

# Lawrence-Douglas County Housing Authority



*4 Seasons of LDCHA - Artwork from the Full Circle Youth Program*

# 2015 MTW Plan

*Submitted October 6, 2014*

**March 2, 2015 Revised Submission**

# Table of Contents

<b>I. <u>Introduction</u></b> .....	2	Activity 11-1: Financial assistance for vehicle repair . . .	40
<b>II. <u>General Housing Authority Operating Information</u></b> .....	7	Activity 11-2: Partner with DCHI for youth programs . .	40
A. Housing Stock Information .....	7	Activity 11-3: Combine Administrative Plan and ACOP into one policy statement .....	40
B: Leasing Information .....	11	Activity 10-2: Expand employment related services to MTW households .....	41
C: Waitlist Information .....	13	Activity 10-3: Energy Conservation Improvements .....	41
<b>III: <u>Proposed MTW Activities</u></b> .....	16	Activity 09-2: Mandatory orientation .....	41
<b>IV: <u>Approved MTW Activities</u></b> .....	16	Activity 09-3: Expand case management services to MTW households .....	42
A. Implemented Activities .....	16	Activity 09-4: Biennial recertifications for MTW house- holds .....	42
Activity 14-1: Biennial Section 8 HQS inspections .....	16	Activity 09-7: Homeless to Housed: Housing stabilization case management .....	43
Activity 14-2: Landlord on-site self-certification .....	18		
Activity 14-3: Change effective dates of rent calculation variables .....	19	<b>V: <u>Sources and Uses of MTW Funds</u></b>	
Activity 13-1: Create an Affordable Housing Acquisition and Development Fund .....	21	A. Sources and Uses of MTW Funds .....	
Activity 10-1: Biennial recertification for public housing & Section 8 elderly and disabled households. ....	24	B. Local Asset Management Plan .....	
Activity 09-5: Homeownership matching grant .....	26	<b>VI: <u>Administrative</u></b> .....	
Activity 09-6: Exclude earned income of adult children .	28	A. Board Resolution adopting 2015 MTW Plan .....	
Activity 09-6.1: Eliminate the 12:12:48 month earned in- come disallowance rule .....	30	B. Public Participation / Comment on the 2015 MTW Plan . .	
Activity 09-8: Prisoner re-entry housing program .....	31	C. Agency Directed Evaluation of the Demonstration .....	
Activity 99-1: Combined Public Housing and Section 8 HCV programs and operations .....	33	D. Statement of Significant Amendment or Modification .....	
Activity 99-2: Alternative rent structure .....	35	E. Declaration of Trusts .....	
Activity 99-3: Work requirement .....	36	F. Resident Commissioner .....	
B. Not Yet Implemented Activities .....	39	<b><u>Additional Appendix Items</u></b> .....	
C. Activities On Hold .....	39	Appendix I: LDCHA's MTW Demonstration Program .....	
D. Closed Out Activities .....	39	Appendix II: Certifications, Declarations, and Forms .....	
Activity 12-1: Biennial Recertification for Section 8 elderly and disabled households .....	39	Appendix III: Capital Fund Grant P&E Reports .....	

## **Section I: Introduction**

The Lawrence-Douglas County Housing Authority (LDCHA) is proud to submit this 2015 MTW Plan that provides the strategy for continuing the remarkable success the MTW Demonstration has had in creating a locally driven housing program that increases the self-sufficiency of participants and increases 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 Douglas County Housing Authority was created in 1983 by the Douglas County Commission for the purposes of administering the Section 8 Certificate Program in Douglas County, Kansas, that was administered by the Lawrence Housing Authority. With the passage of the Quality Housing and Work Responsibility Act of 1998 the dual administration of these programs became impractical, and consequently on January 1, 2001, through a joint resolution of the City of Lawrence and Douglas County and with the approval of HUD, the two housing authorities merged as KS053, and KS160 was dissolved.

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

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

The LDCHA was selected by HUD as one of the original 23 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 administrative structure and create a new program of housing assistance called General Housing assistance which combines the family housing units of the public housing program and Section 8 Housing Choice Voucher (HCV) programs.
2. Change or eliminate four basic federal rules under the 1937 Housing Act that contradict customary social and economic norms and create administrative expense. The changes include:
  - The institution of suitability criteria as a part of eligibility criteria.
  - Modifying the definition of countable income and adjusted income.

- The establishment of the concept of annual rent and abolishing (with some exceptions) interim re-examinations.
  - Instituting sweeping and 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 thereby 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.
    - For public housing residents of Edgewood Homes, increase housing choice by vouchering out up to 50 percent of the units over a 3 year period freeing units to rent to moderate income households thus creating a mixed income development. (*This was later eliminated in subsequent Plans.*)
  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.
    - Using these amounts to serve an additional 100 low income households without additional federal subsidy.
  6. Expand by at least 100%, the Family Self Sufficiency program to require participation of non-exempt public housing and Section 8 households.
  7. Provide homeownership opportunities including a \$3000 down payment match with local HOME funds. (*This was later modified in subsequent MTW Plans.*)

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 April 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.

The regulatory flexibility granted 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 employments 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 opportunities to become self-sufficient. The MTW program has been more successful than initially envisioned and LDCHA remains committed to the innovative changes and progress this program has made possible for participants.

### **Mission**

To promote quality affordable housing, economic opportunity and a suitable living environment free from discrimination.

### **LDCHA Short-Term MTW Goals**

- LDCHA will use its single-fund flexibility in accordance with its MTW Agreement to fund the replacement of the Babcock Place roof, which is a ballasted single ply EPDM rubber roof that had a 10 year warranty when installed in 1988. The replacement is estimated at approximately \$250,000-\$350,000. This will supplement various other capital improvements as detailed in the FY 2015 Capital Spending Plan in Section II.

### **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 (including, but not limited to, assisted living or other housing as deemed appropriate by LDCHA, in accordance with its mission), or commercial facilities consistent with the objectives of the 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 LDCHA.

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

The LDCHA operates several other 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 Section 8 project based multi-family development for the elderly which the agency purchased in late 2006 and significantly renovated with MTW funds.

#### **Peterson Acres II**

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

### **HOME - State**

LDCHA administers a grant that funds an estimated 15 - 20 unit Tenant-based Rental Assistance (TBRA) program funded by the State of Kansas with state 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 25 - 30 units of TBRA and is grant funded annually by the City of Lawrence's HOME allocation. This program is restricted to homeless families and individuals who do not otherwise qualify for public housing or Section 8 assistance. In both the Bert Nash program and the City HOME program, participants must enter into a support service agreement and participate in the activities contained in the agreement. Participants have up to two years to meet the qualifications for public housing or Section 8 assistance. At the end of the two year period they are transferred to either public housing or Section 8 assistance if they meet the eligibility qualifications, or, if not, their assistance is terminated. After their completion of the Transitional Housing program, many are then prepared to enter LDCHA's MTW program.

### **HOPE Building**

The LDCHA also operates 6 units of permanent housing under the Continuum of Care Permanent Supportive Housing program for chronically homeless individuals who are dual diagnosed with mental health and substance abuse problems.

### **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 Community Mental Health 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 parents who are required to meet the MTW work requirement.

## Section II: General Housing Authority Operating Information

### Section II.A: Housing Stock Information

#### Annual MTW Plan

#### II.1.Plan.HousingStock

#### A. MTW Plan: Housing Stock Information

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

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

**Total Public Housing Units to be Added**

**0**

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

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

**Planned Public Housing Units to be Removed During the Fiscal Year**

<b>PIC Dev. # / AMP and PIC Dev. Name</b>	<b>Number of Units to be Removed</b>	<b>Explanation for Removal</b>
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PIC Dev. # /AMP PIC Dev. Name	0	N/A
PIC Dev. # /AMP PIC Dev. Name	0	N/A
PIC Dev. # /AMP PIC Dev. Name	0	N/A

**Total Number of  
Units to be Removed**

**0**

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

<b>Property Name</b>	<b>Anticipated Number</b>	<b>Description of Project</b>
----------------------	---------------------------	-------------------------------

**of New Vouchers to  
be Project-Based \***

N/A	0	N/A

**Anticipated Total  
New Vouchers to be  
Project-Based**

**0**

Anticipated Total Number of Project-Based  
Vouchers Committed at the End of the Fiscal  
Year

**0**

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

**0**

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

**Other Changes to the Housing Stock Anticipated During the Fiscal Year**

NONE.

N/A

N/A

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

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

The agency will use its 2015 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. In addition the agency will spend an estimated \$58,200 to replace the HVAC system at public housing scattered site units identified as Project 07, built in 1992.

Babcock Place roof replacement - FY 2015 expenditure: \$350,000. Roof replacement is required at Babcock Place development (120 unit senior housing) to replace a single ply rubber roof installed in 1988. The scheduled work will utilize funds from LDCHA's MTW block grant reserve resources.

**Section II.B: Leasing Information**

**B. MTW Plan: Leasing Information**

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

**MTW Households to be Served Through:**

**Planned Number of Households to be Served\***      **Planned Number of Unit Months Occupied/ Leased\*\*\***

Federal MTW Public Housing Units to be Leased

**356**

**4,272**

Federal MTW Voucher (HCV) Units to be Utilized

**717**

**8,604**

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

**70**

**804**

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

**2**

**24**

**Total Households Projected to be Served**

**1,145**

**13,704**

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

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

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

**Reporting Compliance with Statutory MTW Requirements**

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

N/A

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

**Housing Program**

**Description of Anticipated Leasing Issues and Possible Solutions**

Public Housing

The Public Housing occupancy rate averages 97% to 98%. That high turnover rate at the family developments are the result of LDCHA's strict enforcement of rent payment and anti-crime policies. The LDCHA has experienced difficulty filling 3 and 4 bedroom units due to lack of sufficient applicants. The Kansas Residential Landlord Tenant Act requires all lease holders to give 30 days notice of termination of the lease. This state law notice provision creates a 30 day delay from when a tenant accepts a public housing unit to when they can take occupancy. Vacancy days created by state law are beyond the ability of the agency to control.

Public Housing

Leasing issues may arise depending on funding that is actually provided under budget authority.

Section 8 HCV Program

Leasing issues may arise depending on funding that is actually provided under budget authority.

**Section II.C: Waitlist Information**

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

**Wait List Information Projected for the Beginning of the Fiscal Year**

Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
General Housing Federal MTW Public Housing - Section 8 HCV	Community-Wide Combined/Merged	325	Open	N/A
Babcock Place / Peterson Acres I Federal MTW Public Housing Units	Site Based	75	Open	N/A
Clinton Place Project Based Local Non-traditional MTW	Site Based	34	Open	N/A
Peterson Acres II Project Based Local Non-Traditional MTW	Site Based	8	Open	NA

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

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

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

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

N/A
N/A
N/A

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

<b>Clinton Parkway Apartments - HUD Multifamily - Site based elderly and near elderly - open</b>
<b>Peterson Acres II -Site based non-subsidized LDCHA-owned affordable housing, all handicapped accessible units - open</b>
N/A

If Other Wait List Type, please describe:

N/A
N/A
N/A

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

N/A
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### Section III: Proposed MTW Activities: HUD Approval Requested

No new MTW Activities are proposed for 2015.

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

#### A. IMPLEMENTED ACTIVITIES

<b>Activity 14-1</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 2014 Plan Implemented 2014</b></p> <p>Create a Biennial Housing Quality Standards (HQS) Inspection process for existing Housing Choice Voucher (HCV) properties.</p>	<p>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.</p>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

## 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 #1: Agency Cost Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total cost of inspections in dollars (decrease) = <b>\$9,226.</b>	Cost of annual inspections prior to implementation of the activity = <b>\$36,906.</b>	Expected cost of inspections after implementation of the activity = <b>\$27,680.</b>		

### CE #2: Staff Time Savings

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Units inspected biennially will result in 173 fewer units inspected annually x 2 hours per unit. Total time to complete the task in staff hours (decrease) = <b>346.</b>	Staff spent <b>1,388 hours</b> on annual inspections x 2 hours per inspection.	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours) = <b>1,042</b> annually.		

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

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease). <b>LDCHA has not previously tracked an error rate for this activity.</b>	Average error rate of task prior to implementation of the activity (percentage). <b>Begin tracking in FY 2015 to establish baseline.</b>	Expected average error rate of task after implementation of the activity (percentage). <b>Begin tracking in FY 2015 to establish benchmark.</b>		

<b>Activity 14-2</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 2014 Plan Implemented 2014</b></p> <p>Create a Landlord On-Site Self-Certification that minor repairs are complete.</p>	<p>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.</p>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

### **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 #1: Agency Cost Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Reduce the total cost of re-inspections by 25%. Total cost of task in dollars (decrease) = <b>\$5,158.</b>	Cost of re-inspections prior to implementation of the activity = <b>\$20,634.</b>	Expected cost of re-inspections after implementation of the activity = <b>\$15,476.</b>		

#### **CE #2: Staff Time Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?

Reduced re-inspections will result in 97 fewer units re-inspected x 1.5 hours per unit. Total time to complete the task in staff hours (decrease) = **145.5**.

Staff re-inspected 388 units x 1.5 hours per unit = **582 hours**.

Expected hours for re-inspections after implementation of this activity = **436.50 hours**.

***CE #3: Decrease in Error Rate of Task Execution***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in completing a task as a percentage (decrease). <b>LDCHA has not previously tracked an error rate for this activity.</b>	Average error rate of task prior to implementation of the activity (percentage). <b>Begin tracking in FY 2015 to establish baseline.</b>	Expected average error rate of task after implementation of the activity (percentage). <b>Begin tracking in FY 2015 to establish benchmark.</b>		

<b>Activity 14-3</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 2014 Plan Implemented 2014</b></p> <p>Change the effective dates of variables affecting rent calculations to January 1.</p>	<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>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

### **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 #1: Agency Cost Savings**

<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
<p>Cost of staff time: \$33.13 per hour x 15 hours x 2 = <b>\$994.</b>            Cost of reprinting fact sheets, applications, information sheets, briefing materials, orientation materials: 2 x 1,000 pages x \$.059 per page = <b>\$118.</b>            Total cost of task in dollars (decrease) = <b>\$1,112.</b></p>	<p>Cost of staff time = <b>\$1,491</b>            Cost of reprinting = <b>\$177</b> Cost of task prior to implementation of the activity = <b>\$1,668.</b></p>	<p>Expected cost of staff time = <b>\$497.</b>            Expected cost of printing = <b>\$59.</b>            Expected cost of task after implementation of the activity (in dollars) = <b>\$556.</b></p>		

#### **CE #2: Staff Time Savings**

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

***CE #5: Increase in Agency Rental Revenue***

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

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	Rental revenue prior to implementation of the activity (in dollars) = <b>0</b> .	Expected rental revenue after implementation of the activity (in dollars) = <b>0</b> .	<b>To be provided in Annual MTW Report</b>	<b>To be provided in Annual MTW Report</b>

<b>Activity 13-1</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 2013 Plan Implemented 2013</b> Create an Affordable Housing Acquisition and Development Fund.</p>	<p>The LDCHA Board of Commissioners authorized the use of up to \$1 million for the development of new low income affordable housing, and LDCHA may use its MTW flexibility to purchase land and/or improvements, or participate in project ownership and/or development by 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. The increase for 2015 is reflected in Section II, MTW Households Served, due to a pending acquisition of an existing property.</p>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

## *Housing Choice*

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

<b>HC #1: Additional Units of Housing Made Available</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
<p>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.</p>	<p>Housing units of this type prior to implementation of the activity = <b>0</b>.</p>	<p>Expected housing units of this type after implementation of the activity for 2015 = <b>6</b>.</p>		

**HC #2: Units of Housing Preserved**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of housing units preserved for households at or below 80% AMI that would otherwise not be available (increase). If units reach a specific type of household, give that type in this box.	Housing units preserved prior to implementation of the activity (number) = <b>0</b> .	Expected housing units preserved after implementation of the activity for 2015 = <b>6</b> .		

**HC #5: Increase in Resident Mobility**

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

**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) = <b>0</b> .	Expected amount leveraged after implementation of the activity (in dollars) = <b>0</b> .		

<b>Activity 10-1</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 2010 Plan Implemented 2010</b></p> <p>Biennial recertification for public housing and Section 8 elderly and disabled households.</p>	<p>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.</p> <p><b>Hardship Policy:</b> 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.</p>	<p>Combine Activity 10-1 and 12-1 into one activity which will be identified for the combined public housing and Section 8 population as 10-1.</p>	<p>Changed benchmarks to recertification of 52% of the eligible population to account for hardship requests and to standardize the matrix of Activity 12-1 and this Activity in 2014. This new benchmark will be maintained for 2015. Reset cost baseline to the 2011 amount of \$107 for CE #1.</p>

### **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 #1: Agency Cost Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total staff cost eliminated for biennial recertification of 48% of eligible households in dollars (decrease) = <b>\$31,484.</b>	Staffing cost for 2011 annual recertification of 613 public housing and Section 8 eligible elderly/disabled households x \$107 per recertification = <b>\$65,591.</b>	Expected staff cost for recertification of 52% of eligible households after implementation of biennial recertification = <b>\$34,107.</b>		

#### **CE #2: Staff Time Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time eliminated to complete the biennial recertification of 48% of eligible households in staff hours (decrease) = <b>1,177</b> .	Staff time for 2011 annual recertification of 613 public housing eligible elderly/disabled households x 4 hours per recertification (in hours) = <b>2,452</b> .	Expected staff time for recertification of 52% of eligible households after implementation of biennial recertification (in hours) = <b>1,275</b> .		

***CE #5: Increase in Agency Rental Revenue***

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

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Rental revenue in dollars (increase).	Rental revenue prior to implementation of the activity (in dollars) = <b>0</b> .	Expected rental revenue after implementation of the activity (in dollars) = <b>0</b> .	<b>To be provided in Annual MTW Report</b>	<b>To be provided in Annual MTW Report</b>

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

### *Self Sufficiency*

When citing the statutory objective to “give incentives to families...whose heads of household are either working, seeking work, or are participating in job training educational or other programs to assist in obtaining employment and becoming economically self-sufficient,” include all of the following metrics that apply:

#### **SS #8: Households Transitioned to Self Sufficiency**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households transitioned to self sufficiency (increase) = <b>3</b> .  <b>For this metric, LDCHA is defining self-sufficiency as families who voluntarily end participation in the voucher or public housing programs.</b>	2000 - Households purchasing a home = <b>0</b> .	2015 - Expected households purchasing a home = <b>3</b> .		

### *Housing Choice*

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

#### **HC #6: Increase in Homeownership Opportunities**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households that purchased a home as a result of the activity (increase).	2000 - Households purchasing a home = <b>0</b> .	2015 - Expected households purchasing a home = <b>3</b> .		

<b>Activity 09-6</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 2009 Plan Implemented 2009</b></p> <p>Revise definition of countable income.</p>	<p>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.</p>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

### **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 #1: Agency Cost Savings**

<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
<p>Total cost of eliminating staff time required for rent recalculation for adult children 18-21 income in dollars (decrease) = <b>\$819</b>.</p>	<p>2009 - Cost of task prior to implementation: 63 x .50 x \$26 per hour (in dollars) = <b>\$819</b>.</p>	<p>Expected cost after implementation of Activity 09-6 (in dollars) = <b>\$0</b>.</p>		

#### **CE #2: Staff Time Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours = (decrease) = <b>31.5</b> .	Eliminate staff time required for rent recalculation for adult children 18-21 income (in hours) = <b>31.5</b> .	Expected staff hours after implementation of Activity 09-6 (in hours) = <b>0</b> .		

### *Self Sufficiency*

When citing the statutory objective to “give incentives to families...whose heads of household are either working, seeking work, or are participating in job training educational or other programs to assist in obtaining employment and becoming economically self-sufficient,” include all of the following metrics that apply:

#### *SS #5: Households Assisted by Services that Increase Self Sufficiency*

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Number of households receiving services aimed to increase self sufficiency (increase) = <b>5</b> .	2009 - Work requirement actions for failure to meet work requirement = <b>5</b> .	Expected households meeting the work requirement = <b>100%</b> ; terminations or evictions for failure to meet work requirements = <b>0</b> .		

<b>Activity 09-6.1</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 2009 Plan Implemented 2009</b></p> <p>Revise definition of countable income.</p>	<p>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.</p>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

### **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 #1: Agency Cost Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<p>Total cost of task in dollars (decrease) = <b>\$8,892.</b></p>	<p>2009 - 19 households x 1.5 hours x 12 months = 342 hrs x \$26. Cost of task prior to implementation of the activity (in dollars) = <b>\$8,892.</b></p>	<p>Elimination of 100% of staff cost to calculate the earned income disallowance. Expected cost (in dollars) = <b>\$0.</b></p>		

#### **CE #2: Staff Time Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
<p>Total staff time to complete the task in hours (decrease) = <b>342.</b></p>	<p>2009 - 19 households x 1.5 hours x 12 months. Total amount of staff time dedicated to the task prior to implementation of the activity (in hours) = <b>342.</b></p>	<p>Eliminated 100% of staff hours to calculate the earned income disallowance. Expected staff time (in hours) = <b>0.</b></p>		

**CE #5: Increase in Agency Rental Revenue**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Public Housing rental revenue per year in dollars (increase) = <b>\$150,000.</b>	1998 - Rental revenue prior to implementation of the activity (in dollars) = <b>\$758,485.</b>	Expected Public Housing rental revenue increase of \$150,000 per year (in dollars) = <b>\$908, 485.</b>		

<b>Activity 09-8</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 2009 Plan Implemented 2010</b> Create a jail re-entry housing program</p>	<p>Create 5 units of TBRA 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>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

## *Self Sufficiency*

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

<b><i>SS #: Increase in Positive Outcomes in Employment Status</i></b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
<p>Number of new housing units made available for households at or below 80% AMI as a result of the activity (increase).</p>	<p>Housing units of this type prior to implementation of the activity = <b>0</b>.</p>	<p>Expected housing units of this type after implementation of the activity: number of Re-entry Vouchers = <b>3</b>.</p>		

<b>Activity 99-1</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<b>Approved for 1999 Plan Implemented 1999</b> Combined Public Housing and Section 8 HCV programs and operations	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.	No changes or modifications are planned.	No changes or modifications are planned.

### **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 #1: Agency Cost Savings**

<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
Total cost of task in dollars (decrease).	Cost of task prior to implementation of the activity (in dollars). In 1998 there were approximately 58 Public Housing tenants on the Section 8 waiting list that would result in a voluntary turnover. Turnover cost the agency $58 \times 2.5 \times \$22 = \mathbf{\$3,190}$ .	Begin tracking transfer to Section 8 program requests from Public Housing participants in FY 2015 to establish benchmark.		

#### **CE #2: Staff Time Savings**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Total time to complete the task in staff hours (decrease).	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours) = <b>145</b> .	Will be established in 2015.		

***CE #3: Decrease in Error Rate of Task Execution***

**Error rates for voluntary turnovers are neither tracked nor applicable so there is no baseline or benchmark data. This outcome measure will be reported as 0. This metric does not apply.**

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average error rate in turnover and administration.	Average error rate of task prior to implementation of the activity (percentage) = <b>0</b> .	Expected average error rate of task after implementation of the activity (percentage) = <b>0</b> .		

***CE #5: Increase in Agency Rental Revenue***

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Public Housing rental revenue per year in dollars (increase) = <b>\$150,000</b> .	1998 - Rental revenue prior to implementation of the activity (in dollars) = <b>\$758,485</b> .	Expected Public Housing rental revenue increase of \$150,000 per year (in dollars) = <b>\$908,485</b> .		

<b>Activity 99-2</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>																		
<p><b>Approved for 1999 Plan Implemented 1999</b> Alternative rent structure.</p>	<p>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.</p> <table border="1" data-bbox="604 597 1293 816"> <thead> <tr> <th>Bedroom Size</th> <th>Minimum</th> <th>Maximum</th> </tr> </thead> <tbody> <tr> <td>1 Bedroom</td> <td>\$ 185</td> <td>\$ 435</td> </tr> <tr> <td>2 Bedroom</td> <td>\$ 215</td> <td>\$ 500</td> </tr> <tr> <td>3 Bedroom</td> <td>\$ 255</td> <td>\$ 575</td> </tr> <tr> <td>4 Bedroom</td> <td>\$ 275</td> <td>\$ 665</td> </tr> <tr> <td>5 Bedroom</td> <td>\$ 315</td> <td>\$ 690</td> </tr> </tbody> </table> <p>To encourage employment advancement the agency established a system of income deductions that increase as hours of work increase.</p> <p>Special income deductions for MTW households include:</p> <ul style="list-style-type: none"> <li>• 10% earned income deduction for those working at least 35 hours/week</li> <li>• \$2,000 medical deduction for those working at least 35 hours/week</li> <li>• full out-of-pocket dependent care deduction necessary to allow work or school attendance</li> <li>• utility allowance as an annual income deduction, not as a monthly deduction from rent</li> <li>• increase in the child dependent deduction to \$840 per child capped at \$1,680 per household</li> </ul>	Bedroom Size	Minimum	Maximum	1 Bedroom	\$ 185	\$ 435	2 Bedroom	\$ 215	\$ 500	3 Bedroom	\$ 255	\$ 575	4 Bedroom	\$ 275	\$ 665	5 Bedroom	\$ 315	\$ 690	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>
Bedroom Size	Minimum	Maximum																			
1 Bedroom	\$ 185	\$ 435																			
2 Bedroom	\$ 215	\$ 500																			
3 Bedroom	\$ 255	\$ 575																			
4 Bedroom	\$ 275	\$ 665																			
5 Bedroom	\$ 315	\$ 690																			

<b>Activity 99-2</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications during Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
	<p>The LDCHA's Rent Hardship Policy permits a degree of rent relief if the household experiences a loss in income due to lay-offs, business closing, or medical illness. Under the policy, a household may be recertified to the MTW minimum 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. If the household's income loss is due to a condition that qualifies the individual for a disability under ADA, the household's designation is changed from MTW to income-based and they are then recertified. The alternative rent structure and hardship policies are more fully outlined in Appendix I.</p>		

### **Self Sufficiency**

When citing the statutory objective to “give incentives to families...whose heads of household are either working, seeking work, or are participating in job training educational or other programs to assist in obtaining employment and becoming economically self-sufficient,” include all of the following metrics that apply:

<b>SS #7: Increase in Agency Rental Revenue</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved?</b>
PHA rental revenue per year in dollars (increase) = <b>\$150,000.</b>	1998 - PHA rental revenue prior to implementation of the activity (in dollars) = <b>\$758,485.</b>	Expected PHA rental revenue after implementation of the activity (in dollars) = <b>\$908,485.</b>		

<b>Activity 99-3</b>	<b>Description and Update on Status</b>	<b>Planned changes or modifications dur- ing Plan year</b>	<b>Planned changes or modifications to metrics, baselines or benchmarks</b>
<p><b>Approved for 1999 Plan Implemented 1999</b> Work requirement.</p>	<p>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. Failure to meet the work requirement is a major program breach. Following are the exemptions to the work requirement.</p> <ul style="list-style-type: none"> <li>• A person over age 62 or person who has a permanent disability that prevents them from getting and/or keeping employment.</li> <li>• A person under age 62 and over 18 who is the only caretaker for a disabled/elderly family member.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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</li> </ul> <p>Exempt households may elect 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.</p>	<p>No changes or modifications are planned.</p>	<p>No changes or modifications are planned.</p>

## Self Sufficiency

When citing the statutory objective to “give incentives to families...whose heads of household are either working, seeking work, or are participating in job training educational or other programs to assist in obtaining employment and becoming economically self-sufficient,” include all of the following metrics that apply:

### SS #1: Increase in Household Income

Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved?
Average earned income of households participating in MTW rent structure affected by this policy in dollars (increase) = <b>\$186.</b>	2013 - Average earned income of current MTW rent structure participants is <b>\$18,596.</b> <ul style="list-style-type: none"> <li>Data on income did not separate out earned income until 2013. Historical data reflects an average annual change of 2% in gross household income from \$16,434 in 2000 to \$21,060 in 2013.</li> </ul>	Expected increase in total average earned income of MTW Rent Structure participant = <b>\$18,782.</b>  <b>1% per year increase in average earned income.</b>		

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

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

Unit of Measurement	Baseline - Public Housing	Benchmark - Public Housing		Outcome	Benchmark Achieved?
Report the following information separately for each category:	Head(s) of households in MTW rent structure prior to implementation of the activity in 1998:	Expected head(s) of households in MTW rent structure after implementation of the activity:			
		<u>2000</u>	<u>2013</u>		
(1) Employed Full-Time	N/A [Data not available until 2013]	N/A	100		
(2) Employed Part-Time	N/A [Data not available until 2013]	N/A	24		
<b>(1 &amp; 2 Combined) Employed MTW rent structure participants</b>	119	133			
(3) Enrolled in an Educational Program - data not available	15	33	28		

(4) Enrolled in Job Training Program - data not available	N/A		22		
(5) Unemployed	49	1	6		
(6) Other - Discretionary Exemptions	N/A	0	6		
		* Total exceeds 100%, some participants are captured in multiple categories.			
	Percentage of total work-able households in the MTW rent structure per category prior to implementation of activity (percent).	Expected percentage of total work-able households in the MTW rent structure per category after implementation of the activity (percent).			
		<u>2000</u>	<u>2013</u>		
	(1) Data not available	(1) 25%	(1) 25%		
	(2) Data not available	(2) 25%	(2) 25%		
	(1 & 2) 65%				
	(3) 9%	(3) 20%	(3) 20%		
	(4) Data not available until 2013	(4) 10%	(4) 10%		
	(5) 27%	(5) 10%	(5) 10%		
	(6) 0%	(6) 10%	(6) 10%		
<b>Unit of Measurement</b>	<b>Baseline - Section 8 HCV</b>	<b>Benchmark - Section 8 HCV</b>		<b>Outcome</b>	<b>Benchmark Achieved?</b>
Report the following information separately for each category:	Head(s) of households in MTW rent structure prior to implementation of the activity in 1998:	Expected head(s) of households in MTW rent structure after implementation of the activity:			
		<u>2000</u>	<u>2013</u>		
(1) Employed Full-Time	N/A [Data not available until 2013]	N/A	147		
(2) Employed Part-Time	N/A [Data not available until 2013]	N/A	79		
<b>(1 &amp; 2) Employed MTW rent structure participants</b>	172	119			
(3) Enrolled in an Educational Program - data not available	60	19	55		
(4) Enrolled in Job Training Program - data not available	0	N/A	25		
(5) Unemployed	63	4	22		

(6) Other - Discretionary Exemptions	0	5	8		
	Percentage of total work-able households in the MTW rent structure prior to implementation of activity (percent).  (1) N/A (2) N/A (1 & 2) 58% (3) 20% (4) N/A (5) 21% (6) 0%	* Total exceeds 100%, some participants are captured in multiple categories.  Expected percentage of total work-able households in the MTW rent structure after implementation of the activity (percent).  <u>2000</u> (1) 25% (2) 25%  (3) 20% (4) 10% (5) 10% (6) 10%	<u>2013</u> (1) 25% (2) 25%  (3) 20% (4) 10% (5) 10% (6) 10%		

**B. NOT YET IMPLEMENTED ACTIVITIES**

All Activities have been implemented.

### C. ACTIVITIES ON HOLD

It is anticipated that no activities will be on hold for the 2015 Plan year, unless funding becomes an issue.

### D. CLOSED OUT ACTIVITIES

<b>Activity 12-1</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
<b>Approved for 2012 Plan, implemented 2012:</b> Biennial recertification for Section 8 elderly and disabled households. Closed out 2015.	Conduct biennial recertification for all elderly and disabled Section 8 households.	Combine with Activity 10-1, and close out 12-1.

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

<b>Activity 11-2</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
<p><b>Approved for 2011 Plan Implemented 2011:</b> Partner with Douglas County Housing Incorporated (DCHI), to create the Full Circle youth program.</p>	<p>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.</p>	<p>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."</p>

<b>Activity 11-3</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
<p><b>Approved for 2011 Plan, implemented 2013:</b> Combine the Administrative Plan and the Public Housing ACOP into one policy statement. Closed out 2013.</p>	<p>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.</p>	<p>Activity was completed, published for public comment and adopted by the Board of Commissioners on August 26, 2013.</p>

<b>Activity 10-2</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
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<b>Activity 10-2</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
<p><b>Approved for 2009 Plan Implemented 2009:</b> Expand employment related services to MTW households.</p>	<p>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.</p>	<p>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."</p>

<b>Activity 10-3</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
<p><b>Approved for 2010 Plan, implemented 2010-2011</b> Energy Conservation Improvements. Closed out 2011.</p>	<p>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.</p>	<p>The Energy Performance Contract was completed in 2011, and yearly reporting is provided to HUD Field Office to verify utility savings.</p>

<b>Activity 09-2</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
<p><b>Approved for 2010 Plan Implemented 2010:</b> Mandatory Orientation.</p>	<p>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</p>	<p>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."</p>

<b>Activity 09-2</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
	as a resource for households motivated toward upward mobility, economic self sufficiency and homeownership.	

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

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

<b>Activity 09-7</b>	<b>Description</b>	<b>Reason Activity is closed out</b>
<p><b>Approved for 2009 Plan I Implemented 2009:</b> Homeless to Housed.</p>	<p>Provide housing stabilization case management for recently homeless individuals who are housed in the LDCCHA's Transitional Housing (TH) program and the Jail Re-Entry (JRE) program.</p>	<p>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."</p>

## Section V: MTW Sources and Uses of Funds

### A. MTW Plan: Sources and Uses of MTW Funds

#### Estimated Sources of MTW Funding for the Fiscal Year

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

#### Sources

FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$ 1,248,235
70600	HUD PHA Operating Grants	\$ 5,708,256
70610	Capital Grants	\$ 488,873
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	0
71100+72000	Interest Income	\$ 14,800
71600	Gain or Loss on Sale of Capital Assets	0
71200+71300+71310+71400+71500	Other Income	\$ 179,464
70000	Total Revenue	\$ 7,639,628

**Estimated Uses of MTW Funding for the Fiscal Year**

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

**Uses**

FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$ 1,387,392
91300+91310+92000	Management Fee Expense	0
91810	Allocated Overhead	0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$ 118,120
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$ 289,600
93500+93700	Labor	0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$ 846,229
95000 (95100+95200+95300+95500)	Total Protective Services	\$ 30,060
96100 (96110+96120+96130+96140)	Total insurance Premiums	\$ 212,286
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$ 110,860
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	0
97100+97200	Total Extraordinary Maintenance	\$ 179,372
97300+97350	Housing Assistance Payments + HAP Portability-In	\$ 4,003,180
97400	Depreciation Expense	0
97500+97600+97700+97800	All Other Expenses	0
90000	<b>Total Expenses</b>	<b>\$ 7,177,099</b>

## Describe the Activities that Will Use Only MTW Single Fund Flexibility

### 2015 Sources and Uses of Funds Details

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

**Activity: Babcock Place Improvements**

Program Affected: Public Housing  
Year Identified: September, 2014  
Effective Date: January 10, 2015  
Funding Allocated: \$350,000 (estimated)

Description of Activity:

Babcock Place is a 120-unit public housing high-rise apartment building for seniors. Built in 1974, the building's roof, which is a ballasted single-ply EPDM rubber roof, was installed in 1988 with a 10-year guarantee that has exceeded its life expectancy. In the past needed improvements have been made with Capital Fund dollars, but due to funding cuts in that program during the past two fiscal years, sufficient funding does not exist, and phasing the work over several years is impractical. LDCHA intends to use MTW reserve funds to undertake these improvements, which is allowable under the MTW Agreement.

Proposed improvements include:

1. Re-roof the building
2. Remove the obsolete solar panels

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

Program Affected: Public Housing, Housing Choice Voucher, VASH  
Year Identified: September 2010  
Effective Date: January 1, 2011  
Funding Allocated: \$10,000 (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 post secondary 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: September 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: September 2008  
Effective Date: January 1, 2009  
Funding Allocated: \$175,000 (estimated)

Description of Activity:

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

**Activity: Homeless to Housed.**

Program Affected: Public Housing and Housing Choice Voucher  
Year Identified: September 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: September 2008  
Effective Date: January 1, 2009  
Funding Allocated: \$300 (estimated)

**Description of Activity:**

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.

**General Statement on Sources of Funds**

Public Housing Authorities are again facing a high level of uncertainty regarding funding making the 2015 sources of funding that the LDCHA anticipates difficult to forecast with precision. Since the 2015 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 2014 funding allocations. For Capital Funds the allocation is based on the 2014 grant funding award.

The Public Housing funding sources and amounts are based on the most recently approved federal allocations included in the 2014 budget and based on a 85% proration of the 2014 Public Housing Operating Subsidy.

The Section 8 HCV HUD funding allocation estimate for 2015 is a projection using the final renewal eligibility for CY 2014. The 2014 PUC inflation factor was 1.00 reduced at a 99.7% budget authority proration.

The Capital Fund program is based on the 2014 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 2015 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 2015. Any development will be paid for through MTW reserves. 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 Initiatives.

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 2015 will be used for MTW purposes in the 2016 and subsequent years.

**V.2.Plan.Local Asset Management Plan**

**B. MTW Plan: Local Asset Management Plan**

**Asset Management**

The LDCHA has 369 public housing units and opted out of the asset management requirement under the 2008, 2009, 2010 and 2011 HUD appropriations Act, and as provided for in 2012 and 2013 Continuing Resolutions. LDCHA elected to opt out of asset management for 2014 pursuant to the FY 2014 Omnibus Appropriations Act. The LDCHA elects to opt out again pursuant to the Consolidated and Further Continuing Appropriations Act of 2015. The agency uses a cost allocation system to prorate expenses among the different programs it administers.

Is the PHA allocating costs within statute?

YES	or	NA
N/A	or	NO

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

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

Has the PHA provided a LAMP in the appendix?

N/A	or	No
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N/A
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## **Section VI: Administrative**

### **A. Board Resolution**

Resolution 2014-16 was approved by the Board of Commissioners adopting the 2015 Annual MTW Plan on September 22, 2014. It and the Certification of Compliance are included in Appendix II.

### **B. Public Participation / Comment on the 2015 MTW Plan**

#### Resident Advisory Committee, June 26 and July 17, 2014

The LDCHA Resident Advisory Committee participated in the development of this plan and recommended this Plan for approval on July 17, 2014.

#### Notice of Public Hearing and Comment Period

##### **PUBLIC NOTICE**

The Lawrence-Douglas County Housing Authority's Draft 5-Year Capital Fund Action Plan and amendments to its Combined Administration/ACOP Plan were available to the public for review and comment during a 45-day period beginning July 18, 2014 and ending at 4:00 pm September 4, 2014.

Additionally, the LDCHA's Draft MTW Annual Plan for 2015 was available to the public for review and comment during a 30-day period beginning August 4, 2014 and ending at 4:00 pm September 4, 2014.

During their respective public comment periods, each Plan was available at <http://www.ldcha.org/news/annual-plan.html>, and printed copies of both Plans 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 on July 18 and August 17, 2014.

The public was invited to comment on each Plan in writing, delivered or mailed to Lawrence-Douglas County Housing Authority, 1600 Haskell Avenue, faxed to 842-9596, or emailed to [housing@ldcha.org](mailto:housing@ldcha.org). Comments were received up to 4:00 p.m. September 4, 2014.

A public hearing on the Plan was held September 4, 2014 at 5:00 pm at the Administrative Offices of the agency at 1600 Haskell Avenue.

No comments were received during the comment period. No members of the public attended the public hearing which was opened at 5:00 pm and closed at 5:25 pm.

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

None at this time.

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

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

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

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

### **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. Brenda O'Keefe, who is a Section 8 HCV participant, is the resident commissioner. Ms. O'Keefe was appointed to the Board by the Mayor of Lawrence for a four year term in July 2008 and was reappointed for an additional four year term in June 2012.

## **Additional Appendix Items**

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

## Appendix I:

### LDCHA's MTW DEMONSTRATION PROGRAM

The LDCHA submits Appendix I to provide additional details of its Moving to Work (MTW) program elements that have been developed over its 15 years of 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 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 a 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.

#### 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. Households porting into the LDCHA's jurisdiction must participate in the MTW program.

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.

#### Homeownership

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

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

#### 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 the MTW minimum 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.

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.

#### 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.

Alternate Rent Historic Outcomes

<b>METRIC</b> Avg Gross Income / Participants / Homeownership	<b>MTW YEAR</b>	<b>AVG GROSS INCOME</b>	<b>AVG TENANT RENT</b>	<b>AVG HAP TO OWNER</b>	<b>AVG CON- TRACT RENT</b>	<b>AVG FAMILY SIZE</b>	<b>MTW RENT PARTI- CIPANTS</b>	<b>HOME- OWNER- SHIP</b>
<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	550	925	3	477	8
<b>OUTCOME</b>	2013 YR 14	22,558	388	539	937	3	478	7
	<b>OVERALL AVERAGE</b>	19,648	341	423	790	3	448	5

## Appendix II

### Certifications and Declarations

- Board Resolution 2014-16 Adopting 2015 Annual MTW Plan
- Certification of Meeting MTW Statutory Requirements and Public Notices
- Disclosure of Lobbying Activities
- Certification of a Drug-Free Workplace
- Affidavits of Publication for Public Notice Ads
- Landlord On-Site Verification and Re-Inspection Form