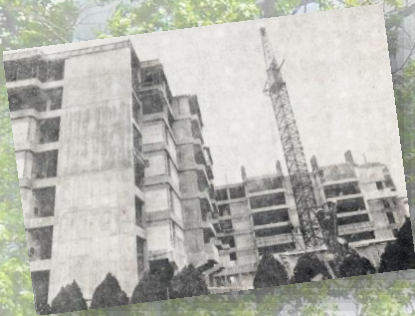




50 Years



of Building



a Better Community

2018 MTW Annual Report

Submitted March 28, 2019

A. Table of Contents

Table of Contents	1	V Sources and Uses of MTW Funds	48
I Introduction	2	A. Sources and Uses of MTW Funds	48
B. Overview of MTW Goals and Objectives ..	2	B. Local Asset Management Plan	50
II Operating Information	5	VI Administrative	51
A. Housing Stock Information	5	Certification of Compliance	51
B. Leasing Information	6	Certification of Compliance Statement ..	53
C. Waiting List Information	7	Appendix	54
III Proposed MTW Activities	10	LDCHA MTW Historic Outcomes	55
IV Approved MTW Activities	11		
A. Implemented Activities	11		
Activity 17-1	11		
Activity 16-1	13		
Activity 16-2	15		
Activity 14-2	17		
Activity 14-3	19		
Activity 13-1	21		
Activity 10-1	23		
Activity 09-5	25		
Activity 09-6	27		
Activity 09-6.1	29		
Activity 09-8	31		
Activity 99-1	33		
Activity 99-2	35		
Activity 99-3	38		
B. Not Yet Implemented Activities	42		
Activity 18-1	42		
C. Activities on Hold	43		
Activity 14-1	43		
D. Closed Out Activities	44		
Activity 12-1	44		
Activity 11-1	44		
Activity 11-2	45		
Activity 11-3	45		
Activity 10-2	45		
Activity 10-3	46		
Activity 09-2	46		
Activity 09-3	46		
Activity 09-4	47		
Activity 09-7	47		

Lawrence-Douglas County Housing Authority

50 Years of Building a Better Community

Board of Commissioners

Joshua Powers, Chair

Maria Duran, Vice Chair

Jamie Davison, Commissioner

Walter Meyer, Jr., Commissioner

Ellen Paulsen, Commissioner

Shannon Oury, Executive Director

MISSION STATEMENT

To preserve and expand
affordable housing, and provide
opportunities for participants to
thrive through services and
partnerships.

I. Introduction

In 2018, the Lawrence-Douglas County Housing Authority (LDCHA) celebrated its 50th Anniversary and proudly submits this 2018 MTW Report to provide an overview of the activities implemented through its Moving to Work (MTW) program. MTW flexibility allows the LDCHA to utilize a robust set of resident services to help participants improve their self-sufficiency and quality of life. Additionally, it provides the opportunity to target housing assistance to special populations like domestic violence survivors, homeless families and youth aging out of foster care.

The Lawrence Housing Authority was created in 1968 under the Kansas Municipal Housing Act as an independent agency of the City of Lawrence charged with developing, operating and managing low rent housing for the low income population of Lawrence, Kansas. The Douglas County Housing Authority was created in 1983 for the purposes of administering the Section 8 Certificate Program in Douglas County, Kansas, and the LDCHA was created in 2001 through the merger of the Lawrence Housing Authority (KS053) and the Douglas County Housing Authority (KS160).

The LDCHA is governed by a five-member board of commissioners, two appointed by the Douglas County Commission and three by the Mayor of the City of Lawrence, one member is a LDCHA participant. The LDCHA currently employs 40 staff and operates combined budgets in excess of \$8 million, and annually serves an average of 1,250 participants.

The LDCHA was selected by HUD as one of the original 23 housing authorities to participate in the Moving to Work Demonstration program, signing its first five-year MTW Agreement with HUD on March 30, 1999.

Congress set out three statutory objectives for the MTW Demonstration:

- 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.**

The LDCHA began implementation of the MTW program on June 1, 1999, by adopting the following program initiatives to meet the Congressional objectives:

1. Abolish the separate public housing and Section 8 program administrative structures, and create one new program called General Housing assistance. This combines the family housing units of the public housing program and Section 8 Housing Choice Voucher (HCV) programs.
2. Modify or eliminate four basic federal rules under the 1937 Housing Act that contradict customary social and economic norms and create administrative expense. These changes include:
 - Institution of suitability criteria as part of eligibility criteria.
 - Modifying the definition of countable income.
 - The establishment of an annual rent and abolishing (with some exceptions) interim re-examinations.
 - Instituting comprehensive changes in the rent structure.
3. Establish a rent structure that provides affordability while it:
 - Values the unit.
 - Creates incentives to work.
 - Establishes meaningful minimum and maximum rents by bedroom size.
 - Mirrors the private market at an affordable rate.
4. Increase Housing Choice:
 - Increase housing choice by permitting Section 8 participants full discretion as to location, size and cost without regard to local Fair Market Rents.
 - Create one combined waiting list that allows applicants to elect a housing offer that best suits their needs.
5. Institute a work requirement for non-elderly or disabled participants.
6. Expand the Family Self-Sufficiency program.
7. Provide homeownership opportunities including a \$3,000 savings match.

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

In 2009, LDCHA adopted Activity 09-1 which combined its public housing operation, Capital Funds subsidies, and Section 8 HCV assistance into a single fund source to carry out its approved MTW activities, with full flexibility. In 2016 LDCHA's MTW Agreement was extended until 2028.

B. Overview of the LDCHA's short-term and long-term MTW goals and objectives

Short-Term MTW Goals

- Maintain or expand core MTW initiatives that support employment, maintaining housing and increasing participant self-sufficiency.
- Execute sound management, maintenance, and preservation of the public housing stock according to the highest standards and provide responsive assistance to those we serve.
- Continue to foster the various community partnerships required to enhance participant opportunities and expand support services such as social services, education, transportation, mental health, and health care programs.

Long-Term MTW Goals

- Continue to implement business and fiscal policies that result in long term financial viability and solvency.
- Pursue ways to reduce administrative burden, and costs.
- Continue to develop and institute policies and programs that create incentives for families to work, to increase household income, and to increase self-sufficiency. In so doing, the agency will continue to promote home ownership and create additional housing opportunities for participants.
- The LDCHA is committed to expanding the stock of affordable housing through the acquisition, new construction, reconstruction, moderate or substantial rehabilitation of housing as deemed appropriate by the agency in accordance with its mission. This could include assisted living or other types of housing, possibly in conjunction with commercial facilities or other mixed development consistent with the objectives of the demonstration. LDCHA plans to meet this goal through leveraging its MTW funds to create innovative financing and development strategies through joint ventures or other partnerships.

THE LDCHA VISION
To transform lives through
accessible, affordable housing
opportunities for all Douglas
County residents.

II. Operating Information

(II) GENERAL OPERATING INFORMATION

ANNUAL MTW REPORT

A. HOUSING STOCK INFORMATION

i. Actual New Project Based Vouchers

Tenant-based vouchers that the MTW PHA project-based for the first time during the Plan Year. These include only those in which at least an Agreement to enter into a Housing Assistance Payment (AHAP) was in place by the end of the Plan Year. Indicate whether the unit is included in the Rental Assistance Demonstration (RAD).

PROPERTY NAME	NUMBER OF VOUCHERS NEWLY PROJECT-BASED		STATUS AT END OF PLAN YEAR**	RAD?	DESCRIPTION OF PROJECT
	Planned*	Actual			
Name	N/A	N/A	Status (below)	Yes/No	Description
Name	N/A	N/A	Status (below)	Yes/No	Description
	N/A	N/A	Planned/Actual Total Vouchers Newly Project-Based		

* Figures in the "Planned" column should match the corresponding Annual MTW Plan.

** Select "Status at the End of Plan Year" from: Committed, Leased/Issued

Please describe differences between the Planned and Actual Number of Vouchers Newly Project-Based:

N/A

ii. Actual Existing Project Based Vouchers

Tenant-based vouchers that the MTW PHA is currently project-basing in the Plan Year. These include only those in which at least an AHAP was in place by the beginning of the Plan Year. Indicate whether the unit is included in RAD.

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS		STATUS AT END OF PLAN YEAR**	RAD?	DESCRIPTION OF PROJECT
	Planned*	Actual			
Name	N/A	N/A	Status (below)	Yes/No	N/A
Name	N/A	N/A	Status (below)	Yes/No	N/A
	N/A	N/A	Planned/Actual Total Existing Project-Based Vouchers		

* Figures and text in the "Planned" column should match the corresponding Annual MTW Plan.

** Select "Status at the End of Plan Year" from: Committed, Leased/Issued

Please describe differences between the Planned and Actual Existing Number of Vouchers Project-Based:

N/A

iii. **Actual Other Changes to MTW Housing Stock in the Plan Year**

Examples of the types of other changes can include (but are not limited to): units held off-line due to relocation or substantial rehabilitation, local, non-traditional units to be acquired/developed, etc.

ACTUAL OTHER CHANGES TO MTW HOUSING STOCK IN THE PLAN YEAR
N/A

iv. **General Description of All Actual Capital Expenditures During the Plan Year**

Narrative general description of all actual capital expenditures of MTW funds during the Plan Year.

GENERAL DESCRIPTION OF ALL ACTUAL CAPITAL EXPENDITURES DURING THE PLAN YEAR
The agency used its 2018 Capital Fund exclusively for improvements to its public housing developments for upgrades and remodeling at turnover, including new kitchens and baths. The agency replaced 16 HVAC units in public housing developments for a cost of \$70,000. Siding was replaced for four scattered site dwellings for a cost of \$32,000.
Public Housing reserves were used to finish the project started in 2017 to upgrade the boiler system at Babcock Place for a total cost of \$581,500. The MTW reserves were used when the Capital Fund grant was not sufficient to cover this project and the ongoing maintenance of the public housing units.

B. LEASING INFORMATION

i. **Actual Number of Households Served**

Snapshot and unit month information on the number of households the MTW PHA actually served at the end of the Plan Year.

NUMBER OF HOUSEHOLDS SERVED THROUGH:	NUMBER OF UNIT MONTHS OCCUPIED/LEASED*		NUMBER OF HOUSEHOLDS SERVED**	
	Planned^^	Actual	Planned^^	Actual
MTW Public Housing Units Leased	4,272	4,488	356	358
MTW Housing Choice Vouchers (HCV) Utilized	8,940	9,012	745	751
Local, Non-Traditional: Tenant-Based	840	864	70	72
Local, Non-Traditional: Property-Based	N/A	N/A	N/A	N/A
Local, Non-Traditional: Homeownership	N/A	N/A	3	8
Planned/Actual Totals	14,052	14,364	1,174	1,189

* "Planned Number of Unit Months Occupied/Leased" is the total number of months the MTW PHA planned to have leased/occupied in each category throughout the full Plan Year (as shown in the Annual MTW Plan).

** "Planned Number of Households to be Served" is calculated by dividing the "Planned Number of Unit Months Occupied/Leased" by the number of months in the Plan Year (as shown in the Annual MTW Plan).

^^ Figures and text in the "Planned" column should match the corresponding Annual MTW Plan.

Please describe any differences between the planned and actual households served:

Due to a higher than anticipated proration of the Section 8 subsidy, the LDCHA used Activity 16-1 to issue additional Safe Housing Vouchers to survivors of domestic violence. Further, more households were prepared to purchase a home than anticipated pursuant to Activity 09-5.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	NUMBER OF UNIT MONTHS OCCUPIED/LEASED*		NUMBER OF HOUSEHOLDS TO BE SERVED*	
		Planned^^	Actual	Planned^^	Actual
Tenant-Based	Clinton Place/#	684	696	57	58
Tenant-Based	HOPE House/#	72	72	6	6
Tenant-Based	Peterson Acres II /	84	96	7	8
Homeownership	Homeownership/09-5	N/A	N/A	3	8
Planned/Actual Totals		840	864	73	80

* The sum of the figures provided should match the totals provided for each Local, Non-Traditional category in the previous table. Figures should be given by individual activity. Multiple entries may be made for each category if applicable.

^^ Figures and text in the "Planned" column should match the corresponding Annual MTW Plan.

HOUSEHOLDS RECEIVING LOCAL, NON-TRADITIONAL SERVICES ONLY	AVERAGE NUMBER OF HOUSEHOLDS PER MONTH	TOTAL NUMBER OF HOUSEHOLDS IN THE PLAN YEAR
Program Name/Services Provided	N/A	N/A

ii. Discussion of Any Actual Issues/Solutions Related to Leasing

Discussion of any actual issues and solutions utilized in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ACTUAL LEASING ISSUES AND SOLUTIONS
MTW Public Housing	Kansas Residential Landlord Tenant Act requires all lease holders to give 30 days' notice of termination of the lease. This state law notice provision creates a 30-day delay from when a tenant accepts a public housing unit to when they can take occupancy. Vacancy days created by state law are beyond the ability of the agency to control.
MTW Housing Choice Voucher	In 2018, the time voucher holders required to lease up due to low unit availability significantly increased, causing a reduction in utilization.
Local, Non-Traditional	N/A

C. WAITING LIST INFORMATION

i. Actual Waiting List Information

Snapshot information on the actual status of MTW waiting lists at the end of the Plan Year. The "Description" column should detail the structure of the waiting list and the population(s) served.

WAITING LIST NAME	DESCRIPTION	NUMBER OF HOUSEHOLDS ON WAITING LIST	WAITING LIST OPEN, PARTIALLY OPEN OR CLOSED	WAS THE WAITING LIST OPENED DURING THE PLAN YEAR
General Housing Federal MTW Public Housing – Section 8 HCV	Community-Wide Combined / Merged	401	Open	Yes
Babcock Place / Peterson Acres I	Site Based	191	Open	Yes

Federal MTW Public Housing Units				
Clinton Place Project Based Local Non-traditional MTW	Site Based	72	Open	Yes
Peterson Acres II Project Based Local Non-Traditional MTW	Site Based	66	Open	Yes
Next Step Federal MTW Housing Choice 10Voucher Program	Program Specific	1	Open	Yes
Safe Housing Federal MTW Housing Choice Voucher Program	Program Specific	10	Open	Yes
Douglas County Re-Entry Program Federal MTW Housing Choice Voucher Program	Program Specific	1	Open	Yes
HOPE House Project Based Local Non-traditional MTW	Site Based	1	Open	Yes

Please describe any duplication of applicants across waiting lists:

The LDCHA has a combined public housing and Section 8 HCV waiting list per Activity 99-1, and all applicants receive offers for HCV and public housing units. Additionally, there are three site based waiting lists that are designated for elderly and near elderly and an applicant can be on any site based wait list for which they meet the eligibility criteria.

ii. **Actual Changes to Waiting List in the Plan Year**

Please describe any actual changes to the organizational structure or policies of the waiting list(s), including any opening or closing of a waiting list, during the Plan Year.

WAITING LIST NAME	DESCRIPTION OF ACTUAL CHANGES TO WAITING LIST
N/A	N/A
N/A	N/A

D. INFORMATION ON STATUTORY OBJECTIVES AND REQUIREMENTS

i. **75% of Families Assisted Are Very Low Income**

HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW PHA are very low income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA should provide data for the actual families housed upon admission during the PHA's Plan Year reported in the "Local, Non-Traditional: Tenant-Based"; "Local, Non-Traditional: Property-Based"; and "Local, Non-Traditional: Homeownership" categories. Do not include households reported in the "Local, Non-Traditional Services Only" category.

INCOME LEVEL	NUMBER OF LOCAL, NON-TRADITIONAL HOUSEHOLDS ADMITTED IN THE PLAN YEAR
80%-50% Area Median Income	1
49%-30% Area Median Income	16
Below 30% Area Median Income	55

72

Total Local, Non-Traditional Households Admitted

ii. Maintain Comparable Mix

HUD will verify compliance with the statutory requirement that MTW PHAs continue to serve a comparable mix of families by family size by first assessing a baseline mix of family sizes served by the MTW PHA prior to entry into the MTW demonstration (or the closest date with available data) and compare that to the current mix of family sizes served during the Plan Year.

BASELINE MIX OF FAMILY SIZES SERVED (upon entry to MTW)					
FAMILY SIZE	OCCUPIED PUBLIC HOUSING UNITS	UTILIZED HCVs	NON-MTW ADJUSTMENTS*	BASELINE MIX NUMBER	BASELINE MIX PERCENTAGE
1 Person	201	251	0	452	47%
2 Person	69	116	0	185	19%
3 Person	53	115	0	168	17%
4 Person	25	59	0	84	9%
5 Person	20	28	0	48	5%
6+ Person	5	20	0	25	3%
TOTAL	373	589	0	962	100%

* “Non-MTW Adjustments” are defined as factors that are outside the control of the MTW PHA. An example of an acceptable “Non-MTW Adjustment” would include demographic changes in the community’s overall population. If the MTW PHA includes “Non-MTW Adjustments,” a thorough justification, including information substantiating the numbers given, should be included below.

Please describe the justification for any “Non-MTW Adjustments” given above:

Description

MIX OF FAMILY SIZES SERVED (in Plan Year)				
FAMILY SIZE	BASELINE MIX PERCENTAGE**	NUMBER OF HOUSEHOLDS SERVED IN PLAN YEAR^	PERCENTAGE OF HOUSEHOLDS SERVED IN PLAN YEAR^^	PERCENTAGE CHANGE FROM BASELINE YEAR TO CURRENT PLAN YEAR
1 Person	47%	851	59%	12%
2 Person	19%	222	15%	-4%
3 Person	17%	160	11%	-6%
4 Person	9%	112	8%	-1%
5 Person	5%	57	4%	-1%
6+ Person	3%	46	3%	0%
TOTAL	100%	1,448	100%	#%

** The “Baseline Mix Percentage” figures given in the “Mix of Family Sizes Served (in Plan Year)” table should match those in the column of the same name in the “Baseline Mix of Family Sizes Served (upon entry to MTW)” table.

^ The “Total” in the “Number of Households Served in Plan Year” column should match the “Actual Total” box in the “Actual Number of Households Served in the Plan Year” table in Section II.B.i of this Annual MTW Report.

^^ The percentages in this column should be calculated by dividing the number in the prior column for each family size by the “Total” number of households served in the Plan Year. These percentages will reflect adjustment to the mix of families served that are due to the decisions of the MTW PHA. Justification of percentages in the current Plan Year that vary by more than 5% from the Baseline Year must be provided below.

Please describe the justification for any variances of more than 5% between the Plan Year and Baseline Year:

The variation in the one-person household size is a result of the addition of 30 vouchers designated for non-elderly disabled participants in 2000, the addition of the 140 Pinetree conversion vouchers in 2011 of which 77.5% are one person households, and the addition of 45 HUD/VASH vouchers since 2013 of which 67% are a one-person household.

No decisions were made by the LDCHA to affect changes to the mix of families served.

iii. **Number of Households Transitioned to Self-Sufficiency in the Plan Year**

Number of households, across MTW activities, that were transitioned to the MTW PHA's local definition of self-sufficiency during the Plan Year.

MTW ACTIVITY NAME/NUMBER	NUMBER OF HOUSEHOLDS TRANSITIONED TO SELF-SUFFICIENCY*	MTW PHA LOCAL DEFINITION OF SELF-SUFFICIENCY
Homeownership/09-5	8	Purchased a home
Market Rent	35	Graduated to Market Rent
N/A		Definition
	43	(Households Duplicated Across MTW Activities)

Total Households Transitioned to Self-sufficiency **43**

* Figures should match the outcome reported where metric SS#8 is used in Section IV of this Annual MTW Report.

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. IMPEMENTED ACTIVITIES

Activity 17-1 Exclude Asset Income from Income Calculations for Households with Assets of \$20,000 or less and Allow Self-Certification of Assets valued at less than \$20,000 after initial certification
i. Plan Year Approved, Implemented, Amended Approved for 2017 Plan Implemented 2017
ii. Description / Impact / Update This Activity uses MTW flexibility to exclude asset income from income calculations for assets of \$20,000 or less and allow self-certification of the value of assets of \$20,000 or less after initial certification. This reduced administrative costs of recertifications because the verification of asset income process for these amounts was very time consuming and yielded little benefit or impact on rent calculation. In 2018, 784 households self-certified their assets to be less than \$20,000. Only 19 households required asset verification.
iii. Actual Non-Significant Changes None.
iv. Actual Changes to Metrics / Data Collection None.
v. Actual Significant Changes None.
vi. Challenges in Achieving Benchmarks and Possible Strategies None.

COST EFFECTIVENESS

CE #1: Agency Cost Savings

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) = \$10,083 annual total.	Expected cost of task after implementation of the activity (in dollars) = \$4,148 annual total.	In 2018: Cost of task after implementation = \$767	Yes

CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Cost of staff time: \$33.13 per hour x 1 hour per household.	Total amount of staff time dedicated to the certifications of assets prior to implementation of the activity (in hours) = 439 hours.	Expected amount of total staff time dedicated to the certifications of assets after implementation of the activity = 174 hours.	In 2018: Total staff time dedicated after implementation = 19 hours	Yes

CE #3: Decrease in Error Rate of Task Execution

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease). LDCHA has not previously tracked an error rate for this activity.	Average error rate of task prior to implementation of the activity (percentage) = 0%	Expected average error rate of task after implementation of the activity (percentage) = 0%	In 2018: Average error rate of task after implementation = 0% No errors in task execution for 784 self-certified forms.	Yes

CE #5: Increase in Agency Rental Revenue

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance (increase).	2016 household contributions from households with income from assets at or less than \$20,000 was \$287 monthly and increase in HAP to HCV landlords will be \$104 monthly.	Expected household contributions from asset income for assets of \$20,000 or less = 0	In 2018: Total Household contributions towards housing assistance from asset income for assets of \$20,000 or less = \$0. Income from tenant assets not counted was \$447 monthly based on national savings interest rate of 0.08%. Increase in HAP to HCV landlords was \$134, saving the agency \$23,803 in salary annually.	Yes

Activity 16-1 Safe Housing Program

i. Plan Year Approved, Implemented, Amended

Approved for 2016 Plan
Implemented 2016

ii. Description / Impact / Update

This Activity uses MTW flexibility to provide ten transitional housing vouchers to survivors of domestic violence for 24 months. This Activity has been extremely successful in reducing the wait time for this vulnerable population. Additionally the partnership with case managers from other agencies has increased housing choice for these families and reduced homelessness.

17 vouchers were utilized in 2018.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

Expanded the number of available vouchers issued from 10 in 2017 to 17 in 2018 based on availability of funding due to higher proration of Section 8 funding and demand.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

COST EFFECTIVENESS

CE #4: Increase in Resources Leveraged

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	Amount leveraged prior to implementation of the activity (in dollars) = 0	Began tracking in FY 2016 to establish benchmark: Average of 50 hours per TBRA voucher at \$22 per hour. 5 vouchers x 50 x \$22 = \$5,500	In 2018: 17 vouchers x 50 x \$22 = \$18,700	Yes.

<i>HC #3: Decrease in Wait List Time</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	Average applicant time on wait list prior to implementation of the activity (in months). Transitional Housing waitlist wait time = 18 months	Expected average applicant time on wait list after implementation of the activity = 6 months	In 2018: Average waitlist wait time = 3.25 months	Yes.

<i>HC #5: Increase in Resident Mobility</i>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = 0	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 5	Households able to move to a better unit and/or neighborhood of opportunity in 2018 = 17	Yes.

16-1

Activity 16-2

Next Step Vouchers

i. Plan Year Approved, Implemented, Amended

Approved for 2016 Plan
Implemented 2016
Modified in 2018 Plan

ii. Description / Impact / Update

This Activity uses MTW flexibility to provide transitional housing vouchers for youth who have aged out of foster care. This Activity has been successful in reducing waiting times for this vulnerable population. Additionally it has provided a targeted effort to house young adults and provides, through agency partnerships, the necessary support services for these individuals to be stably housed and to avoid homelessness.

There were **3** Next Step vouchers utilized in 2018; one household was terminated for failure to pay rent and serious criminal activity. Two households remain successfully housed and a third voucher was issued in 2018.

Hardship

Participants are able to voluntarily participate in the MTW rent structure (MTW Vol) if the rent calculation is advantageous to them due to the additional deductions. If a participant voluntarily participates in the MTW rent structure, the MTW hardship policy as outlined in Activity 99-2 is available to them. They may also elect to return to the income based rent structure one time between annual re-examinations.

There were **0** Next Step hardship requests in 2018.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

This Activity description and administration was modified to place the Next Step participants in the income based rent structure while maintaining the requirement that the participants meet the MTW work requirement which can be accomplished through working or participation in an educational program. This treats these participants 18-21 years of age consistently with other young adults in MTW as set out in Activity 09-6.

This eliminates the requirement that these participants pay the MTW minimum rent as set in Activity 99-2 and makes interim recertifications available to these participants including the ability to be recertified to zero income and eligible for a utility allowance.

The impact of this change is to encourage work while reducing the risk of eviction due to the fluctuation of employment normally experienced by this age group of participants.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

COST EFFECTIVENESS

CE #4: Increase in Resources Leveraged

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	Amount leveraged prior to implementation of the activity = 0	Began tracking in FY 2016 to establish benchmark: Average of 22 hours per TBRA voucher at \$22 per hour. 3 x 22 x \$22 = \$1,452	In 2018: 3 vouchers x 22 hours x \$22 = \$ 1,452	Yes.

HOUSING CHOICE

HC #3: Decrease in Wait List Time

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average applicant time on wait list in months (decrease).	Average applicant time on wait list prior to implementation of the activity = 18 months	Expected average applicant time on wait list after implementation of the activity = 6 months	In 2018: Average waitlist wait time = 1.95 months	Yes.

HC #5: Increase in Resident Mobility

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of the activity (increase).	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity = 0 .	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 3 .	Households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity = 3 .	Yes.

Activity 14-2

Landlord Self-Certification that minor repairs are complete

i. Plan Year Approved, Implemented, Amended

Approved for 2014 Plan
Implemented 2014

ii. Description / Impact / Update

This Activity uses MTW flexibility to revise the HQS certification to allow Landlord Self-Certification of Correction at LDCHA's discretion and in cases where all deficiencies are minor non-life-threatening, non-safety-hazard deficiencies as determined by an approved list maintained by LDCHA.

In 2018, there were **503 re-inspections** conducted, **175** were eligible for self-certification; **31** were certified by staff and **144** were self-certified by landlords, saving **\$33** per inspection for a total of **\$4,752** in reduced staff cost. Staff hours were reduced by **216**.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

COST EFFECTIVENESS

CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Reduce the total cost of re-inspections by 25%. Total cost of task in dollars (decrease) = \$3,638.	Cost of re-inspections prior to implementation of the activity = \$14,550.	Expected cost of re-inspections after implementation of the activity = \$10,913.	Self-certification of 144 units reduced agency cost by 82% for a total decrease of \$ 4,752	Yes.

CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Reduced re-inspections will result in 97 fewer units re-inspected x 1.5 hours per unit. Total time to complete task in staff hours (decrease) = 146.	Staff re-inspected 388 units x 1.5 hours per unit = 582 hours.	Expected hours for re-inspections after implementation of this activity = 437 hours.	Reduced staff hours by (144 re-inspections x 1.5) = 216.	Yes.

CE #3: Decrease in Error Rate of Task Execution

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
A special inspection of no more than 2 units per year have to be conducted as a result of the On-Site Verification.	A special inspection of 1% or less required re-inspection as a result of the On-Site Verification.	Expected average error rate of task after implementation of the activity (percentage). 1% of 374 unit inspections eligible to self-certify = 4.	In 2018: Special inspection of units self-certified = 0.	Yes.

Activity 14-3

Change the effective dates of variables affecting rent calculations to January 1.

i. Plan Year Approved, Implemented, Amended

Approved for 2014 Plan
Implemented 2014

ii. Description / Impact / Update

This Activity uses MTW flexibility to change the effective dates for program changes that affect rent calculations such as Fair Market Rent, Voucher Payment Standard and Utility Allowance, etc., to correspond with the beginning of LDCHA's January 1 fiscal year. This will reduce cost and achieve greater cost effectiveness by eliminating unnecessary reprinting of key agency documents.

In 2018, hours were reduced to **15**, saving **30 hours** of staff time, which saved **\$994**. Paper was reduced to **874 pages**, saving **2,126 pages**, which saved **\$125**. Total savings was **\$1,119**.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

COST EFFECTIVENESS

CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Cost of reprinting fact sheets, applications, information sheets, briefing materials: 2 x 1,000 pages x \$.059 per page = \$118. Cost of staff time: \$33.13 per hour x 15 hours x 2 = \$994. Total cost of task in dollars (decrease) = \$1,112.	Cost of staff time = \$1,491 Cost of reprinting = \$177 Cost of task prior to implementation of the activity = \$1,668.	Expected cost of staff time = \$497. Expected cost of printing = \$59. Expected cost of task after implementation of the activity (in dollars) = \$556.	Total saved: \$1,119 Savings of staff time: \$994. Savings of printing materials: \$125. Total actual cost: \$549. Actual cost of staff time: \$33.13 per hour x 15 hours = \$497 Actual cost of printing materials: 874 pages x \$.059 per page = \$52.	Yes.

CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease) = 30.	Clerk time: 2 hours x 3 = 6 General Housing Director time: 10 hours x 3 = 30 Data Analyst Time: 3 hours x 3 = 9 Total amount of staff time dedicated to the task prior to implementation of the activity = 45 hours.	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours) = 15.	Time saved = 30 hours Actual time to complete task = 15 hours.	Yes.

CE #5: Increase in Agency Rental Revenue

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance (increase).	Household contributions prior to implementation of the activity (in dollars) = 0.	Expected household contributions after implementation of the activity (in dollars) = 0.	N/A	N/A

Activity 13-1

Affordable Housing Acquisition and Development Fund

i. Plan Year Approved, Implemented, Amended

Approved for 2013 Plan
Implemented 2013

ii. Description / Impact / Update

The LDCHA Board of Commissioners authorized the use of up to \$1 million of LDCHA MTW reserves for the development or acquisition of new low income affordable housing. The LDCHA may use its MTW flexibility to purchase land and/or improvements, acquire existing units, or participate in project ownership and/or development by providing financing for direct construction or rehabilitation costs. LDCHA may leverage, where possible, additional funds from private and public sources (including Low Income Housing Tax Credits, Private Activity Bonds, or other available financing methods). This Activity is designed to increase housing choice for low income households utilizing MTW reserves.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

The units planned for development in 2018 are part of a comprehensive project that is being developed by Douglas County, Kansas, which includes a Behavioral Health Crisis Center. That project was delayed by Douglas County due to a funding election. Approval has been secured and the project is proceeding. The LDCHA has received conceptual approval from HUD's Office of Urban Revitalization. The environmental assessment required an archeological survey which will be completed in May of 2019. The groundbreaking is anticipated in July or August of 2019.

HOUSING CHOICE

HC #1: Additional Units of Housing Made Available

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Housing units of this type prior to implementation of the activity = 0 .	Expected housing units of this type after implementation of the activity for 2018 = 8 - 10 .	Actual housing units of this type for 2018 = 0	No.

HC #2: Units of Housing Preserved

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity (number) = 0 .	Expected housing units preserved after implementation of the activity for 2018 = 8 .	Housing units preserved for 2018 = 0 .	No.

HC #5: Increase in Resident Mobility

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

COST EFFECTIVENESS

CE #4: Increase in Resources Leveraged

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Amount of funds leveraged in dollars (increase).	Amount leveraged prior to implementation of the activity (in dollars) = 0 .	Expected amount leveraged after implementation of the activity (in dollars) = \$75,000 – estimate of the value of the land donated to the project.	Amount leveraged in 2018 = 0	No.

Activity 10-1

Conduct Biennial Recertification for Elderly and Disabled Public Housing and Section 8 Households.

i. Plan Year Approved, Implemented, Amended

Approved for 2010 Plan
Implemented 2010

ii. Description / Impact / Update

Adopt alternative recertification schedule to conduct biennial recertification for all elderly and disabled public housing and Section 8 households on fixed incomes, to reduce the total number of annual recertifications processed to reduce cost and achieve greater administrative efficiencies. Each annual recertification takes an average of 4 hours staff time to process. This change also constitutes a rent reform initiative. Activity 12-1 was combined with this Activity in 2015 to combine the report of Public Housing and Section 8 biennial recertifications into one Activity.

In 2018, of the 644 eligible households, 361 were recertified and 283 were skipped, saving \$107 per recertification for a total of **\$30,281** in reduced staff cost. Staff hours were reduced by **1,132** hours.

This Activity provides a hardship policy which specifies that a household may request to be recertified annually if their medical expenses increased by 10% in the previous 12 months. These households undergo a full annual recertification which includes not only counting all medical expenses but increases in annual income and assets as well. In 2018 there were 6 requests for annual recertifications, all 6 were granted and all the households were recertified.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

In 2018, the number of new move-ins in the HCV was significantly higher than normal. This resulted in more households being recertified than a proportional half of the eligible households.

COST EFFECTIVENESS

CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total staff cost eliminated for biennial recertification of 48% of eligible households in dollars (decrease) = \$31,362.	Staffing cost in 2009 for annual recertification of 208 public housing and 405 Section 8, in 2011 for eligible elderly / disabled households for a total of 613 x \$107 per recertification = \$65,512 .	Expected staff cost for recertification of 52% of eligible households after implementation of biennial recertification = \$34,150.	Recertification of 283 of 644 eligible households reduced agency cost by 44% for a total decrease of \$30,281.	No.

CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time eliminated to complete the biennial recertification of 48% of eligible households in staff hours (decrease) = 1,177.	Staffing hours in 2009 for annual recertification of 208 public housing, and 405 Section 8, in 2011 for eligible elderly / disabled households for a total of 613 x 4 hours per recertification (in hours) = 2,452.	Expected staff time for recertification of 52% of eligible households after implementation of biennial recertification (in hours) = 1,275.	Reduced staff hours by (283 recertifications x 4) = 1,132.	No.

CE #5: Increase in Agency Rental Revenue

This Activity is meant to be revenue neutral; increase in agency rental revenue is not applicable so there is no baseline or benchmark data. This metric does not apply.

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance (increase).	Household contributions prior to implementation of the activity (in dollars) = 0	Expected household contributions after implementation of the activity (in dollars) = 0	Not a revenue generating activity.	N/A

Activity 09-5

Home Ownership Matching Grant

i. Plan Year Approved, Implemented, Amended

Approved for 2009 Plan
Implemented 2009

ii. Description / Impact / Update

This Activity provides a savings matching grant of up to \$3,000 for down payment assistance to MTW households who purchase a home, and serves as an incentive for households to achieve economic self-sufficiency. Secondly, when a participant purchases a home it increases housing choice, and it opens up public housing or Section 8 assistance for other income eligible households thus perpetuating the objectives of the MTW program.

Households who have an annual gross income that exceeds 50% of the Area Median Income (AMI) are offered an opportunity to join the home ownership program. Households who do not join the home ownership program may remain in their public housing unit until their gross annual income reaches 80% AMI at which time they become responsible for paying the full contract rent without subsidy. The LDCHA encourages households to leave the housing assistance program when a household's gross annual income reaches 100% AMI, so that higher income households not interested in purchasing a home will move into the private rental market, thereby opening up units of affordable housing for households at or below 80% of AMI.

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

In 2018, **8** households purchased a home, **6** were Section 8 participants and **2** were public housing households. Seven households received the full \$3,000 matching grant and one received \$2,855.50.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

SELF-SUFFICIENCY

SS #8: Households Transitioned to Self-sufficiency

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households transitioned to self-sufficiency (increase). For this metric, LDCHA is defining self-sufficiency as families who voluntarily end participation in the voucher or public housing programs.	2000 - Households purchasing a home = 0 .	Expected households purchasing a home = 3 .	2018 = 8 homes purchased ; 6 were Section 8 participants and 2 were public housing households.	Yes.

HC #6: Increase in Homeownership Opportunities

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households that purchased a home as a result of the activity (increase).	2000 - Households purchasing a home = 0 .	2018 - Expected households purchasing a home = 3 .	2018 - Households purchasing a home = 8	Yes.

09-5

Activity 09-6

Revise Definition of Countable Income: Exclude Earned Income of Adult Children Between the Ages of 18 and 21

i. Plan Year Approved, Implemented, Amended

Approved for 2009 Plan
Implemented 2009

ii. Description / Impact / Update

This Activity provides an exclusion of income for this group while retaining the work requirement. Prior to this Activity, this 18 to 21-year-old population who were not in school frequently placed their family at risk for being terminated when the adult child failed to go to work, or to retain employment after their income was factored into their household's rent. It also resulted in an MTW work requirement violation, with the entire household's housing being placed at risk under the violation. This Activity reduces this risk while continuing to create an incentive and motivation for adult children in the household to work.

This Activity reduces the amount of time staff spends on program enforcement activities, rent recalculations, and reduces the number of housing and program terminations that result through program enforcement.

In 2018 there were **9** households with adult children 18-21 years old in this category whose income would have been previously subject to rent calculation action. By not recalculating rent for these households to include income, **\$117** in administrative costs were saved and **4.5** hours of staff time were saved.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

COST EFFECTIVENESS

CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of eliminating staff time required for rent recalculation for adult children 18-21 in income in dollars (decrease)	2009 - Cost of rent recalculation prior to implementation: 63 x .50 x \$26 per hour (in dollars) = \$819.	Expected cost after implementation of Activity 09-6 (in dollars) = \$0	Cost eliminated by not recalculating rent for 9 households with adult children 18-21: \$117.	Yes.

CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours = (decrease)	Eliminate staff time required for rent recalculation for adult children 18-21 in income (in hours) 63 x .50 = 31.5.	Expected staff hours after implementation of Activity 09-6 (in hours) = 0	Time eliminated by not calculating rent for 34 adult children 18-21: 4.5 hours.	Yes.

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

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving work requirement action services aimed to increase self-sufficiency (increase).	2009 - Work requirement actions for failure to meet work requirement = 5 , and 0 resulted in termination or eviction.	Expected households meeting the work requirement: 100%, resulting in no terminations or evictions for failure to meet the work requirements = 0.	2018 - Work requirement actions for failure to meet work requirement = 6 , and 0 resulted in termination or eviction. However, 3 households received self-sufficiency services.	Yes.

09-6

Activity 09-6.1

Revise Definition of Countable Income: Count Income under Previously Disallowed 12:12:48 Regulation

i. Plan Year Approved, Implemented, Amended

Approved for 2009 Plan
Implemented 2009

ii. Description / Impact / Update

In 2009, the LDCHA began to count as income wages from employment for disabled residents, eliminating the income exclusion for disabled public housing and Section 8 tenants under the 12:12:48 month earned income disallowances rule as outlined in 24 CFR §960.255 for public housing and 24 CFR § 5617 for a HCV program. This exclusion has a direct result of increasing the federal housing assistance by disallowing earned income that can be counted toward the household's contribution toward rent. The tracking for this disallowance was extremely burdensome and eliminating this exclusion saves additional processing time per month per household with disallowed income under this regulation.

The estimated count of households with previously disallowed income using the 12:12:48 regulation is **38**, which is the number of households voluntarily participating in the MTW rent structure. Cost of tracking task eliminated was **\$17,784**. Total staff hours saved was **684**.

All of the **38** households are voluntarily participating in the MTW rent structure because the rent calculation is advantageous to them due to the additional deductions. If a household elects to voluntarily participate in the MTW rent structure the MTW hardship policy as outlined in Activity 99-2 is available to the household. Additionally, households voluntarily participating in the MTW rent structure have the opportunity to elect to return to the income based rent structure one time between annual re-examinations. In 2018 a total of **50** MTW hardships were granted and **2** were denied; **0** of the denied hardships involved a MTW voluntary household.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

COST EFFECTIVENESS

CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of task in dollars (decrease).	2009 - 19 households x 1.5 hours x 12 months = 342 hrs x \$26. Cost of task prior to implementation of the Activity (in dollars) = \$8,892.	Elimination of 100% of staff cost to calculate the earned income disallowance. Expected cost (in dollars) = \$0.	In 2018, 38 households previously would likely have been eligible resulting in staff cost savings = \$17,784	Yes.

CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total staff time to complete the task in hours (decrease).	2009 - 19 households x 1.5 hours x 12 months. Total amount of staff time dedicated to the task prior to implementation of the Activity (in hours) = 342.	Eliminated 100% of staff hours to calculate the earned income disallowance. Expected staff time (in hours) = 0	In 2018, 38 households previously would likely have been eligible resulting in total staff time eliminated = 684 hours.	Yes.

09-6.1

Activity 09-8

Prisoner Re-Entry Housing Program

i. Plan Year Approved, Implemented, Amended

Approved for 2009 Plan
Implemented 2009

ii. Description / Impact / Update

In January 2009 the LDCHA set aside funding for five units of TBRA to be used, in collaboration with the Douglas County Sheriff's Corrections Division, to provide housing assistance for five inmates being released from Douglas County jail under their Jail Re-entry Program. This program provided housing to individuals who otherwise would not be eligible for housing assistance. It permits the individual to have affordable, decent and sanitary housing so that they can focus on attaining their re-entry goals which includes obtaining employment or other income.

These participants are able to voluntarily participate in the MTW rent structure (MTW Vol) if the rent calculation is advantageous to them due to the additional deductions. If a participant voluntarily participates in the MTW rent structure, the MTW hardship policy as outlined in Activity 99-2 is available to them. They may also elect to return to the income based rent structure one time between annual re-examinations.

In 2018, 2 participants were housed. Both have mainstream income but neither has employment income.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

SELF-SUFFICIENCY

SS#3: Increase in Positive Outcomes in Employment Status

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 Job Training Program (5) Unemployed (6) Other	Head(s) of households prior to implementation of the Activity = 0 .	Expected head(s) of work-able households after implementation of the activity – 50%	In 2018, 0% of participants achieved employment. (1) Employed FT = 0 (2) Employed PT – 0	No.
	Percentage of total work-able households prior to implementation of the Activity = 0 .	50% of participants achieving mainstream income / employment.	In 2018, 100% of participants achieved mainstream income. (6) Other = mainstream income: 1 has SSI. 1 has non-employment tribal income.	Yes.

HOUSING CHOICE

HC #1: Additional Units of Housing Made Available

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).	Housing units of this type prior to implementation of the activity = 0 .	Expected housing units of this type after implementation of the activity: number of Re-entry Vouchers = 2	In 2018 there were 2 participants utilizing these special purpose vouchers.	Yes.

09-8

Activity 99-1

Combine Public and Section 8 TBRA Programs and Operations

i. Plan Year Approved, Implemented, Amended

Approved for 1999 Plan
Implemented 1999

ii. Description / Impact / Update

This Activity uses MTW flexibility to establish a locally designed waiting list and tenant selection criteria by combining the public housing family housing units and Section 8 HCV into one program called General Housing with one waiting list and single organizational program structure. The objective of this Activity was to decrease the vacancy rate by using the same suitability criteria for both programs and offering the next available unit to the applicant at the top of the waiting list. Additionally it decreases administrative burden by reducing voluntary unit turnover cost.

This Activity has had the effect of standardizing eligibility criteria, maintaining high occupancy rates in family public housing units, decreasing the waiting time for an affordable housing unit, and streamlining administrative program functions.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

None.

COST EFFECTIVENESS

CE #5: Increase in Agency Rental Revenue

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total Household contributions towards housing assistance (increase) = \$150,000.	1998 - Household contributions prior to implementation of the Activity (in dollars) = \$758,485.	Expected household contributions increase of \$150,000 per year (in dollars) = \$908,485.	2018 Actual household contributions was \$1,284,115 , an increase of \$525,630.	Yes.

99-1

Activity 99-2

Alternative Rent Structure

i. Plan Year Approved, Implemented, Amended

Approved for 1999 Plan
Implemented 1999

ii. Description / Impact / Update

Developed alternative MTW rent structure with minimum and maximum annual rents that are adjusted periodically and applied to all non-disabled/non-elderly households in the General Housing program. The rent structure requires all non-elderly, non-disabled adults to pay a significant minimum rent regardless of their income. To reward work, the agency sets a maximum rent for each size unit.

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

To encourage employment advancement, the agency established a system of income deductions that increase as work hours increase.

Special income deductions for MTW households include:

- 10% earned income deduction for those working at least 35 hours/week
- \$2,000 medical deduction for those working at least 35 hours/week
- full out-of-pocket dependent care deduction necessary to allow work or school attendance
- utility allowance as an annual income deduction, not as a monthly deduction from rent
- increase in the child dependent deduction to \$840 per child capped at \$1,680 per household

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

The LDCHA's Rent Hardship Policy permits a degree of rent relief if the household experiences a loss of earned income equal to or greater than 50% of total reported earned income, then the MTW Hardship Rent shall be reset to \$50 a month for the household for a three consecutive month period, *OR*, if a loss of earned income is at least 25% but is less than 50% of total reported earned income, the MTW Hardship Rent shall be reset \$100 a month for the household for a three consecutive month period. A household may have a hardship rent reduction only once every 12 months, measured from the end of an approved hardship. A hardship is not available during annual recertification because the rent is already being recalculated. Hardship requests are denied when there is no loss of employment income being

counted in the calculation of the MTW rent, when the tenant has had a hardship rent reduction in the past 12 months, or when the tenant refuses to complete intensive re-employment activities through Resident Services.

If the household's income loss is due to a condition that then qualifies the individual for a disability under ADA, the household's designation is changed from MTW to income-based and they are recertified.

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

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

In 2018 LDCHA approved portability for:

7	Reasonable accommodation for persons with disabilities
3	Economic
1	Relocation for education
1	VAWA
8	Household needs
<hr/>	
20	Total LDCHA voucher holders

No port out requests were denied.

During 2018, **7** MTW households were terminated for failure to pay rent in public housing. There were **3** terminations for failure to pay rent in the Section 8 program.

There were **52** hardships in 2018:

- **10** Medical Hardships, 4 in public housing and 6 in Section 8;
- **40** Employment Loss Hardships, 17 in public housing and 23 in Section 8.
- **2** were denied because the request was during their annual recertification period.

Outcomes: 32 Hardship Rent Reduction contracts were signed with Employment Program staff.

- 27 obtained jobs to replace lost employment income, full and part time
- 1 went back to GED school full time
- 1 contract expired after 3 months
- 2 were certified disabled and unable to return to work
- 1 signed up with Vocational Rehabilitation through the State of Kansas for additional employment support for disability

iii. Actual Non-Significant Changes
None.
iv. Actual Changes to Metrics / Data Collection
None.
v. Actual Significant Changes
None.
vi. Challenges in Achieving Benchmarks and Possible Strategies
None.

SELF-SUFFICIENCY

SS #7: Increase in Agency Rental Revenue				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Household contributions toward housing assistance per year in dollars (increase) = \$150,000.	1998 - Household contributions prior to implementation of the Activity (in dollars) = \$758,485.	Expected Household contributions after implementation of the Activity (in dollars) = \$908,485.	2018 Household contributions was \$1,284,115 , an increase of \$525,630.	Yes.

99-2

Activity 99-3

Work Requirement

i. Plan Year Approved, Implemented, Amended

**Approved for 1999 Plan
Implemented 1999**

ii. Description / Impact / Update

This Activity establishes an MTW work requirement which applies to all households in the General Housing program with a non-elderly non-disabled adult in the household. The work requirement mandates that all able-bodied adults age 18 and older work a minimum of 15 hours a week. For a two-adult household with minor children, the work requirement can be met if one adult works 35 hours per week. Enrollment in a post-secondary education program or Work Training Program satisfies the work requirement. An adult child in the household is also subject to the work requirement. Residents who fail to meet the work requirement must participate in the LDCHA's Family Self-Sufficiency Program for 15 hours per week. Failure to meet the work requirement is a major program breach.

Following are the exemptions to the work requirement and MTW rent structure.

- A person over age 62 or person who has a permanent disability that prevents them from getting and/or keeping employment.
- A person under age 62 and over 18 who is the only caretaker for a disabled/elderly household member.
- Discretionary exemption for households with only one adult who does not have disability status or who, due to limitations of employment experience, education or training, or other significant barriers unlikely to be overcome, is unable to earn sufficient income to meet the rent requirement.
- Households with one or two adults, neither of whom have disability status, who are over age 50, and who do not have children residing in the household.
- Households receiving TANF Cash Assistance with one adult member who has been determined "not mandatory for work" by DCF. The household will receive assistance under the MTW rent structure, but the person will not be subject to the work requirement.

Exempt households may elect annually to participate in the MTW rent structure if they meet the work requirement through employment income.

Failure to meet the work requirement results in a program violation. If not corrected, tenant rent goes to full market rate for the unit.

The work requirement mandate has been demonstrated to move households to work and increase self-sufficiency. Of the households that participated in the MTW program during the 2018 Plan Year, there were **40** work requirement enforcement actions: **25** were in Section 8 and **15** in public housing. All households came into compliance.

iii. Actual Non-Significant Changes

None.

iv. Actual Changes to Metrics / Data Collection

None.

v. Actual Significant Changes

None.

vi. Challenges in Achieving Benchmarks and Possible Strategies

The agency has seen an increase in the number of households falling below the 30% or extremely low income levels, which may have impacted loss in average earned income.

SELF-SUFFICIENCY

SS #1: Increase in Household Income

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households participating in MTW rent structure affected by this policy in dollars (increase).	2013 - Average earned income of current MTW rent structure participants is \$18,596 . Data on income did not separate out earned income until 2013. Historical data reflects an average annual change of 2% in gross household income from \$16,434 in 2000 to \$21,060 in 2013.	Expected increase in total average earned income of MTW Rent Structure participant = \$18,782 . 1% per year increase in average earned income.	Outcome = \$18,756 (average earned income of all 2018 MTW rent structure participants.) Income decrease for 2018 = -1%	No.

SS#3: Increase in Positive Outcomes in Employment Status

Unit of Measurement	Baseline	Benchmark – Public Housing		Outcome	Benchmark Achieved?
Report the following information separately for each category:	Head(s) of households in MTW rent structure prior to implementation of the Activity in 1998:	Expected head(s) of households in MTW rent structure after implementation:		2018: 165 Public Housing MTW participants.	Yes.
(1) Employed Full-Time (2) Employed Part-Time (1 & 2 Combined) Employed MTW rent structure participants (3) Enrolled in an Educational Program (4) Enrolled in Job Training Program (5) Unemployed (6) Other - Discretionary Exemptions	N/A * N/A * 119 15 N/A 49 N/A * Data not available for 1 & 2 separately until 2013	<u>2000</u> N/A N/A 133 33 1 0 Total exceeds 100%, some participants are captured in multiple categories.	<u>Estimated for 2013</u> 100 <u>24</u> = 124 28 22 6 6	<u>2018</u> (1) Employed Full-Time 104 (2) Employed Part-Time <u>49</u> = 153 (3) Enrolled in Educational Program - 20 (4) Enrolled in Job Training Program - 3 (5) Unemployed - 8 (6) Other - Discretionary Exemptions - 3	
	Percentage of total work-able households in the MTW rent structure per category prior to implementation of Activity (percent).	Expected percentage of total work-able households in the MTW rent structure per category after implementation of the Activity (percent).		Actual percentage of total work-able households in the MTW rent structure per category.	Yes.
(1) Employed Full-Time (2) Employed Part-Time (1 & 2 Combined) Employed MTW rent structure participants (3) Enrolled in an Educational Program (4) Enrolled in Job Training Program (5) Unemployed (6) Other - Discretionary Exemptions	(1) Data not available (2) Data not available (1 & 2) 65% (3) 9% (4) Data not available until 2013 (5) 27% (6) 0%	<u>2000</u> (1) 25% (2) 25% (3) 20% (4) 10% (5) 10% (6) 10%	<u>Estimated for 2013</u> (1) 25% (2) <u>25%</u> (3) 20% (4) 10% (5) 10% (6) 10%	<u>2018</u> (1) 61% (2) 29% (3) 3% (4) 2% (5) 5% (6) 0%	

Unit of Measurement	Baseline - Section 8 HCV	Benchmark - Section 8 HCV		Outcome	Benchmark Achieved?
Report the following information separately for each category:	Head(s) of households in MTW rent structure prior to implementation of the Activity in 1998:	Expected head(s) of households in MTW rent structure after implementation of the Activity:		2017 - 310 Section 8 HCV participants	Yes.
(1) Employed Full-Time (2) Employed Part-Time (1 & 2) Employed MTW rent structure participants (3) Enrolled in an Educational Program (4) Enrolled in Job Training Program (5) Unemployed (6) Other - Discretionary Exemptions	N/A N/A [Data not available for 1 & 2 separately until 2013] 172 60 0 63 0	<u>2000</u> N/A N/A 119 19 N/A 4 5 * Total exceeds 100%, some participants are captured in multiple categories.	<u>Estimated for 2013</u> 147 <u>79</u> = 226 55 25 22 8	<u>2018</u> (1) Employed Full-Time 220 (2) Employed Part-Time 70 = 290 (3) Enrolled in Educational Program - 42 (4) Enrolled in Job Training Program - 6 (5) Unemployed - 9 (6) Other - Discretionary Exemptions - 18	
	Percentage of total work-able households in the MTW rent structure prior to implementation of Activity (percent).	Expected percentage of total work-able households in the MTW rent structure after implementation of the Activity (percent).		Actual percentage of total work-able households in the MTW rent structure per category.	Yes.
(1) Employed Full-Time (2) Employed Part-Time (1 & 2) Employed MTW rent structure participants (3) Enrolled in an Educational Program (4) Enrolled in Job Training Program (5) Unemployed (6) Other - Discretionary Exemptions	(1) N/A (2) N/A (1 & 2) 58% (3) 20% (4) N/A (5) 21% (6) 0%	<u>2000</u> (1) 25% (2) 25% (3) 20% (4) 10% (5) 10% (6) 10%	<u>Estimated for 2013</u> (1) 25% (2) 25% (3) 20% (4) 10% (5) 10% (6) 10%	<u>2018</u> (1) 60% (2) 19% (3) 12% (4) 2% (5) 2% (6) 5%	

B. NOT YET IMPEMENTED ACTIVITIES

Activity 18-1

Local Project Based Section 8 Voucher Program Targeted to Special Needs Populations

i. Description

Approved for 2018 Plan

Create a local Project Based Section 8 Voucher Program (PBV) with the following components:

- Allocate PBV subsidy non-competitively process to LDCHA-owned or controlled sites and transitional units,
- Prioritize assignment of PBV assistance to units designed to serve special populations with poverty rates 50% of AMI or below,
- Eliminate the 25% cap on the number of units that can be project-based on a single site for supportive or elderly housing, and for sites with fewer than 20 units,
- Waive the 20% cap on the amount of HCV budget authority that can be project-based, allowing LDCHA to determine the size of the PBV program,
- Modify eligible unit and housing types to include shared housing, cooperative housing, or transitional housing,
- Allow project partners to manage project wait lists with criteria as determined by LDCHA,
- Use LDCHA's standard HCV process for determining Rent Reasonableness for units in lieu of requiring third-party appraisals,
- Eliminating or modifying the requirement that households living in a unit subsidized through a project-based voucher be given an opportunity to receive tenant-based rental assistance ("exit voucher") if, after one year, they wish to move, however the participants will be given access to the LDCHA transfer policy, and

Assign standard HCV payment standards to PBV units.

This Activity will use MTW flexibility to:

Reduce the administrative time and development costs associated with issuing a Request for Proposal (RFP) when LDCHA has a qualifying development for PBV program.

Increase housing choices for special populations.

Because this is a PBV program it is not considered a local non-traditional program.

These are new units that will serve individuals residing outside of the LDCHA inventory. These units will be constructed in conjunction with a new Behavioral Health Crisis Center.

A preference will be established for individuals with serious persistent mental illness who are stabilized at the crisis center and in need of housing. There will be supportive services through a partnership with the local Bert Nash Community Behavioral Health Center and a new peer support program.

ii. Implementation Plan / Timeline

This Activity has not yet been implemented because the units have not been constructed. The LDCHA is working with HUD to receive approval per PIH 2011-45 for funding.

The LDCHA anticipates completion of design and construction contract bidding by July 1, 2019, construction to be completed by the 4th quarter of 2019, and lease up in 2020. This Activity will be activated once construction is completed.

C. ACTIVITIES ON HOLD

On Hold Activity 14-1

Biennial HQS Inspection for Existing HCV Properties

i. Description, First Approved, Implemented, Placed on Hold

Implement a Biennial Housing Quality Standards (HQS) Inspection process for existing Housing Choice Voucher (HCV) properties.

Approved for 2014 Plan; implemented 2014; placed on hold 2017

ii. Reactivation Plan / Timeline

This Activity has been put on hold due to software issues which prevent efficient tracking of the necessary data. The current housing software is programmed to permit agencies to perform biennial inspections for all their properties but does not allow any provision to create a subset of properties to be selected for biennial inspections. No date or timeline has yet been provided for a software upgrade to allow tracking of these units.

D. CLOSED OUT ACTIVITIES

<i>Closed Out Activity 12-1</i> Biennial Recertification for all Elderly and Disabled Section 8 Households	
<i>i. Plan Year Approved, Implemented, Year Closed Out</i>	
Approved for 2013 Plan Implemented 2013 Closed out 2015	
<i>ii. Why Activity was Closed Out</i>	
Combined with Activity 10-1 so all biennial recertifications are administered consistently and tracked as one activity.	

<i>Closed Out Activity 11-1</i> Financial Assistance for Vehicle Repair	
<i>i. Plan Year Approved, Implemented, Year Closed Out</i>	
Approved for 2011 Plan Implemented 2011 Closed out 2014	
<i>ii. Why Activity was Closed Out</i>	
Moved to Single Fund Flexibility. Activity is still operating and results are being tracked. See Section V (iii).	

Closed Out Activity 11-2

Partner with DCHI to Create Year Round Social, Educational, Health and Recreational Opportunities for Youth

i. Plan Year Approved, Implemented, Year Closed Out

Approved for 2013 Plan
Implemented 2013
Closed out 2014

ii. Why Activity was Closed Out

Moved to Single Fund Flexibility. Activity is still operating and results are being tracked.
See Section V (iii).

Closed Out Activity 11-3

Combine the Administrative Plan and the Public Housing ACOP into one policy statement

i. Plan Year Approved, Implemented, Year Closed Out

Approved for 2011 Plan
Implemented 2011
Closed out 2013

ii. Why Activity was Closed Out

The Activity was completed. The Board adopted the final Combined Admin-ACOP on August 26, 2013 by Resolution 2013-14.

Closed Out Activity 10-2

Expand Employment Related Services to MTW Households

i. Plan Year Approved, Implemented, Year Closed Out

Approved for 2010 Plan
Implemented 2010
Closed out 2014

ii. Why Activity was Closed Out

Moved to Single Fund Flexibility. Activity is still operating and results are being tracked.
See Section V (iii).

Closed Out Activity 10-3

Energy Conservation Improvements

i. Plan Year Approved, Implemented, Year Closed Out

Approved for 2010 Plan
Implemented 2010
Closed out 2012

ii. Why Activity was Closed Out

Closed out after contract work was completed. Energy cost savings are reported annually to regional HUD office.

Closed Out Activity 09-2

Mandatory Orientation for All New Incoming Residents

i. Plan Year Approved, Implemented, Year Closed Out

Approved for 2009 Plan
Implemented 2009
Closed out 2014

ii. Why Activity was Closed Out

Moved to Single Fund Flexibility. Activity is still operating and results are being tracked. See Section V (iii).

Closed Out Activity 09-3

Expand Case Management Services to MTW Households with Incomes Below 40% AMI

i. Plan Year Approved, Implemented, Year Closed Out

Approved for 2009 Plan
Implemented 2009
Closed out 2013

ii. Why Activity was Closed Out

Closed out as a separate Activity, absorbed into Activity 10-02. Targeting the lowest AMI tenants has again proven a successful outreach measure to try and provide services and make appropriate referrals. Having the non-traditional Family Self-sufficiency (FSS) program has helped with this significantly.

Closed Out Activity 09-4

Biennial Recertifications for MTW Households

i. Plan Year Approved, Implemented, Year Closed Out

Approved for 2009 Plan
Implemented 2009
Closed out 2015

ii. Why Activity was Closed Out

This Activity never had the anticipated impact and it resulted in increasing complexity rather than reducing staff time and achieving greater cost efficiency. This initiative was a voluntary election and was subject to fluctuating tenant income, resulting in too many mid-year recertifications. This Initiative was difficult to track and created additional administrative complexity to our program without resulting in a significant benefit to participants.

Closed Out Activity 09-7

Housing Stabilization Initiative "Homeless to Housed"

i. Plan Year Approved, Implemented, Year Closed Out

Approved for 2009 Plan
Implemented 2009
Closed out 2014

ii. Why Activity was Closed Out

Moved to Single Fund Flexibility. Activity is still operating and results are being tracked.

See Section V (iii).

V. Sources and Uses of MTW Funds

(V) SOURCES AND USES OF MTW FUNDS

iii. ACTUAL USE OF MTW SINGLE FUND FLEXIBILITY

In 2014 the following activities were closed and moved to MTW Single Fund Flexibility.

Activity 11-1: Vehicle Repair Funding. This Activity provides a maximum of \$500 to assist MTW households to repair vehicles used for transportation for employment and education purposes.

In 2018, 9 HCV households and 8 public housing households received car repairs. A total of \$7,907.01 was spent with the average repair costing \$465.13. 16 households maintained employment and 1 post-secondary student remained enrolled in school.

Activity 11-2 Partner with DCHI to Create the Full Circle Program – Providing Year Round Social, Educational, Health and Recreational Opportunities for Youth and Elderly Residents. This initiative partnered with Douglas County Housing, Inc. to allow the agency to reduce cost and rely less on tax dollars by focusing on funding through grants to serve households with children. The Full Circle Program serves as a year round program that provides a free, safe and positive place for youth ages 7-18, from households receiving housing assistance to spend time in a constructive manner and avoid educational regression. Services focus on out-of-school learning, self-development and mentoring through programming tailored for each unique individual.

In 2018, DCHI received \$6,336 in grants.

For the youth program, \$500 was received from the Lawrence Board of Realtors. This money was used to support programming to maintain the year-round out-of-school, health, and wellness programming targeting youth and their families.

In 2018, 68 youth receiving housing assistance participated in the youth program. This program in part allowed 12 parents to maintain their employment during times when their children were not in school.

For adult services and programs, \$5,836 in grant funds were received. This included a \$4,000 Access Technology Grant from the Douglas County Community Foundation for the Employment Program's computer lab at Resident Services, \$361 for swim passes from the Rotary Club of Lawrence in summer 2018, and \$1,475 from the Douglas County Community Foundation Fairy Godmother Funds program to support our Car Repair Program.

Activity 10-2 Expand Employment Related Services to MTW Households. This Activity uses funds to provide education and training opportunities in order to reduce the barriers to employment and underemployment to households participating in the MTW rent structure, to maximize a household's potential for securing worthwhile, long term employment. Some financial assistance is available for training opportunities including certified nursing and medical assistance certification, computer skills and mechanics, technical drafting, welding, commercial driver licensing, etc. There are also a number of training opportunities offered that focused on soft skills development that include workplace behavior skills such as punctuality, attendance, appropriate attire, customer service, and phone skills.

In 2018, our two full time Employment Specialists served **339** unique individuals in the Employment Program. Services included resume writing and revision, job application assistance, and interview preparation. Of these 339 individuals, **67** were clients under contract to meet their work requirement at their annual recertification, move-in, or to be eligible for a Hardship Rent Reduction. Of these clients:

- **55** successfully gained employment (**82%**).
- **2** enrolled in the State of Kansas Vocational Rehabilitation Program
- **3** moved to the income-based rent structure after being determined disabled
- **9** left assisted housing programs.

We provided assistance for education to improve employability. In 2018:

- **51** clients were enrolled in post-secondary education programs, one of whom graduated in May with a Master's degree in Library Science.
- **12** clients were assisted with enrollment in education programs including GED and post-secondary education
- **4** clients enrolled in the Momentum Grant—3 are currently continuing their coursework and 1 has earned her Commercial Driver's License (CDL) and gained full-time employment. Administered by the Douglas County Community Foundation, the Momentum Grant is designed to help low income residents who are attending post-secondary technical schools with expenses such as books, licenses, and technological needs.
- **4** scholarships for GED exams fees and a \$800 scholarship for a Certified Medication Aid (CMA) class were granted.

Additionally, we provided funds for an emergency teaching license and background check to enable a client to work as a substitute teacher. We paid a client's driving school fees enabling her to get a job that required a driver's license. We paid for 4 clients' government issued identification cards necessary to obtain employment. We also purchased items to help clients prepare for work, including required clothing and personal hygiene items.

Utilizing the Access Technology Grant in partnership with the Douglas County Community Foundation, we renovated our employment and education computer lab at Resident Services. We added five refurbished computers, five new monitors, six new desk chairs, and updated software for each computer, including MS Office 2016.

Activity 09-2 Mandatory Orientation for All New Incoming Residents. The LDCHA requires all new MTW admissions to attend an orientation program that outlines all the services and programs offered by the Resident Services Office. Mandatory orientations educate residents about available services to access in times of crisis that could lead to termination of their housing assistance, and as a facilitation vehicle for families motivated toward upward mobility, economic self-sufficiency and homeownership. It also provides a connection to support services staff.

Resident Services did **126** new tenant orientations for public housing and HCV MTW families in 2018. Of these 126 new tenant orientations, **13** families went on to receive formal housing case management by the Resident Services Office staff.

Activity 09-7 Create Housing Stabilization Initiative called "Homeless to Housed". This Activity provides individual case management for hard-to-house applicants who are being offered housing assistance, funded through the City of Lawrence HOME Transitional Housing (TH), and households participating in the MTW Jail Re-Entry (JRE) initiative. Housing stabilization case management services reduce the number of lease and program violation incidents as well as reduces evictions, thereby breaking a cycle of homelessness and/or housing instability.

In 2018, **5** transitional households, **2** without other case management and **0** JRE participants, received case management.

A. LOCAL ASSET MANGEMENT PLAN

i. Did the MTW PHA allocate costs within statute in the Plan Year?

Yes

ii. Did the MTW PHA implement a local asset management plan (LAMP) in the Plan Year?

No

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

No

iv. If the MTW PHA has provided a LAMP in the appendix, please provide a brief update on implementation of the LAMP. Please provide any actual changes (which must be detailed in an approved Annual MTW Plan/Plan amendment) or state that the MTW PHA did not make any changes in the Plan Year.

The LDCHA has 369 public housing units and opted out of the asset management requirement for 2008 to 2017 as provided by various HUD appropriations acts and continuing resolutions. LDCHA elected to opt out of asset management for again for 2018 pursuant to the various Continuing Resolutions. The agency uses a cost allocation system to prorate expenses among the different programs it administers. The election does not use any MTW flexibility.

VI. Administrative

CERTIFICATIONS OF COMPLIANCE

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

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

Acting on behalf of the Board of Commissioners of the Moving to Work Public Housing Agency (MTW PHA) listed below, as its Chairman or other authorized MTW PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the MTW PHA Plan Year beginning (01/01/2018), hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

- (1) The MTW PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the MTW PHA conducted a public hearing to discuss the Plan and invited public comment.
- (2) The MTW PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan.
- (3) The MTW PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1 (or successor form as required by HUD).
- (4) The MTW PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
- (5) The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
- (6) The Plan contains a certification by the appropriate state or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the MTW PHA's jurisdiction and a description of the manner in which the Plan is consistent with the applicable Consolidated Plan.
- (7) The MTW PHA will affirmatively further fair housing by fulfilling the requirements at 24 CFR 903.7(o) and 24 CFR 903.15(d), which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR 903.7(o)(3). Until such time as the MTW PHA is required to submit an AFH, and that AFH has been accepted by HUD, the MTW PHA will address impediments to fair housing choice identified in the Analysis of Impediments to fair housing choice associated with any applicable Consolidated or Annual Action Plan under 24 CFR Part 91.
- (8) The MTW PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
- (9) In accordance with 24 CFR 5.105(a)(2), HUD's Equal Access Rule, the MTW PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
- (10) The MTW PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
- (11) The MTW PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
- (12) The MTW PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

- (13) The MTW PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
- (14) The MTW PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
- (15) The MTW PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
- (16) The MTW PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the MTW PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
- (17) With respect to public housing and applicable local, non-traditional development the MTW PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
- (18) The MTW PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
- (19) The MTW PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
- (20) The MTW PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 200.
- (21) The MTW PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
- (22) All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the MTW PHA in its Plan and will continue to be made available at least at the primary business office of the MTW PHA.

Lawrence-Douglas County Housing Authority

KS053

MTW PHA NAME

MTW PHA NUMBER/HA CODE

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

Maria Duran

Vice Chair, LDCHA Board of Commissioners

NAME OF AUTHORIZED OFFICIAL

TITLE



March 25, 2019

SIGNATURE

DATE

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



**Certification of Compliance Statement
2018 MTW Annual Report**

The Lawrence-Douglas County Housing Authority certifies that it 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) that are served, as would have been provided had the amounts not been used under the demonstration.


Shannon Oury, Executive Director

3-27-19

Date

Appendix

Appendix: Alternate Rent Historic Outcomes

Avg Gross Income / Participants / Home-ownership	MTW YEAR	AVG GROSS INCOME	AVG TENANT RENT	AVG HAP TO OWNER	AVG CONTRACT RENT	AVG FAMILY SIZE	MTW RENT PARTICIPANTS	HOME-OWNERSHIP
BASELINE Year 2	2000 - 2001 YR 2	16,434	296	213	622	3	391	
	2001 - 2002 YR 3	16,660	303	223	653	3	401	1
	2002 - 2003 YR 4	17,967	288	375	676	3	517	5
BENCHMARK Increase metrics over time	2003 - 2004 YR 5	19,564	329	378	731	3	492	5
	2004 - 2005 YR 6	19,901	332	403	737	3	479	5
	2005 - 2006 YR 7	19,274	324	436	768	3	450	2
	2006 - 2007 YR 8	20,372	349	422	786	3	456	9
	2007 - 2008 YR 9	21,625	368	439	814	3	440	5
	2008 - 2009 YR 10	20,446	367	499	874	3	426	7
	2010 YR 11	19,776	358	510	872	3	411	7
	2011 YR 12	19,793	355	513	870	3	411	3
	2012 YR 13	21,060	376	551	929	3	477	8
	2013 YR 14	22,558	388	539	937	3	478	7
	2014 YR 15	23,937	411	521	950	3	472	5
	2015 YR 16	27,429	424	526	961	3	485	10
	2016 YR 17	24,345	417	536	977	3	479	2
	2017 YR 18	24,736	419	561	981	3	475	4
OUTCOME	2018 YR 19	23,997	410	573	996	3	508	8
	OVERALL AVERAGE	21,104	362	457	841	3	458	93