



50 Years building



a better community

# 2019 MTW Annual Plan

Submitted October 10, 2018

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

## **Section I: Introduction**

In 2018 the Lawrence-Douglas County Housing Authority (LDCHA) celebrated its 50<sup>th</sup> anniversary. In 2019 the LDCHA will celebrate its 20<sup>th</sup> anniversary of being an MTW agency. This 2019 MTW Plan provides the strategy for continuing the remarkable success of the MTW Demonstration, and also sets aggressive goals to facilitate the self-sufficiency of participants and significantly increase affordable housing choices in Lawrence, Kansas.

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

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

### **Innovation Through Moving To Work**

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

1. Abolish the separate public housing and Section 8 program (HCV) administrative structure and create a new program of housing assistance called General Housing.
2. Change or eliminate four basic federal rules under the 1937 Housing Act that contradict customary social and economic norms and create administrative expense. The changes include:

- The institution of suitability criteria as a part of eligibility criteria.
  - Modifying the definition of countable income and adjusted income.
  - The establishment of the concept of annual rent and abolishing interim re-examinations.
  - Comprehensive changes in the rent structure.
3. Establish a rent structure that provides affordability while it:
    - Values the unit.
    - Creates incentives to work.
    - Motivates households to work through a work requirement for all work able adults.
    - Establishes meaningful minimum and maximum rents.
    - Increases PHA income by reducing federal subsidy or increasing housing assistance without additional subsidy.
  4. Increase Housing Choice:
    - For all Section 8 participants increase housing choice by permitting full discretion as to location, size and cost without regard to local Fair Market Rents.
  5. Increase usage of existing federal funds:
    - Increase public housing rental income by \$150,000 per year.
    - Free \$500,000 per year of Section 8 subsidy.
    - Use these amounts to serve an additional 100 low income households without additional federal subsidy.
  6. Expand the Family Self Sufficiency program by 100% for MTW public housing and Section 8 households.
  7. Provide homeownership opportunities including a \$3000 down payment match.

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

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

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

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families with children whose heads of households are either working, seeking work, or participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and
- Increase housing choices for low-income families.

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

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

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

- 898, or 73% of LDCHA-assisted households, are at or below 30% of AMI and 263, or 21%, are at or below 50% of AMI.
- 171 previously homeless households were transitionally housed from 2008 to 2016, with 82% of those moving to permanent housing assistance.
- 73 additional units of affordable housing were built or acquired by LDCHA since 2006.
- 20 special use MTW vouchers have been created since 2010 to help meet the needs of special populations in our community.
- 89 participants became homeowners with a \$3,000 down payment match between 2002-2018.



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

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

### LDCHA Short-Term MTW Goals

- Retain and successfully administer all proposed and previously approved Activities.
- Execute capital improvements to preserve, maintain and revitalize our public housing portfolio, to make the properties attractive, safe and energy efficient.
- Execute our operations in a manner to continue high performing status and to provide exceptional customer service.

### LDCHA Long-Term MTW Goals

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

## **Non-MTW Related Housing Authority Programs and Partnerships**

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

### **Clinton Place**

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

### **Peterson Acres II**

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

### **Lawrence Expanded Housing**

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

### **HOME - State**

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

### **HOME – City – Transitional Housing**

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

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

### **New Horizons**

LDCHA administers a grant from the City of Lawrence and Douglas County to house homeless families from the Lawrence Community Shelter. The program operates with



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

### **HOPE Building**

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

### **Building Independence III**

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

### **Partnership with Douglas County Child Development Association (DCCDA)**

The LDCHA leases Units 159 and 160 at Edgewood Homes without a fee to the DCCDA to operate an early childhood education program called "Positive Bright Start". The lease requires that at least 16 children of LDCHA residents be enrolled per year in a DCCDA program. This space is also used for special educational services for these students and for providing evening childcare services for LDCHA parent/guardian MTW training opportunities. This program supports LDCHA's MTW program by providing convenient and affordable childcare for working parents.

### **HUD-VASH Vouchers**

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

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

**(II) GENERAL OPERATING INFORMATION****ANNUAL MTW PLAN****A. HOUSING STOCK INFORMATION****i. Planned New Public Housing Units**

New public housing units that the MTW PHA anticipates will be added during the Plan Year.

ASSET MANAGEMENT PROJECT (AMP) NAME AND NUMBER	BEDROOM SIZE						TOTAL UNITS	POPULATION TYPE*	# of Uniform Federal Ac- cessibility Standards (UFAS) Units	
	0/1	2	3	4	5	6+			Fully Ac- cessible	Adaptable
Name/Number	0	0	0	0	0	0	0	Type (below)	0	0
Name/Number	0	0	0	0	0	0	0	Type (below)	0	0
Name/Number	0	0	0	0	0	0	0	Type (below)	0	0

Total Public Housing Units to be Added in the Plan Year

0

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

If "Population Type" is "Other" please describe:

N/A

**ii. Planned Public Housing Units to be Removed**

Public housing units that the MTW PHA anticipates will be removed during the Plan Year.

AMP NAME AND NUM- BER	NUMBER OF UNITS TO BE REMOVED	EXPLANATION FOR REMOVAL
Name/Number	0	N/A
Name/Number	0	N/A
Name/Number	0	N/A

0

Total Public Housing Units to be Removed in the Plan Year

**iii. Planned New Project Based Vouchers**

Tenant-based vouchers that the MTW PHA anticipates project-basing 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) will be 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 TO BE PROJECT-BASED	RAD?	DESCRIPTION OF PROJECT
Name	0	N/A	N/A
Name	0	N/A	N/A

0

Planned Total Vouchers to be Newly Project-Based

**iv. Planned 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 is already in place at the beginning of the Plan Year. Indicate whether the unit is included in RAD.

PROPERTY NAME	NUMBER OF PROJECT-BASED VOUCHERS	PLANNED STATUS AT END OF PLAN YEAR*	RAD?	DESCRIPTION OF PROJECT
N/A	N/A	N/A	N/A	N/A
N/A	N/A	N/A	N/A	N/A

N/A

**Planned Total Existing Project-Based Vouchers**

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

**v. Planned Other Changes to MTW Housing Stock Anticipated During 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.

PLANNED OTHER CHANGES TO MTW HOUSING STOCK ANTICIPATED IN THE PLAN YEAR
Cottages at Green's Lake – 10 units planned to be developed in 2019, leased in 2020

**vi. General Description of All Planned Capital Expenditures During the Plan Year**

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

GENERAL DESCRIPTION OF ALL PLANNED CAPITAL EXPENDITURES DURING THE PLAN YEAR
LDCHA will use its 2018 and 2019 Capital Funds grant exclusively for maintenance and improvements to public housing developments. The agency anticipates major expenditure for upgrades at turnover to the interiors of all its developments to include new kitchens and baths.
Additionally, the agency will spend a total of \$850,000-\$900,000 from MTW public housing reserve funds for several major projects at Edgewood Homes and scattered sites, including HVAC, siding, and shingle roof replacements.

**B. LEASING INFORMATION**

**A. Planned Number of Households Served**

Snapshot and unit month information on the number of households the MTW PHA plans to serve at the end of the Plan Year.

PLANNED NUMBER OF HOUSEHOLDS SERVED THROUGH:	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED**
MTW Public Housing Units Leased	4,272	356
MTW Housing Choice Vouchers (HCV) Utilized	8,976	748
Local, Non-Traditional: Tenant-Based^	0	0
Local, Non-Traditional: Property-Based^	852	71
Local, Non-Traditional: Homeownership^	N/A	6

**Planned Total Households Served**

14,100

1,181

- \* "Planned Number of Unit Months Occupied/Leased" is the total number of months the MTW PHA plans to have leased/occupied in each category throughout the full Plan Year.
- \*\* "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.
- ^ In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the MTW PHA should estimate the number of households to be served.

LOCAL, NON-TRADITIONAL CATEGORY	MTW ACTIVITY NAME/NUMBER	PLANNED NUMBER OF UNIT MONTHS OCCUPIED/LEASED*	PLANNED NUMBER OF HOUSEHOLDS TO BE SERVED*
<b>Tenant-Based</b>	N/A	0	0
<b>Property-Based</b>	Clinton Parkway Apts./58	684	57
	Peterson Acres II/8	96	8
	1725 New Hampshire/6	60	5
	826 Oak St./1	12	1
<b>Homeownership</b>	Homeowner Matching Grant/N/A	N/A	6

- \* The sum of the figures provided should match the totals provided for each local, non-traditional categories in the previous table. Figures should be given by individual activity. Multiple entries may be made for each category if applicable.

#### B. Discussion of Any Anticipated Issues/Possible Solutions Related to Leasing

Discussions of any anticipated issues and solutions in the MTW housing programs listed.

HOUSING PROGRAM	DESCRIPTION OF ANTICIPATED LEASING ISSUES AND POSSIBLE SOLUTIONS
<b>MTW Public Housing</b>	<p>The Public Housing occupancy rate averages between 97% - 98%. There is a high turnover rate at the family developments as a result of LDCHA's strict lease enforcement of rent payment and anti-crime policies. The LDCHA conducts outreach to households with non-payment of rent issues.</p> <p>The LDCHA has experienced difficulty filling 3 and 4 bedroom units due to lack of sufficient applicants. The LDCHA is working with local partners to identify large families that could utilize these units.</p> <p>The Kansas Residential Landlord Tenant Act requires all lease holders to give 30 day notice of termination of the lease. This state law notice provision creates a 30 day delay from when a tenant accepts a public housing unit to when they can take occupancy. Vacancy days created by state law are beyond the ability of the agency to control.</p>
<b>MTW Housing Choice Voucher</b>	The time voucher holders are requiring to lease up due to unit availability has significantly increased, causing a reduction in utilization.
<b>Local, Non-Traditional</b>	N/A

#### C. WAITING LIST INFORMATION

##### i. Waiting List Information Anticipated

Snapshot information of waiting list data as anticipated at the beginning 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	PLANS TO OPEN THE WAITING LIST DURING THE PLAN YEAR
General Housing Federal MTW Public Housing – Section 8 HCV	Community-Wide Combined/Merged	305	Open	N/A
Babcock Place / Peterson Acres I Federal MTW Public Housing Units	Site Based	183	Open	N/A
Clinton Parkway Project Based Local Non-traditional MTW	Site Based	65	Open	N/A
Peterson Acres II Project Based Local Non-Traditional MTW	Site Based	58	Open	N/A
Next Step Federal MTW Housing Choice Voucher Pro- gram	Program Specific	1	Open	N/A
Safe Housing Federal MTW Housing Choice Voucher Program	Program Specific	8	Open	N/A
Douglas County Re- Entry Program Federal MTW Housing Choice Voucher Program	Program Specific	1	Open	N/A
HOPE House Project Based Local Non-traditional MTW	Site Based	1	Open	N/A

**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. Planned Changes to Waiting List in the Plan Year**

Please describe any anticipated 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 PLANNED CHANGES TO WAITING LIST
Name	N/A
Name	N/A



## Section III: Proposed MTW Activities: HUD Approval Requested

No new Activities proposed.

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

### A. IMPLEMENTED ACTIVITIES

<b><i>Activity 17-1</i></b> <b>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.</b>
<b><i>i. Plan Year Approved, Implemented, Amended</i></b>
Approved for 2017 Plan Implemented 2017
<b><i>ii. Description / Update</i></b>
<p>This Activity uses MTW flexibility to exclude asset income from income calculations for assets of \$20,000 or less and allow self-certification of the value of assets of \$20,000 or less after initial certification. This meets the statutory objective to reduce administrative costs of recertifications because the verification of asset income process is very time consuming and yields little benefit or impact on rent calculation.</p> <p><u>Update: In 2018 this Activity, which was begun in 2017, has been successfully implemented for all participants, including all households biennially recertified.</u></p>
<b><i>iii. Planned Non-Significant Changes</i></b>
No changes or modifications are planned.
<b><i>iv. Planned changes to Metrics/Data Collection</i></b>
No changes or modifications are planned.
<b><i>v. Planned Significant Changes</i></b>
No changes or modifications are planned.

## **Activity 16-1**

### **Safe Housing Program: Rent Assistance for Victims of Domestic Violence**

#### ***i. Plan Year Approved, Implemented, Amended***

Approved for 2016 Plan  
Implemented 2016

#### ***ii. Description / Update***

This Activity uses MTW flexibility to provide ten (10) Safe Housing Program (SHP) transitional housing vouchers issued to eligible households / individuals in the Willow Domestic Violence Center Program (WDVC), or another service provider who certifies the applicant's status as a victim of domestic violence, and is a Douglas County, Kansas resident. To be eligible a SHP participant must meet the LDCHA General Housing eligibility requirements, except the good residential history.

The SHP participants must be in a support services agreement while receiving SHP housing assistance. Support services will be administered by the ~~Willow Domestic Violence Center~~ WDVC or another provider. Participants refusing to participate in a support service agreement will not have their housing assistance renewed at the next annual recertification.

The SHP participant must find a rental unit in Lawrence or Douglas County, Kansas, with a landlord who will enter into a lease and a rent subsidy contract with the LDCHA. The unit must be able to pass an inspection by the LDCHA.

Vouchers issued under this activity are not portable except for reasonable accommodation or VAWA reasons. SHP voucher-holders that are in good standing at the end of the 24 month period, including working at least 15 hours per week (if in the MTW rent structure), positive landlord recommendation, no pending lease violations or eviction actions, and similar factors will be transferred to a standard Section 8 voucher.

Update: The SHP has been exceptionally successful. All vouchers were issued and participants are on track to complete the program due to the partnership with the WDVC. The first household ~~will complete~~ the 24-month period in May of 2018 and ~~will be~~ issued a standard HCV. As households complete the program, their SHP vouchers will be issued to new households. In September of 2018, due to available Section 8 funding an additional 10 vouchers were issued pursuant to this Activity for a total of 20 vouchers issued and 16 used in 2018.

#### ***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

#### ***iv. Planned changes to Metrics/Data Collection***

No changes or modifications are planned.

#### ***v. Planned Significant Changes***

No changes or modifications are planned.

## **Activity 16-2**

### **Next Step Vouchers (NSV): Housing Assistance for Youth who have Aged Out of Foster Care**

#### ***i. Plan Year Approved, Implemented, Amended***

**Approved for 2016 Plan  
Implemented 2016  
Re-Proposed for 2018 Plan**

#### ***ii. Description / Update***

This Activity description and administration ~~is being~~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 will treat these participants 18-21 years of age consistently with other young adults in MTW as set out in Activity 09-6.

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

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

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.

This Activity uses MTW flexibility to create up to five vouchers depending on available funding to house aged out foster youth for up to 36 months or until age 23, whichever comes first. To be eligible a youth must meet the LDCHA General Housing eligibility requirements except the good residential history. The NSV participant must find a rental unit in Lawrence or Douglas County, Kansas, with a landlord who will enter into a lease and a rent subsidy contract with the LDCHA. The unit must be able to pass an inspection by the LDCHA.

NSV voucher-holders that are in good standing, including stabilization, working at least 15 hours per week positive landlord recommendation, no pending lease violation or eviction actions, and similar factors at the end of the 24 - 36-month period, or longer if required for educational purposes, will be transferred to a standard Section 8 voucher. Participant would be able to transfer after 24 months but prior to 36 months if the LDCHA eligibility requirements are met and the participant requests the transfer.

All NSV participants must complete the LDCHA Renters Education program. LDCHA will also require voucher-holders under this activity to begin, continue, and/or maintain appointments

and visits with social service providers as recommended by assessment to assist these households in the preparation of living independently and creating a stable living environment.

Vouchers issued under this activity are not portable except for reasonable accommodation or VAWA reasons. LDCHA reserves the authority to extend NSVs up to 12 months to allow full time students to complete their degree.

**Update:** In 2018 all three Next Step households were classified as income based, and all current participants at the end of 2018 were employed.

**iii. Planned Non-Significant Changes**

No changes or modifications are planned.

**iv. Planned changes to Metrics/Data Collection**

No changes or modifications are planned.

**v. Planned Significant Changes**

No changes or modifications are planned.

**Activity 14-2**

**Create a Landlord On-Site Self-Certification that minor repairs are complete.**

**i. Plan Year Approved, Implemented, Amended**

Approved for 2014 Plan  
Implemented 2014

**ii. Description / 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. The "Landlord On-Site Verification and Re-Inspection Form" is included in Appendix II.

**Update:** This Activity is being actively promoted to landlords, and more are using the Self-Certification.

**iii. Planned Non-Significant Changes**

No changes or modifications are planned.

**iv. Planned changes to Metrics/Data Collection**

No changes or modifications are planned.

<b>v. Planned Significant Changes</b>
No changes or modifications are planned.

<b>Activity 14-3</b> <b>Change the effective dates of variables affecting rent calculations to January 1.</b>
<b>i. Plan Year Approved, Implemented, Amended</b>
Approved for 2014 Plan Implemented 2014
<b>ii. Description / Update</b>
<p>This Activity uses MTW flexibility to change the effective dates for program changes that affect rent calculations such as Fair Market Rent, Voucher Payment Standard and Utility Allowance, etc., to correspond with the beginning of LDCHA's fiscal year, January 1. This will reduce cost and achieve greater cost effectiveness by eliminating unnecessary reprinting of key agency documents.</p> <p><u>Update: The 2019 FMR, VPS and Utility Allowances were adopted in 4<sup>th</sup> quarter of 2018 and implemented on January 1, 2019. All materials were reprinted only after all changes were made by the agency.</u></p>
<b>iii. Planned Non-Significant Changes</b>
No changes or modifications are planned.
<b>iv. Planned changes to Metrics/Data Collection</b>
No changes or modifications are planned.
<b>v. Planned Significant Changes</b>
No changes or modifications are planned.

<b>Activity 13-1</b> <b>Create an Affordable Housing Acquisition and Development Fund.</b>
<b>i. Plan Year Approved, Implemented, Amended</b>
Approved for 2013 Plan Implemented 2013
<b>ii. Description / Update</b>

The LDCHA Board of Commissioners authorized the use of MTW reserve funds for the development of new low income affordable housing, and LDCHA may use its MTW flexibility to purchase land and/or improvements, or participate in project ownership and/or development by 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.

**2019 Updates:**

- The LDCHA plans to enter into a long-term lease for a new property of 8-10 units to serve special populations including participants with severe and persistent mental illness (SPMI) and/or substance abuse disorder. All units will be leased to households at or below 50% of AMI.
- The LDCHA is exploring an opportunity to purchase 10 units in a mixed-use development, which will be rented to households at or below 80% of AMI.

**iii. Planned Non-Significant Changes**

Eliminate the previous one million dollar limit for development.

**iv. Planned changes to Metrics/Data Collection**

**v. Planned Significant Changes**

**HOUSING CHOICE**

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

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

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase). If units reach a specific type of household, give that type in this box.	Housing units of this type prior to implementation of the activity = <b>0</b> .	Expected housing units of this type after implementation of the activity for 2019 = <b>20</b> .	Actual housing units of this type after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.

**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	Housing units preserved prior to implementation of the	Expected housing units preserved after implementation	Actual increase in households able to move to a better	Whether the outcome meets or exceeds the benchmark.



as a result of the activity (increase).	activity (number) = 0.	of the activity for 2019 = 0.	unit and/or neighborhood of opportunity after implementation of the activity (number).	
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### COST EFFECTIVENESS

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

#### *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) = <b>\$650,000 - \$800,000.</b>	Actual amount leveraged after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark.

### **Activity 10-1**

**Biennial recertification for public housing and Section 8 elderly and disabled households.**

#### ***i. Plan Year Approved, Implemented, Amended***

**Approved for 2010 Plan  
Implemented 2010**

#### ***ii. Description / 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.

**Hardship Policy:** Participants may request a hardship and be recertified in the year identified to skip if their annual medical expenses have increased by 10% in the previous 12 months.

#### ***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

#### ***iv. Planned changes to Metrics/Data Collection***

No changes or modifications are planned.

#### ***v. Planned Significant Changes***

No changes or modifications are planned.

**Activity 09-5**  
**Homeownership matching grant.**

***i. Plan Year Approved, Implemented, Amended***

**Approved for 2017 Plan  
Implemented 2017**

***ii. Description / Update***

Revised original MTW Homeownership Program to create equity between Public Housing and Section 8 to provide up to \$3000 matching grant for MTW households that purchase a home.

***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

***iv. Planned changes to Metrics/Data Collection***

No changes or modifications are planned.

***v. Planned Significant Changes***

No changes or modifications are planned.

**Activity 09-6**  
**Revise definition of countable income.**

***i. Plan Year Approved, Implemented, Amended***

**Approved for 2009 Plan  
Implemented 2009**

***ii. Description / Update***

Excluded earned income of young adult children between the ages of 18 and 21 not enrolled full-time in school, and excluded earned income of young adult children between 18-24 if enrolled full-time as a student, while retaining the work requirement for these groups. This Activity is authorized by the MTW flexibility to establish alternate definitions of income, and to encourage work.

This Activity was designed to not penalize the entire household for the fluctuations in employment of young adult children. Additionally it reduces administrative cost by eliminating the need for frequent rent recalculations and encourages work through program enforcement for this population.

***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

***iv. Planned changes to Metrics/Data Collection***

No changes or modifications are planned.

***v. Planned Significant Changes***

No changes or modifications are planned.

***Activity 09-6.1***

**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 2009 Plan  
Implemented 2009

***ii. Description / Update***

This Activity is designed to achieve greater administrative efficiency by eliminating the 12:12:48 month Earned Income Disallowance rule, and including those amounts as income, as permitted by the MTW flexibility that allows LDCHA to establish alternate definitions of income.

***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

***iv. Planned changes to Metrics/Data Collection***

No changes or modifications are planned.

***v. Planned Significant Changes***

No changes or modifications are planned.

<b>Activity 09-8</b> <b>Create a jail re-entry housing program</b>
<i><b>i. Plan Year Approved, Implemented, Amended</b></i>
<b>Approved for 2009 Plan</b> <b>Implemented 2010</b>
<i><b>ii. Description / Update</b></i>
<p>Create 5 units of transitional re-entry vouchers in partnership with Douglas County Sheriff's Office for inmates participating in a re-entry program. The Sheriff's Office provides the services for this program. To be eligible for referral to the LDCHA the inmate being released from Douglas County jail must meet performance criteria established by the Jail Re-entry Program. To qualify for assistance the inmate must be a Douglas County resident and must not be excluded under the federal housing mandatory prohibition rules.</p>
<i><b>iii. Planned Non-Significant Changes</b></i>
<p>No changes or modifications are planned.</p>
<i><b>iv. Planned changes to Metrics/Data Collection</b></i>
<p>No changes or modifications are planned.</p>
<i><b>v. Planned Significant Changes</b></i>
<p>No changes or modifications are planned.</p>

<b>Activity 99-1</b> <b>Combined Public Housing and Section 8 HCV programs and operations.</b>
<i><b>i. Plan Year Approved, Implemented, Amended</b></i>
<b>Approved for 2017 Plan</b> <b>Implemented 2017</b>
<i><b>ii. Description / Update</b></i>
<p>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.</p>

### **iii. Planned Non-Significant Changes**

No changes or modifications are planned.

### **iv. Planned changes to Metrics/Data Collection**

No changes or modifications are planned.

### **v. Planned Significant Changes**

No changes or modifications are planned.

## **Activity 99-2 Alternative rent structure.**

### **i. Plan Year Approved, Implemented, Amended**

**Approved for 1999 Plan  
Implemented 1999**

### **ii. Description / 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 amount of rent regardless of their income. To reward work, the agency set 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 hours of work 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 in income. Under the policy, a household not under termination may be recertified based on the nature and amount of the income loss.

If loss of earned income equals or is greater than 50% of total reported earned income, then the MTW Hardship Rent shall be reset to \$50 a month for the household for a three consecutive month period.

Or

If loss of earned income is at least 25% but is less than 50% of total reported earned income, the MTW Hardship Rent shall be reset \$100 a month for the household for a three consecutive month period.

Amend the policy to establish that hardships requests may be denied based upon a pattern of policy abuse per the LDCHA Fraud Policy - Resolution 539, as amended. The rent reduction is for a period not to exceed three months. A household may have a hardship rent reduction only once every 12 months from the end of an approved hardship request. If the household's income loss is due to a condition that qualifies the individual for a disability under ADA, the household's designation is changed from MTW to income-based and they are then recertified. The alternative rent structure and hardship policies are more fully outlined in Appendix I.

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.

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

### ***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

### ***iv. Planned changes to Metrics/Data Collection***

No changes or modifications are planned.

### ***v. Planned Significant Changes***

No changes or modifications are planned.



## **Activity 99-3**

### **Work Requirement**

#### ***i. Plan Year Approved, Implemented, Amended***

**Approved for 1999 Plan  
Implemented 1999**

#### ***ii. Description / 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 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 family member.
- Discretionary exemption for households with only one adult who does not have disability status, who is over age 40, and/or who, due to limitations of employment experience, education or training, is unable to earn sufficient income to meet the rent requirement.
- Households with one or two adults, neither of whom have disability status, who are over age 50, and who do not have children residing in the household.
- Households receiving TANF Cash Assistance with one adult member who has been determined "not mandatory for work" by DCF. The household will receive assistance under the MTW rent structure, but the person will not be subject to the work requirement.

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 lease violation. If not corrected, tenant rent goes to full market rate for the unit.

Update: In 2018, 67 households had a work requirement enforcement action. All households came into compliance.

#### ***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

<b>iv. Planned changes to Metrics/Data Collection</b>
No changes or modifications are planned.
<b>v. Planned Significant Changes</b>
No changes or modifications are planned.

**B. NOT YET IMPLEMENTED ACTIVITIES**

<p><b>Not Implemented: <i>Activity 18-1</i></b>  <b>Local Project Based Section 8 Voucher Program Targeted to Special Needs Populations</b></p>
<p><b><i>i. Description, Why Not Implemented</i></b></p> <p><b>Approved for 2018 Plan</b>  Create a local Project Based Section 8 Voucher Program (PBV) with the following components:</p> <ul style="list-style-type: none"> <li>• Allocate PBV subsidy non-competitively process to LDCHA-owned or controlled sites and transitional units,</li> <li>• Prioritize assignment of PBV assistance to units designed to serve special populations with poverty rates 50% of AMI or below,</li> <li>• 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,</li> <li>• 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,</li> <li>• Modify eligible unit and housing types to include shared housing, cooperative housing, or transitional housing,</li> <li>• Allow project partners to manage project wait lists with criteria as determined by LDCHA,</li> <li>• Use LDCHA’s standard HCV process for determining Rent Reasonableness for units in lieu of requiring third-party appraisals,</li> <li>• 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</li> </ul> <p>Assign standard HCV payment standards to PBV units.</p> <p>This Activity uses MTW flexibility to:</p> <p>Reduce the administrative time and development costs associated with issuing a Request for Proposal (RFP) when LDCHA has a qualifying development for PBV program.</p>

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 Mental 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 Mental Health Center and a new peer support program.

Update: 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.

#### ***ii. Implementation Plan / Timeline***

The LDCHA anticipates completion of design and construction contract bidding by May 1, 2019, construction to be completed by the 4<sup>th</sup> quarter of 2019, and lease up in 2020.

#### ***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

### **C. ACTIVITIES ON HOLD**

#### **On Hold: Activity 14-1**

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

##### ***i. Description, Why Placed on Hold***

**Approved for 2014 Plan  
Implemented 2014  
Place On Hold 2017**

This Activity uses MTW flexibility to revise the HQS certification to permit biennial HQS inspections for units that have a record of good property maintenance, a history of making repairs in a timely manner, and have passed HQS on the first inspection for two consecutive annual inspections. If the unit does not pass on the biennial first inspection, it will return to the annual inspection schedule. The unit must also have the same resident for 36 months. Special inspections will continue, including at the request of a resident.

This Activity has been put on hold due to software issues which prevent efficient tracking of the necessary data. Staff is working with our software vendor to create a modification. No date or timeline has yet been provided by the vendor for a software upgrade to allow tracking of these units.

***ii. Reactivation Plan / Timeline***

The LDCHA will identify a way to track this Activity, or will propose a replacement activity to create a landlord incentive by June, 2019.

***iii. Planned Non-Significant Changes***

No changes or modifications are planned.

**D. CLOSED OUT ACTIVITIES**

**Closed Out: Activity 12-1**

**Biennial recertification for Section 8 elderly and disabled households**

***i. Years Approved, Implemented, Closed Out***

Approved for 2012 Plan  
Implemented 2012  
Closed Out 2015

Conduct biennial recertification for all elderly and disabled Section 8 households.

***ii. Reason Activity was Closed Out***

Combined with Activity 10-1, and closed out 12-1.

**Closed Out: Activity 11-1**

**Biennial recertification for Section 8 elderly and disabled households**

***i. Years Approved, Implemented, Closed Out***

Approved for 2011 Plan  
Implemented 2011  
Closed Out 201\_\_

Provide up to \$500 per household for vehicle repair to assist MTW households with children to obtain or retain employment, employment training, or attend post-secondary education.

***ii. Reason Activity was Closed Out***

This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

**Closed Out: Activity 11-2**  
**Partner with Douglas County Housing Incorporated (DCHI), to create the Full Circle youth program.**

***i. Years Approved, Implemented, Closed Out***

**Approved for 2011 Plan**  
**Implemented 2011**  
**Closed Out 201\_\_**

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

***ii. Reason Activity was Closed Out***

This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

**Closed Out: Activity 11-3**  
**Combine the Administrative Plan and the Public Housing ACOP into one policy statement.**

***i. Years Approved, Implemented, Closed Out***

**Approved for 2011 Plan**  
**Implemented 2011**  
**Closed Out 2013**

Combine Section 8 Housing Choice Voucher Administrative Plan and public housing Admissions and Continued Occupancy policy and Methods of Administration to create consistency and safeguard staff accuracy in the application of MTW policies under the public housing and Section 8 HCV programs.

***ii. Reason Activity was Closed Out***

Activity was completed, published for public comment and adopted by the Board of Commissioners on August 26, 2013.

**Closed Out: Activity 10-2**  
**Expand employment related services to MTW households.**

***i. Years Approved, Implemented, Closed Out***

**Approved for 2009 Plan**  
**Implemented 2009**  
**Closed Out 201\_\_**

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

***ii. Reason Activity was Closed Out***

This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

**Closed Out: Activity 10-3**  
**Energy Conservation Improvements.**

***i. Years Approved, Implemented, Closed Out***

Provided \$1.5 million from the single fund MTW budget to finance comprehensive energy improvements under HUD Energy Performance Contracting, resulting in guaranteed annual cost savings sufficient to provide funding for the 20 year investment.

***ii. Reason Activity was Closed Out***

The Energy Performance Contract was completed in 2011, and yearly reporting is provided to HUD Field Office to verify utility savings.



**Closed Out: Activity 09-1**  
**Single fund budget with full flexibility.**

***i. Years Approved, Implemented, Closed Out***

**Approved for 2009 Plan**  
**Implemented 2009**  
**Closed Out 201\_\_**

Combined its public housing operating and Capital fund subsidies and HCV assistance into a single funding source.

***ii. Reason Activity was Closed Out***

This Activity only requires the MTW Single Fund Authorization.

**Closed Out: Activity 09-2**  
**Mandatory Orientation**

***i. Years Approved, Implemented, Closed Out***

**Approved for 2010 Plan**  
**Implemented 2010**  
**Closed Out 201\_\_**

Required mandatory orientation program for all new residents on the services and programs offered by the LDCHA Resident Services Office. This Activity educates residents about available services to access in times of crisis that could lead to termination of their housing assistance, or as a resource for households motivated toward upward mobility, economic self sufficiency and homeownership.

***ii. Reason Activity was Closed Out***

This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

**Closed Out: Activity 09-3**  
**Expand case management services to MTW households**

***i. Years Approved, Implemented, Closed Out***

**Approved for 2009 Plan**  
**Implemented 2009**  
**Closed Out 2013**

Provide case management for households below 40% AMI to reduce barriers to employment and underemployment to maximize household's potential for securing long-term employment.

***ii. Reason Activity was Closed Out***

Activity 09-3 will be absorbed into Activity 10-2 to encompass a broader scope of employment support. Previous benchmark of Activity 09-3, AMI increase, will report as income per SS #1.

**Closed Out: Activity 09-4**  
**Biennial recertifications for MTW households.**

***i. Years Approved, Implemented, Closed Out***

**Approved for 2009 Plan**  
**Implemented 2009**  
**Closed Out 2015**

Conduct biennial recertifications for public housing and Section 8 participants in the MTW rent structure who are at maximum rent or 50% AMI.

***ii. Reason Activity was Closed Out***

This Activity has never had the anticipated impact and it resulted in increasing complexity rather than reducing staff time and achieving greater cost efficiency. This initiative is a voluntary election and is subject to fluctuating tenant income resulting in too many mid-year recertifications. In 2012 there were 102 eligible to participate and only 24 elected to skip recertification. In 2013 there were only 70 eligible households and 38 elected to skip. In 2014 it is projected there will be 111 eligible for MTW biennial recertification and only 37 will skip. This Initiative is difficult to track and creates additional administrative complexity to our program without resulting in a significant benefit to participants.

## **Closed Out: Activity 09-7 Homeless to Housed**

### ***i. Years Approved, Implemented, Closed Out***

**Approved for 2009 Plan  
Implemented 2009  
Closed Out 201\_\_**

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

### ***ii. Reason Activity was Closed Out***

This Activity requires only the MTW Single Fund Authorization. It is being closed out and discussion of annual outcomes will be included in Section V under "Activities that Will Use Only MTW Single Fund Flexibility."

**(V) SOURCES AND USES OF MTW FUNDS****ANNUAL MTW PLAN****A. ESTIMATED SOURCES AND USES OF MTW FUNDS****i. Estimated Sources of MTW Funds**

The MTW PHA shall provide the estimated sources and amount of MTW funding by Financial Data Schedule (FDS) line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
70500 (70300+70400)	Total Tenant Revenue	\$1,346,665
70600	HUD PHA Operating Grants	\$6,020,438
70610	Capital Grants	\$398,512
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$18,415
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$99,576
70000	Total Revenue	\$7,883,606

**ii. Estimated Uses of MTW Funds**

The MTW PHA shall provide the estimated uses and amount of MTW spending by Financial Data Schedule (FDS) line item.

FDS LINE ITEM NUMBER	FDS LINE ITEM NAME	DOLLAR AMOUNT
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$1,285,595
91300+91310+92000	Management Fee Expense	\$0
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$134,402
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$287,215
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$763,062
95000 (95100+95200+95300+95500)	Total Protective Services	\$32,356
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$156,335
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$124,971
96700 (96710+96720+96730)	Total Interest Expense & Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$0
97300+97350	HAP + HAP Portability-In	\$4,113,327
97400	Depreciation Expense	\$586,932
97500+97600+97700+97800	All Other Expense	\$0
90000	Total Expenses	\$7,484,195

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

Description or N/A

iii. **Description of Planned Use of MTW Single Fund Flexibility**

The MTW PHA shall provide a thorough narrative of planned activities that use only the MTW single fund flexibility. Where possible, the MTW PHA may provide metrics to track the outcomes of these programs and/or activities. Activities that use other MTW authorizations in Attachment C and/or D of the Standard MTW Agreement (or analogous section in a successor MTW Agreement) do not need to be described here, as they are already found in Section (III) or Section (IV) of the Annual MTW Plan. The MTW PHA shall also provide a thorough description of how it plans to use MTW single fund flexibility to direct funding towards specific housing and/or service programs in a way that responds to local needs (that is, at a higher or lower level than would be possible without MTW single fund flexibility).

**PLANNED USE OF MTW SINGLE FUND FLEXIBILITY**

**2019 Sources and Uses of Funds Details**

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

**Activity: Fiber Internet for Edgewood Homes**

Program Affected: Public Housing

Year Identified: 2018

Effective Date: January, 2019

Funding Allocated: \$ 50,000

**Description of Activity:**

Use the MTW Single Fund reserves to fund the installation of a fiber broadband infrastructure at Edgewood Homes. LDCHA has been approved for the second cohort of Connect-HomeUSA, a movement to bridge the digital divide for HUD-assisted housing residents in the United States under the leadership of national nonprofit EveryoneOn. By helping residents in participating communities to get connected at home and providing access to digital literacy and educational content, Connect-HomeUSA aims to make public housing a platform for change. LDCHA is striving to be at the forefront of digital inclusion by having gigabit speeds available to residents for free.

There is a documented, well researched, significant gap (or digital divide) between low-income households and access to technology and the internet. This disproportionately affects low-income children and reduces their achievement in school by making it harder to get homework done, connect socially, and stay on par with their peers. We have two computer labs at Edgewood Homes, one for adults for employment and education and one for kids for games, homework, and social media. Many of our children at Edgewood Homes only have access to technology and the internet at school and at our computer lab. There is Lifeline internet service available to Edgewood tenants currently for \$10 per month through a local provider, but tenants must choose between an internet Lifeline benefit or a cell phone Lifeline benefit. We believe it is important to have access to both services.

**Activity: Funds for Acquiring Birth Certificates**

Program Affected: Public Housing & Section 8

Year Identified: 2018

Effective Date: January, 2019

Funding Allocated: \$ 5,000

Use up to \$5,000 of MTW Funds to pay for applicants to get a birth certificate. Several partners, including Family Promise and the Lawrence Community Shelter provide some funding for this but sometimes those funds are unavailable. It is very common that LDCHA receives applications that are incomplete due to the household not having a birth certificate for all family members. This activity would remove a barrier to housing.

**Activity: Public Housing Capital Improvements**

Program Affected: Public Housing  
Year Identified: 2016  
Effective Date: Ongoing  
Funding Allocated: 2019 - \$850,000 - \$900,000

**Description of Activity:**

The majority of the LDCHA's public housing units are over 40 years old and the major systems including roofs, boilers, HVAC and plumbing systems have reached or exceed their useful life. The agency has evaluated these capital needs and will use MTW / Public Housing reserve funds to fund these projects when the Capital Fund Grant is insufficient for the completion of these projects.

**Public Housing Capital Fund Project for 2019**

*Edgewood Homes Roofs*

Use the MTW / Public Housing reserve funds to fund the replacement of the shingle roofs on Edgewood Home 130-unit family public housing development. The existing roofs were installed in 1992-1993 and there have been a series of leaks in this development from the roof jacks. Estimated cost is \$350,000-\$400,000.

*Edgewood Homes & Scattered Site HVAC Replacement*

There remain 117 HVAC units which were installed in 1991 that are failing and need replacement over the next 1 – 2 years. Estimated cost is \$500,000.

These projects are too large to be funded from the agency's Capital Fund grants without negatively impacting the ability to fund turnovers and maintenance of the remaining public housing portfolio.

**Activity: Provide Financial Assistance for Vehicle Repair**

Program Affected: Public Housing, Housing Choice Voucher, VASH  
Year Identified: 2010  
Effective Date: January 1, 2011  
Funding Allocated: \$20,000 (estimated)

**Description of Activity:**

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

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

Program Affected: Public Housing, Housing Choice Voucher, VASH  
Year Identified: 2010  
Effective Date: January 1, 2011  
Funding Allocated: \$50,000 (estimated)

Description of Activity:

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

**Activity: Expand employment related services to MTW households.**

Program Affected: Public Housing, Housing Choice Voucher, VASH

Year Identified: 2008

Effective Date: January 1, 2009

Funding Allocated: \$175,000 (estimated)

Description of Activity:

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

**Activity: Homeless to Housed.**

Program Affected: Public Housing and Housing Choice Voucher

Year Identified: 2008

Effective Date: January 1, 2009

Funding Allocated: \$40,000 (estimated)

Description of Activity:

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

**Activity: Mandatory Orientation**

Program Affected: Public Housing and Housing Choice Voucher

Year Identified: 2008

Effective Date: January 1, 2009

Funding Allocated: \$300 (estimated)

Description of Activity:

Required mandatory orientation program for all new residents outlining the services and programs offered by the LDCHA Resident Services Office. This Activity educates residents about available services to access in times of crisis that could lead to termination of their housing assistance, or as a resource for households motivated toward upward mobility, economic self-sufficiency and homeownership.

**General Statement on Sources of Funds**

Since the 2019 allocation for HUD funded programs cannot be known at this time, the amounts listed for Public Housing Operating Subsidy and Section 8 HCV Budget Authority Renewal are based on 2017 funding allocations. For Capital Funds the allocation is based on the 2017 grant funding award.

**General Statement on Uses of Funds**

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

The LDCHA plans to use funds in 2019 for intended purposes of the specific federal and resident services programs even though it will operate its Public Housing, Section 8 assistance and Capital Fund as a single fund budget with full flexibility. The agency will not reduce the number of public housing and Section 8 assisted units it has in 2019. Any development will be paid for through MTW reserves or leveraged funds. Public Housing, Section 8 and Capital Funds, as a single fund will be used to pay for the administrative, operational, maintenance costs and capital fund improvements of the respective program which includes previously approved MTW Activities.

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

Any surplus funds remaining at the end of 2019 will be used for MTW purposes outlined in the 2019 Plan and subsequent years.



## B. LOCAL ASSET MANAGEMENT PLAN

i. Is the MTW PHA allocating costs within statute?

YES

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

NO

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

NO

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

N/A

## C. RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

i. Description of RAD Participation

The MTW PHA shall provide a brief description of its participation in RAD. This description must include the proposed and/or planned number of units to be converted under RAD, under which component the conversion(s) will occur, and approximate timing of major milestones. The MTW PHA should also give the planned/actual submission dates of all RAD Significant Amendments. Dates of any approved RAD Significant Amendments should also be provided.

### RENTAL ASSISTANCE DEMONSTRATION (RAD) PARTICIPATION

Description

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

~~Yes/No~~N/A

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

Description

## **Section VI: Administrative**

### **A. Board Resolution**

Resolution 2018-25 was approved by the Board of Commissioners adopting the 2019 Annual MTW Plan on September 24, 2018. It and the Certification of Compliance are included in Appendix II.

### **B. Public Participation / Comment on the 2019 MTW Plan**

#### Resident Advisory Committee

The LDCHA Resident Advisory Committee participated in the development of this plan and recommended this Plan for approval on June 14, 2018.

#### Notice of Public Hearing and Comment Period

##### **PUBLIC NOTICE**

Additionally, the LDCHA's Draft MTW Annual Plan for 2019 was available to the public for review and comment during a 30-day period beginning July 31 and ending at 4:00 pm August 30, 2018.

During the public comment periods the Draft MTW Annual Plan for 2019 was available on the LDCHA website and printed copies of the Plan were available at City and County Offices and all the agency's administrative and management offices. The location of copies and the public hearing were advertised in public notices published in the Lawrence-Journal World newspaper and the LDCHA website on July 31, 2018.

The public was invited to comment on the Plan in writing, delivered or mailed to Lawrence-Douglas County Housing Authority, 1600 Haskell Avenue, faxed to 785-842-9596, or emailed to [housing@ldcha.org](mailto:housing@ldcha.org). Comments were received up to 4:00 p.m. August 30, 2018.

A public hearing on the Plan was held August 30, 2018, at 5:00 pm at Edgewood Homes during the annual Resident Services Back-to-School Cookout.

No comments were received during the comment period. Four members of the public attended the public hearing during the hearing and participated in discussion on the Plan, and no objections were presented.

### **C. Agency Directed Evaluation of the Demonstration**

None at this time.

#### **D. Statement of Significant Amendment or Modification**

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

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

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

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

#### **E. Declaration of Trusts**

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

#### **F. Resident Commissioner**

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

## **Additional Appendix Items**

<b>Appendix I</b>	<b>LDCHA's MTW Demonstration Program</b>
<b>Appendix II</b>	<b>Certifications and Declarations, and Forms</b>
<b>Appendix III</b>	<b>Capital Fund Performance and Evaluation Reports</b>

## Appendix I:

### LDCHA's MTW DEMONSTRATION PROGRAM

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

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

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

The agency developed an MTW rent structure that requires all non-elderly, non-disabled adults to pay a significant minimum rent regardless of their income. The LDCHA's rent structure goal was intended to move participants to work by making them responsible for paying a meaningful rent, high enough to require work but low enough to be affordable. To reward work, the agency set a maximum, or ceiling, rent for each unit by bedroom size. To encourage employment advancement the agency established a system of income deductions that increase as hours of work increase. The LDCHA's MTW rent structure requires a significant minimum payment regardless of income and caps rent as income rises to encourage upward economic mobility. The minimum and maximum MTW rents are adjusted periodically by Board resolution.

Minimum and maximum MTW rents are:

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

Actual MTW monthly rent is determined by:

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

Income deductions for MTW households include:

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

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

### Application of MTW Rent Structure

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

- A person over age 62 or who has a permanent disability that prevents them from getting and/or keeping employment.
- A person under age 62 and over 18 who is the only caretaker for a disabled/elderly household member.
- Discretionary exemption for households with only one adult who does not have disability status, who is over age 40, and/or who, due to limitations of employment experience, education or training, is unable to earn sufficient income to meet the rent requirement.
- Households with one or two adults, neither of whom have disability status, who are over age 50, and who do not have children residing in the household.
- Households receiving TANF Cash Assistance with one adult member who has been determined "not mandatory for work" by SRS. The household will receive assistance under the MTW rent structure, but the person will not be subject to the work requirement. This includes persons receiving TANF Cash with a child under 6 months of age and households with more than one adult when one of the adults is needed in the home to care for a person with disabilities.

### Annual Rent

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

### Work Requirement

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

### Other Approved Rent Reform Elements of the Rent Structure

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

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

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

### Rent Hardship Policy

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

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

### Homeownership

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

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

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

Public housing households that reach 100% of AMI at the annual recertification will be given a 6 month notice to vacate. If the household has not provided the LDCHA with notice of a pending home purchase, the household will not be eligible for the homeownership down payment match. This will result in Section 8 HCV and public housing households being treated the same.



## Alternate Rent Historic Outcomes

Avg Gross Income / Participants / Home-ownership	MTW YEAR	AVG GROSS INCOME	AVG TENANT RENT	AVG HAP TO OWNER	AVG CONTRACT RENT	AVG FAMILY SIZE	MTW RENT PARTICIPANTS	HOME-OWNER-SHIP
<b>BASELINE</b> 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
<b>BENCHMARK</b> 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
OUTCOME	2017 YR 18	24,736	419	561	981	3	475	4
	<b>OVERALL AVERAGE</b>	<b>20,934</b>	<b>360</b>	<b>450</b>	<b>832</b>	<b>3</b>	<b>455</b>	<b>85</b>

## **Appendix II**

### **Certifications and Declarations**

- Board Resolution 2018-25 Adopting 2019 Annual MTW Plan
- Certification of Meeting MTW Statutory Requirements and Public Notices
- Certification of a Drug-Free Workplace
- Disclosure of Lobbying Activities
- Affidavit of Publication for Public Notice Ad
- Landlord On-Site Verification and Re-Inspection Form