

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



**MOVING TO WORK  
ANNUAL PLAN**

*Fiscal Year 2011-2012*

**Original Submission: January 14, 2011  
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# **LINCOLN HOUSING AUTHORITY**

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This Moving to Work (MTW) Annual Plan is prepared in accordance with the "Amended and Restated Moving to Work Agreement" between the Department of Housing and Urban Development and Lincoln Housing Authority. This agreement was signed by both parties in April, 2008 and extends the MTW program until the end of the housing authority's 2018 Fiscal Year. The required elements of the Annual MTW Plan are detailed in HUD Form 50900 published July 24, 2008 (OMB Control Number: 2577-0216 Expiration Date: 8/31/2011).

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## I. Overview

The Lincoln Housing Authority is one of 30 housing authorities across the country participating in the U.S. Department of Housing and Urban Development (HUD) Moving to Work demonstration program. Originally authorized under the Omnibus Consolidated Rescissions and Appropriations Act of 1996, the MTW program offers public housing authorities the opportunity to design and test innovative, locally-designed housing and self-sufficiency strategies. The statutory goals of the MTW demonstration are:

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

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

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

### GOAL I

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

#### GOAL I OBJECTIVES:

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

### GOAL II

Reduce administrative costs and achieve greater cost effectiveness in federal housing

assistance expenditures while ensuring the continued integrity of the program.

GOAL II OBJECTIVES:

- Simplify the operation of the Section 8 Housing Choice Voucher program and the Public Housing program with the purpose of reducing calculation errors, staff review time, and program administrative costs.
- Work with landlords, housing participants, and human service organizations to identify areas of needed change in the operation of the Section 8 Housing Choice Voucher program and the Public Housing program.

GOAL III

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

GOAL III OBJECTIVES:

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

ONGOING MTW INITIATIVES

The Lincoln Housing Authority will continue to implement the following HUD-approved initiatives:

- Rent Reform Initiatives
  - Reduce annual and interim reexaminations
  - Implement minimum rent policies and 27% TTP requirements
  - Calculate annual income using Minimum Earned Income (MEI)
  - Cap rent burden at 50% (voucher only)
  - Implement average utility allowances bedroom size (voucher only)
  - Implement biennial reexaminations for elderly & disabled households
- Other Initiatives
  - Restrict portability (voucher only) as a result of work requirements
  - Implement voucher inspection waiver for properties meeting HQS at initial inspection

NEW MTW INITIATIVES

New to this year's MTW program are four initiatives described in Section V of the Plan.

LHA proposes to perform Housing Quality Standard (HQS) inspections and Rent Reasonableness determinations on all tenant and project based voucher units that are owned or managed by LHA.

This will increase administrative efficiency and save federal expenditures.

LHA proposes to project-base vouchers at the Crossroads House Apartments. This initiative will help expand housing choice for elderly as well as help preserve affordable housing.

LHA proposes to amend its MTW Agreement with an Attachment D which will give LHA authority for a broader use of federal funds. Our specific proposal is to use federal funds for the RentWise Program and for a resident services program at Crossroads House. Both of these initiatives will support housing choice and self-sufficiency for low-income families. HUD provided draft language for a broader use of federal funds amendment. The draft language is included in Appendix E.

## II. General Housing Authority Operating Information

### A. HOUSING STOCK INFORMATION

#### Number of Public Housing Units At the Beginning of the Year

Lincoln Housing Authority currently has 320 public housing units.

PROJECT	OCCUPIED UNITS	DESCRIPTION
<b>AMP 1</b>		
MAHONEY MANOR	120	Elderly\Near Elderly
<b>AMP 2</b>		
HALL	23	Scattered Site Family
HANSEN	48	Scattered Site Family
LARSON	24	Scattered Site Family
PEDERSON	24	Scattered Site Family
P30	30	Scattered Site Family
<b>AMP 3</b>		
F39	39	Scattered Site Family
A12	12	Scattered Site Family
<b>TOTAL UNITS</b>	<b>320</b>	<b>Public Housing</b>

No changes are planned in the number of public housing units.

#### **General Description of any planned significant capital expenditures by development**

Lincoln Housing Authority anticipates \$520,210.00 for capital expenditures through the Capital Fund Grant program. None of the capital projects will constitute over 30% of the capital expenditure budget under the Capital Fund Grant program.

See Appendix C:

Annual Statement/Performance and Evaluation Report (HUD 50075.1)

Capital Fund Program----Five Year Action Plan (HUD 50075.2)

**Summary of Lincoln Housing Authority ARRA Activities**

The Lincoln Housing Authority received \$674,919.00 in Capital Fund Formula Grant funding under the auspices of the American Reinvestment and Recovery Act of 2009. Almost half of the funds (\$331,588.66) was used to install fire sprinklers in Mahoney Manor, a 120 unit high-rise apartment building for seniors. Other funds were used as follows:

- \* installation of new roofs on 13 scattered site single-family houses (\$49,120.00-Hall units)
- \* insulation of 39 scattered site housing units (\$17,035 - F-39 units)
- \* installation of new tubs/showers in 30 scattered site duplexes (\$71,777.00 - P-30 units)
- \* installation of roofs on 24 scattered-site single-family houses (\$87,105.00-Hansen units)
- \* Concrete repair at scattered sites (\$37,218.18)

The remaining funds were used to pay architectural fees and administrative costs. All projects are complete.

**Description of any new public housing units to be added during the year by development (specifying bedroom size):**

None

**Number of units to be removed from the inventory during the year by development specifying the justification for the removal:**

No dwelling units will be removed.

**Number of Housing Choice Vouchers (HCV) units authorized:**

Lincoln Housing Authority is authorized for:

MTW Vouchers:	2916	Housing Choice Vouchers
Non- MTW Vouchers:	20	Mainstream Housing Opportunity Vouchers
	60	Housing Choice Vouchers for the HUD-Veterans Affairs Supportive Housing (VASH) program

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Non-MTW Housing Projects		
Burke Plaza (Section 9 New Construction)	91	(89 under contract)
New 32 (Section 8 New Construction)	32	
Moderate. Rehabilitation (Scatter Sites)	10	

LHA is working with the local and regional offices of the Department of Veterans Affairs to request the implementation of LHA’s MTW polices for the VASH vouchers for the benefit of the VASH voucher participants.

**Number of HCV Units to be project-based, including description of each separate project:**

Lincoln Housing Authority anticipates awarding 20 Project-Based HCV units through an “other competition” process as described in the project-based regulations. These vouchers will be tied to a Low Income Tax Credit project, Creekside Village, which was awarded tax credits by the state of Nebraska. The purpose will be to promote voucher utilization and expand housing choices for persons with disabilities. The project will be required to provide an on-site supportive services plan. This project was originally anticipated for occupancy in December 2010. The project has been delayed because the developer has been unable to sell the federal tax credits to investors. Some site work has been completed but the project is currently delayed..

Crossroads House is a seven story building located at 1000 “O” Street in downtown Lincoln. The residential portion of the building (floors 2-7) was owned by LLSCF Housing Ltd., a Nebraska limited partnership, and managed by the Lincoln Housing Authority. Housing is provides for seniors age 55 and older. The units are all one bedroom apartments and were operated as Tax Credit Units for the past 15 years. Lincoln Housing Authority acquired Crossroads House in February, 2010, and is studying the Crossroads House project as a site for project-based vouchers. If the Board approves project-based vouchers, the housing authority will use its Attachment C. D.7.a. authorization to project-base vouchers for 58 one-bedroom units. As a tax credit project, Crossroads House will continue to be subject to ongoing occupancy and rent restrictions for a 15 year compliance period. Currently, 78% of the units are occupied by voucher holders. Converting to project-based voucher will enhance the financial stability of the project and expand housing choice for persons who are elderly, near elderly, or disabled. Through a contract with the Lincoln Area Agency on Aging, the project will have an ongoing case management and supportive services program.

**B. LEASING INFORMATION**

**Anticipated PH leased in the Plan year:**

Lincoln Housing Authority has 320 public housing units and anticipates all 320 units will be leased with an average occupancy of 98% and an average unit turnaround rate of 20 or less days per vacancy. Average turnover has been 60 to 70 units per year.

**Anticipated HCV leased in the plan year:**

All together, Lincoln Housing Authority has 2,996 vouchers (both MTW and non-MTW) and anticipates all units will be leased with an average occupancy of 98%.

Anticipated MTW Vouchers Leased in the Plan Year	2916
Anticipated Non-MTW Vouchers Leased in the Plan Year	
Mainstream Vouchers	20
VASH Vouchers	60
-----	
Non-MTW Housing Projects	
Burke Plaza (Section 9 New Construction)	91 (89 under contract)
New 32 (Section 8 New Construction)	32
Moderate. Rehabilitation (Scatter Sites)	10

**Description of anticipated issues related to any potential difficulties in leasing units (HCV or Public Housing):**

**Public Housing:**

We continue to see increased demands for higher levels of amenities. This makes it more difficult to rent some public housing units including some 0-bedroom units at Mahoney Manor. We have been experiencing increased turnover at Mahoney Manor and more difficulty re-leasing apartments, which could cause our unit turnover times to increase.

**Housing Choice Voucher:**

As funding allows, the HCV program expects to utilize 2,916 vouchers each month under the MTW program.

An additional 20 non-MTW vouchers will be leased under the Mainstream Housing Opportunity Program with budget authority through April 30, 2011. There are also 60 vouchers under the Veteran Affairs Supportive Housing (VASH) program which are not currently under the MTW program.

**Anticipated issues in leasing units:**

- The VASH vouchers experience high attrition rates and LHA VASH voucher utilization is solely dependent on the Veterans Affairs (VA) for referrals to admit participants to the program. In the past two years, we have not been able to achieve 100% utilization levels because of insufficient referrals from the VA. The leasing of VASH vouchers is primarily the responsibility of the VA to make referrals and have veterans follow through with using the vouchers. The VA added another case manager in December, 2010 which should improve the situation. LHA will facilitate voucher utilization by scheduling appointments within seven days of the VA's request and making new admissions a priority. LHA will continue to maintain an excellent working relationship with case managers. It should be noted that the VA case managers count veterans as using a VASH slot even if they are not using a VASH voucher whereas HUD counts a VASH slot based on the number of HAP contracts. In some cases, the VA will say they are at 100% even when all the vouchers are not being used.
- 100% lease-up with a payment standard at 97.4% of the Fair Market Rent level could result in increasing the search time to for voucher holders to locate an appropriate unit and decrease the success rate for voucher utilization.

- Steady property owner foreclosures may continue resulting in decreased in owner participation, limiting rental selections and increased emergency relocations for voucher participants.
- In addition, families are finding it difficult to secure a rental unit because they do not have funds for security deposits. Those with poor rental histories are also having increased difficulty in securing a unit. Lincoln Housing Authority manages a homeless deposit assistance program funded by the City of Lincoln through their CDBG funds. The Authority is also working in partnership with other human service agencies to promote tenant training through an established curriculum entitled “RentWise.” Several landlords have offered incentives to graduates of the RentWise program. Some examples of incentives are reduced deposit, reduced rent, and waiver of application fees.

**Number of project-based vouchers in-use at the start of the Plan year:**

There are currently no project-based vouchers at this time and none will be in use at the start of the Plan year.

**C. WAITING LIST INFORMATION**

**Description of anticipated changes in waiting lists (site-based, community-wide, HCV, merged):**

The only anticipated change for waiting list policies is to restrict the voucher preference policy for RentWise graduates to a one-time use.

Since beginning MTW, LHA has maintained a higher priority for selection to applicants who are currently eligible for one or more preferences. A family qualifying for one preference is given the same priority as a family qualifying for two preferences.

Housing Choice Voucher Preferences:

Primary Preferences

- Homeless
- Displaced by Disaster
- Displaced by Domestic Violence
- Certain Military Households
- Participants in Employment First or other Approved Self-Sufficiency Program

Secondary Preference

- RentWise Graduates

### Public Housing Preferences:

- Homeless
- Displaced by Disaster
- Displaced by Domestic Violence
- Working Family (includes elderly or disabled except at Mahoney Manor)

The housing authority continues to partner and collaborate with Nebraska's Welfare to Work program by providing a preference to participants in Employment First. This partnership and others help focus participants on activities that promote education and employment to help achieve self-sufficiency. The preferences have also helped ensure the housing needs of extremely low income households are met.

Effective January 1, 2009, the housing authority adopted a weighted preference in the voucher program. The weighted preference is given to graduates of the RentWise tenant education series. The RentWise program is provided by the Lincoln RentWise Network in which the housing authority has a lead role in coordinating enrollment. Members of the RentWise Coalition include numerous agencies and landlords as well as the University of Nebraska Cooperative Extension which plays a key role in program outcomes and evaluation. In the summer 2010, the National Association of Housing and Redevelopment Officials (NAHRO) awarded the housing authority a National Award of Merit for the RentWise program. The housing authority also received a 2 year grant from a local funder to partially support the RentWise program.

### **Description of anticipated changes in the numbers of families on the waiting list(s) and/or opening and closing of the waiting list(s):**

Approximately 4,500 families remain on the HCV waiting list with over a two to three year waiting period before they reach the top of the waiting list. The waiting list is partially purged on a monthly schedule. The waiting list remains open with an average of 300 new applicants received per month.

There is increased demand for affordable housing due to lost household incomes and/or substantial increase in basic household expenses, it is anticipated the waiting list will grow with the wait time longer than 24 months for non-preference families, elderly and disabled. Lincoln Housing Authority is currently using 100% of the vouchers authorized by HUD.

There are approximately 800 families on the Public Housing waiting list. We expect continued steady growth in the waiting list. The waiting list is open. We do not anticipate any significant changes, nor do we plan to close the waiting list.

### III. Non-MTW Related Housing Authority Information

This Section III is optional for the MTW Annual Plan. Lincoln Housing Authority elected to include the following description of other housing owned and/or managed by the agency to meet the needs of families with children as well as elderly and disabled individuals. These properties are geographically dispersed throughout the city and will serve households with income levels from moderate to extremely low.

**TABLE OF OTHER HOUSING OWNED OR MANAGED**

<b>Project</b>	<b>Location</b>	<b>Units</b>	<b>Type</b>
Arnold Heights	Northwest Lincoln and Scattered Locations	466	Affordable Market Rates; Owned by Lincoln Housing Authority. Two units which had been used as a neighborhood library were converted back to two 2 bedroom accessible residential units. One unit was sold to a neighborhood organization who will renovate and sell the property to a first time home buyer using ARRA Neighborhood Stabilization funds. Two additional market rate units were purchased in Arnold Heights during 2009-10 and renovated.
Lynn Creek	9 <sup>th</sup> Street and Garber Avenue	16	Affordable Market Rates–Income restricted (<80% of median income); Owned by Lincoln Housing Authority
Northwood Terrace	23 <sup>rd</sup> and Y Streets	77	Affordable Market Rents–Income restricted (<80% of median income); Owned by Lincoln Housing Authority
Heritage Square	23 <sup>rd</sup> and W Streets	47	Affordable Market Rents–Income restricted (<80% of median income); Owned by Lincoln Housing Authority
Wood Bridge (LHA)	22 <sup>nd</sup> Street and Pine Lake Road	17	Affordable Market Rents–Income restricted (<100% of median income); Owned by Lincoln Housing Authority
		17	Below Market Rents–Income restricted (<60% of median); Owned by Lincoln Housing Authority
		----- 34	----- Total Units
Wood Bridge (Limited Partnership)	22 <sup>nd</sup> Street and Pine Lake Road	48	Tax Credit Project---Income restricted (<60% of median); Managed by Lincoln Housing Authority
		48	Affordable Market Rents–no income restrictions; Managed by Lincoln Housing Authority
		----- 96	----- Total Units

Summer Hill Townhomes	56 <sup>th</sup> Street and Union Hill Road	20	Tax Credit Project---Income restricted (<60% of median); Managed by Lincoln Housing Authority
		20	Affordable Market Rents—Income restricted (<100% of median income); Managed by Lincoln Housing Authority
		----- 40	Total Units
Summer Hill Apartments	56 <sup>th</sup> Street and Union Hill Road	48	Affordable Market Rents—Income restricted (<100% of median income); Owned by Lincoln Housing Authority
		48	Below Market Rents—Income Restricted (<60% of median); Owned by Lincoln Housing Authority
		----- 96	Total Units
Crossroads House Apartments	1000 “O” Street	58	Tax Credit Project acquired by Lincoln Housing Authority February, 2010----Income restricted (<60% of median).
Burke Plaza	6721 L Street	91	Section 8 New Construction; Owned by Lincoln Housing Authority
New 32	Scattered Sites	32	Section 8 New Construction; Owned by Lincoln Housing Authority
Prairie Crossing	35 <sup>th</sup> Street and Yankee Hill Road	33	Affordable Market Rents—Income restricted (<100% of median income); Managed by Lincoln Housing Authority
		43	Tax Credit Project Rents (<60% of median); Managed by Lincoln Housing Authority
		----- 76	Total Units
<b>TOTAL</b>		<b>1,129</b>	<b>Units Owned and/or Managed</b>

Mod. Rehab.	Scattered Sites	10	Moderate Rehabilitation Program
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## NARRATIVE DESCRIPTION OF OTHER HOUSING UNITS

### Arnold Heights (466 dwelling units)

The Arnold Heights Subdivision is located in northwest Lincoln and consists of two, three, and four-bedroom duplexes and single-family homes built in the late 1950's. The units were acquired by the housing authority from the federal government in 1970 as a purchase of former air-base housing. Lincoln Housing Authority's ownership represents approximately 47% of the housing in the subdivision. The balance is a mix of owner-occupied and privately owned rental housing. The remaining units are leased as affordable housing and consist of spacious two, three and four bedroom

duplexes and single-family houses.

This project also includes 8 units in scattered locations in other parts of the city. Most of these units are used under contract with human service agencies for transitional housing.

Lynn Creek (16 units)

Lynn Creek Apartments are located in the Belmont area at North 9th Street and Garber Avenue. Built in 1994/1995, all units are two bedroom apartments located in one of two brick buildings. Detached garages are available for rent. The Authority purchased Lynn Creek from an estate in 2000.

Northwood Terrace Apartments (77 units)

Located at 23rd and “Y” Streets Northwood Terrace offers one, two and three bedroom apartments. A coin-operated laundry facility and playground are on site. Built in 1969, the Authority purchased the project from five insurance companies in 1973.

In 1999, LHA converted an apartment and a no-longer-used community space at Northwood Terrace to an early child care facility operated by a non-profit agency. This facility was closed in 2007 due to loss of funding but the housing authority will consider proposals for future use of the building.

Heritage Square Apartments (47 units)

Located at 23rd and “W” Streets, Heritage Square offers studio, one, two and three bedroom apartments located in one of two secured access buildings with a laundry facility and playground on site. Built in 1972-73, the project was acquired from the U.S. Department of Housing and Urban Development after the previous owners defaulted on the mortgage in 1975.

Wood Bridge Apartments and Townhomes (130 units)

Wood Bridge is located in south Lincoln at South 22nd Street and Pine Lake Road. Built in 1998, the project consists of two bedroom apartments and three bedroom townhomes with full basements and attached garages. The Authority-owned portion of the Wood Bridge project consists of 16 two bedroom apartments and 18 townhomes. The remaining 96 units are owned by a Nebraska limited partnership, Wood Bridge Limited Partnership. The Authority manages all 130 units. The project is a mixed-income development. Half of all units are market rate; the other half are tax credit (reduced rent) units. Detached garages are available for an extra monthly fee.

The Wood Bridge development also includes a clubhouse/leasing office, a laundry/maintenance facility and playground equipment.

Summer Hill Apartments and Townhomes (136 units)

Summer Hill is located in south Lincoln at South 56th Street and Union Hill Road. Built in 2004, Summer Hill consists of 40 three bedroom townhomes with full basements and attached garages. The townhomes are owned by Summer Hill Limited Partnership and managed by Lincoln Housing Authority. Summer Hill also consists of 96 two bedroom apartments owned and managed by Lincoln Housing Authority. The project is a mixed-income development.

The Summer Hill development also includes a clubhouse/leasing office, a laundry/maintenance facility and playground equipment.

Crossroads House (58 units)

Located in downtown Lincoln at 1000 “O” Street, Crossroads House is a seven story building in downtown Lincoln. The residential portion of the building is now owned by Lincoln Housing Authority. Housing is provided for seniors age 55 and older. The units are all one bedroom apartments and have been operated as Tax Credit Units.

Crossroads House is staffed with a half-time resident services specialist who works with residents to provide a variety of educational, social, recreational and support services. Residents who are frail or disabled are eligible for additional support services through a program contract between LHA and the Lincoln Area Agency on Aging which has its main offices across the street from Crossroads House. Also across the street is the Downtown Senior Center which offers a variety of programs including a senior dining program.

See section on Project-Based Vouchers.

Burke Plaza (91 units)

Located at 6721 “L” Street, Burke Plaza is a seven story brick building which provides housing for seniors and persons with disabilities. It was built in 1978 and is part of the Section 8 New Construction Program. All units are one bedroom. This project continues to receive funding under the Section 8 New Construction program from HUD; contracts are renewed on an annual basis.

Burke Plaza is staffed with a full time resident services specialist who works with residents to provide a variety of educational, social, recreational and support services. The residents are also served by the Congregate Housing Services Program (CHSP) through a grant from HUD to the Lincoln Area Agency on Aging. The building is also staffed by a full time maintenance and repair worker.

New 32 Units (32 units)

Constructed in 1980 under the Section 8 New Construction Program, these units consist of four single family homes and 28 duplexes. The total project consists of 16 two bedroom units and 16 three bedroom units. This project continues to receive funding under the Section 8 New Construction program from HUD; contracts are renewed on an annual basis.

Prairie Crossing Apartments and Townhomes (76 units)

Prairie Crossing is located in south Lincoln at South 33rd Street and Yankee Hill Road. Prairie Crossing is owned by Prairie Crossing Limited Partnership and is managed by Lincoln Housing Authority. Completed in December, 2008, Prairie Crossing is a mixed income development with 20 three-bedroom townhomes with attached garage and full basement and 56 apartments (12 one-bedroom and 44 two-bedroom). Eighteen detached garages are available at additional cost. Prairie Crossing features a playground and basketball court. The clubhouse/leasing office has a fitness room, great room, kitchenette and outdoor patio with grill

## **NARRATIVE DESCRIPTION OF NON-DWELLING PROPERTIES**

### Main Office

Lincoln Housing Authority's central office is located at 5700 R Street, Lincoln, Nebraska. This facility houses the administrative offices as well as offices for project-based and tenant-based housing programs, tenant services, human resources, business and finance, planning and development, and computer and network systems.

### LHA Maintenance Facility

The housing authority's primary maintenance facility is located at 4721 N.W. 48th Street. This location houses the maintenance inventory, vehicles, equipment, and staff. The maintenance facility was remodeled and modernized in 2008.

### Carol M. Yoakum Family Resource Center

LHA built the Carol M. Yoakum Family Resource Center in Arnold Heights in 1995. The roughly 6,600 square foot facility houses a child care facility (operated by a separate non-profit agency), health clinics, a computer center, food and nutrition programs, adult basic education program, police sub-station and meeting room space available for family support and educational programs. Through staff at the center, LHA also serves as the lead agency for a community learning center program in the nearby elementary (K thru 6) school.

### Lincoln Army Air Field Regimental Chapel

Adjacent to the Yoakum Family Resource Center is the Lincoln Army Air Field Regimental Chapel. LHA makes the chapel available for use by the general public.

### Arnold Heights Branch Library

For more than 30 years, LHA provided both sides of a duplex residential building to house the Arnold Heights Public Branch Library. This building was replaced with a new public library in the fall of 2009. The new public library was integrated with a new elementary school which opened for the 2009-2010 school year. The duplex was restored to residential use and will be remodeled to meet accessibility standards. These units are now rented as part of the Arnold Heights inventory described earlier.

### Crossroads House (commercial)

Lincoln Housing Authority owns commercial office space located on the first floor of Crossroads House, 1000 "O" Street. This was, at one time, an office location for the housing authority but staff were moved to the R Street location to reduce operating expenses. Part of the space is currently rented to a non-profit agency. The housing authority also owns a two-level parking garage at this location. Monthly parking spaces are rented to the residents of Crossroads House and the general public.

## **IV. Long-term MTW Plan**

The Lincoln Housing Authority has participated in the HUD Moving To Work Demonstration program since 1999. Lincoln's Moving To Work program has concentrated its efforts in the following long-term operational vision for the MTW program.

- Retain program flexibility to meet the many changes encountered in program funding, local housing market conditions, and the needs of the families and individuals participating in Lincoln's Moving To Work program.
- Continue to seek ways to simplify and streamline the Section 8 Housing Choice Voucher program and Public Housing programs while protecting the integrity of the program and accepting accountability for administrative requirements. The Section 8 Housing Choice Voucher program is needlessly complicated for participants, landlords, and implementing staff. The complexity of the system results in several areas where errors occur with substantial frequency. Tenants are confused about deductions allowed and disallowed and how their portion of rent is determined. Landlords are frustrated by the amount of paperwork and complex rules and regulations that the landlord must follow to be paid. The complexity is limiting needed landlord participation. Lack of housing choices results when landlords refuse to participate.
- Continue to promote opportunities for tenant self-sufficiency either through education or meaningful work experience. The need for lower-income participants to complete their education and expand their work experiences will provide a solid base for continued success in their personal and family development.
- Continue the various community partnerships required to enhance participant opportunities in expanding family support services such as social services, education, transportation, and health care programs.

## **V. Proposed MTW Activities: HUD approval requested**

### **A: ACTIVITY**

LHA will perform all Inspections and Rent Reasonableness determinations regardless of ownership of property management status.

Proposed Effective Date: April 1, 2011

### **B: DESCRIPTION**

LHA will perform Housing Quality Standard (HQS) inspections and Rent Reasonableness determinations on all tenant and project based voucher units that are owned or managed by LHA.

### **C: IMPACT ON STATED OBJECTIVE**

Objective: Reduce cost and achieve greater cost effectiveness in Federal expenditures.

Impact: LHA already inspects LHA owned or managed property under Public Housing, Tax Credit and Section 8 New Construction programs. The inspection audits including REAC inspections result in high scores and no significant findings

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

We do expect to see the voucher participants to benefit with quicker response time in correcting and identified unit deficiencies because the internal communication would be faster than working with an outside contractor.

Eliminating the requirement to contract out these services would also eliminate the administrative time in creating, advertising and monitoring outside contractors. LHA has been unable to find any expert in the community to perform such services or to perform them timely because the contractor must travel from out of town.

### **D: BENCHMARKS, METRICS, AND ANTICIPATED SCHEDULE**

Currently, LHA has 203 voucher participants leased in units either managed or owned by LHA

- Between October 1, 2009 and September 30, 2010, 256 HQS inspections and rent reasonableness determinations were conducted on LHA properties owned or managed by LHA and would be required to be conducted by a third-party company.
- Between October 1, 2009 and September 30, 2010, 256 HQS inspections were conducted on LHA properties owned or managed by LHA. Seventy-three percent of the inspections passed at first inspection visits with only 27% failing at first visit. Currently the first time pass rate for all landlords participating in the MTW voucher program is 52%.
- 256 inspections and rent reasonableness determinations @ \$50 average contracted cost per inspection/rent reasonableness determination = \$12,800
- Cost Savings will incur from eliminating contract management administrative burdens.

Metric	Baseline	Benchmark	Outcome
Decrease in contract cost for HQS	256 inspections in FY2010 @ \$50 per contract cost for inspections/rent determinations  \$12,800 for contracted inspections/rent determinations	Eliminate contract cost for inspections/rent determinations  \$0 on contract inspections/rent determinations	Actual calculation of contract cost  Benchmark = \$0
Maintain a higher first time pass rate at LHA-owned properties compared to all voucher-assisted properties	187 out of 256 LHA-owned or managed properties pass inspection on the first time in FY 2010  73% first time pass rate of LHA properties; 52% first time pass rate for all voucher properties	Maintain LHA first time pass rate at better than the first time pass rate for all voucher properties  Maintain 52% or better pass rate	Actual first time pass rate for LHA-owned properties compared to all voucher properties

## **E. DATA COLLECTION METHODOLOGY**

Information for this initiative is collected by manual tallies throughout the year and compiled at the end of fiscal year.

- Annual number of HQS inspections/rent reasonableness determinations conducted in-house for LHA managed or owned properties.
- Annual percentage first time pass rate and fail rate on LHA managed or owned properties.
- Annual estimated cost savings by LHA performing inspections and rent reasonableness determination on LHA managed or owned properties.

## **F. AUTHORIZATION(S) TO CONDUCT ACTIVITY**

This MTW activity is authorized in Attachment C, Section D.1.f Operational Policies and Procedures; Section D.2.c Rent Policies and Term Limits; and Section D.5 Ability to Certify Housing Quality Standards. Under Section D.1.f, the housing authority is authorized to determine property eligibility criteria. Under Section D.2.c, the housing authority is authorized to develop a local process that differs from the currently mandated program requirements in the 1937 Act and its implementing regulations. Under Section D.5, the housing authority is authorized to certify that housing assisted under MTW will meet housing quality standards established or provide by HUD.

These authorizations waive certain provisions of Section 8(p), Section 8(o)(10) and Section 8(o)(8) of the 1937 Act and 24 C.F.R. 982.507, 24 C.F.R. Subpart H, and 24 C.F.R.Subpart I.

## **G. INFORMATION FOR RENT REFORM ACTIVITIES**

Not Applicable

## **A: ACTIVITY : PROJECT-BASED SECTION 8 UNITS**

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

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

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

Any sites selected through other competitive process, may create a separate wait list for applicants interested in renting the project-based units.

Proposed Effective Date: April 1, 2011

## **B: DESCRIPTION**

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

Crossroads House Apartments is elderly apartment complex with one-bedroom units located in the heart of Lincoln's downtown, 1000 O Street, Lincoln, Nebraska. There is a significant need for affordable elderly housing in this area. Most of the housing in this area is geared towards either the University of Nebraska students or upper income households residing in the recently developed condominiums. Currently, the Crossroads House apartments has 45 units leased to Section 8 Housing Choice Voucher participants among the 58 total units. These units were selected for project-based assistance because of the ongoing community need to preserve existing affordable housing for the elderly population in this area. Since Crossroads House is a "tax credit" project, the definition of elderly is defined as 55 years or older so several residents may not meet HUD's definition of elderly at 62 years of age, and the tax credit income eligibility limit is higher than the voucher program at 60% median income. LHA has chosen a three-year transition period to complete 100% project-based allocation at the Crossroads House. The three-year transition period, from the original executed HAP contract, is to prevent the displacement of the near elderly or 60% median income households who are currently residing in the Crossroads House apartments. The transition period will also allow the opportunity to maintain 100% voucher leasing without undue hardship on the voucher program budget and allocation requirements. It is our intent to project-base all 58 units based on eligibility of current tenants.

The Moving to Work waivers will be used; 1) to transition LHA owned or managed units into Section 8 project based assistance without a competitive bid, 2) allow the project-based sites to maintain a site-based waiting list, and 3) allow the 25% unit allocation per project cap be removed.

LHA will comply with Housing Quality Standards, subsidy layering requirements, and other federal requirements regarding project-based assistance as set forth in Title 24 fo the Code of Federal Regulations.

LHA plans to project base an additional 20 vouchers to serve the disabled through an other competitive process. Under MTW, LHA will allow the selected project-based site to maintain a separate site-based wait list.

At this time, LHA does not have specific plans to project-base additional vouchers.

**C: IMPACT ON STATED OBJECTIVE**

Objective: Increase affordable housing opportunities for the elderly and disabled.

Impact:

As of November 1, 2010, LHA has assisted only 12.9% of the total utilized vouchers to elderly households, so project-basing vouchers in an elderly designated complex would increase affordable housing opportunities for elderly households.

**D: BENCHMARKS, METRICS, AND ANTICIPATED SCHEDULE**

Anticipated Schedule: April 1, 2011

LHA will create and preserve affordable housing opportunities for elderly households under the Housing Choice Voucher program.

Number of elderly residing at Crossroads House 11/1/2010) No vacant units	46 elderly households <u>12 non-elderly households</u> 58 total units
Number of income-restricted units (tax credit)	58 units
Number of project-based units leased (11/1/2010)	0

In 2011-2012, we would like to show that we have more project based units and served an increased number of elderly and disabled households assisted under the Housing Choice Voucher program.

Metric	Baseline	Benchmark	Outcome
Number project-based units leased	FY 2011 Project-based units leased =  0 units	Number of project-based units in FY 2012  40 units	Number of project-based units achieved in FY 2012
Number of elderly households with voucher assistance	FY 2011 Number of elderly households with voucher assistance = 372 households (point in time)	Number of elderly households with voucher assistance  390 households	Number of elderly households with voucher assistance at FY 2012 year end
Number of disabled households with voucher assistance	FY 2011 Number of disabled households with voucher assistance = 964 households ( point in time)	Number of disabled households with voucher assistance  984 households	Number of disabled households with voucher assistance at FY 2012 year end

#### **E. DATA COLLECTION METHODOLOGY**

Data will be collected on the following with point in time counts at the end of the fiscal year:

- Number of elderly residing at Crossroads House
- Number of project-based units leased
- Number of elderly households with voucher assistance
- Number of disabled households with voucher assistance

#### **F. AUTHORIZATION(S) TO CONDUCT ACTIVITY**

This MTW activity is authorized in Attachment C, Section D.7.a Establishment of an Agency MTW Section 8 Project-Based Program. Under this section, the housing authority is authorized to project-base Section 8 assistance at properties owned directly or indirectly by the agency that are not public housing, subject to HUD's requirements regarding subsidy layering. Project-based assistance for such owned units does not need to be competitively bid, nor are the owned units subject to any required assessments for voluntary conversion. The agency is also authorized to adopt alternate standards for determining the location of existing housing to receive subsidy provided the

requirements in Attachment C, Section D.7.c.i, ii, iii, and iv and Section D.7.d. are met. These authorizations waive certain provisions of Section 8(o)(13)(B and D) of the 1937 Act and 24 C.F.R. 982.1, 982.102 and 24 C.F.R. Part 983 as necessary to implement the Agency's Annual MTW Plan.

## **G. INFORMATION FOR RENT REFORM ACTIVITIES**

Not Applicable

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

Under the broader use of funds authority, Lincoln Housing Authority proposes to use combined MTW funds to support a resident services program at Crossroads House Apartments. Under a separate proposed initiative, Crossroads House will be converted to project-based assistance. Through an interlocal agreement, the resident services program will be operated by the Lincoln Area Agency on Aging (LAAA) to provide outreach, case management, service coordination, and supportive services to tenants who are frail elderly or disabled.

Effective Date: April 1, 2011

This activity will serve only households under 80% AMI and is related to the MTW objective of increasing housing choices for low-income families by providing a supportive services program which will allow residents to remain independent and prevent premature or unnecessary placement in assisted living facilities or nursing homes. Avoiding these higher levels of care will also prevent or delay federal expenditures for these type of placements.

## **B: DESCRIPTION**

Crossroads House Apartments is elderly apartment complex with 58 one-bedroom units located in the heart of Lincoln's downtown, 1000 O Street, Lincoln, Nebraska. There is a need for case management and supportive services to allow elderly and disabled residents to remain independent and prevent premature or unnecessary institutionalization.

The Moving to Work authority will be used fund resident services under an interlocal agreement with LAAA to provide a program of outreach, case management, service coordination and supportive services. This program is modeled after HUD's Congregate Housing Services Program which LAAA (grantee) currently offers at LHA's Burke Plaza and Mahoney Manor. All residents will be eligible for outreach, case management and service coordination. Residents who are frail with 3 or more deficits in Activities of Daily Living (ADLs) or who are disabled will be eligible for supportive services which will include personal care, housekeeping, and transportation subsidy. Individual supportive services under the contract will be limited by an amount established annually. For fiscal year 2011-2012, the cost of services per individual shall not exceed \$2,000 per resident and the total cost of the program under the contract with LAAA shall not exceed \$41,000.

The LAAA will be responsible to maintain a Professional Assessment Committee (PAC) will shall consist of at least three individuals who will review an assessment of each potential participant in supportive services to ensure each participant is an elderly person deficient in at least three ADLs or is a disabled individual. The LAAA will also be responsible to provide the staffing of a service coordinator who is trained in aging process, elder services, disability services, program eligibility, drug and alcohol abuse by the elderly, mental health issues, and any other areas of concern.

The service coordinator will:

- a) Provide general case management and referral services to all potential participants in the program and provide referral to the PAC of those individuals who appear eligible for the program.
- b) Establish professional relationships with relevant agencies and service providers in the community and develop a directory of providers for use by program staff and program participants.
- c) Refer proposed participants to service providers in the community. Serve as staff to the Professional Assessment Committee and complete all paperwork necessary for the assessment, referral, case monitoring, and reassessment processes; implement the case plan developed by the PAC and agreed to by the program participant. Maintain necessary case files on each program participant, and provide files to PAC members upon request, in connection with PAC duties.
- d) Monitor the ongoing provision of services from community agencies and keep the PAC and agencies informed of the progress of the participant.
- e) Educate program participants on such issues as application procedures, service availability, and program participant options and responsibilities.
- f) Assist in building informal support networks with neighbors, friends, and family.
- g) Perform a formal assessment of each potential elderly program participant's deficiencies in performing the Activities of Daily Living (ADL).
- h) Perform a regular assessment and updating of the supportive services plan of all participants
- i) Provide information and referral services, short-term casework, and care management resources for residents who are not eligible for supportive services. Coordinate the delivery of third party purchased supportive services for residents who are ineligible for the program supportive services in order to establish a continuum of care and assure access to necessary supportive services
- j) Perform other duties for case management and outreach as appropriate to the needs of the residents.

The LAAA will also be responsible to contract with qualified providers to furnish participants with supportive services including personal care, transportation, and housekeeping services. These three services will be provided and funded as part of the program.

MTW funds will be used to provide reimbursement to LAAA under the interlocal agreement.

Personnel costs for the service coordinator will be reimbursed at 100% for .35 FTE to serve Crossroads House. Supportive services will be reimbursed at 75% with the remaining 25% billed to the participant receiving services. As noted earlier, there will be an annual limitation on individual supportive services to the program with an initial cap set at \$2,000 and adjusted annually as needed. There will also be an annual limit on the total cost of the program with the initial limit of \$41,000.

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

affords easy access to the service coordinator and program administration, also located at the senior center site.

### **C: IMPACT ON STATED OBJECTIVE**

Objective: Increase housing choice for low income families

Reduce cost and achieve greater cost effectiveness in Federal expenditures.

Impact:

The services will increase housing choice by providing the choice to continue to live in an independent apartment and age in place. Typically, when as individuals become more frail or disabled, they require a higher level of care and individuals often have little or no choice but to move to whatever assisted living or nursing home is available. With in home support services, individuals will be able to choose to continue to live independently. Low income applicants will be attracted to this type of housing because it gives them the choice to continue to live independently because an array of services will be available as their needs change.

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

### **D: BENCHMARKS, METRICS, AND ANTICIPATED SCHEDULE**

Anticipated Schedule: April 1, 2011

Data from June, 2010 shows that 23 individuals qualify and participate in the resident services program.

The Lincoln Area Agency on Aging will provide an annual estimate of savings on federal expenditures that are achieved through this program. The cost savings will not be direct savings on HUD expenditures but Medicaid savings. A preliminary or baseline estimate by LAAA placed the savings at \$135,501 for residents in assisted living. Estimates for nursing home care would certainly be higher but the Area Agency on Aging stated that there are too many variables in nursing home care to provide a reliable estimate.

Metric	Baseline	Benchmark	Outcome
Frail elderly or disabled individuals receive supportive services to maintain independence and choice	23 out of 58 residents are frail-elderly or disabled (June 2010)  40% of tenants are eligible	Provide resident services program (case management and/or supportive services) to 40% of tenant population and to 100% of eligible persons requesting services	Actual percentage of residents receiving program services as a percentage of total population; actual percentage of eligible residents who request and receive services
Cost of Resident Services Program	Baseline Projected Cost for FY 2010 \$37,000	Maintain cost of program at less than \$41,000	Actual Calculation of cost of program services
Number of residents at High Risk of Assisted Living or Nursing Home Placement – Greater Housing Choice Opportunity	Baseline November 2010  9 Residents	Maintain High Risk Residents in Independent Living with Support Services 9 Residents	Actual Number of High Risk Residents who were maintained in Independent Living
Estimated cost savings by avoiding the next higher level of care (assisted living)	Baseline Estimated Medicaid Savings for FY 2010  \$135,501	Achieve an estimated Medicaid Savings Amount of not less than \$135,000	Estimated Medicaid Savings for High Risk Residents if Moved to Assisted Living

## **E. DATA COLLECTION METHODOLOGY**

Data will be collected through the Professional Assessment Committee and case files. The Lincoln Area Agency on Aging will provide an annual report on savings in Medicaid costs based on a case by case analysis of services received in the program, Medicaid waiver services, and the risk of entry into assisted living or nursing home if the program services were not available.

## **F. AUTHORIZATION(S) TO CONDUCT ACTIVITY**

This MTW activity is authorized in Attachment D which authorizes the agency to combine public housing operating and capital funds under Section 9 of the US Housing Act of 1937 and voucher program funds provided under Section 8 of the US Housing Act of 1937 to provide housing

assistance for low-income families and services to facilitate the transition to work on such terms and conditions as the agency may propose and the Secretary may approve.

## **G. INFORMATION FOR RENT REFORM ACTIVITIES**

Not Applicable

## **A: ACTIVITY : NEBRASKA RENTWISE TENANT EDUCATION**

Under the broader use of funds authority, Lincoln Housing Authority proposes to use combined MTW funds to support Nebraska RentWise, a tenant education program.

Effective Date: November 1, 2011

This activity will serve only households under 80% AMI and is related to the MTW objective of increasing housing choices for low-income families by providing training and education that will help families obtain and retain their housing and avoid eviction.

## **B: DESCRIPTION**

RentWise is a structured curriculum developed by the University of Minnesota and adapted by the University of Nebraska Extension Service. It is a program to educate renters on responsibilities necessary to become successful tenants with stable housing. Lincoln Housing Authority was instrumental in forming a collaborate group, the Lincoln RentWise Network consisting of representatives from an array of human service agencies in the Lincoln community. Network members identified the need for the program because of the common knowledge that many low income families had great difficulty obtaining rental housing because of past problems. Those problems include rental or credit history, lack of experience (first time renters), stigmas associated with rental assistance programs, or other issues that cause potential landlords to see them as high-risk tenants. It was not uncommon to see as many as 20% of new voucher holders fail to obtain a rental unit.

The objective of the Lincoln RentWise Network, led by Lincoln Housing Authority, is to use certified trainers to offer the Nebraska RentWise program at no cost to individuals who want to become better tenants. Nebraska RentWise teaches the knowledge and skills to be a successful renter and the issues that lead to problems for tenants. Nebraska RentWise teaches participants how to secure and maintain safe and affordable rental housing. The six-module program covers topics such as how to take care of and maintain the rental unit; how to improve communication and reduce conflict between tenants and landlords; how to improve the rental experience, manage money, and information on legal rights and responsibilities. The titles to each of the modules are:

- A. Managing Your Money
- B. Communicating with Landlords and Neighbors
- C. Finding a Place to Call Home
- D. Getting Through the Rental Process
- E. Taking Care of a Home
- F. When You Move Out

Each module covers a broad range of topics to help participants become successful renters. The 12 hour curriculum uses lectures, workbooks, worksheets, demonstrations, and question & answer formats.

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

The program is currently funded through October, 2011 for materials, postage, and interpreters with a grant from a local foundation. The annual cost for this part of the program is estimated at \$10,000 and the estimate of HUD funds for FY 2011-2012 is \$5,000.

## **C: IMPACT ON STATED OBJECTIVE**

Objective: Increase housing choices for low-income families and the ability to serve more families.

The tenant education program, Nebraska RentWise, will assist low-income tenants in becoming more successful renters, or housing assistance program participants. Their success as a renter will expand their housing opportunities as they improve upon their credit history and/or rental history. Several Lincoln landlords view the Nebraska RentWise education program as so valuable that they reward Nebraska RentWise graduates with incentives such as reduced rent or deposit, or give them special consideration on their rental application. Nebraska RentWise graduates benefit from these incentives. The incentive may provide a renter more opportunities to rent units that they once were unable to afford or where the landlord might have denied their application had they not completed the Nebraska RentWise program. This tenant education allows renters the ability make educated decisions about finding and maintaining affordable and suitable housing. The proactive nature of this tenant education program results in some Nebraska RentWise graduates becoming successful without needing housing assistance.

## **D: BENCHMARKS, METRICS, AND ANTICIPATED SCHEDULE**

Anticipated schedule: October 1, 2011

The following data has been collected on Nebraska RentWise participants as of December 31, 2009. Between August 2008 to December 2009, the Lincoln RentWise Network has provided the following services to renters.

- 806 renters in Lincoln registered to attend Nebraska RentWise.
- 442 renters in Lincoln attended Nebraska RentWise.
- 88.0% of the Nebraska Rentwise participants graduated from Nebraska RentWise.
- 58.8% of these Nebraska RentWise graduates applied for housing assistance.

Metric	Baseline FY 10 (April 2009 through March 2010)	Benchmark FY 12 (April 2011 through March 2012)	Outcome
Number of Registrants for NE Rentwise	887	1100	Number of registrants in FY 12
Number of Registrants who Attended NE Rentwise	478	550	Percentage of attendance from those who register in FY 12
Number\Percentage of those who attended that Graduated from NE RentWise	426 Graduated 89% Graduation rate	468 85% graduation rate	Graduate rate among those who attend in FY 12
Number\Percentage of NE Rentwise Graduates who applied for housing	331 applied for housing 78% graduates applied for housing assistance	374 80%	Graduates who have applied for housing assistance in FY 12.

Studies in the field of housing and the use of vouchers show that one of the biggest impediments to increasing housing choice, decreasing concentrated poverty and expanding housing opportunities is the knowledge base of the tenant, their understanding of the market place and their connections to the community. Every graduate of Nebraska Rentwise improves the knowledge base of low-income renters; thereby increasing housing choice.

## **E. DATA COLLECTION METHODOLOGY**

Nebraska Rentwise data is maintained in an Access database and housing database and will be studied to determine the number of additional families served.

- Number of renters in Lincoln registered to attend Nebraska RentWise in FY 2011-2012.
- Number of renters in Lincoln that attended Nebraska RentWise in FY 2011-2012 .
- Percentage participants who graduate from Nebraska RentWise in FY 2011-2012.
- Percentage of these Nebraska RentWise graduates applied for housing assistance in FY 2011-2012.

- The Nebraska RentWise expenditures for materials, postage and interpreters in FY 2011-2012.

## **F. AUTHORIZATION(S) TO CONDUCT ACTIVITY**

This MTW activity is authorized in Attachment D which authorizes the agency to combine public housing operating and capital funds under Section 9 of the US Housing Act of 1937 and voucher program funds provided under Section 8 of the US Housing Act of 1937 to provide housing assistance for low-income families and services to facilitate the transition to work on such terms and conditions as the agency may propose and the Secretary may approve.

## **G. INFORMATION FOR RENT REFORM ACTIVITIES**

Not Applicable

## VI. Ongoing MTW Activities: HUD approval previously granted

- A. Activities Continued from Prior Plan Year(s)
- B. Update on the Status of Activity

### RENT REFORM INITIATIVES

#### ACTIVITY: INTERIM RE-EXAMINATIONS

Housing Choice Voucher and Public Housing Programs

Year Identified: April 1, 1999

Effective Date: July 1, 1999

#### DESCRIPTION

The housing authority has continued the following policy for interim re-examinations.

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

Income decrease: LHA will review with the family if there are other related changes which should be considered when determining the rent adjustment. LHA will not lower rent for payments due to a temporary loss of income of one month (30 days) or less duration. If a family member has reduced or terminated employment income, LHA will make the rent decrease 90 days after the decrease in income occurred or after all verifications are received to redetermine eligibility, whichever is the latest.

#### UPDATE ON STATUS OF ACTIVITY

LHA proposed and implemented this policy at the onset of its MTW program as an employment incentive to families. As family income increased, they were not subject to an immediate re-examination of income and assets and the corresponding rent increase. The Quality Housing and Work Responsibility Act (QHWRA) of 1998 incorporated the Lincoln Housing Authority's MTW initiative on interim reexaminations.

The housing authority continues to implement the policy of decreasing rent 90 days after a decrease in income has occurred. These policies encourage families to retain employment as well as to make it a priority to seek new employment when job losses occur. As stated in our

2009-2010 MTW Annual Report, we are implementing new data collection procedures using a point-in-time survey. We are also clarifying the hardships for the 90 day rule in our revised ACOP and Administrative Plan submitted with this MTW Plan.

## **ACTIVITY: CALCULATION OF ANNUAL INCOME**

### Housing Choice Voucher and Public Housing Programs

Year Identified: April 1, 1999  
Effective Date for A: July 1, 1999

Year Identified: November, 2007  
Effective Date for B, C, D; April 1, 2008 (new admissions and transfers)  
July 1, 2008 (annual reexaminations)

### **DESCRIPTION**

#### A. Minimum Earned Income

LHA will include a minimum amount of earned income when calculating Annual Income whether or not a family is working. The minimum amount of earned income for families with one eligible adult will be based on 25 hours per week of employment at the federal minimum wage. The minimum amount of earned income for families with two or more eligible adult members will be based on 40 hours per week of employment at minimum wage. LHA will count the higher of the Minimum Earned Income (MEI) or the actual earned income for the household. The minimum earned income will be added to any unearned income the family receives. Eligible adults are persons 18 years of age or older who do not qualify for an exemption from the MEI. All adults in the household must be exempt in order for the household to be exempt from the minimum earned income requirements. LHA has 8 categories of exemptions such as illness, elderly or disabled, students, caretakers, and participants in approved self-sufficiency programs.

#### B. Calculation of Asset Income

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

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

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

level of acceptable verifications for the following situations:

Earned Income: three months pay statements (pay stubs)

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

D. LHA will not implement regulatory provisions related to Earned Income Disregard income exclusions, imputed welfare income, and student earned income exclusions for adults 22 and older.

### UPDATE ON STATUS OF ACTIVITY

The MEI has been a part of the housing authority's MTW program from the beginning. In the past there was discussion among staff and with the Resident Advisory board about increasing the number of hours per week that would be used to calculate the MEI, but changes to the federal minimum wage had the same effect as increasing the number of hours used to calculate the MEI.

Federal Hourly Minimum Wage:		<u>Annual MEI</u> <u>at 25 hours/week</u>	<u>Annual MEI</u> <u>at 40 hours/week</u>
Prior to July 24, 2007	\$5.15	\$6,695	\$10,712
Effective July 24, 2007	\$5.85	\$7,605	\$12,168
Effective July 24, 2008	\$6.55	\$8,515	\$13,624
Effective July 24, 2009	\$7.25	\$9,425	\$15,080

LHA implemented the asset income and verification initiatives in 2008. Staff continue to save a significant amount of processing time because of these initiatives and a revised method of data collection has been implemented to compare processing time for MTW participants versus non-MTW participants.

There are a number of exemptions to the MEI initiative and LHA reviewed those with the Resident Advisory Board. This year we are adding a clarification on the self-sufficiency exemption. If a household member graduates from an education or self-sufficiency program, the exemption to MEI will continue until the next annual review.

### ACTIVITY: RENT CALCULATIONS

Minimum Rent

27% Total Tenant Payment (TTP)

Housing Choice Voucher and Public Housing Programs

Year Identified: November, 2007  
Effective Date: April 1, 2008 (new admissions and transfers)  
July 1, 2008 (annual reexaminations)

### **DESCRIPTION**

1. All subsidized households are responsible to pay the owner a minimum of \$25.00 for tenant rent. The higher of the TTP minus the utility allowance or \$25.00 is used to determine the tenant rent to the owner. This requirement is waived as a hardship if the head of household is disabled and has a current Social Security application pending.
2. Total Tenant Payment (TTP) is determined on 27% of gross income with no allowable deductions.
3. In implementing the above, a hardship policy was created for tenants who were adversely affected. Details for the hardship policies are found in the Admissions and Continued Occupancy Plan and Section 8 Administrative Plan found in Tab 1 and Tab 2 of this MTW Plan

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

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

### **UPDATE ON STATUS OF ACTIVITY**

Lincoln Housing Authority completed the transition to this new rent system. Tenants and landlords alike find the program easier to explain and understand and are often able to accurately calculate their own tenant payment. The hardship policy has been used to alleviate any steep increases in rent.

Staff continue to save a significant amount of processing time because of these initiatives and a revised method of data collection has been implemented to compare processing time for MTW participants versus non-MTW participants.

## **ACTIVITY: RENT BURDEN**

Housing Choice Voucher and Public Housing Programs

Year Identified: November, 2007

Effective Date: February 1, 2008

### **DESCRIPTION**

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

### **UPDATE ON STATUS OF ACTIVITY**

When starting MTW in 1999, the housing authority elected to have no cap on rent burden in order to give maximum choice to voucher participants. However, an increasing number of households have been putting their housing in jeopardy because their housing choice required 60%, 70% or more of their household income. Given this trend, the housing authority in consultation with the Resident Advisory Board felt a rent burden cap was needed but elected to go higher than normal HUD rules.

Since implementing this, we believe we have avoided some of the problems of having no cap at all. However, on the other side, we see that participants and advocates involved in the VASH or Mainstream Programs have seen the standard 40% cap as too restrictive. In fact, at times, they have requested an MTW voucher instead of VASH or Mainstream. In addition, these participants and their advocates have expressed their appreciation for the simplicity of the MTW voucher program when compared to the regular voucher program.

We are currently working on methods to better analyze participant location data to determine if this initiative expands housing opportunities and spatial dispersal of voucher holders.

## **ACTIVITY: AVERAGE UTILITY ALLOWANCES**

Housing Choice Voucher and Public Housing Programs

Year Identified: April 1, 1999

Effective Date: July 1, 1999

### **DESCRIPTION**

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

### **UPDATE ON STATUS OF ACTIVITY**

The average utility allowance has been part of the MTW program since 1999. Voucher participants appreciate the simplicity of a single utility allowance as it helps them to know the amount of rent assistance they can expect which makes it far easier to search for a unit. They know what target rent they should attempt to achieve and they understand the value of finding units that are energy efficient or with landlord paid utilities.

Both tenants & landlords support the average utility allowance method. With this initiative, we are able to have better communication with tenants, landlords, and advocacy groups. They understand what we are doing and how we calculate rental assistance. Administrative costs have been saved by not issuing utility reimbursement checks or payments.

We continue to do an annual evaluation of utility allowances in February; no other changes are planned for this initiative.

## OTHER INITIATIVES

### ACTIVITY: INCOME ELIGIBILITY

Housing Choice Voucher and Public Housing Programs

Year Identified: April 1, 1999

Effective Date: July 1, 1999

#### DESCRIPTION

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

Public Housing: 80% of median income

Housing Choice Voucher: 50% of median income.

Income targeting will not be used.

#### UPDATE ON STATUS OF ACTIVITY

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

LHA does not measure income targeting on an on-going basis, nor do we alter the order of the waiting list to meet income targeting goals. It is reasonable to expect that the Voucher program will continue to meet federal targeting standards, given the nature of the preference system. The Public Housing program is smaller and could be prone to yearly changes in income levels due to small variations in the number of vacancies in elderly units vs. family units or the number of disabled families vs. working families.

## **ACTIVITY: RESTRICTED PORTABILITY**

Housing Choice Voucher

Year Identified: April 1, 1999

Effective Date: July 1, 1999

### **DESCRIPTION**

Voucher participants will not be allowed to port out unless the family requests and is granted an exception as a reasonable accommodation for a disability, employment, education, safety or medical need.

### **UPDATE ON STATUS OF ACTIVITY**

The housing authority's policy continues to be provide appropriate opportunities to port while preserving the integrity of our MTW program. Housing staff continues to educate and inform participants and potential participants about the restricted portability policy. Data shows that most requests for portability are approved.

## **ACTIVITY: BIENNIAL RE-EXAMINATIONS FOR ELDERLY OR DISABLED HOUSEHOLDS**

Housing Choice Voucher and Public Housing Programs

Year Identified: November, 2008

Effective Date:

Public Housing:

March 15, 2009 (New Admissions)

July 1, 2009 (Current Households)

Housing Choice Vouchers

April 1, 2009 (New Admissions)

July 1, 2009 (Current Households)

### **DESCRIPTION**

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

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

All other household compositions will continue with an annual reexamination.

#### **UPDATE ON STATUS OF ACTIVITY**

The housing authority has now fully implemented this activity for all eligible households. Since July, 2010, we are now conducting annual reviews for households on the biennial schedule. We have not heard any anecdotal reports of concerns from households experiencing their first rent increase in two years. For the second year, Social Security recipients will not receive an increase in benefits in 2011.

#### **ACTIVITY: ANNUAL INSPECTION WAIVER:**

Housing Choice Voucher Program

Year Identified: November, 2008  
Effective Date: April 1, 2009 (New Admissions)  
July 1, 2009 (Current Households)

#### **DESCRIPTION**

To encourage participating landlords and tenants to maintain their units in compliance with Housing Quality Standards (HQS), the required annual inspection will be waived for one year if the annual inspection meets 100% HQS upon first inspection at initial or annual inspection. All units will be inspected at least every other year. This initiative will also allow inspections to coincide with the next annual reexamination date rather than HUD's interpretation that inspections be conducted within 364 days of the previous inspection. This interpretation resulted a schedule to reinspect every 10 months to ensure compliance with the interpretation of "every 364 days." Special inspections will continue to occur as determined by LHA.

#### **UPDATE ON STATUS OF ACTIVITY**

#### **MTW next inspection date policy:**

Starting with voucher participant's who had a July 1, 2009 next annual re-examination date, LHA began conducting annual Housing Quality Standard (HQS) unit inspections on a yearly basis in accordance with the participant's next annual re-examination date rather than 364 days from the last inspection date. In order to transition the annual inspection dates to coincide with

annual re-examination date, some units required a duplicate annual inspection during the implementation period of July 1, 2009 through June 30, 2010. If a voucher participant was placed on a biennial re-examination schedule under Moving to Work policy, their unit was still inspected by the next year's re-examination date even though their annual re-examination was by-passed due to their status as an elderly, disabled or hardship household. .

The unit's next annual inspection date established by the participant's annual re-examination date was fully implemented by June 30, 2010. Administrative cost savings is planned to begin starting with July 2010 when this initiative was fully implemented.

**MTW inspection incentive policy:** Starting on or after April 1, 2009, if any annual or initial "pick-up" voucher unit inspection was conducted and the unit met 100% Housing Quality Standard (HQS) compliance at the first unit inspection, the voucher participant's annual HQS inspection for this unit was waived for the following year. If at any time the unit requires a special inspection, the "waived" annual inspection is forfeited and the next annual inspection is completed by the tenant's next annual re-examination date. The MTW inspection incentive policy provides tenants and owners the opportunity to be rewarded for maintaining their assisted units in 100% Housing Quality Standard (HQS) compliance, by having the required HQS annual inspection by-passed for one year. This policy was not be fully implemented until June 30, 2010 when 100% of the participating MTW voucher units will have been inspected with this incentive policy. The administrative cost savings started in April 2010 as annual inspections started to be waived, thus the annual cost savings will be determined after March 31, 2011. LHA is monitoring the impact of this policy through a variety of measurement such as; 1) number of annual voucher program inspections completed, 2) the percentage of annual HQS inspections passing at the first inspection and 3) the number of complaint inspections.

As part of this initiative, the housing authority revised the Request for Tenancy Approval form. Our Landlord Advisory Committee was intensely involved in revising the form and gave input to revisions through several meetings. The revised form highlights the inspection incentive and simplifies the form to be more logical and user-friendly for landlords and tenants. A copy of the revised form is provided in the Appendix B.

### **C Anticipated Changes, Modifications, or Additions to Attachment C Authorizations**

Not Applicable

### **D. Description of Outside Evaluations**

In October, 2003, the University of Nebraska completed a study on Tenant/Client Participation in the MTW Demonstration Project. This publication has previously been provided to HUD.

No additional outside evaluations are planned at this time.

## VII. Sources and Uses of Funding

The planned sources and uses of funds for fiscal year 2011-2012 for the Lincoln Housing Authority are estimated based on past experience and anticipated federal funds.

- A. Planned Sources and Uses of MTW Funds
- B. Planned Sources and Uses of State or Local Funds
- C. Planned Sources and Uses of the Central Office Cost Center (COCC)

Note: See Appendix C for Capital Fund Program Report and Plan

<b>Financial Resources: Planned Sources and Uses of Funds April 1, 2011 to March 31, 2012</b>						
		<b>MOVE TO WORK PROGRAM</b>				
<b>Sources</b>	<b>TOTAL</b>	<b>PUBLIC HOUSING</b>	<b>SECTION 8 HCV</b>	<b>OTHER PROGRAMS</b>	<b>CENTRAL OFFICE COST CENTER</b>	<b>USES OF FUNDS</b>
<b>FEDERAL GRANTS</b>						
-Public Housing Operating Subsidy	\$430,000	\$430,000				Public Housing Operations
-Public Housing Capital Grant	\$520,000	\$520,000				Public Housing Capital Improvements
-Public Housing FSS Ross Grant	\$50,000			\$50,000		FSS Coordinator
-Section 8 Housing Assistance*	\$13,360,500		\$12,625,000	\$735,500		Housing Assistance Payments
-Section 8 Administrative Fees	\$1,607,000		\$1,570,000	\$37,000		Section 8 Operations
-HCV FSS Coordinator	\$59,160			\$59,160		FSS Coordinator
-Home Funds	\$25,000			\$25,000		Security Deposit Assistance
<b>RENTAL INCOME</b>						
-Dwelling Leases	\$5,940,000	\$1,040,000		\$4,900,000		Operations
-Parking Garages	\$72,100			\$72,100		Operations
<b>OTHER INCOME</b>						
-Interest	\$284,000	\$9,000	\$50,000	\$225,000		Operations
-Tenants	\$160,000	\$40,000	\$20,000	\$100,000		Operations
-Other - Laundry, Etc.	\$58,750	\$25,250	\$6,000	\$27,500		Operations
-Direct Reimbursements	\$500,000			\$500,000		Reimbursement of Expenses
-Grants	\$24,000			\$24,000		Services

<b>CENTRAL OFFICE COST CENTER</b>						<b>COCC</b>
-Management Fee	\$1,170,000			\$132,000	\$1,038,000	Operations
-Bookkeeping Fee	\$371,520			\$13,000	\$358,520	Operations
-Asset Management Fee	\$130,000				\$130,000	Operations
-Capital Improvements Fee	\$120,000				\$120,000	Administer Capital Improvements
-Fees for Service	\$1,995,000				\$1,995,000	Service Expenses: Central Maintenance, Inspections, and Intake
-Direct Reimbursements						
<b>TOTAL SOURCES</b>	\$26,877,030	\$2,064,250	\$14,271,000	\$6,900,260	\$3,641,520	

**Disclaimer:** The information contained in this "Planned Sources and Uses of Funds" are only estimates. The HUD funding has not yet been determined. Also, the estimates in this report were prepared prior to the completion of the Housing Authority Budget and are not taken from a Board Approved operating budget.

\* The non-MTW Section funds in the table above are allocated as follows:

	Number of Vouchers	Housing Assistance	Administrative Fees
VASH Vouchers	60	\$97,000	\$17,400
Mainstream Vouchers	20	\$60,000	\$13,000
Mod Rehab	10	\$31,500	\$6,600
Burke Plaza	89 (2 additional units are not under contract)	\$347,000	
New 32	32	\$200,000	
<b>Total</b>	<b>211</b>	<b>\$735,500</b>	<b>\$37,000</b>

The Lincoln Housing Authority (LHA) has adopted cost accounting and financial reporting methods that comply with OMB Circular A-87, OMB Circular A-133, and generally accepted accounting principles (GAAP). LHA's budgeting, accounting and financial management comply with the requirements of HUD's property-based/asset management requirements. LHA does retain full authority to move MTW funds and project cash flow among projects, without limitation, under its asset management program.

LHA utilizes four methods for allocating costs to projects.

Direct Costs: Expenditures are matched as closely as possible to the various projects. Direct

expenses, expenses that are clearly associated with a given project, are charged directly to that project.

**Fee Approach:** LHA assesses fees to the various projects for the purpose of operating a central office cost center. Each project pays management fees, bookkeeping fees, asset management fees, and grant management fees (as they pertain to each project) into the central office cost center. LHA utilizes the HUD published fee schedule.

**Fee for Service Approach:** The LHA maintains a central maintenance facility as many of its properties are scattered houses and duplexes located throughout the city. A work order is prepared for each job charging an hourly fee for actual time spent on the job. Material costs are also recovered on the job work order.

**Indirect Cost Allocation:** LHA allocates inspection and intake costs each month. Inspection and intake expenses are accumulated each month and allocated to the projects based on the projected number and type of inspections (for inspection costs) and the projected number of units leased (for intake costs).

The following parts of Section VII of the Annual MTW Plan are **NOT APPLICABLE** to Lincoln Housing Authority:

- D. Alternative Fee and/or Cost Allocation Methodology
- E. Description of Single-Fund Flexibility

The following parts of Section VII of the Annual MTW Plan are **OPTIONAL** and Lincoln Housing Authority elected not to provide these sections:

- F. Reserve Balances at Beginning of Plan Year
- G. Sources and Uses by AMP

## **VIII. Administrative**

### **A. Board Resolution Adopting the Annual MTW Plan Certification of Compliance**

See Appendix A

### **B. Planned or Ongoing Agency-directed Evaluations of the Demonstration**

Not Applicable

### **C. Violence Against Women Act (VAWA)**

Lincoln Housing Authority's program policies and procedures intend to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. The following policies or activities have been established in the Section 8 Administrative Plan to support these victims.

- LHA collaborates with all domestic violence agencies. Paper and on-line housing applications are made available at the local shelter. Domestic violence staff is provided an opportunity to be trained by LHA staff on how to complete on-line applications. The use of on-line applications allows the applications to be expedited and allows the victim to stay in their secured environment.
- A preference is established for the Housing Choice Voucher waiting list for domestic violence victims.
- The domestic violence victim retains their voucher during a household separation.
- Housing Choice Voucher participants are able to port-out their vouchers out of the LHA jurisdiction for domestic violence or other safety reasons.
- Families are allowed to transfer their voucher from the contracted unit during a 12-month period if the family is fleeing for their safety which requires relocation.
- LHA reviews police activity in all units owned by LHA or assisted by Section 8 monthly to determine the need for family support services. A LHA Family Support Worker will contact the victim to assist with obtaining the appropriate resources.
- Through the City of Lincoln's Urban Development Department, LHA provides security deposit assistance to homeless domestic violence victims that are voucher participants.
- Through the Housing Choice Voucher program, a Homeless program has been established with homeless agencies. The local domestic violence agency is a committee member and case manager for this Homeless program. The Domestic Violence case manager provides referrals to the program. This program allows the victim to receive a specialized voucher and provide supportive assistance to stabilize the family.
- During Housing Choice Voucher program admissions, eligibility re-certification and

transfer, participants are notified of the VAWA of 2005 and provided the HUD form 50066, Certification of Domestic Violence, Dating Violence or Stalking.

- 100% of the participating landlords were notified of the VAWA statements added to their Housing Assistance Payment contract via newsletter and mailing of contract amendments.

**D. Resident and Public Comment and Response**

See Appendix D

**E. Admissions and Continued Occupancy Plan**

See Tab 1

**F. Section 8 Administrative Plan**

See Tab 2