

Holyoke Housing Authority

MOVING TO WORK  
ANNUAL REPORT



HHA FISCAL YEAR 2014  
January 1, 2014 through December 31, 2014

Submitted to HUD  
March 31, 2015

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## I. Introduction and Overview

In September 2013, the Holyoke Housing Authority (“HHA”) entered into a Moving To Work (“MTW”) Agreement with the US Department of Housing and Urban Development (“HUD”). HHA is one of only four new MTW agencies selected by HUD as part of a national competition conducted in 2012. The term of the MTW Agreement extends until December 31, 2018.

Moving To Work is a demonstration program created by Congress in 1996 which permits a limited number of participating Public Housing Authorities to combine Public Housing Operating Fund, Capital Fund and Housing Choice Voucher Program funding into a single, agency-wide block grant and to design and test flexible, locally-tailored approaches to administering its low-income housing programs. Subject to HUD approval, MTW agencies are allowed to waive some provisions of the US Housing Act of 1937 to promote one or more of the MTW statutory objectives, which can be summarized as follows:

- To reduce cost and achieve greater effectiveness in administering federally funded housing assistance programs;
- To provide incentives to families with children to obtain employment and become economically self-sufficient; and,
- To increase housing choices for eligible low-income families.

HHA’s MTW designation provides an opportunity to develop innovative solutions to the City of Holyoke’s unique local needs and challenges while promoting MTW’s statutory objectives. In the context of ongoing reductions in federal funding to HHA and other Public Housing Authorities nationwide, HHA believes that MTW designation will provide a critically important set of tools that will: help to leverage and increase the positive impact of limited federal funding; promote HHA’s long-term objectives to revitalize Holyoke’s public housing portfolio and surrounding neighborhoods including the City’s Arts and Innovation District; provide HHA residents with training and other supportive services so that they can obtain good-paying jobs and/or become first-time homebuyers; improve and streamline administration of both the Public Housing and Housing Choice Voucher programs; and, increase the range and quality of housing choices for low-income households.

HHA is required to submit an MTW Annual Report to HUD at the end of each fiscal year. This document, which is organized according to HUD’s requirements, describes HHA’s activities under the MTW Demonstration for Fiscal Year 2014.

### Long-Term MTW Goals and Objectives

HHA has identified the following goals and objectives for the remaining five year term of the MTW Agreement. These long-term plans are expected to evolve over time in response to changing conditions, new opportunities and resident and community feedback:

***Increasing the number of HHA residents who are working or actively engaged in educational or job training programs*** - Through creative partnerships with experienced educational and job training partners, HHA plans to expand the range and quality of training, education and job placement services provided to HCV and Public Housing residents. Programs such as the proposed Career Advancement Program (CAP) represent a first step towards achieving this vision.

***Implementing incentives for resident economic self-sufficiency*** – HHA recognizes that the current national rent system does not provide sufficient incentives for residents to seek out and obtain employment. Therefore, HHA’s vision is to streamline the rent system and to build in additional incentives so that the rent system itself does not present an obstacle to self-sufficiency. The CAP program coupled with the Biennial Recertification and Asset Self Certification initiatives are designed to support this goal.

In the implementation of rent reform initiatives, HHA is committed to working with HUD and our evaluation partner to test out whether in fact these programs will generate positive outcomes.

***Increasing High School Graduation Rates and Improving Educational Attainment*** – Holyoke has one of the lowest high school graduation rates in the state. HHA intends to collaborate with the Public School system and others to identify strategies that can be adopted with MTW flexibility to encourage higher graduation rates, support early childhood learning and improve educational attainment among HHA youth. HHA has also begun discussions with Holyoke Community College regarding potential scholarship programs and/or other programs that may reward high school graduation. HHA may incorporate such activities in future MTW Plans.

***Reducing homelessness in Holyoke*** – HHA has been working for decades to reduce homelessness in Holyoke. While much progress has been made, continuous and ongoing efforts are needed. HHA's vision for MTW includes adopting flexible programs and policies that, in tandem with our partnership with mission-oriented local agencies, will secure permanent housing solutions and reduce chronic homelessness.

***Supporting sustainable development and community-wide neighborhood revitalization efforts*** – HHA believes that MTW flexibility can help to support and energize the City's ongoing revitalization objectives with an emphasis on the new Arts and Innovation District. This area includes a newly constructed transit hub, and the City has engaged developers and the community in a plan designed to transform the downtown consistent with transit-oriented development and sustainability principles. HHA's Lyman Terrace public housing development is proximate to the district, and its proposed revitalization will reinforce and provide synergy to the activities planned for the Arts and Innovation neighborhood. HHA wants to ensure that as the Arts and Innovation area is revitalized, affordable housing resources remain available for low-income households, and that newly generated jobs and small business opportunities benefit HHA residents. The planned Neighborhood Revitalization initiative discussed below will support this long-term goal.

***Streamlining and reducing the cost of HHA operations*** - In light of ongoing and severe restrictions on federal funding, it is more important than ever to focus efforts on streamlining administration and reducing transaction costs. HHA's MTW vision includes identifying more flexible and cost-effective methods to administer federal housing programs. HHA intends to do this in a manner that is not just less expensive, but that actually results in a better, more transparent and predictable customer experience for our residents and the general public.

***Leveraging non-HUD resources to respond to the housing and related service needs of Holyoke's low-income households*** - HHA's vision for MTW includes ongoing efforts to secure additional non-HUD funding sources to address housing and related service needs. Project-basing of vouchers in the Arts and Innovation District provides one example of how HUD funding can be used to leverage private equity and other development resources. HHA also intends to explore how MTW can leverage new funds and support implementation of enhanced services for seniors and people with disabilities living in HHA developments.

#### Short-Term MTW Goals and Objectives

In late September 2013, HHA received HUD approval to proceed with five (5) MTW activities. Full implementation of each of these activities requires substantial upfront planning time to develop policies, procedures, staff training, monitoring systems and other activities to ensure successful efforts. In FY 2014, HHA encouraged employment and simplified program administration by implementing a Biennial Recertification and Streamlined Asset Certification Program for Public Housing and Housing Choice Voucher program households. In FY 2014, HHA also continued to work towards developing policies, procedures, and program requirements for the Career Advancement Program. HHA is partnering with Holyoke Works, Holyoke Community College, NuestraRaices and other community agencies to provide training and jobs to residents.

## II. General Housing Authority Operating Information

Holyoke Housing Authority's inventory of federal public housing is summarized on the chart below. HHA currently administers a portfolio of 921 federal public housing units located in eleven (11) developments.

Federal Public Housing Developments	Number of Units
Beaudoin Village, 40 Leary Drive	217
Beaudry-Boucher Apartments, 68 Cabot Street	34
Churchill Homes I, 334 Elm Street	50
Churchill Homes II, 334 Elm Street	50
Coughlin Apartments, 300 Walnut Street	54
Falcetti Towers Apartments, 475 Maple Street	85
Lyman Terrace, 5 Hampden Street	167
Ramos Units, Scattered Site	9
Rosary Towers, 21 Bowers Street	100
Toepfert Apartments, 22 North Summer Street	93
Zielinski Apartments, 70 Walnut Street	62
Total:	921

## Housing Stock Information

The tables and information below represent HHA's responses to HUD reporting requirements.

### New Housing Choice Vouchers that were Project-Based During the Fiscal Year

Property Name	Anticipated Number of New Vouchers to be Project-Based	Actual Number of New Vouchers that were Project-Based	Description of Project
Northeast Apartments	44	51	HHA will add 44 units at Northeast Apartments to its project-based inventory through HUD's Rental Assistance Demonstration Program.

Anticipated Total Number of New Vouchers to be Project-Based	Actual Total Number of New Vouchers that were Project-Based	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Year
44	51	44	44
		Actual Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year *	Actual Total Number of Project-Based Vouchers Leased up or Issued to a Potential Tenant at the End of the Fiscal Year **
		51	51

### Other Changes to the Housing Stock that Occurred During the Fiscal Year

In FY 2014, HHA did not have any changes to the housing stock.

### General Description of Actual Planned Capital Fund Expenditures During the Plan Year

Capital funds were used to finance the following improvement and rehabilitation projects in FY 2014:

Public Development	Housing	Planned Improvements	Projected Expenditures for FY 2014	Actual Expenditures for FY 2014
Beaudoin Village		Tree Trimming and Sidewalk Repairs	\$5,048	\$3,000
Churchill		Upgrade utility street lights	\$0	\$8,821
Rosary Towers		Community Room Upgrades	\$5,000	\$0
		Kitchen Upgrades	\$189,000	\$205,377
Toepfert Apartments		Hot Water Upgrades	\$135,000.00	\$41,800
		Floor Replacement	\$124,178	\$4,895
		Tree Trimming and Sidewalk Repairs	\$5,000	\$4,145
Zielinski Apartments		Concrete Balcony & Band Repair	\$139,950	\$146,286

## Overview of Other Housing Owned and/or Managed by HHA at Fiscal Year End

Housing Program	Total Units	Overview of the Program
State Funded	72	Funded by the Commonwealth of Massachusetts
Total Other Housing Owned or Managed	72	

## Leasing Information

HHA currently administers a portfolio of 1,282 tenant-based Housing Choice Vouchers. In addition, HHA administers 133 Massachusetts Rental Voucher Program (MRVP) project-based vouchers, 23 MRVP mobile vouchers, and 8 Massachusetts Department of Mental Health (DMH) project-based units. HHA's inventory of Non-MTW vouchers includes 100 Section 8 Mod Rehab and 14 Mod Rehab/SRO vouchers.

HUD requires HHA include the tables below in the MTW Annual Report. At the current time, HHA has no local, non-traditional property or tenant-based assistance programs.

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

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

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

	Average Number of Households Served Per Month	Total Number of Households Served During the Year
Households Served through Local Non-Traditional Services Only	0	0

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

Fiscal Year:	2013	2014
Total Number of Local, Non-Traditional MTW Households Assisted	0	0
Number of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	0	0
Percentage of Local, Non-Traditional MTW Households with Incomes Below 50% of Area Median Income	0	0

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

### Baseline for the Mix of Family Sizes Served

Family Size:	Occupied Number of Public Housing units by Household Size when HHA entered MTW*	Utilized Number of Section 8 Vouchers by Household Size when HHA Entered MTW**	Non-MTW Adjustments to the Distribution of Household Sizes	Baseline Number of Household Sizes to be Maintained	Baseline Percentages of Family Sizes to be Maintained
1 Person	407	488	n/a	895	44%
2 People	186	265	n/a	451	22%
3 People	172	183	n/a	355	17%
4 People	92	123	n/a	215	11%
5 People	37	51	n/a	88	4%
6+ People	14	17	n/a	31	2%
Totals	908	1,127	n/a	2,035	100%

\*Data as of September 2013

\*\*Data as of March 2014 – closest data available to date HHA entered MTW

\*\*Data does not include Enhanced Vouchers. HHA will consult with HUD to determine if Enhanced Vouchers should be included in the baseline.

Mix of Family Sizes Served

	1 Person	2 People	3 People	4 People	5 People	6+ People	Totals
Baseline Percentages of Household Sizes to be Maintained	44%	22%	17%	11%	4%	2%	100%
Number of Households Served by Family Size this Fiscal Year	949	494	398	239	96	35	2,211
Percentages of Households Served by Household Size this Fiscal Year	43%	22%	18%	11%	4%	2%	100%
Percentage Change	-1%	0%	1%	0%	0%	0%	

**Description of any Issues Related to Leasing of Public Housing, Housing Choice Vouchers or Local, Non-Traditional Units and Solutions at Fiscal Year End**

No issues related to leasing of Public Housing, Housing Choice Voucher, or Local, Non-Traditional Units occurred in FY 2014.

**Number of Households Transitioned to Self-Sufficiency by Fiscal Year End**

At the end of FY 2014, HHA had yet to implement any MTW activities requiring HUD Standard Metric SS#8 and therefore has no data to report on households transitioned to self-sufficiency.

**MTW Report: Wait List Information**

Housing Program(s)	Wait List Type	Number of Households on Wait List	Wait List Open, Partially Open or Closed	Was the Wait List Open During the Fiscal Year
Housing Choice Voucher	Statewide	161,880	Open	Yes
Housing Choice Voucher	Statewide with Holyoke Residency	3,838	Open	Yes
Federal Public Housing	Merged (excluding Churchill Homes)	2,366	Open	Yes
Churchill Homes	Site-Based	35	Partially	Partially

The Federal Public Housing site-based waiting list at Churchill Homes is currently open only to one income tier (50%-60%).

### **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

### Implemented Activities

#### 2013-1: Biennial Recertifications

##### 1. Activity Description

For all annual recertifications effective after January 1, 2015, HHA began transferred households in both the Housing Choice Voucher Program and the Public Housing Program to a biennial schedule. The documentation requirements for the recertification process are time consuming and burdensome, and generally, tenant rents do not vary greatly from year to year. By moving to a biennial recertification schedule, HHA is able to reallocate staff resources to other program areas and staff will have more time to ensure income reviews are accurate and thorough.

Zero-income households and households on minimum rent continue to be subject to annual or more frequent recertification requirements. Additionally, MTW households remain subject to all interim reexamination policies outlined in HHA's Administrative Plan and/or ACOP. HHA continues to allow clients to request interim rent decreases when income changes, and clients are not required to report changes between regular recertifications unless for a reason required in HHA's Administrative Plan and/or ACOP, i.e. change in household composition. Clients participating in the Career Advancement Program may be subject to additional interim reporting requirements described in the applicable section of the MTW Plan and/or implementing policies/procedures.

##### 2. Status

This activity was first proposed in HHA's MTW Year 1 Annual Plan submitted to HUD in May 2013 and implemented by HHA in FY 2014. To avoid an "on-year" and "off-year" cycle, HHA randomly divided clients into two equal groups. One group will be recertified effective 2015 and other group will be recertified effective 2016.

##### 3. Non-Significant Changes or Modifications Since Approval

HHA proposed a modification to the biennial recertification initiative in the FY 15 Annual Plan which included a limitation on the number of voluntary interim recertifications a family may complete between biennial recertifications to two. Required interim recertifications (i.e., for changes in family composition or otherwise required by the agency) would not count against the limit. This initiative is designed to maintain the administrative efficiencies gained by completing regular recertifications every other year. Elderly and disabled households will be exempt from this provision and will be able to complete an interim recertification at any time.

4. HUD Standard Metrics

I.CE #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<p><b>Total cost of task in dollars (decrease).</b></p>	<p><b>Recertifications performed in FY 2013:</b> 2,076</p> <p><b>Time per recertification:</b> 105 minutes</p> <p><b>Time spent on recertifications in FY 13:</b> 3,633 hours</p> <p><b>Interims performed in FY 13:</b> 1,321</p> <p><b>Time per interim:</b> 45 minutes</p> <p><b>Time spent on interims in FY 13:</b> 991 hours</p> <p><b>Total time spent on interims and recertifications:</b> 4,624 hours</p> <p><b>Average hourly wage for staff:</b> \$23.87</p> <p><b>Total cost in FY 2013:</b> \$110,374</p>	<p><b>Not applicable</b> – HHA had not yet implemented this activity at the time the FY 2014 MTW Annual Plan was prepared and therefore did not set a Benchmark for FY 2014. HHA set a Benchmark for the FY 2015 Annual Plan and will continue to do so going forward.</p>	<p><b>Recertifications performed in FY 14:</b> 2,184</p> <p><b>Time per recertification:</b> 85 minutes</p> <p><b>Time spent on recertifications in FY 14:</b> 3,094 hours</p> <p><b>Interims performed in FY 14:</b> 1,130</p> <p><b>Time per interim:</b> 45 minutes</p> <p><b>Time spent on interims:</b> 848 hours</p> <p><b>Total time spent on interims and recertifications:</b> 3,942 hours</p> <p><b>Average hourly wage for staff:</b> \$23.87</p> <p><b>Total cost after implementation of activity:</b> \$94,096</p>	<p><b>Not applicable.</b></p>

II.CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<p><b>Total time to complete the task in staff hours (decrease).</b></p>	<p><b>Recertifications performed in FY 2013:</b> 2,076</p> <p><b>Time per recertification:</b> 105 minutes</p> <p><b>Time spent on recertifications in FY 13:</b> 3,633 hours</p> <p><b>Interims performed in FY 13:</b> 1,321</p> <p><b>Time per interim:</b> 45 minutes</p> <p><b>Time spent on interims in FY 13:</b> 991 hours</p> <p><b>Total time spent on interims and recertifications prior to implementation of activity:</b> 4,642 hours</p>	<p><b>Not applicable</b> – HHA had not yet implemented this activity at the time the FY 2014 MTW Annual Plan was prepared and therefore did not set a Benchmark for FY 2014. HHA set a Benchmark for the FY 2015 Annual Plan and will continue to do so going forward.</p>	<p><b>Recertifications performed in FY 14:</b> 2,184</p> <p><b>Time per recertification:</b> 85 minutes</p> <p><b>Time spent on recertifications in FY 14:</b> 3,094 hours</p> <p><b>Interims performed in FY 14:</b> 1,130</p> <p><b>Time per interim:</b> 45 minutes</p> <p><b>Time spent on interims:</b> 848 hours</p> <p><b>Total time spent on interims and recertifications:</b> 3,942 hours</p>	<p><b>Not applicable.</b></p>

III. CE #5: Increase in Agency Rental Revenue\*\*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	<p><b>Average tenant rent share in HCV: \$350</b></p> <p><b>Average tenant rent share in public housing: \$300</b></p>	<p><b>Not applicable</b> – HHA had not yet implemented this activity at the time the FY 2014 MTW Annual Plan was prepared and therefore did not set a Benchmark for FY 2014. HHA set a Benchmark for the FY 2015 Annual Plan and will continue to do so going forward.</p>	<p><b>Average tenant rent share in HCV: \$354</b></p> <p><b>Average tenant rent share in public housing: \$304</b></p>	Not applicable.

\*\*HUD is requiring the use of this metric; however, HHA does not believe it is applicable in this context of this MTW activity.

IV. SS #1: Increase in Household Income

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households affected by this policy in dollars (increase).	<p><b>Average earned income for HCV households with earned income in FY 13: \$16,488</b></p> <p><b>Average earned income for PH households with earned income in FY 13: \$15,264</b></p>	<p><b>Not applicable</b> – HHA had not yet implemented this activity at the time the FY 2014 MTW Annual Plan was prepared and therefore did not set a Benchmark for FY 2014. HHA set a Benchmark for the FY 2015 Annual Plan and will continue to do so going forward.</p>	<p><b>Earned income for HCV households with earned income: \$16,902</b></p> <p><b>Earned income for PH households with earned income: \$15,012</b></p>	Not applicable.

## 2013-2: Revised Asset Policies

### 1. Activity Description

Holyoke Housing Authority has used its MTW Authority to revise the requirements for the verification, calculation, and inclusion of asset income. Verifying and calculating assets is a time consuming process, and clients rarely have enough assets to impact the final rent determination.

In order to streamline the recertification process, HHA made three revisions to the existing asset policy:

**Self-Certification of Assets-** Clients are permitted to self-certify all assets, when the family's combined market asset value is less than \$50,000. For families whose market value of their assets is greater than \$50,000, asset verification is subject to standard HUD verification requirements. HHA determines asset value using market, rather than cash value.

**Calculation of Asset Income-** When determining asset income, HHA uses the market value of the asset and imputes asset income using HHA's established passbook savings rate.

**Exclusion of Asset Income-** All asset income below \$500 are excluded.

### 2. Status

This activity was first proposed in HHA's MTW Year 1 Annual Plan submitted to HUD in May 2013. HHA developed policies and procedures regarding the revised asset policies in FY 2014. HHA educated clients and trained staff of on the new asset requirements in the first quarter of FY 2014. The policies were implemented in May of 2014 and are being applied to each client's first interim or regular recertification.

### 3. Non-Significant Changes or Modifications Since Approval

HHA has not made any changes or modifications to this activity since it was approved.

5. HUD Standard Metrics

HHA will use the following HUD standard metrics for this activity:

I.CE #1: Agency Cost Savings

Unit of Measurement	Baseline*	Benchmark*	Outcome	Benchmark Achieved?
<b>Total cost of task in dollars (decrease).</b>	<b>HCV households with assets: 229</b>  <b>PH households with assets: 411</b>  <b>Time per asset verification: 20 minutes</b>  <b>Total time spent verifying assets: 213 hours</b>  <b>Average hourly staff wage: \$23.87</b>  <b>Total cost to verify assets prior to implementation of activity: \$5,084</b>	<b>Not applicable –</b> HHA had not yet implemented this activity at the time the FY 2014 MTW Annual Plan was prepared and therefore did not set a Benchmark for FY 2014. HHA set a Benchmark for the FY 2015 Annual Plan and will continue to do so going forward.	<b>HCV households with asset over \$50,000: 0</b>  <b>PH households with assets over \$50,000: 0</b>  <b>Total cost after implementation of activity: \$0.00</b>	<b>Not applicable.</b>

II.CE #2: Staff Time Savings

Unit of Measurement	Baseline*	Benchmark*	Outcome	Benchmark Achieved?
<b>Total time to complete the task in staff hours (decrease).</b>	<p><b>HCV households with assets in:</b> 229</p> <p><b>PH households with assets in:</b> 411</p> <p><b>Time per asset verification:</b> 20 minutes</p> <p><b>Total time spent verifying assets prior to implementation of activity:</b> 213 hours</p>	<p><b>Not applicable</b> – HHA had not yet implemented this activity at the time the FY 2014 MTW Annual Plan was prepared and therefore did not set a Benchmark for FY 2014. HHA set a Benchmark for the FY 2015 Annual Plan and will continue to do so going forward.</p>	<p><b>HCV households with asset over \$50,000:</b> 0</p> <p><b>PH households with assets over \$50,000:</b> 0</p> <p><b>Total time spent after implementation of activity:</b> \$0.00</p>	Not applicable.

III.CE #3: Decrease in Error Rate of Task Execution

Unit of Measurement	Baseline*	Benchmark*	Outcome	Benchmark Achieved?
<b>Average error rate in completing a task as a percentage (decrease).</b>	HHA quality control samples demonstrate that 0% of files have asset related errors.	HHA anticipates the number of files with asset related errors will be less than 10%.	Less than 10% of files had asset related errors	Yes

VI. CE #5: Increase in Agency Rental Revenue\*\*

Unit of Measurement	Baseline*	Benchmark*	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	<p><b>Average tenant rent share in HCV: \$350</b></p> <p><b>Average tenant rent share in public housing: \$300</b></p>	<p><b>Not applicable</b> – HHA had not yet implemented this activity at the time the FY 2014 MTW Annual Plan was prepared and therefore did not set a Benchmark for FY 2014. HHA set a Benchmark for the FY 2015 Annual Plan and will continue to do so going forward.</p>	<p><b>Average tenant rent share in HCV: \$354</b></p> <p><b>Average tenant rent share in public housing: \$304</b></p>	<p><b>Not applicable.</b></p>

\*\*HUD is requiring the use of this metric; however, HHA does not believe it is applicable in this context of this MTW activity.

\* All baselines include public housing and HCV clients; however, the Churchill Homes public housing development is managed by a third-party and HHA does not have easy access to the managing company's data systems. As such, the baselines and benchmarks do not currently include the 100 residents at that development. HHA is currently working to integrate the two to systems and will update the baselines and benchmarks accordingly.

## Not Yet Implemented Activities

### 2013-1: Career Advancement Program

This activity was first proposed in HHA's MTW Year 1 Annual Plan submitted to HUD in May of 2013. Final HUD approval was received by HHA on September 24, 2013. During FY 2014 HHA began the planning process and prepared policies for CAP. Implementation is expected to be completed in FY 2015.

### 2013-4: Neighborhood Revitalization

This activity was first proposed in HHA's MTW Year 1 Annual Plan submitted to HUD in May of 2013. Final HUD approval was received by HHA on September 24, 2013. HHA has not begun implementation of this activity in FY 2014, but plans to begin implementation in FY 2015.

## Activities On-Hold

No activities were on-hold in FY 2014.

## **Closed Out Activities**

### **2013-5: Biennial HQS Inspections**

This activity was first proposed in HHA's MTW Year 1 Annual Plan submitted to HUD in May of 2013. Final HUD approval was received by HHA on September 24, 2013. In FY 14, HHA closed out this activity as an MTW initiative due to the 2014 Appropriations Act which allows HHA to transition to a biennial inspection schedule without MTW authority.

## V. MTW Sources and Uses of Funds

### Actual Sources and Uses of MTW Funding for the Fiscal Year

HHA submitted their unaudited and audited information in the prescribed FDS format through the Financial Assessment System – PHA (FASPHA).

### Local Asset Management Plan

Has HHA allocated costs within statute during the plan year?

Yes
No

Has HHA implemented a local asset management plan (LAMP)?

### Commitment of Unspent Funds

As of the end of FY 2014, HUD had not issued a methodology for defining reserves and therefore HHA is not required to report on this section at this time.

## VI. Administrative

A. In FY 2014, HHA did not receive any HUD review, audits or physical inspection issues that would require HHA to take action to address the issue.

B. HHA executed the Moving to Work Agreement with HUD in September of 2013 and therefore has not yet directed any evaluations of the demonstration.

Holyoke Housing Authority intends to work with University of Massachusetts-Amherst (UMass) and Dr. Michael Krezmien to evaluate the outcome of MTW activities, to design and implement the block grant evaluation, and to design and implement future rent reform and block grant studies. It is HHA's intent that the results of these evaluations will help to:

- Determine the effectiveness of rent reform activities as a means of encouraging employment;
- Measure the quantifiable savings associated with waiving certain provisions of the 1937 Act;
- Identify additional uses for federal funds that promote housing choice, self-sufficiency, and cost efficiency; and
- Promote local program designs that can be provided to housing authorities nationwide.

C. See the attached certification regarding the statutory requirements in Appendix A.

Appendix A

The Holyoke Housing Authority ("HHA") hereby certifies that between the periods of January 1, 2014 and December 31, 2014, HHA met the following three MTW statutory requirements of:

- Assuring that at least seventy-five (75) percent of the families assisted by HHA are very low-income;
- 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
- Maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.

Holyoke Housing Authority

MA005  
PHA Number/HA Code

I hereby certify that all the information stated herein is true and accurate.

Matthew A. Mainville  
Name of Authorized Official

Executive Director  
Title

\_\_\_\_\_  
Signature

March 31, 2015  
Date