

If Local, Non-Traditional Program, please describe:

**Not Applicable**

If Other Wait List Type, please describe:

**Not Applicable**

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

**No Changes**

### **III. Proposed MTW Activities**

All proposed activities that are granted approval by HUD are reported on in Section IV as Approved Activities.

#### IV. Approved MTW Activities: HUD approval previously granted

##### A: IMPLEMENTED ACTIVITIES

<b>Rent Reform Initiatives</b>		
<b>Number</b>	<b>Description</b>	<b>Statutory Objective</b>
Rent Reform 1	Interim Re-examinations	-Cost Effectiveness -Self-Sufficiency
Rent Reform 2	Minimum Earned Income	-Self-Sufficiency
Rent Reform 3	Rent Calculations	-Cost Effectiveness
Rent Reform 4	Rent Burden (Rent Choice)	-Housing Choice
Rent Reform 5	Average Utility Allowances	-Cost Effectiveness
Rent Reform 6	Biennial Re-Examinations	-Cost Effectiveness
<b>Other Initiatives</b>		
Initiative 1	Income Eligibility	-Cost Effectiveness
Initiative 2	Responsible Portability	-Cost Effectiveness
Initiative 3	Initiative 3 moved to Rent Reform 6 at HUD's request	
Initiative 4	HQS Inspections Waiver	-Cost Effectiveness
Initiative 5	Inspections & Rent Reasonableness Determinations	-Cost Effectiveness
Initiative 6	Project-Based Voucher Units	-Housing Choice -Cost Effectiveness
Initiative 7	RentWise Tenant Education	-Housing Choice -Cost Effectiveness
Initiative 8	Resident Services Program	-Housing Choice
Initiative 9	Landlord Incentive HAP	-Housing Choice

On the following pages, the following abbreviations are used: CE = Cost Effectiveness; HC = Housing Choice; and SS = Self-Sufficiency. In May, 2013, a revised HUD Form 50900 was approved for use by the Office of Management and Budget (OMB). HUD Form 50900 provides details on the required elements of the Annual MTW and Annual MTW Report. The new form requires the use of standard metrics, as applicable, in order to allow HUD to analyze and aggregate data across all PHA's with similar activities. On the following pages, we have identified the standard metric(s) applicable to each initiative.

## **Rent Reform 1**

### **ACTIVITY: INTERIM RE-EXAMINATIONS**

Programs Affected: HCV & PH Programs

Year Identified: April 1, 1999

Effective Date: July 1, 1999

Statutory Objectives: Reduce cost and achieve greater cost effectiveness in federal expenditures  
Give incentives to obtain employment and become economically self-sufficient

#### DESCRIPTION OF ACTIVITY

This initiative reduces the requirement for interim re-examinations:

Income increase: If the family's income increases without a change in family composition, then LHA will wait until the annual re-examination to re-determine any possible rent increase. Families who report zero income will be required to report income changes at their quarterly certification and rents will be changed accordingly.

Income decrease: LHA will not lower rent for payments due to a temporary loss of income of one month (30 days) or less duration. If a family member has reduced or terminated employment income, LHA will make the rent decrease 90 days after the decrease in income occurred or after all verifications are received to re-determine eligibility, whichever is the latest. Families who terminate their employment for good cause will be eligible for an immediate interim review and rent decrease, if applicable. Good cause will include lay-off, reduction-in-force, accident, injury, or illness which precludes work. In consideration of hardship, families will be exempt from this 90 day re-employment period if they meet one of the exemptions for the Minimum Earned Income (MEI) requirement shown later in this plan (Rent Reform #2).

It should be noted that the policy on income increases does not require an MTW waiver. The section on income decreases, specifically the 90 day period for a rent adjustment requires MTW flexibility. This interim policy affects households who have reduced or terminated employment. It delays rent decreases for 90 days after the decrease in income occurred or after all verifications are received to encourage people to find immediate re-employment. HUD regulation at 24 CFR 982.516(b)(2) and (3) states "The PHA must make the interim determination within a reasonable time after the family request. Interim examinations must be conducted in accordance with policies in the PHA administrative plan". However, the Housing Choice Voucher guidebook on page 12-10 defines "reasonable time" as the first day of the month following the date of the

reported change.

We chose to list the above policies together. When LHA initially began the MTW program, the policy on income increases was part of our MTW plan as a way to encourage and reward households for increasing income such as through new employment. As family income increases, the family is not subject to an immediate re-examination of income and assets and the corresponding rent increase. The Quality Housing and Work Responsibility Act (QHWRA) of 1998 incorporated this part of Lincoln Housing Authority's MTW initiative on interim reexaminations.

#### IMPACT AND OUTCOME

LHA proposed and implemented this policy at the onset of its MTW program as an employment incentive to families. As families increased their income, they were not subject to an immediate re-examination of income and assets and the corresponding rent increase. The Quality Housing and Work Responsibility Act (QHWRA) of 1998 adopted this same initiative. Since the policies regarding income increases are not part of our MTW waivers, we are not collecting any data on this part of the activity.

The housing authority has continued to implement the policies on rent reduction due to decreased income. These policies encourage families to retain employment as well as to make it a priority to seek new employment when job losses occur. We believe this initiative has encouraged families to seek new employment without contacting the housing authority for a rent adjustment or to report job losses.

A local benchmark (see Additional Local Metrics below) for this initiative was to achieve 50% of the reported job changes achieving no rent decrease. This would represent an effective policy inasmuch as it will show people retaining their employment or being incentivized to seek new employment because a rent decrease was not forthcoming. We use a point in time system for data collection and our data shows that job changes or job losses for 65% of households and 71% of individual job changes did not result in a rent decrease. We see fewer rent decreases following a job loss or job change because families who become unemployed are encouraged to seek and obtain new employment. Lincoln's very low unemployment rate at 2.6% provides many opportunities for new employment. Our MTW employment requirements are effective in this environment.

Hardship data is also shown in Additional Local Metrics.



**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</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 in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #1 Interim Re-examinations</b>				
<p>This initiative reduces the number of required interim re-examinations for decreases in earned income. The baseline agency cost is calculated from the number of interim re-examinations (see CE #2) that were required for decreases in household income prior to the initiative. Through this initiative, the interim reviews are no longer required</p>				
Unit of Measurement	Baseline (November 2013)	Benchmark	Outcome	Benchmark Achieved
Total cost of Interim re-examinations under this initiative (decrease).	Staff labor = 90 hours (See CE#2) X \$27.14 per hour = <b>\$2,443</b>	\$0	Staff labor = 0 hours (See CE#2) X \$27.14 per hour = \$0	Yes

<b>CE #2 Staff Time Savings</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #1 Interim Re-examinations</b>				
<p>This initiative reduces the number of required interim re-examinations for decreases in earned income. The baseline is a measure of the number of additional interim re-examinations that were performed without this Rent Reform #1 Initiative on Interim Re-examinations. This baseline level was 120 interim re-examinations per year at .75 hours per interim re-examination.</p>				
Unit of Measurement	Baseline (November 2013)	Benchmark	Outcome	Benchmark Achieved
Number of interim re-examinations under this initiative	120 interim re-examinations .75 hours per interim re-examination = <b>90 hours</b>	0 hours	0 additional interim re-examinations @ .75 hours per interim re-examinations = 0 hours	Yes

For the following standard metric, the benchmark was revised in the 2016-2017 MTW Plan to show the anticipated revenue for FY 2017.

<b>CE #5 Increase in Agency Rental Revenue</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars)	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #1 Interim Re-examinations</b>				
This change to the interim re-examination policy was not intended and will not have significant effect on rental revenue. However, we expect total revenue to go up moderately over time due to inflation				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	HCV: \$7,331,316  PH: \$ 997,006  TOTAL REVENUE: \$8,328,322	HCV: \$8,701,100  PH: \$1,276,866  TOTAL REVENUE: \$9,977,966	HCV: \$10,009,433  PH: \$1,400,114  TOTAL REVENUE: \$11,409,547	Yes

<b>SS #1 Increase in Household Income</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average earned income of households affected by this policy in dollars (increase)	Average earned income of households affected by this policy prior to implementation of the activity in (dollars)	Expected averaged earned income of households affected by this policy prior to implementation of the activity (in dollars).	Actual average earned income of households affected by this policy after implementation (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #1 Interim Re-examinations</b>				
The data for this initiative is the average earned income of households that have earned income. Households without earned income are not affected by this policy on interim re-examinations.				
<b>Unit of Measurement</b>	<b>Baseline (April 2014)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average earned income of households with earned income.	PH \$22,643 HCV \$14,127	PH: \$22,000 HCV: \$14,000	PH \$28,483 HCV \$16,917	Yes

### SS #3 Increase in Positive Outcomes in Employment Status

HUD Instructions for this metric are shown in the following three rows.

Report the Baseline, Benchmark and Outcome data for each type of employment status for those head(s) of households affected by the self-sufficiency activity.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Report the following information separately for each category: (1) Employed Full-Time (2) Employed Part-Time (3) Enrolled in an Educational Program (4) Enrolled in a Job Training Program (5) Unemployed (6) Other	Head(s) of household in <<category name>> prior to implementation of the activity (number). This number may be zero.	Expected head(s) of households in <<category name>> after implementation of the activity (number)	Actual head(s) of households in <<category name>>after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
	Percentage of total work-able households in <<category name>>prior to implementation of activity (percent). This number may be zero	Expected percentage of total work-able households in <<category name>>after implementation of the activity (percent).	Actual percentage of total work-able households in <<category name>>after implementation of the activity (percent).	Whether the outcome meets or exceeds the benchmark.

#### Rent Reform #1 Interim Re-examinations

For this metric, we are measuring two of the units from the standard units of measurement. Note that (6) Other is used with two definitions. The first "Other" Category is Work-Able Households employed full or part-time. This is a combination of (1) Employed Full-time and (2) Employed Part-time from the HUD instructions above. This was a necessary modification by LHA. Category (6) Other was also used to specifically show the outcome that this specific initiative has on the households affected by Rent Reform #1.

Unit of Measurement	Baseline April 2010	Benchmark	Outcome	Benchmark Achieved
(3) Number of work-able households enrolled in an Educational Program as measured by reported educational benefit income	PH 29 out of 168 HCV 137 out of 1473  Total 166 out of 1641	166 out of 1641	PH 8 out of 149 HCV 74 out of 1243  Total 82 out of 1392	
(3) Percent of work-able households enrolled in education program as measured by reported educational benefit income	PH 17% HCV 9%  Total 10%	10%	PH 5% HCV 6%  Total 6%	No---the number of households in education decreased, however, the number of employed households increased
(5) Unemployed-Number of Work-Able households	PH 34 out of 168 HCV 601 out of 1473  Total 635 out of 1641	656 out of 1641	PH 7 out of 149 HCV 266 out of 1243  Total 273 out of 1392	
(5) Unemployed—Percent of Work-Able households	PH 20% HCV 41%  Total 39%	40%	PH 5% HCV 21%  Total 20%	Yes
(6) Other: Number of Work-Able Households who are employed full or part-time	PH 134 out of 168 HCV 872 out of 1473  Total 1006 out of 1641	985 out of 1641	PH 142 out of 149 HCV 977 out of 1243  Total 1119 out of 1392	

(6) Other: Percentage of Work-Able Households who are employed full or part-time	PH 80% HCV 59% Total 61%	60%	PH 95% HCV 79% Total 80%	Yes
(6) Other: Number of households who transitioned from one job to another without a rent decrease during a period of unemployment of 90 days or less	0	120	288	Yes
(6) Other: Percentage of households who transitioned from one job to another without a rent decrease during a period of unemployment of 90 days or less	0%	50%	288 / 444 = 64.9%	Yes

<b>SS #4 Households Removed from Temporary Assistance for Needy Families (TANF)</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households receiving TANF assistance (Decrease)	Households receiving TANF prior to implementation of the activity (number)	Expected number of households receiving TANF after implementation of the activity (number).	Actual households receiving TANF after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #1 Interim Re-examinations</b>				
<p>HUD has requested this standard metric to be included with this initiative. This initiative on Interim Reviews has no effect on a family's participation in, use of, or eligibility for Temporary Assistance for Needy Families (TANF). Families will not be removed from or added to TANF as a result of this initiative. LHA gave a voucher admission preference for TANF families through January 31, 2015. New admissions as well as changes in current households receiving TANF will cause the numbers to vary over time but this variance is attributed to factors other than this initiative.</p>				
<b>Unit of Measurement</b>	<b>Baseline (April 2010)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households receiving TANF Assistance (decrease)	PH: 25 HCV: 461 TOTAL = 486	PH: 25 HCV: 460 TOTAL = 485	PH: 16 HCV: 477 TOTAL = 493	No—minimal annual variation

### SS #8 Households Transitioned to Self-Sufficiency

HUD instructions for this metric are shown in the following two rows:

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Number of households transitioned to self-sufficiency (increase). The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Households transitioned to self-sufficiency (<<PHA definition of self-sufficiency>>) prior to implementation of the activity (number). This number may be zero.	Expected households transitioned to self sufficiency (<<PHA definition>>) after implementation of the activity (number).	Actual households transitioned to self sufficiency (<<PHA definition>>) after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark

### Rent Reform #1 Interim Re-examinations

PHA Definition of Self-Sufficiency: For this metric, LHA is defining self-sufficiency as families who voluntarily end participation in the voucher or public housing program.

Unit of Measurement	Baseline (FY 2013)	Benchmark	Outcome	Benchmark Achieved
Number of households transitioned to self-sufficiency	HCV: 320 Households PH: <u>17 Households</u> TOTAL: 337 Households	HCV: 320 Households PH: <u>17 Households</u> TOTAL: 337 Households	HCV: 279 Households PH: <u>22 Households</u> TOTAL: 301 Households	No but some annual variation is expected

### ADDITIONAL LOCAL METRICS

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD's Standard metrics .

The following table shows the number of job losses or job changes during the target month. In 71% of the cases, no decrease in rent was required.

<b>METRIC</b>	<b>BASELINE</b>	<b>BENCHMARK</b>	<b>OUTCOME</b>
Reported job loss or job change with an effective action date in the month of November	Annual and Interim Reviews Effective 11/1/2010	Percentage of the job changes which did not result in a rent decrease	Annual and Interim Reviews Effective 11/1/2016
Total number of job losses or job changes	76		48
Number job losses or job changes requiring a rent decrease	15		14
Number of job losses or job changes which did not result in a rent decrease	61		34
Percent with no rent decrease	80%	50% or more	70.8%

Hardships: Of the 14 who required rent decreases, 5 received an immediate hardship rent reduction for good cause. Nine (9) received a rent reduction after a 90 day delay.

## **Rent Reform 2**

### **ACTIVITY: MINIMUM EARNED INCOME**

Program Affected: HCV & PH Programs

Year Identified: April 1, 1999

Effective Date: July 1, 1999

Statutory Objectives: Give incentives to obtain employment and become economically self-sufficient

#### **DESCRIPTION OF ACTIVITY**

LHA will include a minimum amount of earned income when calculating Annual Income whether or not a family is working. The minimum amount of earned income for families with one eligible adult will be based on 25 hours per week of employment at the federal or state minimum wage, whichever is greater. The minimum amount of earned income for families with two or more eligible adult members will be based on 40 hours per week of employment at minimum wage. LHA will count the higher of the Minimum Earned Income (MEI) or the actual earned income for the household. The minimum earned income will be added to any unearned income the family receives. Eligible adults are persons 18 years of age or older who do not qualify for an exemption from the MEI. All adults in the household must be exempt in order for the household to be exempt from the minimum earned income requirements. LHA has eight categories of exemptions such as illness, elderly or disabled, students, caretakers, and participants in approved self-sufficiency programs. These exemptions serve as the hardship policy for the MEI requirement.

#### **IMPACT AND OUTCOME**

LHA views the Minimum Earned Income (MEI) as one of the flagship initiatives of our MTW program. MEI promotes and encourages employment by implementing a work requirement. The requirement lays out the basic expectation that a work-able adult should work at least 25 hours per week at minimum wage. The beauty of MEI is that it allows the family the flexibility of figuring out how to meet the rent generated by MEI, rather than a strict requirement to work a certain number of hours at a job. In that sense, MEI acts similar to a minimum rent. It is not strictly a minimum rent, because families can have other sources of income besides MEI that are included in the rent calculation with MEI, or can be exempt from MEI. In addition, because the rent calculation is based on an expected level of earned income, each income review with a family involves a conversation about work and the expectation to work. This was a major change in focus from our previous communication with tenants - from just calculating the numbers to discussing work as a basic expectation.

Since implementing the MEI policy in 1999, it has gradually changed due to increases in minimum wage. The original MEI was based on a federal and state minimum wage of \$5.15 per hour. The following chart shows the changes in MEI over time. The federal minimum wage has not changed since 2009. However, due to a state voter initiative, the state minimum wage increased to \$8.00 in 2015 and to \$9.00 in 2016. The MEI will continue to be adjusted in accordance with changes in the federal or state minimum wage.

<b>Effective Date</b>	<b>Minimum Wage</b>	<b>MEI for 1 person</b>	<b>MEI for 2 persons</b>
July 1, 1999 (start of MTW)	\$5.15	\$6,698	\$10,712
July 24, 2007	\$5.85	\$7,605	\$12,168
July 24, 2008	\$6.55	\$8,515	\$13,624
July 24, 2009	\$7.25	\$9,425	\$15,080
January 1, 2015	\$8.00	\$10,400	\$16,640
January 1, 2016	\$9.00	\$11,700	\$18,720

The maximum amount of the MEI for a household is shown above. Actual MEI is reduced by the amount of earned income for the household. Where the chart shows 1 or 2 persons, it is referring to the number of adults who are “eligible to work” or “work-able” meaning they do not have one of the hardship exemptions from MEI. If there is a household with 2 adults but one is exempt, then the column labeled “MEI for 1 person” is used.

Data for the MEI initiative shows that at the end of FY 2016-2017, there were 24 households who had MEI in Public Housing and 329 in the Housing Choice Voucher program. Note, however, that the amount of income added to each of these MEI households may be anywhere from \$1.00 to the maximum \$18,720 for a household with two adults and no exemptions and no earned income. The Total Tenant Payment for a household with two adults at the maximum MEI would be \$421.

MEI is shown to promote and encourage employment through the outcomes for households ending the MEI requirement. Along with employment, we also see education or participation in a self-sufficiency program as positive steps toward future employment. For this fiscal year,



61% of households ended their MEI requirement through employment or participation in education or a self-sufficiency program. This outcome is a good indicator that the MEI requirement encourages people toward employment or toward education and training leading to employment.

Further data on the positive effect of the MEI requirement is the total number of households with wages. The data in the tables for Rent Reform Initiative #1 clearly show a high percentage of households with wages, another indication that our program emphasis on work expectations is successful. Both programs were above benchmark. The unemployment rate in Lincoln has remained low and the overall economy has continued to improve. Our MTW employment requirements are effective in this environment.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>SS #1 Increase in Household Income</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average earned income of households affected by this policy in dollars (increase)	Average earned income of households affected by this policy prior to implementation of the activity in (dollars)	Expected averaged earned income of households affected by this policy prior to implementation of the activity (in dollars).	Actual average earned income of households affected by this policy after implementation (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #2 Minimum Earned Income</b>				
The data for this initiative is the average earned income of households that have earned income.				
<b>Unit of Measurement</b>	<b>Baseline (April 2014)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average earned income of households with earned income	PH : \$22,643 HCV: \$14,127	PH: \$22,000 HCV: \$14,000	PH \$28,483 HCV \$16,917	Yes

### SS #3 Increase in Positive Outcomes in Employment Status

HUD Instructions for this metric are shown in the following three rows.

Report the Baseline, Benchmark and Outcome data for each type of employment status for those head(s) of households affected by the self-sufficiency activity.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Report the following information separately for each category: (1) Employed Full-Time (2) Employed Part-Time (3) Enrolled in an Educational Program (4) Enrolled in a Job Training Program (5) Unemployed (6) Other	Head(s) of household in <<category name>> prior to implementation of the activity (number). This number may be zero.	Expected head(s) of households in <<category name>> after implementation of the activity (number)	Actual head(s) of households in <<category name>>after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
	Percentage of total work-able households in <<category name>>prior to implementation of activity (percent). This number may be zero	Expected percentage of total work-able households in <<category name>>after implementation of the activity (percent).	Actual percentage of total work-able households in <<category name>>after implementation of the activity (percent).	Whether the outcome meets or exceeds the benchmark.

### Rent Reform #2 Minimum Earned Income

For this metric, we are measuring the households who end the Minimum Earned Income (MEI) requirement because of education, job training (self-sufficiency) program, and employment. The denominator for the percentages is the number of households who ended MEI during the year.

We are using the following from the standard units of measurement:

Category 3 Education

Category 4 Job Training

Category 6 Other—Employed at more than Minimum Earned Income

Unit of Measurement	Baseline (1999—Pre-MTW)	Benchmark	Outcome	Benchmark Achieved
(3) Number of MEI Households Enrolled in an Educational Program	0	PH: 1 HCV: 14  TOTAL = 15 out of 500	PH: 0 HCV: 18  Total = 18 out of 275	
(3) Percentage of MEI Households Enrolled in an Educational Program	0%	3%	7%	Yes
(3) Number of MEI Households Enrolled in a Job Training Program	0	PH: 1 HCV: 14  TOTAL = 15 out of 500	PH: 0 HCV: 24  Total = 24 out of 275	
(3) Percentage of MEI Households Enrolled in a Job Training Program	0%	3%	9%	Yes
(6) Other: Number of MEI Households employed at more than Minimum Earned Income	0	PH: 5 HCV: 70  TOTAL = 75 out of 500	PH: 5 HCV: 122  Total = 127 out of 275	
(6) Other: Percentage of MEI Households employed at more than Minimum Earned Income	0%	15%	46%	Yes

<b>SS #4 Households Removed from Temporary Assistance for Needy Families (TANF)</b>				
HUD Instructions for this metric are shown in the following two rows.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households receiving TANF assistance (Decrease)	Households receiving TANF prior to implementation of the activity (number)	Expected number of households receiving TANF after implementation of the activity (number).	Actual households receiving TANF after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #2 Minimum Earned Income</b>				
TANF households are not affected by the Minimum Earned Income (MEI) policy. As a result, the data is zero (0).				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of MEI Households who receive TANF	0	0	0	Yes

<b>SS #5 Households Assisted by Services that Increase Self-Sufficiency</b>				
HUD Instructions for this metric are shown in the following two rows.				
<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 (increase)	Households receiving self-sufficiency services prior to implementation of the activity (number)	Expected number of households receiving self-sufficiency services after implementation of the activity (number).	Actual households receiving self-sufficiency services after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #2 Minimum Earned Income</b>				
Minimum Earned Income (MEI) households, by definition, are households who are work-able and not participating in self-sufficiency activities. If participating in self-sufficiency activities, these households would be exempt from the MEI requirement. Data will continue to be zero (0).				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
MEI Households who receive self-sufficiency services	0 Households	0 Households	0 Households	Yes

<b>SS #6 Reducing per Unit Subsidy Costs for Participating Households</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease)	Average subsidy per household affected by this policy prior to implementation of the activity (in dollars)	Expected average subsidy per household affected by this policy after implementation of the activity (in dollars)	Actual average subsidy per household affected by this policy after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #2 Minimum Earned Income</b>				
The baseline data for this initiative is the average Housing Assistance Payment (HAP) of households subject to the Minimum Earned Income (MEI) policy if the MEI policy were not implemented. The Outcome is the current average HAP of families subject to MEI.				
<b>Unit of Measurement</b>	<b>Baseline (November 2013)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average amount of subsidy per MEI Households	\$533	\$433	\$435	No - HAP costs are lower due to MEI, but are increasing relative to baseline over time due to increasing rental costs. Need to increase benchmark in future years to account for this.

Another measure of HAP savings not dependent on rental costs might be to compare average TTP of MEI households (\$396) compared to the average TTP of the same households if MEI was not included (\$241), a difference of \$155 per household per month.

For the following standard metric, the benchmark was revised in the 2016-2017 MTW Plan to show the anticipated revenue for FY 2017.

<b>SS #7 Increase in Agency Rental Revenue</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
PHA Rental Revenue in dollars (increase)	PHA rental revenue prior to implementation of the activity (in dollars)	Expected PHA rental revenue after implementation of the activity (in dollars)	Actual PHA rental revenue after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #2 Minimum Earned Income</b>				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	HCV: \$7,331,316 PH: \$ 997,006 TOTAL REVENUE: \$8,328,322	HCV: \$8,701,100 PH: \$1,276,866 TOTAL REVENUE: \$9,977,966	HCV: \$10,009,433 PH: \$1,400,114 TOTAL REVENUE: \$11,409,547	Yes

### SS #8 Households Transitioned to Self-Sufficiency

HUD instructions for this metric are shown in the following two rows:

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Number of households transitioned to self-sufficiency (increase). The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Households transitioned to self-sufficiency (<<PHA definition>>) prior to implementation of the activity (number). This number may be zero.	Expected households transitioned to self-sufficiency (<<PHA definition>>) after implementation of the activity (number).	Actual households transitioned to self-sufficiency (<<PHA definition>>) after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark

### Rent Reform #2 Minimum Earned Income

PHA Definition of Self-Sufficiency: For this metric, LHA is defining self-sufficiency as families who voluntarily end participation in the voucher or public housing program.

Unit of Measurement	Baseline (FY 2013)	Benchmark	Outcome	Benchmark Achieved
Number of households transitioned to self-sufficiency	HCV: 320 Households PH: <u>17 Households</u> TOTAL: 337 Households	HCV: 320 Households PH: <u>17 Households</u> TOTAL: 337 Households	HCV: 279 Households PH: <u>22 Households</u> TOTAL: 301 Households	No but some annual variation is expected

#### ADDITIONAL LOCAL METRICS

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD's Standard metrics .

As an additional metric, we looked at MEI households who terminated from either public housing or housing choice voucher programs. Our data below shows that 2-public housing MEI households and -51 Voucher MEI households terminated their assistance during the fiscal year. This was 4.4% of all public housing terminations and 12.6% of all voucher terminations.

MEI households made up 7.6% of public housing households and 11.2% of total voucher households at the end of the fiscal year. This data shows there is not a disproportionate number

of households with MEI who terminate assistance compared to other households who terminate assistance.

<b>METRIC</b>	<b>BASELINE (Revised)*</b>	<b>BENCHMARK</b>	<b>OUTCOME</b>
Comparison of MEI households terminated from public housing and housing choice vouchers in proportion to non-MEI households	April 1, 2010 to March 31, 2011	MEI households will have an equal or lower percentage of terminations relative to the proportion of MEI households to total households	April 1, 2016 to March 31, 2017
Number\Percent of MEI households (year end)	HCV: 466 out of 2,918 16.0% PH: 28 out of 320 8.8%		HCV: 329 out of 2948 11.2% PH: 24 out of 316 7.6%
Number\Percent of MEI households terminating (FY14)	HCV: 90 MEI households out of 500 terminations 18.0% PH: 1 MEI household out of 54 terminations 2%		HCV: 51 MEI households out of 405 terminations 12.6% PH: 2 MEI households out of 45 terminations 4.4%
MEI households terminate at a lower rate than their overall percentage of public housing units or vouchers	HCV: 18.0% PH: 2%	HCV: Less than 11% PH: Less than 8%	HCV: 12.6 % PH: 4.4 %

For MEI households who terminated their public housing lease or ended voucher participation, the following table shows the reasons for termination during the period of April 1, 2016 to March 31, 2017. There were only 3 MEI households who were evicted for non-payment of rent out of 405 (HCV) households who terminated during the year. This equals less than 1% of all terminations. In Public Housing, 0 MEI households out of 45 total terminations (0%) were for

non-payment of rent.

METRIC	REVISED* BASELINE  HCV	REVISED* BASELINE  PH	OUTCOME  HCV	OUTCOME  PH
Public Housing and Housing Choice Vouchers:  Number of terminated MEI households and Reason for Termination	April 1, 2010  to  March 31, 2011  Revised Baseline*		April 1, 2016  to  March 31, 2017	
Criminal Activity	4	0	0	0
Deceased	0	0	0	0
Drug Activity	5	0	1	0
Vacate Owing	0	0	0	0
Fraud	5	0	1	0
Owner HQS Defect	0	0	0	0
Tenant HQS Defect	1	0	0	0
Other Program Violation	12	0	7	1
Moved out of town	1	0	0	0
Portable Absorbed by HA	1	0	0	0
Moved in with Relative/Friend	0	0	0	0
No Reply to Annual Re-exam	4	0	6	0

No longer Requires Assistance	15	0	15	0
Reason Unknown	0	1	0	1
Moved to Nursing Home	0	0	0	0
Vacate without Notice	21	0	10	0
Transfer to Other LHA Unit	0	0	0	0
Buying a House	2	0	1	0
Eviction—Non Payment of Rent	14	0	3	0
Eviction—Other Lease Violation	0	0	2	0
Voucher Expired	5	0	5	0
Moved to Other Assisted Housing	0	0	0	0
<b>TOTAL MEI TERMINATIONS</b>	<b>HCV: 90</b>	<b>PH: 1</b>	<b>HCV:51</b>	<b>PH: 2</b>
<b>TOTAL TERMINATIONS</b>	<b>HCV: 500</b>	<b>PH: 54</b>	<b>HCV: 405</b>	<b>PH: 45</b>

\*Note: In the report for 2010-2011, we noted improved data collection which showed a higher number of MEI terminations. After further consideration, we determined the data for 2010-2011 was more appropriate to use as the baseline level for comparison in future years.



## Rent Reform 3

### ACTIVITY: RENT CALCULATIONS

Effective Date for A - D: April 1, 2008 (new admissions and transfers)  
July 1, 2008 (annual reexaminations)

Year Identified for E: April 1, 1999

Effective Date for E: July 1, 1999

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

A. Total Tenant Payment: Total Tenant Payment (TTP) is determined on 27% of gross income with no allowable deductions.

B. Minimum Rent: All subsidized households are responsible to pay the owner a minimum of \$25.00 for tenant rent. The higher of the TTP minus the utility allowance or \$25.00 is used to determine the tenant rent to the owner. This requirement is waived if the head of household is disabled and has a current Social Security application pending.

C. Calculation of Asset Income: For households with total assets for which the face value is equal to or greater than \$5,000, asset income will be based on a 2% rate multiplied by the face value. Verification requirements are modified to allow as first level of acceptable verification the household provided documents such as quarterly or end of year statements.

For assets under \$5,000 in face value, first acceptable verification level is self-certification of face value and income. The income will be excluded if total assets are under \$5,000.

Special Needs Trusts are an excluded asset. In 2016, the Nebraska legislature passed the Achieving a Better Life Experience (ABLE) law which authorized ENABLE accounts to allow children and adults with qualifying disabilities in Nebraska to save money without jeopardizing their eligibility for government benefits. In our 2017-2018 Plan, we exclude these types of accounts as an asset as we do the special needs trusts.

Rental properties are considered personal assets and held as investments rather than business assets. Under MTW policy, asset income from rental properties held by applicants/tenants will

be calculated using either 1) the actual annual generated income from the asset, or 2) the imputed asset income by using the face value of the property multiplied by 2%, whichever is greater.

D. Verifications: LHA will utilize Enterprise Income Verification (EIV) as the first level of acceptable verification. In lieu of third party verifications, tenant provided documents would be second level of acceptable verifications for the following situations:

Earned Income: three months pay statements (pay stubs)

Social Security Income: the last Social Security Statement issued to the household by the Social Security Administration.

E: Other: LHA will not implement regulatory provisions related to Earned Income Disregard, public housing flat rents, imputed welfare income, and student earned income exclusions for adults 22 and older. Also, LHA will not implement regulatory provisions to include Special Needs Trusts as an asset or income even if the Special Needs Trust is making regular payments on the behalf of the beneficiary.

For the FSS program, escrow will be calculated using 90% of gross income as the current adjusted income

In implementing the above, a hardship policy was created for tenants who were adversely affected. Details for the hardship policies are found in the Admissions and Continued Occupancy Plan and Section 8 Administrative Plan found in Tab 1 and Tab 2 of the MTW Plan.

The hardship policy applies to existing tenants or voucher participants as of specified implementation dates. At the next annual re-certification on or after the implementation date, if it is determined that calculating TTP based on 27% of monthly gross income with no deductions will increase the tenants TTP by more than \$25, then LHA will limit the increase by utilizing the Hardship TTP.

To calculate the Hardship TTP, LHA calculates the Monthly Adjusted Income using the household's current Annual Income minus the amount of pre-existing deductions that were utilized at the last re-examination prior to the implementation date. The Hardship TTP is calculated based on 30% of this Monthly Adjusted Income, plus an additional \$25 for each successive annual re-examination. If a tenant qualifies for the initial Hardship TTP, then LHA will calculate successive Hardship TTPs by adding an additional \$25 at each annual re-examination until the Hardship TTP equals or exceeds the TTP calculated based on 27% of monthly gross income. Each year a tenant must self-certify that the previous deductions are reasonably the same or have increased. If the amount of deductions have decreased for a tenant (for example a family no longer pays day care), then a tenant will no longer qualify for the Hardship TTP. In no case shall the Hardship TTP be less than \$50 or the Tenant Rent be less

than the \$25 minimum rent.

#### IMPACT AND OUTCOME

These revised methods of calculating housing assistance for households are much simpler and less prone to errors. Tenants, participants, landlords, and advocates have appreciated the greater simplicity and ease of understanding compared to traditional methods for calculating housing assistance. Our data shows staff continue to save a significant amount of processing time and improved rent calculation accuracy because of these initiatives. Our data collection process compares processing time for MTW participants versus non-MTW participants. The results of this initiative indicate approximately 34% administrative time savings per new move-in and 24% administrative time savings per annual re-examination compared to non-MTW administrative time. The savings in administrative time over the years has allowed us to add more vouchers (Mainstream, VASH, and Tenant Protection Vouchers), do more auditing without adding staff, and conduct more effective client interviews while still saving time compared to non-MTW client interviews. We modified the Housing Specialist job expectations by increasing the expected time for an eligibility interview from 20-30 minutes to 45-60 minutes. This extra time allows the Housing Specialist to gather more accurate information and reduce fraud through effective interviewing. Even with this increased interview time, we are still saving significant time over baselines.

#### **Improved Program Accuracy**

In January 2004 at a Public Housing Rental Integrity Summit, asset values and asset income verifications were reported to be problem areas in rent calculations as identified by HUD's Office of Policy Development and Research (PD &R). In the past, our non-MTW Section 8 New Construction program received notice of "finding" on an asset income calculation error after an audit was conducted by a third party Contract Administrator. Lincoln Housing Authority spent a significant amount of staff time attempting to resolve the difference in asset income as perceived by the auditor and LHA. The auditor required LHA to burden the tenant with obtaining six months of bank statements. The end result of resolving the discrepancy was a significant amount of administrative time used and the tenant was stressed and inconvenienced over an asset discrepancy that had absolutely no impact on the final tenant rent calculation.

Based on this fiscal year's internal audits, our *simplified* MTW asset verification and calculation policy continues to demonstrate a high degree of accuracy. It is also a significant factor in our administrative time savings reported elsewhere in this report.

Several of the HUD standard metrics are included at HUD request but there is no direct relationship between these metrics and the initiatives. Any changes are most likely related to other factors. Further impact is illustrated and discussed under Additional Local Metrics.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				
These costs are based on the time savings in CE#2 (below) times average staff cost per hour of \$27.14.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2010)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total time for New Admissions	Total time: 3,858.2 hours	Time to complete the task: 3,301 hours	Total time: 2,162 hours	Yes
Total time for Annual Re-examinations	Total time: 4,126.2 hours	Time to complete the task: 3,087 hours	Total time: 3,086 hours	Yes
Total time for New Admissions and Annual Re-examinations	Total Time: 7,984.4 hours	Total time: 6,388 hours	Total Time: 5,248 hours	Yes
Total Costs for New Admissions and Annual Re-examinations	Total time @ \$27.14 per hour = \$216,697	Total time @ \$27.14 per hour = \$173,370	Total time @ \$27.14 per hour = \$142,431	Yes

<b>CE #2 Staff Time Savings</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				
This data reflects the time for completion of new admissions and annual re-examinations.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2013)</b>	<b>Benchmark 20% time Savings</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Time to complete New Admissions	382 minutes per new admission 606 new admissions  Total time: 231,492 minutes or 3,858.2 hours	Total time to complete the task: 3,087 hours	248 minutes per new admission 473 new voucher admissions 50 new admissions for PH 523 total admissions Total time: 129,704 minutes or 2,162 hours	Yes
Time to complete Annual Re-examinations	117 minutes per re-exam 2,116 re-exams per year  Total time: 247,572 minutes or 4,126.2 hours	Total time to complete the task: 3,301 hours	95 minutes per re-exam (PH)192 + (HCV)1757 1,949=re-exams per year  Total time; 185,155 minutes or 3,086 hours	Yes
Total time to complete New Admissions and Annual Re-examinations	Total time to complete task: 7,984.4 hours	Total time to complete task: 6,388 hours	Total time to complete task: 5,248 hours	Yes

<b>CE #3 Decrease in Error Rate of Task Execution</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average error rate in completing a task as a percentage (decrease)	Average error rate of task prior to implementation of the activity (percentage)	Expected average error rate of task after implementation of the activity (percentage)	Actual average error rate of task after implementation of the activity (percentage).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				
<b>For this metric, we are measuring the error rate on assets and deductions. Baseline is from FY 2010 non-MTW file audits.</b>				
<b>Unit of Measurement</b>	<b>Baseline (FY 2010)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average Error Rate for Assets and Deductions	10.7%	3.0% or less	0.4%	Yes—for comparison, the asset and deduction error rate for non- MTW for FY 2017 was 12.5%

<b>SS #1 Increase in Household Income</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average earned income of households affected by this policy in dollars (increase)	Average earned income of households affected by this policy prior to implementation of the activity in (dollars)	Expected averaged earned income of households affected by this policy prior to implementation of the activity (in dollars).	Actual average earned income of households affected by this policy after implementation (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				
The data for this initiative is the average earned income of households with earned income.				
<b>Unit of Measurement</b>	<b>Baseline (April 2014)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
	PH \$22,643 HCV \$14,127	\$22,000 \$14,000	PH \$28,483 HCV \$16,917	Yes

<b>SS #3 Increase in Positive Outcomes in Employment Status</b>				
<b>HUD Instructions for this metric are shown in the following three rows.</b>				
<b>Report the Baseline, Benchmark and Outcome data for each type of employment status for those head(s) of households affected by the self-sufficiency activity.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Report the following information separately for each category: (1) Employed Full-Time (2) Employed Part-Time (3) Enrolled in an Educational Program (4) Enrolled in a Job Training Program (5) Unemployed (6) Other	Head(s) of household in <<category name>> prior to implementation of the activity (number). This number may be zero.	Expected head(s) of households in <<category name>> after implementation of the activity (number)	Actual head(s) of households in <<category name>>after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
	Percentage of total work-able households in <<category name>>prior to implementation of activity (percent). This number may be zero	Expected percentage of total work-able households in <<category name>>after implementation of the activity (percent).	Actual percentage of total work-able households in <<category name>>after implementation of the activity (percent).	Whether the outcome meets or exceeds the benchmark.
<b>Rent Reform #3 Rent Calculations</b>				
For this metric, we are measuring two of the units from the standard units of measurement. Note that (6) Other is used with two definitions. The first "Other" Category is Work-Able Households employed full or part-time. This is a combination of (1) Employed Full-time and (2) Employed Part-time from the HUD instructions above. This was a necessary modification by LHA. Category (6) Other was also used to specifically show the outcome that this specific initiative has on the households affected by Rent Reform #1.				
<b>Unit of Measurement</b>	<b>Baseline April 2010</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
(3) Number of work-able households enrolled in an Educational Program as measured by reported educational benefit income	PH 29 out of 168 HCV 137 out of 1473  Total 166 out of 1641	166 out of 1641	PH 8 out of 149 HCV 74 out of 1243  Total 82 out of 1392	

(3) Percent of work-able households enrolled in education program as measured by reported educational benefit income	PH 17% HCV 9%  Total 10%	10%	PH 5% HCV 6%  Total 6%	No---the number of households in education decreased, however, the number of employed households increased
(5) Unemployed-Number of Work-Able households	PH 34 out of 168 HCV 601 out of 1473  Total 635 out of 1641	656 out of 1641	PH 7 out of 149 HCV 266 out of 1243  Total 273 out of 1392	
(5) Unemployed—Percent of Work-Able households	PH 20% HCV 41%  Total 39%	40%	PH 5% HCV 21%  Total 20%	Yes
(6) Other: Number of Work-Able Households who are employed full or part-time	PH 134 out of 168 HCV 872 out of 1473  Total 1006 out of 1641	985 out of 1641	PH 142 out of 149 HCV 977 out of 1243  Total 1119 out of 1392	
(6) Other: Percentage of Work-Able Households who are employed full or part-time	PH 80% HCV 59%  Total 61%	60%	PH 95% HCV 79%  Total 80%	Yes

<b>SS #4 Households Removed from Temporary Assistance for Needy Families (TANF)</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households receiving TANF assistance (Decrease)	Households receiving TANF prior to implementation of the activity (number)	Expected number of households receiving TANF after implementation of the activity (number).	Actual households receiving TANF after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				
HUD has requested this standard metric to be included with this initiative. This initiative has no effect on a family's participation in, use of, or eligibility for Temporary Assistance for Needy Families (TANF). Families will not be removed from or added to TANF as a result of this initiative. LHA gave a voucher admission preference for TANF families through January 31, 2015. New admissions as well as changes in current households receiving TANF will cause the numbers to vary over time but this variance is attributed to factors other than this initiative.				
<b>Unit of Measurement</b>	<b>Baseline (April 2010)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households receiving TANF Assistance (decrease)	PH: 25 HCV: 461  TOTAL = 486	PH: 25 HCV: 460  TOTAL = 485	PH: 16 HCV: 477  TOTAL = 493	No---minimal annual variation

<b>SS #5 Households Assisted by Services that Increase Self-Sufficiency</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</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 (increase)	Households receiving self-sufficiency services prior to implementation of the activity (number)	Expected number of households receiving self-sufficiency services after implementation of the activity (number).	Actual households receiving self-sufficiency services after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
Rent Reform #3 Rent Calculations				
For this measurement, we are counting the number of households participating in the Family Self-Sufficiency Program. This initiative was not designed to affect the number of households who receive self-sufficiency services.				
Unit of Measurement	Baseline (FY 2008)	Benchmark	Outcome	Benchmark Achieved
Households who receive self-sufficiency services through the FSS program	120	120	123	Yes

SS #6 Reducing per Unit Subsidy Costs for Participating Households				
HUD Instructions for this metric are shown in the following two rows.				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Average amount of Section 8 and/or 9 subsidy per household affected by this policy in dollars (decrease)	Average subsidy per household affected by this policy prior to implementation of the activity (in dollars)	Expected average subsidy per household affected by this policy after implementation of the activity (in dollars)	Actual average subsidy per household affected by this policy after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
Rent Reform #3 Rent Calculations				
This policy was designed to be revenue neutral.				
Unit of Measurement	Baseline (November 2013)	Benchmark	Outcome (CY)	Benchmark Achieved
Average amount of Section 8 subsidy per household affected by this policy	\$341	\$354	\$ 374	No--Payment Standards were increased in 2016 and again in 2017 due to tight rental market.  Benchmark has been adjusted for 2017-18 Plan

For the following standard metric, the benchmark was revised in the 2016-2017 MTW Plan to show the anticipated revenue for FY 2017.



<b>SS #7 Increase in Agency Rental Revenue</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
PHA Rental Revenue in dollars (increase)	PHA rental revenue prior to implementation of the activity (in dollars)	Expected PHA rental revenue after implementation of the activity (in dollars)	Actual PHA rental revenue after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				
This policy was designed to be revenue neutral and will not have significant effect on rental revenue---expect total revenue to go up moderately over time due to inflation.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	HCV: \$7,331,316  PH: \$ 997,006  TOTAL REVENUE: \$8,328,322	HCV: \$8,701,100  PH: \$1,276,866  TOTAL REVENUE: \$9,977,966	HCV: \$10,009,433  PH: \$1,400,114  TOTAL REVENUE: \$11,409,547	Yes

<b>SS #8 Households Transitioned to Self-Sufficiency</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households transitioned to self-sufficiency (increase). The PHA may create one or more definitions for "self-sufficiency" to use for this metric. Each time the PHA uses this metric, the "Outcome" number should also be provided in Section (II) Operating Information in the space provided.	Households transitioned to self-sufficiency (<<PHA definition of self-sufficiency>>) prior to implementation of the activity (number). This number may be zero.	Expected households transitioned to self sufficiency (<<PHA definition>>) after implementation of the activity (number).	Actual households transitioned to self sufficiency (<<PHA definition>>) after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				
PHA Definition of Self-Sufficiency: For this metric, LHA is defining self-sufficiency as families who voluntarily end participation in the voucher or public housing program.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2013)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households transitioned to self-sufficiency	HCV: 320 Households  PH: <u>17 Households</u>  TOTAL: 337 Households	HCV: 320 Households  PH: <u>17 Households</u>  TOTAL: 337 Households	HCV: 279 Households  PH <u>22 Households</u>  TOTAL: 301 Households	No—Some annual variation is expected

**ADDITIONAL LOCAL METRICS**

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD’s Standard metrics .

**A. Total Tenant Payment at @ 27%**

This initiative provides a much simpler method of calculating housing assistance for households served by LHA. The result is a savings in staff time, reduced calculation errors, and a rent calculation system that is easier for tenants to understand. The decision to use 27% of gross income for the TTP was based on our goal to continue to serve the same number of households. The minimum rent (\$25.00) is intended to create a minimum level of tenant financial responsibility and obligation to the landlord.

Savings in staff time is measured primarily through comparison of a control group (regular HUD rent calculations) and an MTW group. The control group is made up of tenants in two Section 8 New Construction Projects (Burke Plaza and New 32) and one special voucher program (Mainstream vouchers). VASH had been a control group and has now been included in most MTW initiatives. The control groups are compared to a random sample of MTW participants in public housing and housing choice voucher programs. Staff time is tracked by the number of direct and indirect contacts and the amount of time for each contact. Direct contact involves a face to face client contact; indirect is client specific activities outside of face to face contact.

**Annual Re-Examinations and New Admissions**

The tables below show the aggregate results of tracking administrative time for new admissions and annual re-examinations. The table compares administrative time in MTW and non-MTW programs. Over the years, there continues to be administrative time savings from this initiative.

New Admissions	MTW	Non-MTW
Average time for Activity:	248 Minutes	375 Minutes
	Time Saved: 34.4%	
Annual Reviews	MTW	Non-MTW

Average time for Activity:	96 Minutes	126 Minutes
	Time Saved: 23.8%	

There are a number of other variables that impact the time savings results. For example, we found that variation in experience and skill levels of staff had a significant impact on time savings. Drilling down further in our data, we isolated the data for individual staff persons who had both MTW and non-MTW caseloads. By comparing MTW and non-MTW work of an individual staff person, we were able to achieve a more accurate measurement of the impact. When analyzing data in this way, we could see significant time savings in program administration for the Public Housing and Housing Choice Voucher programs using our MTW rent structure. The following table illustrates this analysis for housing specialists who had both MTW and non-MTW caseloads.

METRIC	BASELINE	BENCHMARK	OUTCOME
Comparison of MTW and Non-MTW Administrative Time	April 1, 2009 to March 31, 2010 Average Minutes for Activity and Percent of Time Saved under MTW	Average Percent of Administrative Time Saved under MTW	April 1, 2016 to March 31, 2017 Average Minutes for Activity and Percent of Time Saved under MTW
<b><u>Staff #1 (Mel)</u></b> <b><u>New Admissions–Elderly</u></b> MTW: Public Housing Non-MTW: Section 8 New Construction	MTW 330 Non MTW 449  Time Saved under MTW: 26.5%	20%	MTW: 332 NonMTW: 555  Time Saved Under MTW: 40.2%

<p><b><u>Staff #2 (Sharon)</u></b></p> <p><b><u>New Admissions–Family</u></b></p> <p>MTW: Public Housing</p> <p>Non-MTW: Section 8 New Construction</p>	<p>MTW 214</p> <p>Non MTW 322</p> <p>Time Saved under MTW: 33.5%</p>	<p>20%</p>	<p>MTW: 227</p> <p>NonMTW: 308</p> <p>Time Saved Under MTW 26.2%</p>
<p><b><u>Staff #3 (Judy)</u></b></p> <p><b><u>Annual Reexams</u></b></p> <p>MTW: Housing Choice Vouchers</p> <p>Non-MTW: Mainstream Vouchers</p>	<p>MTW 79</p> <p>Non MTW 100</p> <p>Time Saved under MTW: 21.0%</p>	<p>20%</p>	<p>MTW: 96</p> <p>NonMTW: 135</p> <p>Time Saved under MTW: 28.8%</p>
<p><b><u>Staff #3 (Judy)</u></b></p> <p><b><u>New Admissions</u></b></p> <p>MTW: Housing Choice Vouchers</p> <p>Non-MTW: Mainstream Vouchers</p>	<p><u>Baseline 2011-2012</u></p> <p>MTW 161</p> <p>NonMTW 217</p> <p>Time Saved under MTW: 25.8%</p>	<p>20%</p>	<p>MTW: 283*</p> <p>NonMTW 239</p> <p>Time Saved under MTW: -18.4%%</p> <p>*only 2 MTW New Admissions</p>
<p><b><u>Staff #5 (Katie)</u></b></p> <p><b><u>Annual Reexams</u></b></p> <p>MTW: Housing Choice Voucher</p> <p>Non-MTW: Burke Plaza, Section 8 New Construction</p>	<p>Baseline 2015-2016</p> <p>MTW 56</p> <p>NonMTW 138</p> <p>Time Saved under MTW: 59.4%</p>	<p>20%</p>	<p>MTW: 79</p> <p>NonMTW: 125</p> <p>Time Saved under MTW: 36.8%</p>

<b><u>Staff #5 (Ronda)</u></b>  <b><u>Annual Reexams</u></b>  MTW: Housing Choice Voucher  Non-MTW: Burke Plaza, Section 8 New Construction	Baseline	20%	MTW: 102
	MTW NonMTW		NonMTW: 149
	Time Saved under MTWL:		Time Saved under MTW: 31.5%

<b><u>Staff #6 (Randi)</u></b>  <b><u>New Admissions</u></b>  MTW: Public Housing  Non-MTW: Section 8 New Construction	Baseline 2011-2012	20%	
	MTW 221 NonMTW 457		MTW: 234 NonMTW: 312
	Time Saved under MTW: 51.6%		Time Saved under MTW: 25.0%

### **Hardship Households**

In implementing the rent calculation based on 27% of gross income, the housing authority implemented a hardship provision which stated that a household's maximum increase in total tenant payment would not exceed \$25.00 per annual reexamination as a result of this policy. However, rent increases due to increased income do apply. Following is the number of households for whom this hardship provision applied.

Project	4-2009	3-2010	3-2011	3-2012	3-2013	3-2014	3-2015	3-2016	3-2017
Public Housing	70	41	20	14	3	1	0	0	0
Housing Choice Voucher	162	88	32	19	8	6	4	4	3

A minimal number of households were adversely impacted from the MTW rent policy changes that eliminated program deductions and implemented a lower standard percentage on gross income to determine the TTP. The data collected above indicates that the number of households under the hardship provision for the policy has steadily declined and only a handful of

households remain under the hardship policy. The hardship provision was set to expire in 2014 but after reviewing the remaining hardship cases, we decided to continue the hardship policy without expiration.

In addition to monitoring the number of households utilizing the hardship policy provision, we monitored the number of households who were under this provision that ended program participation. There were no public housing tenants or voucher participants under the hardship provision who were terminated for non-payment of rent.

**B. Minimum Rent**

The impact of the \$25.00 minimum rent is determined from data in our housing software. Data showing households with a \$25.00 rent are the households affected by this requirement.

Households Responsible for \$25 Minimum Rent	Number of households 3/31/2011	Number of households 3/31/2012	Number of households 3/31/2013	Number of households 3/31/2014	Number of households 3/31/2015	Number of households 3/31/2016	Number of households 3/31/2017
Public Housing	11	15	9	10	6	6	2
Housing Choice Voucher	237	175	187	113	137	117	106
Combined	248	190	196	123	143	123	108

For hardship purposes, households in which the head is disabled and has a current Social Security application pending are excluded from the requirement. Following is the data to show the number of households excluded from this requirement and whose rent was less than the \$25.00 minimum rent.

Households Excluded from \$25 Minimum Rent	Number of households 3/31/2011	Number of households 3/31/2012	Number of households 3/31/2013	Number of households 3/31/14	Number of households 3/31/15	Number of households 3/31/16	Number of households 3/31/17
Public Housing	0	1	0	0	0	0	0
Housing Choice Voucher	21	41	64	46	55	47	59
Combined	21	42	64	46	55	47	59

LHA monitored the impact of the \$25.00 minimum rent by looking at the reasons participants ended their participation in the Housing Choice Voucher program or moved out of a Public Housing unit. Data shows the minimum rent of \$25.00 does not create an undue hardship inasmuch as there were one HCV and zero PH rent-related evictions out of 108 households with minimum \$25 rent. Households with minimum rent are evicted less frequently for non-payment of rent compared to all other households.

METRIC	BASELINE	BENCHMARK	OUTCOME
Households Terminated due to non-payment of rent	April 1, 2009 to March 31, 2010  Number of Households	Termination Rate for non-payment of rent will be same or less for Minimum rent households compared to Other MTW households	April 1, 2016 to March 31, 2017  Number of Households
Minimum Rent Households terminated due to non-payment of rent	HCV: 0  PH: 0		HCV: 1  PH: 0

Total Number of Households terminated due to non-payment of rent	HCV: 21  PH: 1		HCV: 18  PH: 2
Termination Rate for Non Payment of Rent:  MTW households at \$25 Minimum Rent compared with All Other MTW households	<p><b><u>HCV:</u></b></p> <p><u>Minimum Rent households:</u></p> <p>0 out of 467 terminations = 0%</p> <p><u>Other MTW households</u></p> <p>21 out of 467 terminations = 4.5%</p> <p><b><u>Public Housing:</u></b></p> <p><u>Min Rent households:</u></p> <p>0 out of 62 terminations = 0%</p> <p><u>Other MTW households</u></p> <p>1 Out of 62 terminations = 1.6%</p>	Rate less than or equal to Other MTW	<p><b><u>HCV:</u></b></p> <p><u>Minimum Rent households:</u></p> <p>1 out of terminations 405 less than 1 %</p> <p><u>Other MTW households</u></p> <p>18 out of 405 terminations = 4.4%</p> <p><b><u>Public Housing:</u></b></p> <p><u>Min Rent households:</u></p> <p>0 out of 45 terminations = 0%</p> <p><u>Other MTW households</u></p> <p>2 out of 45 terminations = 4.4 %</p>

**C. Calculation of Asset Income**

Part C of this activity is concerned with calculation of asset income. Our data is based on a snapshot taken at the end of the fiscal year.



<b>MTW Households with Zero Assets declared</b>		
	<b>Households</b>	<b>Units/Vouchers</b>
Public Housing	9	2.9%
Housing Choice Voucher	205	7.2%

<b>MTW Households with Assets between \$1 and \$4,999:</b>		
Public Housing	251	79.7%
Housing Choice Voucher	2534	89.1%
<b>MTW Households with Assets equal to or above \$5,000:</b>		
Public Housing	55	17.4%
Housing Choice Voucher	106	3.7%

**E. Other**

**Student Income for dependents 22 years of age or older**

For Part E of this activity, we collected data on the number of students age 22 and older whose income under the non-MTW policy would have been excluded from the rent calculation. The following table shows the number of students age 22 and older whose income was counted.

<b>Number of dependent full-time students age 22 and older whose Income was included</b>	<b>Number of households with dependents who are age 22 or older and full-time students</b>
4 - Public Housing	5 - Public Housing
10 - Housing Choice Voucher	17 - Housing Choice Voucher

\$51,306	Public Housing total earned income counted
\$121,952	Housing Choice Voucher total earned income counted
\$173,258	Total Earned Income used in rent calculations for PH and HCV

This activity was chosen because of a public perception that earned income of all dependent adults should be used to offset housing subsidy costs. This MTW activity continues to have an insignificant impact on rent subsidy since a total of only 14 dependent, full-time students, age 22 or older are participating in the MTW Public Housing or the Housing Choice Voucher program with earned income. The total earned income used in rent calculations for these households was \$173,258. However, this MTW activity and data collection helps improve the public perception on providing housing subsidy to households with adult dependent students.

## Rent Reform 4

### ACTIVITY: RENT CHOICE

Program Affected: HCV Program  
Year Identified: November, 2007  
Effective Date: February 1, 2008  
Statutory Objective: Increase housing choice for low income families

#### DESCRIPTION OF ACTIVITY

The maximum initial rent for a family shall not exceed 50% of their monthly adjusted income at the time of approving tenancy and executing a HAP contract.

#### IMPACT AND OUTCOME

This initiative was revised in 2008 from LHA's original MTW plan in which we did not have any cap on the amount of tenant payment for rent and utilities. LHA's original plan was strongly endorsed by residents during our original MTW planning process. Over the years, we collected experience and anecdotal information through which we determined that a number of households were overextending themselves on housing costs to the point of being unable to pay rent and thereby losing their housing. This initiative, revised in 2008, put a cap on the initial tenant rent portion at no more than 50% of monthly income. Utility costs are not included in the 50%. The regular voucher program limits the tenant rent plus utilities to no more than 40% of adjusted income.

The table below shows number of households at new admission or transfer whose initial tenant rent portion is greater than 40% of their monthly adjusted income and, at the same time, their maximum initial tenant rent portion is less than 50% of monthly income.

2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
144	166	183	244	107	499	232	115

The revised policy establishing a cap on tenant rent being no more than 50% of the tenant's monthly income eased our concerns about program participant leasing unaffordable housing. The revised policy simply sets an absolute threshold while providing greater flexibility and housing choices to participants than the regular program rules. The decreased number of rent-

choice moves using this flexibility in the past year is a function of a tighter rental market, decreased new admissions and transfers, and increased program payment standards.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>HC #5 Increase in Resident Mobility</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (number). This number may be zero.	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Actual households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #4 Rent Burden (Rent Choice)</b>				
For this initiative, data shows the number of households who moved to a better unit or neighborhood while using the flexibility of this initiative.				
<b>Unit of Measurement</b>	<b>Baseline (1999 Pre-MTW)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households able to move to a better unit/or neighborhood	0	150	115	No-Increased Payment Standards reduced the number of new admissions and transfers over the payment standard.

**ADDITIONAL LOCAL METRICS**

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD’s Standard metrics .

During the 2010 -2011 reporting period, LHA began collecting data on the census tracts for MTW voucher families who were new admissions or transfers and who chose to incur rent burdens that exceed 40% of their adjusted income. Because we put the “choice” back into the housing choice voucher program, we refer to these households as “MTW Rent Choice” families for the sake of simplicity. We collected this information to determine if these families are choosing to expand their housing opportunities when incurring the higher rent burdens. We compared this data to new admissions and transfers of non-MTW vouchers (Mainstream), who were unable to exceed the rent burden limits of the regular voucher program.

METRIC	BASELINE	BENCHMARK	OUTCOME
	April 1, 2010 to March 31, 2011	Distribution of MTW Rent Choice ( over 40%) Households among census tracts compared to Non-MTW	April 1, 2016 to March 31, 2017
Total Number of census tracts MTW Rent Choice (over 40%) households reside in compared to Non-MTW households	MTW- 36  Non-MTW- 8	MTW is greater than Non-MTW	MTW- 37  Non-MTW- 6

METRIC	BASELINE	BENCHMARK	OUTCOME
	April 1, 2010 to March 31, 2011	MTW Rent Choice ( over 40%) households residing in census tracts with a minority population of 25% or greater compared to Non-MTW households	April 1, 2016 to March 31, 2017
Percentage of MTW Rent Choice (over 40%) households residing in census tract with a minority population of 25% or greater compared to non-MTW households	MTW: 21.7%  Non-MTW: 60%	MTW percentage is less than Non-MTW percentage	MTW: 56.5 %  Non-MTW: 83.3 %

METRIC	BASELINE	BENCHMARK	OUTCOME
	April 1, 2010 to March 31, 2011	MTW Rent Choice (over 40%) Households residing in low or moderate income census tracts* compared to Non-MTW households	April 1, 2016 to March 31, 2017
Percentage of MTW Rent Choice (over 40%) households residing in low or moderate income census tracts* compared to non-MTW households	MTW: 46.4% 77 households  Non-MTW: 80% 16 households	MTW percentage is less than Non-MTW percentage	MTW: 56.5 % 65 households  Non-MTW: 100 % 6 households

\*Census tracts where the median family income of the census tract is less than 80% of the area median family income.

The data clearly shows that our MTW Rent Choice rule allows families greater housing choices relative to the standard voucher program rules. The MTW Rent Choice families were much more likely to be dispersed in a wide range of census tracks than non-MTW families (37 to 6), and were less likely to choose housing in areas of minority or lower income concentrations. Five (5) of the 37 census tracts are designated by the Census as “upper” income, thirteen (13) are “middle” income and twelve (12) are “moderate” income.

Again this year, the data showed that the MTW policy allowed families access to certain Low Income Housing Tax Credit (LIHTC) properties. Several census tracts stand out as having higher percentages of MTW Rent Choice families relocating to LIHTC properties in comparison to non-MTW families relocating there. In fact 40% of the MTW Rent Choice families moved into 8 census tracts, each of which we recognize as having a large LIHTC property. These LIHTC properties, although designed for low-income persons, have rent structures that exceed the Fair Market Rents and Payment Standards for the voucher program. It is clear that, by allowing families to choose a greater share of the rent burden, the MTW Rent Choice rule is important to making these properties available to more voucher families than would otherwise be possible. It is also clear that a critical variable for HCV families to move into “opportunity

areas” is the availability of LIHTC properties in those areas.

This MTW initiative offers participating households more housing options within the city of Lincoln, Nebraska compared with non-MTW vouchers. Households are able to make a choice of housing in accordance with their individual financial circumstances. Voucher participants have a choice to exceed the federal rent burden limit of 40% of their adjusted income. The initiative does not impose a hardship but allows households to make a choice.

## Rent Reform 5

### ACTIVITY: AVERAGE UTILITY ALLOWANCES

Program Affected: HCV Program

Year Identified: April 1, 1999

Effective Date: July 1, 1999

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

LHA uses one standard utility allowance per bedroom size and will not issue utility reimbursement checks or payments. The utility allowances are calculated annually using the current average utility cost per number of bedrooms per unit.

Following is the chart representing target rents and utility allowances effective December 11, 2015 when Fair Market Rents were increased effective 12/11/2015. Effective January 15, 2016, payment standards increased for new HAP contracts established through new admissions and transfers. For voucher participants currently under contract at that time, the payment standards are being increased at the next annual re-examination on April 1, 2016 or later. The following chart shows the new Fair Market Rents, payment standards and target rents:

Bedroom Size	Fair Market Rent	Payment Standard	Payment Standard as a Percent of FMR	Target Rent	Utility Allowance
SRO	<b>\$353</b>	\$353	100%	\$318	\$35
0	<b>\$470</b>	\$470	100%	\$424	\$46
1	<b>\$569</b>	\$569	100%	\$500	\$69
2	<b>\$772</b>	\$772	100%	\$654	\$108
3	<b>\$1,073</b>	\$1,073	100%	\$935	\$138
4	<b>\$1,285</b>	\$1,285	100%	\$1,102	\$183



5	<b>\$1,477</b>	\$1,477	100%	\$1,262	\$215
6	<b>\$1,671</b>	\$1,671	100%	\$1,429	\$242
Lot Rent	<b>\$305</b>	\$305	100%		

The following chart shows the new Fair Market Rents, payment standards and target rents effective February 1, 2017 for new admissions and transfers and effective April 1, 2017 for annual re-examinations:

<b>Bedroom Size</b>	<b>Fair Market Rent</b>	<b>Payment Standard</b>	<b>Payment Standard as a Percent of FMR</b>	<b>Target Rent</b>	<b>Utility Allowance</b>
SRO	<b>\$391</b>	\$391	100%	\$353	\$38
0	<b>\$521</b>	\$521	100%	\$470	\$51
1	<b>\$606</b>	\$606	100%	\$535	\$71
2	<b>\$801</b>	\$801	100%	\$691	\$110
3	<b>\$1,141</b>	\$1,141	100%	\$1,003	\$138
4	<b>\$1,377</b>	\$1,377	100%	\$1,194	\$183
5	<b>\$1,584</b>	\$1,584	100%	\$1,369	\$215
6	<b>\$1,791</b>	\$1,791	100%	\$1,549	\$242
Lot Rent	<b>\$321</b>	\$321	100%		

Note that late in the year, a hardship for the Moving to Work Utility Allowance was created for Enhanced Voucher households. Their existing utility allowance was “grand-fathered” as of March 1, 2017 for Enhanced Voucher households leasing in place.

Tenant Protection Vouchers (TPVs) are meant to ensure there is no displacement of low-income residents as a result of various actions resulting in a loss of HUD subsidy assistance that is attached to a specific unit. HUD identifies and allocates Tenant Protection Vouchers as the special circumstances arise.

Enhanced Vouchers (EVs) are a form of TPV that, in certain circumstances, allows the gross rent to exceed the local voucher payment standard to allow existing families to remain in their units

even if the owner increases the rents. Enhanced vouchers are generally issued to provide continued assistance for a family at the termination of project-based rental assistance program. If the family stays in the same project, the voucher payment standard covers the full market rent. Enhanced vouchers have several special requirements, but in all other respects are subject to rules of the tenant-based voucher program. Some of the differences include a special statutory minimum rent requirement and a special payment standard, applicable to a family receiving enhanced voucher assistance who elects to stay in the same unit. If the family moves, all normal voucher rules apply.

#### IMPACT AND OUTCOME

This activity has made the voucher program much easier to understand for landlords, tenants, human service agency workers, and the general public. No specific measures were designed to measure that aspect of the activity although anecdotal data over the years has proven this to be true. Human service workers whose clients have vouchers have commented that the MTW voucher program is much easier to understand versus the non-MTW voucher programs. This is one of the reasons the VA agreed to convert VASH to MTW rules. In the past, LHA hosted workshops for community human service workers. The 3 ½ hour workshops provided detailed information on the LHA programs and how tenant payments were determined. The more simplified approach to utilities was overwhelmingly supported by human service workers who attended the workshops and who provide advocacy and service coordination for their clients receiving housing assistance. LHA has continued to do outreach to individual human service agencies and has conducted numerous programs to educate human services staff about LHA's programs.

The concept of the Target Rent is fundamental to the success of our voucher program. Tenants know to search for units at or below the Target Rent amount. They know that if they go above the Target Rent they will pay the difference in rent without additional subsidy. It is simple to understand and very customer friendly. It also provides an incentive for the tenant to seek energy efficient units or units with utilities paid by landlords. It provides an easy benchmark for tenants, human service workers and landlords to judge if a unit will be affordable for a voucher tenant.

In the traditional HUD program, as implemented by LHA using VASH (until 10-2011) and Mainstream Vouchers, a tenant does not know exactly what rent amount they might pay, if a unit is above or below the payment standard, or if a unit will be over the 40% rent burden rule until they turn in a Request for Tenancy Approval form to LHA. They are asked to search for a unit with a complicated utility worksheet, and, for most clients, an incomplete understanding of how all the calculations fit together. It is frustrating for the tenants, human service workers, and landlords.

This activity has significantly reduced utility allowance errors each month. National statistics in

the past have shown utility allowance errors to be in the top 5 of RIM errors. Data for this year shows zero errors in MTW out of over 458 audits.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #5 Average Utility Allowances</b>				
This metric is the savings from not issuing utility reimbursement checks and staff time savings during client interviews and calculations. Note that in our plan we had planned to revise the benchmark to \$29.22 per hour. Once into the plan year, we determined that it is better to maintain the hourly rate of \$27.14.				
<b>Unit of Measurement</b>	<b>Baseline (FY 1999)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task.	\$54,246 Cost of Utility Reimbursements  303.17 hours @ \$27.14 per hour = \$8,228  TOTAL COST = \$62,474	\$0 Cost of Utility Reimbursements  78.12 hours @ \$27.14 per hour = \$2,120  TOTAL COST = \$2,120	\$0 Cost of Utility Reimbursements  68.7 hours @ \$27.14 per hour = \$1,865  TOTAL COST = \$1,865	Yes
<b>CE #2 Staff Time Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #5 Average Utility Allowances</b>				
This metric is the amount of time to explain and calculate standard utility allowances (baseline) and then compared to a benchmark using standard utility allowances which are much easier for staff to explain and calculate and for tenants to understand.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2013)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>

Total time to complete utility allowances in staff hours	HCV 558 new admissions @15 minutes explanation of utility allowance to new tenants and 4 minutes calculation = 10,602 minutes  HCV 1,897 annual reviews @4 minutes calculation of utility allowances = 7,588 minutes  Total minutes = 18,190 Total hours = 303.17	HCV 558 new admissions @ 4 minutes explanation of utility allowances to new tenants and 1 minute calculation = 2,790 minutes  HCV 1,897 annual reviews @ 1 minute calculation = 1,897 minutes  Total minutes = 4,687 Total hours = 78.12	HCV - 473 new admissions @ 4 minutes explanation of utility allowances to new tenants and 1 minute calculation of utility allowance = 2,365 minutes  HCV - 1,757 annual reviews @ 1 minute calculation = 1,757 minutes  Total minutes = 4,122 Total hours = 68.7	Yes
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<b>CE #3 Decrease in Error Rate of Task Execution</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average error rate in completing a task as a percentage (decrease)	Average error rate of task prior to implementation of the activity (percentage)	Expected average error rate of task after implementation of the activity (percentage)	Actual average error rate of task after implementation of the activity (percentage).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #5 Average Utility Allowances</b>				
Error rates are determined from random file audits.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2010)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average error rate in completing a task as a percentage (decrease)	15%	3% or less	Less than 1 %	Yes

For the following standard metric, the benchmark was revised in the 2016-2017 MTW Plan to show the anticipated revenue for FY 2017.

<b>CE #5 Increase in Agency Rental Revenue</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars)	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #5 Average Utility Allowances</b>				

This change to the interim re-examination policy was not intended and will not have significant effect on rental revenue. However, we expect total revenue to go up moderately over time due to inflation

Unit of Measurement	Baseline (FY 2008)	Benchmark	Outcome	Benchmark Achieved
Rental revenue in dollars	HCV: \$7,331,316  PH: \$ 997,006  TOTAL REVENUE: \$8,328,322	HCV: \$8,701,100  PH: \$1,276,866  TOTAL REVENUE: \$9,977,966	HCV: \$10,009,433  PH: \$1,400,114  TOTAL REVENUE: \$11,409,547	Yes

#### ADDITIONAL LOCAL METRICS

For this activity, no additional local metrics are provided.

## **Rent Reform 6**

### **ACTIVITY: BIENNIAL RE-EXAMINATIONS**

Programs Affected: HCV and PH

Year Identified: November, 2008

Effective Date:

Public Housing:

Effective March 15, 2009 for new move-ins

Effective July 1, 2009 for current tenants

Housing Choice Voucher

Effective April 1, 2009 for new admissions

Effective July 1, 2009 for some current program participants (see transition plan )

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

LHA will conduct a reexamination of an elderly or disabled household at least every two years. An elderly or disabled household is any family where the head, spouse, co-head or sole member is at least 62 years of age or a person with a disability.

All households will continue to have interim reexaminations according to administrative policy.

All other household compositions will continue with an annual reexamination.

#### IMPACT AND OUTCOME

Tenants and voucher participants affected by this policy appreciate the reduced burden associated with the review process. In addition, they could have increased income between biennial reexaminations without a corresponding increase in their rent payment. Households continue to be eligible for rent decreases by means of interim reexaminations if they experience decreased income.

The data in our local metrics shows that we have reduced by approximately half the number of elderly and disabled reviews conducted per year. The average number of reviews in the combined programs is 730 reviews per year compared to the baseline number of 1,349 reviews representing 619 fewer reviews.

This time savings allowed us to reduce staff by one housing specialist and replace that person

with an auditor in the second year of the initiative. It should also be noted that the MTW data collection requires a significant amount extra work time, somewhat reducing the benefit of the time savings. We were also able to serve more families by administering additional specialized voucher programs such as Mainstream vouchers, Enhanced vouchers and Veterans Affairs Supportive Housing vouchers without additional staff. The time savings has allowed us to serve more families by facilitating and offering our applicants, in addition to our program participants, a 12 hour tenant educational series called Nebraska RentWise. The time savings has also allowed our staff more quality interviewing time with our participants.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #3 Biennial Re-examinations</b>				
<b>Unit of Measurement</b>	<b>Baseline (8-1-07 to 7-31-08)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost to complete re-examinations for Elderly or Disabled Households (decrease)	PH: 191.6 hours (see CE #2) @ \$27.14 per hour = \$5,200  HCV: 1,785.6 hours (see CE #2) @ \$27.14 per hour = \$48,461  TOTAL = \$53,661	PH = 115 hours @ \$27.14 per hour = \$3,121  HCV = 1,072 hours @ \$27.14 per hour = \$29,094  TOTAL = \$32,215	PH: 88.7 hours (see CE #2) @ \$27.14 per hour = \$ 2,407  HCV: = 1,082.8 hours (see CE #2) @ \$27.14 per hour = \$29,387  TOTAL = \$ 31,794	Yes

<b>CE #2 Staff Time Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #3 Biennial Re-examinations</b>				
<b>Unit of Measurement</b>	<b>Baseline (8-1-07 to 7-31-08)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total time to complete re-examinations for Elderly or Disabled Households	PH: 121 Re-examinations for Elderly or Disabled Households @ 1.583 Hours per Re-Exam = 191.6 hours  HCV: 1,128 Re-examinations for Elderly or Disabled Households @ 1.583 = 1,785.6 hours  TOTAL = 1,977.2 hours	PH = 115 hours  HCV = 1,072 hours  TOTAL = 1,187 hours	PH: 56 Re-examinations for Elderly or Disabled Households @ 1.583 Hours per Re-Exam = 88.7 hours  HCV: 684 Re-examinations for Elderly or Disabled Households @ 1.583 = 1,082.8 hours  TOTAL = 1,171.5 hours	Yes

For the following standard metric, the benchmark was revised in the 2016-2017 MTW Plan to show the anticipated revenue for FY 2017.

<b>CE #5 Increase in Agency Rental Revenue</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars)	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #3 Biennial Re-examinations</b>				
This change to the interim re-examination policy was not intended and will not have significant effect on rental revenue. However, we expect total revenue to go up moderately over time due to inflation				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	HCV: \$7,331,316  PH: \$ 997,006  TOTAL REVENUE: \$8,328,322	HCV: \$8,801,100  PH: \$1,276,866  TOTAL REVENUE: \$9,977,966	HCV: \$10,009,433  PH: \$1,400,114  TOTAL REVENUE: \$11,409,547	Yes



## ADDITIONAL LOCAL METRICS

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD's Standard metrics

Baseline data in the table below came from the PIC system. The benchmark for annual reexaminations was based on a 50% reduction from the baseline for elderly and disabled households.

### Public Housing

For any elderly or disabled family whose annual re-examinations were scheduled to be conducted from July 1, 2009 to June 1, 2010, LHA delayed the annual re-examination to the following year and will conduct it every two years thereafter. Interim re-examinations continue to be done in accordance with policy, and elderly and disabled families are not exempt from reporting changes in household composition or other changes.

For any elderly or disabled tenants who were new move-ins on March 15, 2009 or after, LHA now schedules the next re-examination on the first of the same month two years after the move-in month.

### Housing Choice Voucher

Beginning April 1, 2009, LHA is conducting re-examinations every two years for elderly and disabled households.

For households issued vouchers prior to April 1, 2009, LHA established a transition policy for biennial re-examinations. This transition policy was effective for current elderly or disabled households with annual re-examinations effective July 1, 2009 to June 1, 2010. In order to manage workloads during the transition to a biennial schedule, LHA randomly assigned households to one of two groups based on the last digit of the head's social security number. During implementation, group one had their next reexamination in one year and group two in two years and continuing every two years thereafter for both groups. Any elderly or disabled households designated as "hardship" households under the 27% MTW policy were immediately placed in group two. This biennial initiative further reduced the impact of the 27% MTW policy and created an additional benefit for the hardship group.

In the following table, Baseline data was taken from PIC system whereas subsequent data was taken from housing software reports. Baseline data is, in fact, under-reported because PIC data showed only the last action in PIC.

METRIC	BASELINE*	BENCHMARK		OUTCOME		OUTCOME	
Annual Re-Examinations in a 12 month period	August 1, 2007 to July 31, 2008	50% reduction for elderly and disabled households		April 1, 2015 to March 31, 2016		April 1, 2016 to March 31, 2017	
		Number of Reviews & Percent of Baseline		Number of Reviews & Percent of Baseline		Number of Reviews & Percent of Baseline	
<b>Public Housing</b>							
Elderly Households	61	31	50%	41	67.2%	36	59%
Disabled Households	60	30	50%	22	37%	20	33%
<b>TOTAL</b>	121	61	50.4%	63	52%	56	46%
		<b>Average over 2 years:</b>				<b>(63 + 56) / 2 = 59.5 reviews 49.2%</b>	
<b>Housing Choice Voucher</b>							
Elderly Households	360	180	50%	154	42.8%	217	60%
Disabled Households	768	384	50%	503	65.5%	467	61%
<b>TOTAL</b>	1,228	564	45.9%	657	53.5 %	684	55.7%
		<b>Average over 2 years:</b>				<b>(657 + 684) / 2 = 670.5 Reviews 54.6%</b>	

## Other Initiatives 1

### ACTIVITY: INCOME ELIGIBILITY

Programs Affected: HCV & PH Programs  
Year Identified: April 1, 1999  
Effective Date: July 1, 1999  
Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

All applicants for HUD subsidized units must provide adequate evidence that the household's anticipated annual income for the ensuing twelve month period does not exceed the following income limits based on area median income adjusted for family size:

Public Housing:	80% of median income
Housing Choice Voucher:	50% of median income.

Income targeting will not be used.

#### IMPACT AND OUTCOME

Lincoln Housing Authority is using its MTW authority to waive income targeting standards. Rather than use national income targeting standards, LHA has designed its preference system to fit local needs and local program goals. The preferences LHA selected in public housing, i.e. working preference, tend to pull average income for new admissions to a higher level than might otherwise occur. Elderly and disabled households also qualify for a "working" preference which can mitigate that affect. On the other hand, the preferences used in the housing choice voucher program tend to bring the overall average income for new admissions to a lower level.

LHA does not measure income targeting on an on-going basis, nor do we alter the order of the waiting list to meet income targeting goals. We did review the admissions for the fiscal year for this report. In FY 2016-2017, both the voucher and public housing programs met the federal income targeting standards. In the Public Housing and Voucher Programs, 97.1% of new admissions were very low income or extremely low income.

It is reasonable to expect that the voucher program will continue to meet federal targeting standards, given the nature of the preference system. The Public Housing program is smaller and could be prone to yearly changes in income levels due to small variations in the number of

vacancies in elderly units vs. family units or the number of disabled families vs. working families.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #1 Income Eligibility</b>				
Baseline agency cost is calculated from the baseline hours in CE#2 Staff Time Savings multiplied by \$27.14 per hour.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	55 hours @ \$27.14 \$1,493	\$0	\$0	Yes, no time spent on income targeting

<b>CE #2 Staff Time Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #1 Income Eligibility</b>				
Time savings is determined from the extra amount of time to follow income targeting rules when offering a unit.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2014)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total time to complete the task--unit offers for public housing, extra time spent when utilizing income targeting requirements	.82 hours times 67 public housing move-ins.  55 hours	0 hours	0 hours	Yes, no time spent on income targeting.

## ADDITIONAL LOCAL METRICS

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD's Standard metrics .

<b>Other Initiatives #1 Income Eligibility</b>				
This metric shows the percentage of households at 3 income levels at the time of admission. A benchmark is established only for extremely low income households.				
Unit of Measurement	Baseline (FY 2014)	Benchmark	Outcome (FY 2017)	Benchmark Achieved
Public Housing Income levels at time of admission				
Extremely Low Income	46.27%	40%	49.09%	Yes
Very Low Income	40.30%		32.73%	
Low Income	13.43%		18.18%	
Housing Choice Voucher Income levels at time of admission (excludes VASH participants)				
Extremely Low Income	86.9%	75%	79.66%	Yes
Very Low Income	13%		20.34%	
Low Income	0%		0%	

## **Initiative 2**

### **ACTIVITY: RESPONSIBLE PORTABILITY**

Program Affected: HCV Program  
Year Identified: April 1, 1999  
Effective Date: July 1, 1999  
Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### **DESCRIPTION OF ACTIVITY**

Voucher participants will be allowed to port out upon request only as a reasonable accommodation for employment, education, safety or medical/disability need.

#### **IMPACT AND OUTCOME**

The purpose of responsible portability in our MTW program is to reduce costs and prevent families from porting out with their voucher because of our MTW policies. It was anticipated that some families would choose to port out just to avoid the work requirements and other expectations of the MTW program. Portability was allowed for specific reasons as listed above.

Our policy represents a highly successful implementation of a responsible policy that could be adapted on nationwide basis. Portability represents a difficult and time consuming administrative issue in the voucher program across the country. Allowing HA's to adopt policies that limit ports to verifiable, good cause reasons would improve efficiency in voucher program administration nationwide.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #2 Responsible Portability</b>				
For this metric, we compare the average HAP cost for a port voucher with a local voucher. To determine the baseline, we used a national averaged number of ports to estimate the number of ports we would potentially have if we did not have responsible portability. 11% is the national portability rate and 3% is the national portability billed rate.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome ( time tracking and as reported in VMS)</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars	1.422 hours (from CE#2) @ \$27.14= \$38,593 2,916 authorized vouchers at 3% billed portability rate = 88 average per month billed port vouchers at \$901.40 per voucher for 12 months = \$951,878  TOTAL = \$990,471	186 hours @ \$27.14 = \$5,048  10 billed port vouchers at \$916.00 per voucher for 12 months = \$109,920  TOTAL = \$114,968	261 hours @ \$27.14 = \$7,084  10 average per month billed port vouchers at \$1,005 per voucher per month for 12 months = \$ 120,060  TOTAL = \$127,144	No because HAP costs increased more than anticipated

<b>CE #2 Staff Time Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #2 Responsible Portability</b>				
We conducted a study of the time for administering individual ports multiplied by the estimated number of potential ports if we did not have responsible portability. The PIC Mobility and Portability Report (7/31/13) shows 11% portability in the United States.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Time to complete the task in hours	1,422 hours based on 11% portability rate or 321 per year at 4.43 hours per voucher	186 hours based on 42 ports per year at 4.43 hours per voucher	261 hours for 59 port-outs in FY17 at 4.43 hours per voucher	No because we had more port-outs than anticipated

In FY 2014, we did a time study on the amount of administrative time it takes per portable voucher and found the amount of time at 4.43 hours per voucher.

For the following standard metric, the benchmark was revised in the 2016-2017 MTW Plan to show the anticipated revenue for FY 2017

<b>CE #5 Increase in Agency Rental Revenue</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars)	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #2 Responsible Portability</b>				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental HCV revenue in dollars—PH Revenue is Not Applicable to this initiative	TOTAL HCV REVENUE: \$7,331,316	TOTAL HCV REVENUE: \$8,701,100	HCV: \$10,009,433 PH: \$1,400,114  TOTAL REVENUE: \$11,409,547	Yes



## ADDITIONAL LOCAL METRICS

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD's Standard metrics.

Our data below shows the number of formal requests to port out and the number approved. Families are given information about our responsible portability policy, and it is recognized that once people are aware of the policy, fewer formal requests are made.

<b>Other Initiatives #2 Responsible Portability</b>				
The total number of requests will not always match the total number of completed port-outs in a given year. We don't count the port-out until the family is housed in a new community.				
Unit of Measurement	Baseline (FY 2008)	Benchmark	Outcome	Benchmark Achieved
Percentage of Requests Approved to Port with Voucher---Medical or Disability Requests	9 Approved out of 9 Requests 100%	100%	21 Approved out of 28 Requests 75%	No- 7 unable to provide verification of medical need
Percentage of Requests Approved to Port with Voucher---Safety Requests	5 Approved out of 5 Requests 100%	100%	6 Approved out of 6 Requests 100%	Yes
Percentage of Requests Approved to Port with Voucher---Education Requests	1 Approved out of 1 Requests 100%	100%	0 Approved out of 0 Requests 100%	Yes
Percentage of Requests Approved to Port with Voucher---Employment Requests	5 Approved out of 5 Requests 100%	100%	32 Approved out of 32 Requests 100 %	Yes
Percentage of Requests Approved to Port with Voucher---Other Requests	0 Approved out of 3 Requests 0%	0%	0 Approved out of 0 Requests 0%	Yes

## **Initiative 4**

### **ACTIVITY: HQS INSPECTIONS WAIVER**

Program Affected: HCV Program

Year Identified: November, 2008

Effective Date: April 1, 2009

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

To encourage participating landlords and tenants to maintain their units in compliance with Housing Quality Standards (HQS), the required annual inspection will be waived for one year if the annual inspection meets 100% HQS upon first inspection at initial or annual inspection. All units will be inspected at least every other year. This initiative will also allow inspections to coincide with the next annual reexamination date rather than HUD's interpretation that inspections be conducted within 365 days of the previous inspection. HUD's interpretation resulted with a schedule of re-inspections every 10 months to ensure compliance with the interpretation of "every 365 days." Special inspections will continue to occur as determined by LHA.

HUD's Request for Tenancy Approval (RFTA) form was modified to satisfactorily implement this inspection incentive initiative. LHA developed a local form, the Request for Inspections and Unit Information form, which is used in lieu of HUD's RFTA form HUD 52517 to make it easier for tenants and landlords to understand and to reflect a city ordinance change that required all landlords to provide all trash services. This local form was created with our Landlord Advisory Committee. The local form can be found in Appendix C .

#### IMPACT AND OUTCOME

This initiative is ongoing since April 1, 2009. Tracking the next inspection date and data collection on skipped inspections are both very time consuming. LHA is monitoring the impact of this policy through a variety of measurements such as; 1) number of annual voucher program inspections completed, 2) the percentage of annual HQS inspections passing at the first inspection and 3) the number of complaint inspections. Our biggest challenge is to ensure the proper implementation and monitoring of this policy. The reports and data-gathering are cumbersome and time consuming. It is complicated to create a monthly annual inspection schedule because inspections that pass first time must be identified by the inspection date and last passed inspection date then associated with annual eligibility review dates to determine the correct units to inspect. If the policy was to complete biennial inspections for "all" units regardless of the results of the inspection, it would be much simpler to implement and audit.

However, to retain the quality of the units, we believe it is necessary to retain an annual inspection cycle for some properties.

The inspection waiver policy no longer needs a Moving to Work waiver as the HCV voucher program rules have changed in a final rule published on March 8, 2016 in the Federal Register number 5743-F-03. However the use of the modified Request for Tenancy Approval form and the ability to coincide annual inspections with recertification dates does require a waiver.

The inspection waiver policy continues to have positive impact on the voucher program by providing administrative cost savings to LHA, and improving our community’s housing stock. This inspection policy allowed LHA to reduce the number of annual inspections performed by 43%. LHA used this time savings to increase the average time spent on performing an annual inspection by 33%. The increased inspection time allowed inspectors an opportunity to properly educate both the tenant and landlord on maintaining quality units, and allowed for more thorough HQS inspections to be performed. With this initiative, we were able to increase the average annual inspection time from 15 minutes to 20 minutes per unit. Part of the increased time was to implement HUD Notice 2010-10, which required our inspector’s to test electrical outlets for “proper operating condition.” The time savings also allowed our inspectors additional time to assist other local affordable housing projects with unit inspections.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #4 HQS Inspections Waiver</b>				
Agency cost is based on the number of inspection hours at a staff cost per hour of \$28.88.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2010)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task	3,042 hours @ \$28.88 per hour = \$87,853	2,000 hours @ \$28.88 per hour = \$57,760	1,698 hours @ \$28.88 per hour = \$49,038	Yes

## CE #2 Staff Time Savings

**HUD instructions for this metric are shown in the following two rows:**

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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
Other Initiatives #4 HQS Inspections Waiver				
Unit of Measurement	Baseline (FY 2010)	Benchmark	Outcome	Benchmark Achieved
Total time to complete inspections	3,042 annual inspections @ 1 hour per inspection  3,042 hours	2,000 annual inspections @ 1 hour per inspection  2,000 hours	1,698 annual inspections @ 1 hour per inspection  1,698 hours	Yes

### ADDITIONAL LOCAL METRICS

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD's Standard metrics.

### Other Initiatives #4 HQS Inspections Waiver

For this initiative, we projected a 25% reduction in total inspections from baseline. This initiative has an incentive in the form of a waiver for the next annual inspection if the tenant has remained the same and the unit had 100% HQS compliance for the annual or initial "pick up" inspection. If at any time the unit requires a special inspection, the inspection incentive is revoked and the unit must have an annual inspection completed by the tenant's next annual re-examination date.

Unit of Measurement	Baseline (FY 2010)	Benchmark	Outcome	Benchmark Achieved
Number of		25% reduction from Baseline		
-Annual Inspections	3,042	2,000	1,698	Yes
-Initial Inspections	825	1,200	1,168	
-Special Inspections	44	44	30	
TOTAL INSPECTIONS (decrease)	3,911	3,244 (667 decrease)	2,896 (1,015 decrease from baseline)	
Number of units that passed on first inspection	2,034	1,687	1,534	Yes
Percentage of units that passed on first inspection	52%	52%	53%	Yes

Previously, we anticipated special inspections would go up significantly as we thought we would have more tenant complaints about the landlord not fixing defects. The result was the opposite;

special inspections decreased from baseline by 31.8% in FY17.

The pass rate was 52% for FY2010 when units were annually inspected in comparison to 53% pass rate for FY2017 when a combination of units were inspected annually and biennially. In addition we gathered data on the pass/fail rate for biennial unit inspections. The chart below indicates that skipping annual inspections does not have a significant impact on the quality of the unit or increase the failure rate at first inspection. Indeed, the results showed that the units inspected biennially continue to be in good condition while the units inspected annually are much more likely to fail initial inspection. This system has proven to be an objective and reasonable way to target problem properties.

**Inspection results comparing biennial inspections to annual inspections**

	April 2016 - March 2017 Percent inspections passing at First Inspection	Number of annual/biennial inspections during fiscal year	Number of inspections that passed first time
Biennial (skipped) Inspections	59%	629	372
Annual Inspections (not previously skipped)	41.8%	1,698	709

## **Initiative 5**

### **ACTIVITY: INSPECTIONS & RENT REASONABLENESS**

Program Affected: HCV Program

Year Identified: November, 2010

Effective Date: April 1, 2011

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### **DESCRIPTION OF ACTIVITY**

LHA will perform all Inspections and Rent Reasonableness determinations on all tenant and project-based voucher units regardless of ownership of property management status including those that are owned or managed by LHA.

#### **IMPACT AND OUTCOME**

LHA performs inspections and rent reasonableness determinations on the property owned or managed by LHA. This initiative has eliminated the administrative work and cost of acquiring and maintaining a contract to perform inspections and rent reasonableness determinations. Cutting out the middle man, the contractor; improves administrative efficiencies, eliminates confusion for the voucher participant, and improves the response time for performing inspections. LHA properties are generally in better condition than the average rental units participating in the voucher program. Our most recent report showed 76.9% of LHA properties passed at first inspection compared to 53% for all voucher properties. For 2016-2017, cost savings by not hiring an outside contractor was estimated at \$5,632.

LHA has always inspected LHA-owned or managed properties under Public Housing, Tax Credit and Section 8 New Construction programs. The inspection audits including REAC inspections resulted in high scores and no significant findings

We did not expect any adverse impacts by implementing this activity. LHA maintains an internal check and balance system to ensure the quality and safety within their managed or owned property. This check and balance has been created through a segregation of duties. LHA has established seven departments and managers for each department. Specifically the Tenant-Based Department is responsible for the voucher program compliance while the Project-Based Department is responsible for maintaining and leasing LHA units. The segregation of duties allows the Tenant-Based department the ability to enforce HQS and rent reasonableness policies at the same level and effectiveness as working with a private landlord.

Eliminating the requirement to contract for these services also eliminated the administrative time in creating, advertising and monitoring outside contractors. In the past, LHA had been unable to

find any expert in the community to perform these services or to perform them in a timely manner.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #5 Inspections and Rent Reasonableness</b>				
Baseline cost is the contract cost calculated as a product of the number of inspections on LHA-owned or managed properties at \$50 per inspection. LHA’s cost to do the same inspections is based on 1 hour per inspection @28.88 per hour.				
<b>Unit of Measurement</b>	<b>Baseline (10-1-09 to 9-30-10)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task	256 inspections at \$50 per inspection  \$12,800	256 inspections @1 hour @ \$28.88 per hour  \$7,393	312 inspections @1 hour @ \$28.88 per hour  \$9,011	No because there were more vouchers in LHA units

<b>CE #2 Staff Time Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #5 Inspections and Rent Reasonableness</b>				
This metric is the number of staff hours to complete the inspections of LHA-owned or managed properties. The baseline shows 0 staff hours when inspections are done by contract inspectors on a fee basis per inspection. The benchmark is based on 256 inspections at 1 hour per inspection.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total staff hours to complete the task.	0 staff hours for inspections with contract inspectors----fee per inspection	256 inspections @ 1 hour per inspection = 256 hours	312 inspections @ 1 hour per inspection = 312 hours	No because there were more vouchers in LHA units

<b>CE #3 Decrease in Error Rate of Task Execution</b>				
HUD instructions for this metric are shown in the following two rows:				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average error rate in completing a task as a percentage (decrease)	Average error rate of task prior to implementation of the activity (percentage)	Expected average error rate of task after implementation of the activity (percentage)	Actual average error rate of task after implementation of the activity (percentage).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #5 Inspections and Rent Reasonableness</b>				
Error rates for inspections are neither tracked nor applicable so there is no baseline or benchmark data. This outcome measure will be reported as 0%. The metric does not apply to inspections.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Average error rate in completing inspections	0%	0%	0%	Yes

**ADDITIONAL LOCAL METRICS**

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD’s Standard metrics.

<b>Other Initiatives #5 Inspections and Rent Reasonableness</b>				
With this measurement, we are looking to see if LHA owned or managed properties maintain a higher first-time pass rate on inspections compared to non-owned or non-managed properties.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Owned or managed properties will maintain a higher first time pass rate compared to the pass rate of non-owned or non-managed properties	121 out of 186 owned or managed properties pass inspection on the first time  65%	53% (voucher first time pass rate)	240 out of 312 owned or managed properties pass inspection on the first time  76.9%	Yes



## Initiative 6

### ACTIVITY: PROJECT-BASED SECTION 8 UNITS

Program Affected: HCV Program

**Project-based units through other competitive process:**

Year Identified: 2010

Effective Date: Pending receipt of a viable application

**Project-based units LHA owned or managed properties:**

Year Identified: 2010

Effective Date: Implemented July 1, 2012 to be completed by June 30, 2015

Statutory Objective: Increase housing choice for low income families

Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

**Project-based units through other competitive process:**

LHA plans to project-base an additional 20 vouchers to serve the disabled through an “other competitive” process. Under MTW, LHA will allow the selected project-based site to maintain a separate site-based wait list. In a cooperative effort with the local Veterans Administration, LHA was awarded additional VASH Vouchers to be project-based. This project is still in the development process and an AHAP agreement was signed October 1, 2015. A second AHAP was signed November 10, 2016 to convert 25 tenant-based HUD-VASH vouchers to project-based vouchers.

**Project-based units LHA owned or managed properties:**

LHA will provide project-based Section 8 assistance to property owned or managed by LHA, without a competitive bid. Site selection for LHA owned or managed property will be based on the need to maintain and preserve affordable housing. Each site may create a separate wait list for applicants interested in renting project-based units. LHA will eliminate the restriction on the percentage of units leased in a building or project.

The Moving to Work waivers being used are: 1) to transition LHA owned or managed units into Section 8 project based assistance without a competitive bid, 2) allow the project-based sites to maintain a site-based waiting list, and 3) allow the 25% unit allocation per project cap be removed. This activity also allows zero HAP participants to occupy a unit indefinitely and the

unit will remain designated as a project-based unit under contract. If the tenant's income decreases, we will reinstate HAP payments. A zero HAP tenant will be eligible to move with a voucher in accordance with Housing Choice Voucher regulations. LHA complies with Housing Quality Standards, subsidy layering requirements, and other federal requirements regarding project-based assistance as set forth in Title 24 of the Code of Federal Regulations.

## IMPACT AND OUTCOME

### **Project-based units through other competitive process:**

LHA will continue to accept applications through an "other competitive process" to project base a maximum of 20 units for persons with disabilities. A previous application submitted on May 25, 2011 was not approved because it failed the environmental review. No applications were received in FY 2016.

We will also continue to accept project-based VASH vouchers in conjunction with VA need and HUD funding. LHA accepted a HUD-VASH project based voucher application for a new 70 unit development for homeless veterans on the Lincoln VA campus. The "other competitive process" was the VA's selection process for an enhanced use lease agreement. LHA executed an Agreement to Enter into a Housing Assistance Payment Contract (AHAP) for this project on September 30, 2015. A second AHAP was signed November 10, 2016 to convert 25 tenant-based HUD-VASH vouchers to project-based vouchers. We anticipate construction to be ongoing during the 2017-2018 fiscal year. This development is part of the broader redevelopment of the VA campus.

As July 17, 2015, the HUD Voucher Office has already authorized LHA to use 15 different MTW alternative requirements when administering HUD-VASH vouchers. LHA plans to submit an additional flexibility request to allow the HUD-VASH project-based site maintain their site-based waiting list. We will review the HOTMA (Housing Opportunities Through Modernization Act) rules regarding this issue.

### **Project-based units LHA owned or managed properties**

LHA signed a contract effective July 1, 2012 to phase-in the project-based assistance at Crossroads House during a three-year period. The phase-in period allowed the opportunity to maintain 100% leasing without undue hardship on the voucher program budget and leasing requirements and prevented the displacement of any households over the 50% median income limit. The phase-in period has been completed and there are three tenants who remain over the 50% median income limit thus their units are not under a project-based voucher lease at this time. We have two additional tenants who are under contract but have zero HAP for longer than

6 months.

Crossroads House Apartments is elderly apartment complex with 58 one-bedroom units located in the heart of Lincoln’s downtown, 1000 O Street, Lincoln, Nebraska. Since Crossroads House is a “tax credit” project, the definition of elderly is defined as 55 years or older so residents must meet that age requirement to be eligible. The income eligibility limit for Crossroads House was set at the voucher program limit of 50% of median income rather than the tax credit limit of 60% median income. LHA chose a three-year transition period to complete 100% project-based allocation at the Crossroads House. The three-year transition period, from the original executed HAP contract, prevented the displacement of 60% median income households who were currently residing in the Crossroads House apartments. The transition period also allowed the opportunity to maintain 100% voucher leasing without undue hardship on the voucher program budget and allocation requirements. At the end of the fiscal year, 55 out of 58 units have transitioned to project-based units---see table under Additional Local Metrics. Three tenants remain who are above the 50% income limit and LHA does not wish to displace these tenants.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #6 Project-Based Section 8 Units</b>				
The baseline cost for this initiative is the anticipated cost for issuing a Request for Proposals (FRP) including preparation, advertising, review, and selection.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task	165 hours @ \$50 per hour = \$8,250	\$0	\$0	Yes

<b>CE #2 Staff Time Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #6 Project-Based Section 8 Units</b>				
The baseline cost for this metric is the anticipated staff time for issuing a Request for Proposals (FRP) including preparation, application review, and selection.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total anticipated time for issuing a Request for Proposals	RFP Development = 75 staff hours  Application Review = 30 hours times 3 applications = 90 hours  Total staff hours = 165	RFP Development = 0 hours  Application Review = 0 hours  Total staff hours = 0	RFP Development = 0 hours  Application Review = 0 hours  Total staff hours = 0	Yes

<b>HC #5 Increase in Resident Mobility</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
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 (number). This number may be zero.	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Actual households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #6 Project-Based Section 8 Units</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of Move-ins to Project-based units at Crossroads House	0	8	13	Yes

**ADDITIONAL LOCAL METRICS**

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD’s Standard metrics

**Other Initiatives #6 Project-Based Section 8 Units**

The plan is to accomplish the transition to 100% project-based units at Crossroads House over a 3 year period. The table below shows our plan (benchmark) and progress (outcome) toward that goal.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Project-Based Units at Crossroads House	0 units	March 31, 2012 0 units March 31, 2013 20 units March 31, 2014 39 units March 31, 2015 58 units March 31, 2016 58 units March 31, 2017 58 units	March 31, 2012 0 units March 31, 2013 24 units March 31, 2014 49 units March 31, 2015 55 units March 31, 2016 55 units March 31, 2017 55 units	March 31, 2012 NA March 31, 2013 Exceeded March 31, 2014 Exceeded March 31, 2015 Not Met March 31, 2016 Not Met March 31, 2017 Not Met --3 tenants are over income for the voucher program and we do not want to displace these low-income tenants.

**Other Initiatives #6 Project-Based Section 8 Units**

This metric shows the impact from project-basing vouchers in an elderly designated complex to create and preserve affordable housing opportunities for elderly households.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Number of Elderly Households with Voucher Assistance	FY 2011 (point in time) 372 12.9% of total vouchers	390	498 16.9% of total vouchers	Yes
Number of Disabled Households with Voucher Assistance	FY 2011 (point in time) 964 33.4% of total vouchers	984	1,207 40.9% of total vouchers	Yes

## **Initiative 7**

### **ACTIVITY: RENTWISE TENANT EDUCATION**

Year Identified: November, 2010

Effective Date: October 1, 2011

Statutory Objective: Increase housing choice for low income families  
Reduce cost and achieve greater cost effectiveness in federal expenditures

#### **DESCRIPTION OF ACTIVITY**

Lincoln Housing Authority is using combined MTW funds to support Nebraska RentWise, a tenant education program. This activity serves only households under 80% AMI and is related to the MTW objective of increasing housing choices for low-income families by providing training and education.

RentWise is a structured curriculum to educate renters on responsibilities necessary to become successful tenants with stable housing. Lincoln Housing Authority formed a collaborative group, the Lincoln RentWise Network consisting of representatives from an array of human service agencies in the Lincoln community. Network members identified the need for the program because of the common knowledge that many low income families had great difficulty obtaining rental housing because of past problems. Those problems include rental or credit history, lack of experience (first time renters), stigmas associated with rental assistance programs, or other issues that cause potential landlords to see them as high-risk tenants.

Using the RentWise curriculum, certified trainers teaches the knowledge and skills to be a successful renter and the issues that lead to problems for tenants. The RentWise curriculum teaches participants how to secure and maintain safe and affordable rental housing. The six-module program is offered at no cost to participants and covers topics such as how to take care of and maintain the rental unit; how to improve communication and reduce conflict between tenants and landlords; how to improve the rental experience, manage money, and information on legal rights and responsibilities. The 12 hour curriculum uses lectures, workbooks, worksheets, demonstrations, and question & answer formats.

The Lincoln RentWise Network offers the six module educational series at least twice per month during both day and evening hours at a central location with city bus service. Lincoln Housing Authority provides coordination for registration, materials, interpreters, scheduling, tracking, and issuing certificates of completion.

## IMPACT AND OUTCOME

The RentWise program is expected to assist low-income tenants in becoming more successful renters or housing assistance program participants. Their success as a renter will expand their housing opportunities as they improve upon their credit history and/or rental history. The program also teaches renters the ability make educated decisions about finding and maintaining affordable and suitable housing.

This activity was implemented October 1, 2011. Each twelve hour series is scheduled over three days and each series is scheduled at least two times per month. The program allows for 60 registrants per session and sessions are currently scheduled several months in advance. The number of classes offered is sufficient to meet the registration requests. RentWise is a pre-housing activity and participants are determined as income-eligible for RentWise based on self-declaration of income.

The program has been very well received by tenants and landlords. Some landlords offer incentives to RentWise graduates such as waiver of application fee, reduced deposit, or special consideration in their application. LHA offers a secondary preference for the voucher program for RentWise graduates.

LHA has had increased requests for interpreters for the RentWise program. In order to more efficiently use interpreters and manage costs as well as reduce the distractions of having interpreters in a classroom setting, LHA has obtained local grants for specialized equipment to be used by interpreters and participants.

In the fiscal year ending March 31, 2017, 683 households completed the RentWise program and 599 of those households applied for housing assistance. Studies in the field of housing and the use of vouchers show that one of the biggest impediments to increasing housing choice, decreasing concentrated poverty and expanding housing opportunities is the knowledge base of the tenant, their understanding of the rental market, and their connections to the community. The RentWise program improves the knowledge base and thereby increases housing choice.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>CE #4 Increase in Resources Leveraged</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Amount of funds leveraged in dollars (increase)	Amount leveraged prior to implementation of the activity (in dollars). This number may be zero.	Expected amount leveraged after implementation of the activity (in dollars).	Actual amount leveraged after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #7 RentWise Tenant Education</b>				
Leveraged funds are calculated from in-kind contributions of meeting space at \$240 per RentWise session and in-kind contributions of trainers from other human services agencies at \$27.14 per hour and 12 hours per session times the number of sessions. Note that in our plan we had planned to revise the benchmark to \$29.22 per hour. Once into the plan year, we determined that it is better to maintain the hourly rate of \$27.14.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Amount of Funds Leveraged	\$0	In kind meeting space at \$240 per session and in kind trainers @ \$27.14 per hour—12 hours per session and 24 sessions per year \$13,584	In kind meeting space at \$240 per session @ 32= \$7,680 and in kind trainers @ \$27.14 per hour—12 hours= \$325.68 per session @ 32 sessions= \$10,421.76 per year \$18,102	Yes

<b>HC #7 Households Assisted by Services that Increase Housing Choice</b>				
<b>HUD instructions for this metric are shown in the following two rows:</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 housing choice (increase)	Households receiving this type of service prior to implementation of the activity (number). This number may be zero.	Expected number of households receiving these services after implementation of the activity (number)	Actual number of households receiving these services after implementation of the activity (number)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #7 RentWise Tenant Education</b>				
The data for this metric is the number of RentWise registrants who participate in one or more training sessions.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of Households participating in RentWise	0	500	683	Yes



**ADDITIONAL LOCAL METRICS**

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD's Standard metrics.

<b>Other Initiatives #7 RentWise Tenant Education</b>				
Data for this initiative is number of households who register, attend, and complete RentWise. Also included is the number of graduates (those completing the program) who applied for housing assistance.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome FY 2017</b>	<b>Benchmark Achieved</b>
Number of Households registering for RentWise	887	1,100	1,756	Yes
Number of Registrants who attended RentWise	478	550	776	Yes
Number of Attendees who completed the RentWise program	426	468	683	Yes
Percentage of Attendees who completed the RentWise program	89%	85%	88%	Yes
Number of Graduates who applied for LHA housing assistance	331	374	599	Yes
Percentage of Graduates who applied for LHA housing assistance	78%	80%	87.8%	Yes

<b>Other Initiatives #7 RentWise Tenant Education</b>				
MTW funds are used in this initiative to fund certain costs of RentWise---language interpretation, postage, brochures and printing manuals. The benchmark is revised annually through the LHA budget.				
<b>Unit of Measurement</b>	<b>Baseline = Budget</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Cost of RentWise Program is within the Budget				
Interpretation	\$8,200	\$9,500	\$8,409.03	Yes
Brochures	\$400	\$500	\$492.10	Yes
Postage	\$2,000	\$2,100	\$1,732.97	Yes
Training Manuals	\$3,200	\$3,200	\$3,700	No
<b>TOTAL COST of RENTWISE PROGRAM</b>	<b>\$13,800</b>	<b>\$15,300</b>	<b>\$14,334.10</b>	<b>Yes</b>

## **Initiative 8**

### **ACTIVITY: RESIDENT SERVICES PROGRAM**

Program Affected: HCV Program  
Year Identified: November, 2010  
Effective Date: October 1, 2011  
Statutory Objectives: Increase housing choice for low income families

#### DESCRIPTION OF ACTIVITY

The resident services program provides outreach, case management, service coordination, and supportive services to tenants who are frail elderly or disabled and residing at Crossroads House apartments. Through an interlocal agreement, the program is operated by the Lincoln Area Agency on Aging (LAAA). This activity serves only households under 80% AMI and is related to the MTW objective of increasing housing choices for low-income families by providing a supportive services program which will allow residents to remain independent and prevent premature or unnecessary placement in assisted living facilities or nursing homes.

The resident services program is modeled after HUD's Congregate Housing Services Program which LAAA (grantee) currently offers at LHA's Burke Plaza (91 units) and Mahoney Manor (120 units). All residents are eligible for outreach, case management and service coordination. Residents who are frail with 3 or more deficits in Activities of Daily Living (ADLs) or who are disabled are eligible for supportive services which include personal care, housekeeping, and transportation subsidy. Participation in services by residents is not mandatory and is at the option of the resident. Individual supportive services under the contract are limited by an amount established annually.

A Professional Assessment Committee (PAC) reviews an assessment of each potential participant in supportive services to ensure each participant is an elderly person deficient in at least three ADLs or is a disabled individual.

A service coordinator provides general case management and referral services to all potential participants in the program and provides referrals to the PAC of those individuals who appear eligible for the program. The service coordinator educates residents about the services available and application procedures, assists in applications, and monitors ongoing services. The service coordinator also coordinates the delivery of third party purchased supportive services for residents who are ineligible for the program supportive services in order to establish a continuum of care and assures access to necessary supportive services.

The LAAA contracts with qualified providers to furnish participants with supportive services including personal care, transportation, and housekeeping services. These three services are provided and funded as part of the program. MTW funds are used to provide reimbursement to LAAA under the interlocal agreement.

Personnel costs for the service coordinator are reimbursed at 100% for .35 FTE to serve Crossroads House. Supportive services are reimbursed at 75% with the remaining 25% billed to the participant receiving services. There is an annual limitation on individual supportive services to the program with an initial cap set at \$2,000 and adjusted annually as needed.

The resident services program is enhanced by the location of the downtown senior center located directly across the street from Crossroads House. This location affords easy access to the programs operated by the LAAA at the senior center which include education, recreation, social activities, health activities, and nutritional programs including a daily noon meal. This location also affords easy access to the service coordinator office and program administration, also located at the senior center site.

#### IMPACT AND OUTCOME

LHA continued this initiative in the past year through an interlocal agreement with Lincoln Area Agency on Aging. Outreach was provided to all residents with 51 residents receiving ongoing service coordination in the program. During the 12 month period, there were 73 tenants living at Crossroads House and 47 who were frail elderly or disabled. There were 29 individuals who were at high risk for a higher level of service but were able to continue in independent living with supportive services. Twenty-six (26) individuals received one or more of the supportive services with MTW funding. This results in substantial savings of Medicaid dollars to remain in independent living versus assisted living or nursing home care.

Through service coordination, 26 residents also received assistance with services not funded under this program. The service coordinator spends much time explaining services and benefits to residents and families, communicating and problem solving with service agencies, physicians, and other health care providers and building managers. New problem situations arise regularly and they are addressed quickly. The service coordinator works with residents who are hospitalized or have temporary nursing home stays to plan for return home with supportive services.

The services increase housing choice by providing the choice to continue to live in an independent apartment and age in place. Typically, when individuals become more frail or disabled, they require a higher level of care and individuals often have little or no choice but to move to whatever assisted living or nursing home is available. With in-home support services, individuals are able to choose to continue to live independently. Low income applicants are

attracted to this type of housing because it gives them the choice to continue to live independently because an array of services will be available as their needs change.

The services are cost effective by helping maintain individuals in their home and prevent unnecessary higher levels of care at substantial additional cost. Generally, the cost of higher levels of care is paid with Medicaid funds as the Crossroads House tenants do not have income, assets or insurance to cover the cost.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>HC #7 Households Assisted by Services that Increase Housing Choice</b>				
<b>HUD instructions for this metric are shown in the following two rows:</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 housing choice (increase)	Households receiving this type of service prior to implementation of the activity (number). This number may be zero.	Expected number of households receiving these services after implementation of the activity (number)	Actual number of households receiving these services after implementation of the activity (number)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #8 Resident Services Program</b>				
The Lincoln Housing Authority has an interlocal agreement with the Lincoln Area Agency on Aging (LAAA) to provide frail or disabled tenants. By providing these services, LHA is able to increase housing choice for tenants and prospective tenants.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households receiving services	0	35	51	Yes

**ADDITIONAL LOCAL METRICS**

Local metrics are provided to give additional view of the impact of the initiative. In most, but not all cases, the local metric follows the format prescribed by HUD's Standard metrics.

<b>Other Initiatives #8 Resident Services Program</b>				
Through the interlocal agreement, Lincoln Housing Authority established limits on the overall cost of the program. The limit is the benchmark which may be revised annually during contract renewal. The benchmark is revised annually.				
<b>Unit of Measurement</b>	<b>Contract Amount = Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Cost of Resident Services Program	\$41,884	Less than or equal to \$41,884	\$40,263	Yes

<b>Other Initiatives #8 Resident Services Program</b>				
Lincoln Area Agency on Aging provides a conservative estimate of the Medicaid cost if services were provided at the next level of care. The estimate is based on Medicaid Waiver Assisted Living costs although some individuals may not be suitable or able to find assisted living and would be forced to a skilled nursing care facility at substantial additional cost. The estimate is individualized and adjusted to the length of time the individual would have been in a higher level of care as well as the residents' actual incomes which would be used to cover part of the cost in assisted living at the Medicaid rate.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Estimated Medicaid cost savings by avoiding the next higher level of care (assisted living )	\$135,501	>\$135,000	\$243,222	Yes

## **Initiative 9**

### **ACTIVITY: LANDLORD INCENTIVE HAP**

Program Affected: HCV Program  
Year Identified: FY 2014  
Effective Date: April 1, 2015  
Statutory Objective: Increase housing choice for low income families

#### **A: DESCRIPTION OF ACTIVITY**

As an incentive for landlords to participate in the MTW tenant-based voucher program, Lincoln Housing Authority will provide the landlord a one-time additional Housing Assistance Payment (HAP) of \$150 upon the execution of the HAP contract for the new unit and tenant. This HAP payment will be included with all other HAP reported in VMS. The landlord is not eligible for \$150 additional HAP payment if the contract is executed for a transfer in units with the same landlord, or if the contract is executed due to a lease renewal or change. The following properties are also excluded from the additional landlord incentive payment of \$150: 1) properties managed or owned by Lincoln Housing Authority, or 2) properties receiving Low Income Housing Tax Credits.

This initiative came from discussions with our Landlord Advisory Committee who identified some of the following burden factors to participating in the voucher program: 1) the HAP contract creates additional paperwork and time, 2) inspection requirements result in repairs to units not otherwise required for a market-rate tenant, 3) landlords take time out of their business schedule to meet with inspectors for HQS inspections, 4) landlords must wait for their first rental payment until after inspections and contracts are approved rather than on the day the lease is signed, and 5) landlords lose rental revenue while waiting for units to pass inspections. This initiative creates an incentive that recognizes these barriers and compensates the landlords accordingly.

#### **IMPACT AND OUTCOME**

A goal of this initiative was to maintain or increase the number of landlords participating in the voucher program. Given the tight rental market in Lincoln, landlord participation has been decreasing which has made it more difficult for voucher holders to obtain affordable housing. Additional goals were to increase the success rate for vouchers issued and shorten the time it takes to lease a voucher. Prior to the implementation of the Landlord HAP Incentive, the cumulative voucher leasing times for January 2014- June 2015 were as follows; 51% leasing within 60 days, 25% leasing within 61 to 90 days, 23% leasing 91-150 +days and 60% of the

vouchers issued were leased. After the implementation of the Landlord HAP Incentive, the cumulative voucher leasing times for the period of July 2015 to December 2016 follow: 66% leasing within 60 days, 18% leasing within 61 to 90 days, 16% leasing more than 91-150 days and 68.6% of the vouchers issued were leased. Since the implementation of the Landlord incentive, the voucher success rate improved by 8.6% and the voucher lease time improved during the first 60 days of voucher issuance by 15%. The improvements with the voucher leasing success rate and faster leasing time is quite impressive considering the Lincoln rental market continues to be a very tight rental market. If this incentive had not been implemented it is quite possible the voucher lease times and success rates would have decreased because many landlords use a stricter selection criteria when the rental market experiences low vacancy rates.

Another goal was to improve landlord participation in the voucher program. Lincoln continues to experience a tight rental market and it is difficult to retain current landlords and recruit new landlords. The goal to maintain or increase the number of landlords participating in the voucher program was achieved increasing the number of who landlords actively participating in the voucher program from 747 in October 2014 to 861 in March 2017. Given the tight rental market in Lincoln that is a major accomplishment for this program.

Fifty-nine (59) new landlords were added to the program from April 2016 to March 2017 and received the landlord incentive. Another 14 landlords who received the landlord incentive reinstated their participation with the program after an absence of participation for over a year. Altogether, 411 different landlords received the incentive for a total of 481 units.

**HUD STANDARD METRICS**

For this initiative, LHA is using the following standard metrics from Form 50900:

<b>HC #5 Increase in Resident Mobility</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of this activity (increase)	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity (number) This number may be zero.	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Actual increase in households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.
<b>Other Initiatives #9 Landlord Incentive HAP</b>				
<p>The number of households able to move to a better unit and/or neighborhood of opportunity is reflected in the number of times the HAP incentive is paid to a landlord--this incorporates the assumption that transfers and new admissions result in a better unit or neighborhood of opportunity.</p> <p>This benchmark was revised in the 2016-2017 plan after considering the number of moves into tax credit and LHA properties which are not eligible for the landlord incentive.</p>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of this activity (increase)	0 units	240 units	481 units	Yes



**B: NOT YET IMPLEMENTED**

All approved activities have been implemented.

**C: ON HOLD**

All approved activities have been implemented.

**D: CLOSED OUT**

No approved activities have been closed out.

## V. Sources and Uses of Funding

<b>Annual MTW Report</b>	
<b>V.3.Report.Sources and Uses of MTW Funds</b>	
<b>A. MTW Report: Sources and Uses of MTW Funds</b>	
<b>Actual Sources and Uses of MTW Funding for the Fiscal Year</b>	
<p>PHAs shall submit their unaudited and audited information in the prescribed FDS format through the Financial Assessment System - PHA (FASPFA), or its successor system</p>	
<b>Describe the Activities that Used Only MTW Single Fund Flexibility</b>	
<p><b>Mahoney Manor Improvements</b></p> <p>As described in previous reports, \$1.3 million of Moving to Work Housing Choice Voucher ("HCV") reserve funds were designated for a significant capital improvement project at Mahoney Manor Apartments, a public housing senior high-rise apartment building. In addition, to the HCV funds, Capital Fund Program dollars (CFP 2013 &amp; 2014) were used as an additional source of funds to cover remaining expenditures.</p> <p>Improvements included the addition of a community room, community kitchen and public restroom and remodel of front entry lobby for accessibility. Improvements were also made in recreation rooms, library-computer center, exercise room, offices, meeting room, maintenance shop. New furnishings and decor were part of the improvements. In addition, significant landscaping and yard irrigation work was completed. This included an accessible garden area for residents. A total of \$1,264,926 of HCV funds were expended through FYE March 31, 2016. The remaining balance (\$35,074) of funds was used on furnishings which were delivered in the spring of 2016. This project is now completed.</p>	

<b>B. MTW Report: Local Asset Management Plan</b>	
Has the PHA allocated costs within statute during the plan year?	<b>Yes</b> <b>-</b>
Has the PHA implemented a local asset management plan (LAMP)?	<b>-</b> or <b>No</b>
<p>If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. It shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.</p>	
Has the PHA provided a LAMP in the appendix?	<b>-</b> or <b>No</b>
<p><b>In the body of the Report, PHAs should provide a narrative updating the progress of implementing and operating the Local Asset Management Plan during the fiscal year.</b></p>	

**NOTE: The following section is not required pending further guidance from HUD.**

C. MTW Report: Commitment of Unspent Funds			
In the table below, provide planned commitments or obligations of unspent MTW funds at the end of the PHA's fiscal year.			
Account	Planned Expenditure	Obligated Funds	Committed Funds
Type	Description	\$ X	\$ X
Type	Description	\$ X	\$ X
Type	Description	\$ X	\$ X
Type	Description	\$ X	\$ X
Type	Description	\$ X	\$ X
Type	Description	\$ X	\$ X
Type	Description	\$ X	\$ X
Type	Description	\$ X	\$ X
<b>Total Obligated or Committed Funds:</b>		<b>0</b>	<b>0</b>
<p><b>As per the HUD webcast of April 2014 on the HUD Form 50900, this section is not required until subsequent guidance is available.</b></p>			
<p><i>Note: Written notice of a definition of MTW reserves will be forthcoming. Until HUD issues a methodology for defining reserves, including a definition of obligations and commitments, MTW agencies are not required to complete this section.</i></p>			

## VI. Administrative

### **A. General description of any HUD reviews, audits or physical inspection issues that require the agency to take action to address the issue;**

The U.S. Government Accountability Office (GAO), an agency of the Congress, was asked to review MTW agencies. The House Committee on Financial Services asked GAO to conduct a review of HUD's Moving to Work (MTW) Program, in particular its effect on tenants. As part of this review, GAO examined the following issues: (1) the effect of certain MTW policy changes (e.g., rent reform, time limits, and work requirements) on households; (2) MTW agencies' use of safeguards and hardship exemptions for these changes; (3) MTW agencies' use of funding flexibilities; (4) the effect of the MTW flexibilities the number of households served, occupancy and utilization rates, and program costs; and (5) HUD's efforts to assess compliance with the program's five statutory requirements (since GAO's 2012 report). GAO conducted an on-site review on February 13 and 14, 2017 which included interviews with administrative staff, housing specialists, and two resident meetings. GAO anticipates publishing a report in the fall of 2017.

### **B. Results of latest PHA-directed evaluations of the demonstration, as applicable; and**

Not Applicable

**C. Certification that the PHA has met the three statutory requirements of: 1) assuring that at least 75 percent of the families assisted by the Agency are very low-income families; 2) continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and 3) maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.**

Appendix A

### **D. LHA Request and HUD Approval Letters Regarding VASH under MTW**

Appendix B

### **E. Request for Inspection and Unit Information Form**

Appendix C

# **APPENDIX A**

## **Agency Certification for the Statutory Requirements**

HOUSING AUTHORITY  
OF THE  
CITY OF LINCOLN, NEBRASKA

**RESOLUTION NO. 895**

CERTIFICATION OF COMPLIANCE WITH  
HUD MOVING TO WORK STATUTORY REQUIREMENTS

WHEREAS, the Housing Authority of the City of Lincoln, Nebraska was selected by the U.S. Department of Housing and Urban Development to participate in the Moving To Work Demonstration program; and

WHEREAS, the Housing Authority of the City of Lincoln, Nebraska has entered into a written agreement with the U. S. Department of Housing and Urban Development outlining our participation requirements and approved MTW initiatives; and

WHEREAS, the written agreement with HUD requires that the Housing Authority of the City of Lincoln meet the following MTW statutory requirements:

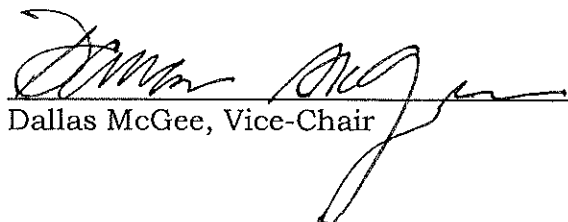
- 1) assuring that at least 75 percent of the families assisted are very low-income families;
- 2) continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and
- 3) maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration; and

WHEREAS, the Housing Authority of the City of Lincoln must certify to HUD through the MTW Annual Report that LHA has met the statutory requirements for the MTW Plan ending March 31, 2017;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Lincoln that LHA has met all statutory requirements outlined in the written Moving To Work agreement with HUD; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute any and all documents submitting this approved certification resolution to HUD.

Dated this 11th day of May, 2017.

  
Dallas McGee, Vice-Chair

ATTEST:

  
Larry G. Pofratz, Secretary

## **APPENDIX B**

**LHA Request and HUD Approval Letters**

**Regarding**

**VASH under MTW**

**Commissioners:**  
Orville Jones, III, Chair  
Dallas McGee, Vice Chair  
Jan Gauger  
Georgia Glass  
Joy Ward



**Executive Director**  
Larry G. Potratz

P.O. Box 5327 • 5700 R Street • Lincoln, Nebraska 68505

September 8, 2011

Milan Ozdinec, Deputy Assistant Secretary  
U.S. Department of Housing and Urban Development  
Office of Public Housing and Voucher programs  
451 7<sup>th</sup> Street, SW  
Washington, DC 20410

**SUBJECT:** MTW flexibility for VASH participants

Dear Mr. Ozdinec:

The Housing Authority of Lincoln, Nebraska is proposing to operate the HUD Veterans Affairs Supportive Housing (VASH) program in accordance with our approved Moving to Work (MTW) standard agreement. Based on the success of our MTW policies, we would like to expand them to VASH participants.

The following table is a summary of LHA's MTW initiatives for the voucher program, along with our assessment as to whether or not the veteran would benefit from the MTW policy and if the policy has a conflict with VASH program policies.

MTW Initiative	VASH appropriate	In conflict with VASH policies
1. Coincide inspection due dates with annual re-exam dates. Biennial inspections for units that pass HQS at first inspection visit.	Veterans and VA case managers would benefit through the reduction in administrative work. It is easier to case manage when the inspections and annual re-examination dates coincide. Veterans and their landlords should be rewarded for maintaining their units to meet HQS standards.	
2. Biennial re-examinations for elderly and disabled	Veterans and VA case managers would benefit by the reduced administrative work and redundancy of meeting with PHA worker. Most VASH households are disabled thus this policy would reduce the veteran's PHA office visits to one in a two year period.	

Telephone: (402) 434-5500

Fax: (402) 434-5502

(TDD) Telecommunication Device for Deaf: 1-800-545-1833 Ext. 875

Email: Info@L-Housing.com

www.L-Housing.com



3. Asset Income and verifications- self-certification for assets under \$5,000 and assets over \$5,000 calculated at 2% of the face value	Veteran would benefit from the reduced verification standards as eligibility decisions could be completed faster.	
4. Verifications- Accepting the last issued Social Security statement rather than requiring statement to be issued within 60 days.	Veteran would benefit from the reduced verification standards as eligibility decisions could be completed faster.	
5. Earned Income Disregard, imputed welfare income and student earned income exclusions.	Veteran households tend to not be impacted by these policies.	
6. Standard utility allowance designated by bedroom size only. No utility reimbursements issued.	Veterans and VA case managers would benefit from the policy simplification by understanding how to locate more affordable units. Tenant rent portions would reduce for some veterans, specifically for those who reside in units where utilities are included in the rent.	
7. TTP calculated at 27% of gross income	Veteran would benefit as this would reduce the TTP of all current veteran households.	
8. Maximum initial rent can not exceed 50% of monthly adjusted income.	Veterans would benefit through more housing choice opportunities.	
9. 90 day delay in interims for reducing employment income without good cause.		Exempt VASH participant from the policy as they are working in a self sufficiency program with the VA case manager.
10. Income targeting will not be used in new admissions.		Not applicable- VA referrals controls the new admissions selection.
11. Restricted Portability		Not applicable- VASH has it's own set of portability restrictions.

12.	Minimum Rent of \$25		Exempt- Veteran would be eligible for the hardship clause.
13.	Minimum Earned Income- work requirement of 25 hours per week @ minimum wage for adults who do not qualify for exemption.		Exempt VASH participant from the policy as they are working in self sufficiency program with VA case manager.

As noted in the table above, most of the initiatives would not conflict with the regulations or the intentions of the VASH program. Rather, these MTW initiatives would actually make the program administration more efficient for our agency and the Veteran's Affairs (VA) plus benefit the veteran served by the Lincoln Housing Authority (LHA). LHA has reviewed the above policy changes with the VA case manager and Program Coordinator who also support the proposed policy changes.

LHA is also requesting to submit all HUD-VASH participant 50058 records via the MTW-50058 to ensure all 50058 records are accepted and recorded properly in the PIH information Center (PIC) system.

We want to assure your office that LHA would at all times follow any and all applicable rules that are specific to the VASH program such as administering the program in accordance with HUD-VASH operating requirements, maintaining separate tracking of all HUD-VASH funds, using special program codes in the PIC system and continuing to report HUD-VASH separately from MTW vouchers. If you have any questions about this proposal please feel free to contact Seanna Collins, Tenant Based Housing Manager at (402) 434-5505 or [seanna@l-housing.com](mailto:seanna@l-housing.com).

Thank you for considering our request. We look forward to hearing back from you so we may start implementing these activities for our veterans as soon as possible.

Sincerely,



Larry G. Potratz  
Executive Director

.cc Emily Cadik, MTW HUD Coordinator  
Michael Dennis, HUD Headquarters  
Laure Rawson, HUD Headquarters  
Phyllis Smelkinson, HUD Headquarters

c: Seanna



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

ASSISTANT SECRETARY FOR  
PUBLIC AND INDIAN HOUSING

September 21, 2011

Mr. Larry G. Potratz  
Executive Director  
Lincoln Housing Authority  
P. O. Box 5327  
5700 R Street  
Lincoln, NE 68505

Dear Mr. Potratz:

On September 8, 2011, you submitted a request on behalf of the Lincoln Housing Authority (LHA) to establish alternative requirements to Section i. of the *Implementation of the HUD-VA Supportive Housing Program (Operating Requirements)* published in the Federal Register on May 6, 2008. This request included all Moving to Work (MTW) provisions that apply to the voucher program.

Section i. of the Operating Requirements states that HUD-Veterans Affairs Supportive Housing (HUD-VASH) vouchers must be administered in accordance with the Operating Requirements and are not eligible for fungibility under MTW agreements. Also, HUD-VASH vouchers must be reported on separately from vouchers under the agency's MTW Agreement.

Specifically, LHA requested to operate its 60 HUD-VASH vouchers in accordance with all applicable provisions of its MTW Agreement. LHA believes that administering all HUD-VASH vouchers in accordance with its MTW Agreement would simplify administration of the program and benefit the veterans.

In reviewing LHA's request, the standard applied is a straightforward one: HUD-VASH assistance must always be administered in accordance with the Operating Requirements, the statutory provisions governing this assistance (in particular, the requirements contained in the applicable Appropriations Act), and any other HUD-VASH voucher requirements (i.e., any supplemental requirements that are established in addition to those stated in the Operating Requirements). If a MTW Agreement provision is inconsistent with the HUD-VASH requirements, the latter requirements prevail with respect to administration of these vouchers.

LHA completed an assessment of 13 MTW initiatives that would be applied to the HUD-VASH voucher program. The Department agrees with LHA's assessment that the initiative would either benefit the veteran or not be applied. Therefore, it has been concluded that LHA's MTW initiatives do not conflict with the HUD-VASH voucher requirements (particularly those involving eligibility, admission and continued assistance for HUD-VASH veterans). Given this determination, and the fact that it should have no adverse impact on HUD-VASH families since hardship exemptions are provided, LHA may administer HUD-VASH vouchers under the MTW voucher provisions.

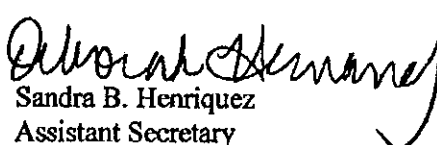
The approval to allow LHA to administer its HUD-VASH vouchers in accordance with its MTW Agreement does not extend to HUD-VASH program funding. HUD-VASH voucher funding is not eligible for fungibility and the funds must be accounted for separately in the Voucher Management System (VMS).

Please note that in accordance with Sections II.i. and III of the Operating Requirements, MTW agencies are required to use the regular form HUD-50058 for HUD-VASH families when reporting into the Public and Indian Housing Information Center (PIC), not the form HUD-50058 MTW. At your request, since LHA will be operating its HUD-VASH program in accordance with its MTW Agreement, LHA may report these families on the form HUD-50058 MTW since the rent calculations would be rejected on the regular form HUD-50058.

Your HUD-VASH program will be monitored through PIC reporting, VMS and information provided by the Department of Veterans Affairs. HUD reserves the right to withdraw or modify this approval at any time if, in HUD's determination, the MTW alternative requirements are having a negative impact on the veterans receiving assistance under the HUD-VASH program.

Should you wish to discuss this matter further, please contact Phyllis Smelkinson, Housing Program Specialist, Housing Voucher Management and Operations Division, at (202) 402-4138.

Sincerely,

For   
Sandra B. Henriquez  
Assistant Secretary

# APPENDIX C

## Request for Inspection and Unit Information Form

**Request for Inspections and Unit Information  
Moving to Work Housing Choice Voucher Program**



Owner:

Thank you for your interest in working with Lincoln Housing Authority to provide affordable housing.

Please complete and return the attached form with your potential tenant.

The form may be mailed, hand delivered, emailed, or faxed.

Return the form to:  
Lincoln Housing Authority (LHA)  
5700 R Street  
Lincoln, NE 68505

Fax: (402) 434-5502  
Email form to: [JanetL@l-housing.com](mailto:JanetL@l-housing.com)

An inspection of your unit will be scheduled once we receive the completed form. At the time of the appointment our inspector will determine if the unit meets minimum Housing Quality Standards (HQS) and the proposed rent is acceptable within the current market conditions.

If you have any questions about this form, the inspection or the process to participate as an owner with the Moving to Work Housing Choice Voucher program, please feel free to contact the Inspections Department at (402) 434-5522.

## Owner Information Only

**Lease Information**

After the unit passes inspection and before LHA can approve the Housing Assistance Payment (HAP) contract with the owner, the owner must provide LHA a copy of the signed lease with the tenant.

The following items are required to be disclosed in the lease.

1. **Owner/Landlord** name and **Tenant(s)** name
2. **Contract Rent** (as approved by the inspector).
3. **Address** of the unit including any apartment number.
4. **The term of the lease** must match the HAP contract. The term must be for a 12 month period but not more than 12 months. Example lease starts on 01-15-12, then it must end 12-31-12.
5. **Renewal terms.** Will the lease continue month-to-month or year-to-year?
6. **Utilities.** State what utilities the owner will provide and what utilities the tenant will provide.
7. **Appliances.** State what appliances are provided by the owner such as stove, refrigerator, dishwasher, washer and dryer and etc.
8. **Signatures** by both the tenant and owner/property manager.

The HUD tenancy addendum will be attached to your lease once LHA approves the Housing Assistance Payment contract with you.

**Payment Information**

After the unit passes inspection, LHA will mail or email the owner a Housing Assistance Payment (HAP) contract. The owner will return the signed contract with their signed lease for LHA's approval. Once LHA approves the contract and lease, the payment will be issued to the owner via direct deposit. All Housing Assistance payments made to the owner is reported to the Internal Revenue Service (IRS) as indicated on the W-9 on file with LHA.

Please note: The owner (including a principal or other interested party) cannot be the parent, child, grandparent, grandchild, sister or brother of any member of the family unless LHA has determined (and has notified the owner and the family of such determination) that approving the lease of the unit, notwithstanding such a relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

**Inspection Incentive**

Typically, LHA is required to inspect each assisted unit on a yearly basis. The incentive is if your unit passes inspection at the first inspection and does not require additional items to be rechecked at a later date, then LHA will skip the following year's required annual inspection.



P.O. Box 5327 • 5700 R Street • Lincoln, NE 68505  
 Phone: (402) 434-5500 • Fax: (402) 434-5502

**The entire form must be completed and returned.**

Office Use Only

Inspection Date: _____
Time: _____
Inspector: _____
Tenant name: _____

**Unit Information**

**Address of Unit to be rented**

Street Address _____	Apartment # _____	Zip Code _____
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**What are you proposing to charge for rent?**

**Unit information**

Rent Amount? _____	Date unit available for inspection? _____	<input type="checkbox"/> # of bedrooms _____	<input type="checkbox"/> Year constructed _____
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**Unit Type:** Check one

- Apartment  
  Duplex  
  House  
  Town House/Row House  
  Mobile Home  
  Tri-plex

**Who will be responsible to pay for the following utilities?**

The tenant can be responsible any utilities provided to the unit as long as the utility is metered separately from other tenants and common areas.

Check box	Who pays?	Fuel type?
Heating	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Cooling	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Other Electric	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Cooking	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Water Heating	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Water/Sewer	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	
Trash collection	<input checked="" type="checkbox"/> Owner: Lincoln Municipal Code	

**Who will be responsible to provide the following appliances?**

Check box	Who provides?	What utility does it use?
Range/Stove	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	<input type="checkbox"/> Gas <input type="checkbox"/> Electric
Refrigerator	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	

**Please check the box, if the owner will provide the following**

- Dishwasher  
  Disposal  
  Washer  
  Dryer  
  Microwave  
  Garage

**Are you related to any household member who will be residing in the unit?**    Yes    No

If yes, how are you related? \_\_\_\_\_

**Is this unit federally subsidized by another program?**    Yes    No

If yes, check the box that indicates the type of subsidy.

- Home  
  Section 202  
  Section 221(d)(3)(BMIR)  
  Tax Credit  
 Section 236 (Insured and noninsured)  
  Section 515 Rural Development  
  Other \_\_\_\_\_

**Indicate the number of units in the building or apartment complex**

(If 5 or more units, please complete the following comparison.)

Provide three (3) comparisons of contract rent for any "unassisted" units that are similar to the unit listed above, i.e. same bedroom size, and located within the same premise. Start with comparable units with lowest rent first.

Address and unit number	Rent amount	Date lease/rent started





Please note that LHA has not screened the family's behavior or suitability for tenancy. Screening is the owner's own responsibility.

**Tenant and Owner Representative: By signing this form, you certify the information given to Lincoln Housing Authority is accurate and complete to the best of your knowledge and belief.**

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address (street, city, state and zip)		Present Address of Family (street, apartment no., city, state, & zip)	
Telephone	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)
Owner or property manager Email address			

Check box if you do not want to receive contract and other documents through email

Attention Owner/Manager- Check Proceeds will be reported to the IRS as indicated on the W-9 on file with LHA. Please complete the following as it appears on the W-9 on file with Lincoln Housing Authority.

<b>Owner Name:</b>
<b>Owner Social Security Number or Federal ID number:</b>

**ESTIMATE ONLY!**

If Rent is equal to or exceeds \$\_\_\_\_\_ (target rent) then the Maximum Payment from LHA will be \$\_\_\_\_\_.

Final payment determination is made after contracts are approved by LHA.

**Move-In Date & Assistance Start Date**

The **owner** and **tenant** decide when the tenant can move into the unit; LHA recommends the tenant waits to move into the unit until after the unit has passed inspection.

Housing Assistance cannot start prior to \_\_\_\_\_, the date the unit passes inspection or the date the tenant moves into the unit, whichever occurs last.

**Tenant Information**

Tenant/Applicant name \_\_\_\_\_ #SSN \_\_\_\_\_

\_\_\_\_ Voucher BR Size      \_\_\_\_ Family Size      Minors under 6 years old:     Yes       No

Next Annual Re-exam to be completed by \_\_\_\_\_

Housing Representative \_\_\_\_\_ Payment Standard \_\_\_\_\_ Target rent \_\_\_\_\_

**Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards  
- Lead Warning Statement**

Housing built before 1978 may contain lead-based paint. Lead from paint chips and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Lessees must also receive a Federally approved pamphlet on lead poisoning prevention.

**Owner please complete with tenant or provide a copy of your lead-based paint disclosure statement.**

**Non-applicable** - Unit was built after 1978 (If you checked box, skip to Certification of Accuracy Section)

**Lessor's (Owner) Disclosure (Owner initial where applicable)**

Initial \_\_\_\_\_ (a) Presence of lead-based paint or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

\_\_\_\_\_

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

Initial \_\_\_\_\_ (b) Records and reports available to the lessor (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

**Lessee's (Tenant) Acknowledgment (Tenant initial where applicable)**

Initial \_\_\_\_\_ (c) Lessee has received copies of all information listed above.

Initial \_\_\_\_\_ (d) Lessee has received the pamphlet Protect Your Family from Lead in Your Home.

**Agent's Acknowledgment (Agent initial if applicable)**

Initial \_\_\_\_\_ (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

**Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor (Owner) \_\_\_\_\_ Date \_\_\_\_\_

Lessee (Tenant) \_\_\_\_\_ Date \_\_\_\_\_