

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



**MOVING TO WORK  
ANNUAL PLAN**

*Fiscal Year 2012-2013*

**Submission Date: January 14, 2012**

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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 33 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

1. Reduce interim reexaminations
2. Calculation of Annual Income (Minimum Earned Income, Calculation of Asset Income, Verifications, and Earned Income Disregard)
3. Rent Calculations (TTP based on 27% of gross income and \$25 Minimum Rent)
4. Rent Burden (Initial Rent Capped at 50% of Monthly Adjusted Income)
5. Average Utility Allowances (Standard Utility Allowance per Bedroom Size)

### Other Initiatives

1. Income Eligibility (Income Targeting is not used)
2. Restricted Portability
3. Biennial Re-Examinations for Elderly or Disabled Households
4. HQS Inspections Waiver
5. Waiver for HQS Inspections & Rent Reasonableness Determinations for all LHA owned or managed units
6. Project-based Section 8 Units
  - LHA Owned or Managed Units—Crossroads House
  - Other Competitive Process—20 vouchers for disabled households
7. RentWise Tenant Education Program
8. Resident Services (Tenant Supportive Services)

## 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 \$445,404.00 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. Funds are expected to be used primarily for the repair of concrete, retaining walls and foundations. \$30,000 has been allocated for the installation of energy efficient lighting in the common spaces, hall and stairwells of Mahoney Manor, a high-rise apartment building for seniors. Eighty-thousand dollars has been allocated for a special project to replace the water main taps at F-39 public housing units located in the Arnold Heights neighborhood. The City of Lincoln has requested that the Housing Authority systematically replace all of the public water main



taps on Housing Authority owned property in Arnold Heights over a period of several years, which are failing at an alarming rate, The replacement of these water taps is a property owner responsibility. The Housing Authority owns public housing units, Section 8 New Construction units and affordable market rate housing in Arnold Heights. This project got underway last year at non-public housing units owned by the Housing Authority and will continue for several years.

The FFY 2011 Annual Work Statement included preliminary design work for the reconfiguration of the first floor common spaces at Mahoney Manor, which is now underway. (See discussion below under “Description of anticipated issues related to any potential difficulties in leasing Public Housing”.) This design work may continue in FFY 2012 laying the groundwork for construction in future fiscal years.

See TAB 1 Appendix C:

- Original Annual Statement/Performance & Evaluation Report (NE26P00250-12)
- Five Year Action Plan Capital Fund Program Report and Plan
- Annual Statement/Performance & Evaluation Report (NE26P002501-09)
- Annual Statement/Performance and Evaluation Report (NE26S002501-10)
- Revised Annual Statement (NE26P002501-11) - Revision # 1

A Performance and Evaluation Report is not included for FFY 2011 due to HUD’s late release of funds. Instead the Revised Annual Statement (Revision # 1) for FFY 2011 is attached. Funds were not released by HUD until October 7, 2011, after the September 30, 2011 ending date for reporting.

**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

\*On September 8, 2011, LHA requested HUD's approval to operate the HUD Veterans Affairs Supportive Housing (VASH) program in accordance with the MTW standard agreement and apply the MTW initiatives to these vouchers. On September 21, 2011, HUD approved LHA's request to administer the VASH vouchers under the MTW voucher provisions. HUD's approval to administer the VASH vouchers under the MTW agreement does not extend to VASH program funding. This approval included transferring the VASH vouchers to the MTW 50058. Assistance in the transfer process was provided by LHA's HUD PIC coach. VASH voucher funding is not eligible for fungibility and must be accounted for separately in the Voucher Management System. The MTW initiatives will be implemented effective December 1, 2011 for VASH vouchers. See TAB 1 Appendix E for the request and approval letters.

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

Lincoln Housing Authority provides an opportunity to award 20 Project-Based HCV units through an "other competition" process as described in the project-based regulations. The purpose of project basing the 20 vouchers is to promote voucher utilization and expand housing choices for persons with disabilities. LHA is specifically interested in projects who will serve the chronic and serious mentally ill population in conjunction with the State of Nebraska's plan to de-institutionalize this specific population. Any project selected would be required to provide on-site supportive services. In April 2011, a project-based application was received from Creekside Apartments. Unfortunately the environmental review was unfavorable because the units were located in an 100 year flood plain, thus the application was not accepted. LHA continues to accept applications to project-base a maximum of 20 units.

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 provided 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. LHA plans to use Attachment C. D.7.a. authorization to project-base vouchers for 58 one-bedroom units. In the fall 2011, LHA will submit a written proposal to HUD requesting approval to project base these 58 units over a three-year phase-in period. 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, over 80% 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, dba Aging Partners, 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. We anticipate all 320 units will be leased with an average occupancy rate of 98% and an average unit turnaround rate of approximately 20 days per vacancy. The average turnover is usually 60 to 70 units per year, and we expect that level again in the coming 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	
VASH Vouchers	60
Mainstream Vouchers	20
-----	
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. We have been through a multi-year period of capital improvement projects at Mahoney Manor, improving the units but also creating some disruption from the construction. We are hopeful that the improvements and the winding down of construction activity will lead to a slowdown in the turnover in the elderly units.

Mahoney Manor is a high-rise building constructed in 1972, and has some market obsolescence associated with its design. In particular, 63 of the 120 apartments are efficiencies. Many prospective tenants consider the efficiency units too small, and are uncomfortable not having separate bedroom and living areas. The solid, reinforced concrete walls makes combining units unrealistic. For these reasons re-leasing these apartments will continue to be a challenge. In

addition the first floor community space, office space and lobby space is insufficient for current and desired uses, and is in need of modernizing. We are undertaking a study of possible improvements to the building, including additions to the first floor community spaces.

The family Public Housing units consist entirely of single-family and duplex, scattered site homes. They are in generally very good condition and blend-in well with the neighborhoods in which they are located. We anticipate that they will continue to be desirable rental units for families. There has been a three year trend of lower turnover in the family units, and we expect that turnover will begin to increase again.

**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 continuing on an annual basis. There are also another 60 vouchers under the Veteran Affairs Supportive Housing (VASH) program which are not currently under the MTW program.

Anticipated issues in leasing units:

- LHA VASH voucher utilization is solely dependent on the Veterans Affairs (VA) for referrals to admit applicants to the voucher program. Although voucher utilization has substantially improved in the past 6 months due to an increase in referrals from the VA, we still have not achieved 100% utilization levels. Voucher utilization is currently around 87%. An additional VA case manager started in December 2010 and this increased the referrals from the VA. LHA facilitates voucher utilization by scheduling appointments within seven days of the VA's request and making new admissions a priority within their workloads. LHA continues to maintain an excellent working relationship with the case managers. The problem still exists that the VA case managers consider full voucher utilization when a VA case manager is assigned and not when the voucher is leased, whereas HUD considers voucher utilization rates based on leasing dates. In some cases, the VA will say they are at 100% utilization even when all the vouchers are not being used.
- 100% lease-up with a payment standard at 96.8% 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.
- 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 HOME funds. The Authority continues to work in partnership with other human service agencies to promote tenant training through an established curriculum entitled “Nebraska RentWise.” Several landlords have offered incentives to graduates of the Nebraska RentWise program. Some examples of incentives are reduced deposit, reduced rent, and waiver of application fees.

- The uncertainty on the amount of the HAP budget allocations and the timing of the budget notifications makes it difficult to anticipate leasing issues and implement leasing strategies.

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

In the fall 2011, LHA will submit a written proposal to the HUD State Office requesting approval to project base the 58 LHA-owned units, Crossroads House Apartments, within a three-year phase-in period. After HUD approval is granted LHA plans to sign a HAP contract with Crossroads House Apartments to project base at least 20 of the 58 units in early 2012.

## C. WAITING LIST INFORMATION

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

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.

We do not anticipate any changes to the preference system or structure of the waiting lists.

**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 5,500 families remain on the HCV waiting list without a preference. The wait time for applicants without a preference is unpredictable and could be as long as five or more years. For families qualifying for a preference, the wait time diminishes to one to three years before they reach the top of the waiting list. In February 2011, LHA limited the usage of preferences for former LHA voucher participants to once every five years from their program end of their participation date. This preference policy was implemented to reduce recidivism and allow non-preference families the opportunity to reach the top of the voucher waiting list. The waiting list is partially purged on a monthly schedule. The waiting list remains open with approximately 200 or more new applications received each month.

There is an increased demand in affordable housing due to reduced household incomes and/or substantial increase in basic household expenses, it is anticipated the waiting list will continue to grow.

The voucher waiting list process is subject to change if we experience significant budget cuts.

There are approximately 930 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	459	Affordable Market Rates; Owned by Lincoln Housing Authority.
	Scattered Locations	9	Affordable Market Rates—used by partner agencies for transitional housing or other special programs.
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>1,131</b>	<b>Units Owned and/or Managed</b>

Mod. Rehab.	Scattered Sites	10	Section 8 Moderate Rehabilitation Program
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## NARRATIVE DESCRIPTION OF OTHER HOUSING UNITS

### Arnold Heights (468 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 9 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. LHA is exploring alternatives to the future use of this space including additional apartments, new laundry facilities or other amenities for tenants.

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 townhouses with full basements and attached garages. The Authority-owned portion of the Wood Bridge project consists of 16 two bedroom apartments and 18 townhouses. 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 townhouses 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.

### 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.

### Moderate Rehabilitation Program

Lincoln Housing Authority has maintained ongoing Moderate Rehabilitation contract with a specific owner who received a low interest loan to revitalize property at 1500 block of D street. The owner maintains 10 one-bedroom multi-family units that receive rental subsidy through the Moderate Rehabilitation program.

## **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**

No new initiatives are proposed for 2011-2012.

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

- A. Activities Description
- B. Update on the Status of Activity

### RENT REFORM INITIATIVES

#### Rent Reform 1

#### ACTIVITY: INTERIM RE-EXAMINATIONS

Interim Reexaminations (HCV & PH Programs)

Year Identified: April 1, 1999

Effective Date: July 1, 1999

#### A. DESCRIPTION

Lincoln Housing Authority has continued the following policy for interim re-examinations. It should be noted that the policy on income increases does not require an MTW waiver but we believe the section on income decreases, specifically the 90 day period for a rent adjustment, does require MTW flexibility. This interim policy affects households who have reduced or terminated employment. It delays rent decreases for 90 days after the decrease in income occurred or after all verifications are received. HUD regulation at 24 CFR 982.516(b)(2) and (3) states "The PHA must make the interim determination within a reasonable time after the family request. Interim examinations must be conducted in accordance with policies in the PHA administrative plan". However, the Housing Choice Voucher guidebook on page 12-10 defines "reasonable time" as the first day of the month following the date of the reported change.

We chose to list the policies together. When LHA initially began the MTW program, the policy on income increases was part of our MTW plan as a way to encourage and reward households for increasing income such as through new employment.

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 changed accordingly.

Income decrease: 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. Families who terminate their employment for good cause will be eligible for an immediate interim review and rent decrease, if applicable. Good cause will include lay-off, reduction in force, accident, injury, or illness which precludes work. In consideration of hardship, families will be exempt from this 90 day delay if they meet one of the exemptions for the Minimum Earned Income (MEI) requirement shown elsewhere in this plan.

## **B. UPDATE ON STATUS OF ACTIVITY**

This initiative has been part of LHA's MTW program since the beginning. It is seen 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. Lincoln has maintained a relatively low unemployment rate with the most recent report showing an unemployment rate of 3.7% (August, 2011).



## **Rent Reform 2**

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

This activity is really a package of initiatives (A. - D.) related to how we calculate annual income and rent. These combine together to not only encourage self-sufficiency but also achieve administrative efficiencies.

#### Calculation of Annual Income (HCV & PH Programs)

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

Year Identified: November, 2007  
Effective Date for B and C: April 1, 2008 (new admissions and transfers)  
July 1, 2008 (annual re-examinations)

#### **A. 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 eight 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 a rate of 2% multiplied by the face value. Verification requirements are modified to allow as first level of acceptable verification the household provided documents such as 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. Verifications**

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.

The above earned income example has now become acceptable under PIH Notice 2010-09. For Social Security, LHA will accept the most recent statement issued to the recipient even if older than 60 days.

**D. Other**

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.

**B. UPDATE ON STATUS OF ACTIVITY**

The MEI has been a part of the housing authority’s MTW program from the beginning. Over the years, the MEI has gradually increased in step with increases in the federal minimum wage as shown in the chart below.

Federal Hourly Minimum Wage:	<u>Annual MEI</u>		
	<u>at 25 hours/week</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

Lincoln has benefitted from a low unemployment rate. In February 2011, the Lincoln Metropolitan Statistical Area (MSA) had the nation’s lowest unemployment rate of 3.5% compared to a national rate of 9.4%. A more recent report (August 2011) showed Lincoln with a 3.7% unemployment rate----still the lowest in the nation. Among our non-elderly or non-disabled households, 80% of public housing households and 60% of voucher households have income from wages. We believe this is a very positive statistic, particularly when you take note that we have a high number of new admissions to the voucher program and give a preference to households with ADC (TANF) income and not working.

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.

## **Rent Reform 3**

### **ACTIVITY: RENT CALCULATIONS**

#### Minimum Rent and 27% TTP (HCV & PH Programs)

Year Identified: November, 2007

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

#### **A. DESCRIPTION**

1. Total Tenant Payment (TTP) is determined on 27% of gross income with no allowable deductions.
2. 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 if the head of household is disabled and has a current Social Security application pending.
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.

## **B. UPDATE ON STATUS OF ACTIVITY**

Lincoln Housing Authority tenants and landlords alike find our simplified rent 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. Our recent annual report shows approximately 30% time savings in administration compared to non-MTW administrative time. That additional time has allowed us to add more vouchers and do more auditing without adding staff.

## **Rent Reform 4**

### **ACTIVITY: RENT BURDEN**

Rent Burden (HCV Program)

Year Identified: November, 2007

Effective Date: February 1, 2008

#### **A. 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.

#### **B. 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, we did see an increasing number of households who put 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, participants and advocates involved in the VASH ( prior to MTW conversion, effective October 1, 2011) 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.

As shown in our most recent annual report, this initiative expands housing opportunities and spatial dispersal of voucher holders.

## Rent Reform 5

### ACTIVITY: AVERAGE UTILITY ALLOWANCES

Average Utility Allowances (HCV Program)

Year Identified: April 1, 1999

Effective Date: July 1, 1999

#### A. 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.

Following is the chart representing target rents and utility allowances.

Fair Market Rents effective October 1, 2011

Utility Allowances effective February 1, 2012

Bedroom Size	Fair Market Rent	Payment Standard	Payment Standard as a Percent of FMR	Target Rent	Utility Allowance
SRO	<b>\$350</b>	\$338	96.8%	\$303	\$35
0	<b>\$466</b>	\$451	96.8%	\$405	\$46
1	<b>\$523</b>	\$506	96.8%	\$437	\$69
2	<b>\$665</b>	\$644	96.8%	\$536	\$108
3	<b>\$933</b>	\$904	96.9%	\$766	\$138
4	<b>\$1,131</b>	\$1,095	96.9%	\$912	\$183
5	<b>\$1,301</b>	\$1,259	96.8%	\$1,044	\$215
6	<b>\$1,470</b>	\$1,423	96.8%	\$1,181	\$242
Lot Rent	<b>\$266</b>	\$258	96.9%		

## **B. 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. 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. In addition, we have a very low error rate on utility allowance calculations compared to our non-MTW programs. At non-MTW programs, utility allowance calculations have been in the top 5 of RIM errors.

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

## OTHER INITIATIVES

### Initiative 1

#### ACTIVITY: INCOME ELIGIBILITY

Income Eligibility (HCV & PH Programs)

Year Identified: April 1, 1999

Effective Date: July 1, 1999

#### A. 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.

#### B. 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. As part of our annual MTW report, we do measure income levels at admissions and found that we continue to meet federal targeting standards. given the nature of the preference system. In addition and because of our preferences and the size of our voucher program in relation to the public housing program, we continue to meet the statutory objective to ensure that at least 75% of the families assisted are very low-income families, as defined in section 3(b)(2) of the 1937 Act. This activity does not interfere with achieving that objective. 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.



## **Initiative 2**

### **ACTIVITY: RESTRICTED PORTABILITY**

Restricted Portability (HCV Program)

Year Identified: April 1, 1999

Effective Date: July 1, 1999

#### **A. DESCRIPTION**

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

#### **B. 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.

## **Initiative 3**

### **ACTIVITY: BIENNIAL RE-EXAMINATIONS**

Biennial Re-examinations (HCV and PH)

Year Identified: November, 2008

Effective Date:

Public Housing:

Effective March 15, 2009 for new move-ins

Effective July 1, 2009 for current tenants

Housing Choice Voucher

Effective April 1, 2009 for new admissions

Effective July 1, 2009 for some current program participants (see transition plan )

#### **A. 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.

#### **B. UPDATE ON STATUS OF ACTIVITY**

This activity was successfully implemented and is ongoing. We have had some challenges with tracking annual reviews completed. We have 3 options: 1) tracking by worker, 2) using our housing software, or 3) using PIC 50058 MW Adhoc reports. Each method has imperfections.. This is discussed in detail in our annual report for FY 2010-2011. We have implemented a new strategy to obtain the most accurate data on the number of annual re-exams completed.

## **Initiative 4**

### **ACTIVITY: HQS INSPECTIONS WAIVER**

HQS Inspections Waiver (HCV Program)

Year Identified: November, 2008

Effective Date: April 1, 2009

#### **A. 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 365 days of the previous inspection. HUD's interpretation resulted with a schedule of re-inspections every 10 months to ensure compliance with the interpretation of "every 365 days." Special inspections will continue to occur as determined by LHA. HUD's Request for Tenancy Approval form was modified to satisfactorily implement this inspection incentive initiative.

#### **B. 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 is established by the participant's annual re-examination date. This was fully implemented by June 30, 2011.

With this policy change tracking the next inspection date has become a little more complicated since our housing/inspection software does not accommodate this change. Our housing software automatically creates the next inspection date based on the last inspection date. So staff must remember

to manually change the automatic populated next inspection date to coincide with the next re-examination date and the inspection incentive policy.

**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 fully implemented by June 30, 2010. The administrative cost savings started in April 2010 as we began to waive annual inspections in accordance to the new policy. The efficiency of this initiative will begin to be evaluated in the fiscal year 2011-2012. The number of inspections will vary from year to year since it is based on inspections that pass at the initial inspection. This past fiscal year, the inspection failure rates increased due to a change in inspection standards and procedures. Again with this policy change, tracking the next inspection date is more challenging as it requires our staff to manually edit the next inspection date in our housing software. A supervisor must run a report comparing the initial inspection date with the pass inspection date and then compare the next annual re-examination date to determine the correct “next inspection” date.

There is extra administrative work for LHA to monitor the impact of this policy. 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 TAB 1 Appendix B.

## **Initiative 5**

### **ACTIVITY: Inspections and Rent Reasonable Determinations Regardless of Ownership or Management Status**

HQS Inspections Waiver (HCV Program)

Year Identified: November, 2010

Effective Date: April 1, 2011

#### **A. DESCRIPTION**

This was a new initiative in our 2011-2012 plan year. LHA is performing all Inspections and Rent Reasonableness determinations regardless of ownership of property management status. LHA performs these actions on all tenant and project based voucher units that are owned or managed by LHA.

#### **B. UPDATE ON STATUS OF ACTIVITY**

LHA performs inspections and rent reasonableness determinations on the property owned or managed by LHA. This initiative has eliminated the administrative work of acquiring and maintaining a contract to perform inspections and rent reasonableness determinations. Cutting out the middle man, the contractor; improves administrative efficiencies, eliminates confusion for the voucher participant, and improves the response time for performing inspections.

## **Initiative 6**

### **ACTIVITY: Project-Based Section 8 Units**

Project-Based Section 8 Units (HCV Program)

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

Year Identified: 2010

Effective Date: Pending: To be implemented in 2011-2012 plan year.

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

Year Identified: 2010

Effective Date: Pending receipt of a viable application

### **A. DESCRIPTION**

This was a new initiative in our 2011-2012 plan year.

#### **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. LHA's plan was 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.

#### **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 are being 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 complies 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.

## **B. UPDATE ON STATUS OF ACTIVITY**

In April 2011, a project-based application was received from Creekside Apartments that would provide on-site case management services to households with chronic and serious mental illness. Unfortunately the environmental review was unfavorable because these units were located in an 100 year flood plain, thus the application was not accepted. LHA will continue to accept applications through an “other competitive process” to project base a maximum of 20 units.

In November, 2011, LHA submitted a written proposal to the HUD State Office requesting approval to implement project-based HCV assistance for 58 LHA-owned units at Crossroads House Apartments. Under this proposal, LHA plans to phase-in the project-based assistance during a three-year period from the original executed contract to prevent the displacement of any households over the 50% median income limit. The phase-in period allows the opportunity to maintain 100% leasing without undue hardship on the voucher program budget and leasing requirements. This proposal is pending a response from the HUD State Office.

## **Initiative 7**

### **ACTIVITY: Nebraska RentWise Tenant Education Program:**

Nebraska RentWise Tenant Education Program (HCV and PHProgram)

Year Identified: November, 2010

Effective Date: October 1, 2011

#### **A. DESCRIPTION**

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

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

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:

1. Managing Your Money
2. Communicating with Landlords and Neighbors
3. Finding a Place to Call Home
4. Getting Through the Rental Process
5. Taking Care of a Home
6. 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 to 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.

## **B. UPDATE ON STATUS OF ACTIVITY**

This was a new activity for our 2011-2012 MTW Annual Plan. Our plan had an anticipated effective date of November 1, 2011 but was contingent on a second amendment to our MTW agreement to allow for a broader use of MTW funds. A local grant providing funding for Rentwise to September 30, 2011. The contract amendment for broader uses of funds was needed to continue RentWise and was approved by HUD on September 23, 2011.

This activity was implemented October 1, 2011 upon completion of the local grant funding. Each twelve hour series is scheduled over three days and each series is scheduled at least two times per month. The program allows for 50 registrants per session and sessions are currently scheduled through December, 2012. RentWise is a pre-housing activity and participants are determined as income-eligible for RentWise based on self-declaration of income.

Altogether, there have been 1,306 graduates of the program. There are 1,507 participants who have taken one or more segments of the program or are scheduled to take their first session in the next six months. The program has been very well received by tenants and landlords. Some landlords offer incentives to RentWise graduates such as waiver of application fee or reduced deposit.

In January, 2012, LHA will have a temporary intern who will be tasked with organizing and evaluating RentWise data for the purpose of evaluating the program's impact.

Arabic speaking Nebraska RentWise sessions are scheduled for February 2012 to accommodate a popular request and community need.

## **Initiative 8**

### **ACTIVITY: Resident Services Program**

Resident Services Program (HCV Program)

Year Identified: November, 2010

Effective Date: October 1, 2011

#### **A. DESCRIPTION**

Under the broader use of funds authority, Lincoln Housing Authority proposed to use combined MTW funds to support a resident services program at Crossroads House Apartments. It was proposed that, through an interlocal agreement, the resident services program would 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.

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.

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. Participation in services by residents is not mandatory and is at the option of the resident. 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.

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.

## **B. UPDATE ON STATUS OF ACTIVITY**

This was a new activity for our 2011-2012 MTW Annual Plan. This activity was specifically tied to an MTW contract amendment for a broader use of federal funds. The contract amendment was approved by HUD on September 23, 2011.

LHA implemented this initiative through an interlocal agreement with Lincoln Area Agency on Aging. Services under this initiative were effective October 1, 2011. The service coordinator from LAAA is providing service coordination and the Professional Assessment Committee (PAC) is reviewing and approving case plans. During December 2011, there are 48 individuals receiving case management in the program. There are 24 individuals receiving supportive services with this funding: 0 personal care assistance, 16 housekeeping assistance, 12 transportation assistance.

Through service coordination, residents also receive assistance with services not funded under this program. The service coordinator spends much time explaining services and benefits to residents and families, communicating and problem solving with service agencies, physicians, and other health care providers and building managers. New problem situations arise regularly and they are addressed quickly. Service coordinator works with residents who are hospitalized or have temporary nursing home stays to plan for return home with supportive services.

**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 2012-2013 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 TAB 1 Appendix C for Capital Fund Program Report and Plan

<b>Financial Resources: Planned Sources and Uses of Funds April 1, 2012 to March 31, 2013</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	\$440,000	\$440,000				Public Housing Operations
-Public Housing Capital Grant	\$445,404	\$445,404				Public Housing Capital Improvements
-Public Housing ROSS Service Coordinator Grant	\$72,015			\$72,015		ROSS Service Coordinator
-Public Housing FSS Ross Grant	\$51,850			\$51,850		FSS Coordinator
-Section 8 Housing Assistance*	\$13,659,500		\$12,854,000	\$805,500		Housing Assistance Payments
-Section 8 Administrative Fees	\$1,340,500		\$1,307,820	\$32,680		Section 8 Operations
-HCV FSS Coordinator	\$60,950			\$60,950		FSS Coordinator
-Home Funds	\$25,000			\$25,000		Security Deposit Assistance
<b>RENTAL INCOME</b>						
-Dwelling Leases	\$6,105,000	\$1,090,000		\$5,015,000		Operations
-Parking Garages	\$73,750			\$73,750		Operations
<b>OTHER INCOME</b>						
-Interest	\$271,250	\$3,250	\$18,000	\$250,000		Operations
-Tenants	\$159,200	\$43,000	\$7,100	\$109,100		Operations
-Other - Laundry, Etc.	\$68,700	\$27,650	\$4,500	\$36,550		Operations

-Direct Reimbursements	\$450,650			\$450,650		Reimbursement of Expenses
-Grants	\$24,000			\$24,000		Services
<b>CENTRAL OFFICE COST CENTER</b>						
-Management Fee	\$1,178,880			\$133,100	\$1,045,780	Operations
-Bookkeeping Fee	\$376,240			\$13,350	\$362,890	Operations
-Asset Management Fee	\$130,780				\$130,780	Operations
-Capital Improvements Fee	\$113,790				\$113,790	Administer Capital Improvements
-Fees for Service	\$2,239,400				\$2,239,400	Service Expenses: Central Maintenance, Inspections, and Intake
-Direct Reimbursements						
<b>TOTAL SOURCES</b>	\$27,286,859	\$2,049,304	\$14,191,420	\$7,153,495	\$3,892,640	

**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	\$150,000	\$12,180
Mainstream Vouchers	20	\$65,000	\$13,700
Mod Rehab	10	\$27,500	\$6,800
Burke Plaza	89 (2 additional units are not under contract)	\$358,000	
New 32	32	\$205,000	
<b>Total</b>	<b>211</b>	<b>\$805,500</b>	<b>\$32,680</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).

D. Alternative Fee and/or Cost Allocation Methodology

This part of Section VII of the Annual MTW Plan is **NOT APPLICABLE** to Lincoln Housing Authority:

E. Description of Single-Fund Flexibility

Effective September 23, 2011, Lincoln Housing Authority has an MTW contract amendment for a broader use of federal funds. Two initiatives are tied to the broader uses of funds and utilize the single fund budget. Refer to Initiatives 7 and 8 in Section VI Ongoing MTW Activities.

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 TAB 1 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 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. The HUD form 50066, Certification of Domestic Violence, Dating Violence or Stalking is added to each new HAP contract.

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

See TAB 1 Appendix D

# TAB 1. Appendices

- A. Board Resolution Adopting MTW Plan  
Annual MTW Certifications of Compliance
- B. Request for Inspection and Unit Information Form
- C. Capital Fund Program
  - Annual Statement/Performance and Evaluation Reports
  - Five Year Action Plan
- D. Resident and Public Comment and Agency Response
- E. LHA Request and HUD Approval Letters Regarding VASH under MTW

# **Appendix A**

## **Board Resolution Adopting the Annual MTW Plan**

### **Certification of Compliance**

HOUSING AUTHORITY  
OF THE  
CITY OF LINCOLN, NEBRASKA

**RESOLUTION NO. 804**

APPROVING THE LINCOLN HOUSING AUTHORITY  
MOVING TO WORK ANNUAL PLAN  
SUBMITTAL FOR FY 2012-2013

WHEREAS, the U. S. Department of Housing and Urban Development has entered into an agreement with the Lincoln Housing Authority for participation in the HUD Moving To Work Demonstration Program; and

WHEREAS, under the Moving To Work agreement, the Lincoln Housing Authority is required to prepare and submit to HUD an Annual Moving To Work Plan; and


WHEREAS, the Lincoln Housing Authority has prepared a Moving To Work Plan for FY 2012-2013 in accordance with HUD's rules, regulations and guidance; and

WHEREAS, the MTW Annual Plan must be approved by the LHA Board of Commissioners for submittal to HUD;

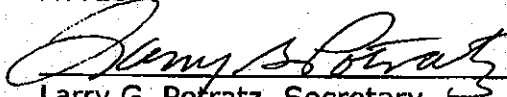
NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Lincoln that the FY 2012-2013 Annual Moving To Work Plan is hereby approved for submittal to HUD; and

BE IT FURTHER RESOLVED by the Board of Commissioners that the chairperson of the board is authorized to sign the HUD-required certifications of compliance to be submitted to HUD in conjunction with the FY 2012-2013 Annual Moving To work Plan submittal.

Dated this 12<sup>th</sup> day of January, 2012.

  
\_\_\_\_\_  
Orville Jones III, Chairperson

ATTEST:

  
\_\_\_\_\_  
Larry G. Potratz, Secretary

**Annual Moving to Work Plan  
Certifications of Compliance**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning 4/1/2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).

17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.

18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Housing Authority of the  
City of Lincoln, Nebraska

NE002

PHA Name

PHA Number/HA Code

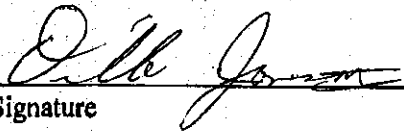
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729,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

Orville Jones III

Chair, Board of Commissioners

Name of Authorized Official

Title

  
Signature

01/12/2012

Date

## **Appendix B**

### **Request for Inspection and Unit Information Form**



**Request for Inspections and Unit Information  
Moving to Work Housing Choice Voucher Program**



P.O. Box 5327 • 5700 R Street • Lincoln, NE 68505  
Phone: (402) 434-5500 • Fax: (402) 434-5502

Owner:

Thank you for your interest in working with Lincoln Housing Authority to provide affordable housing.

Please complete and return the attached form with your potential tenant.

The form may be mailed, hand delivered, or faxed with the original mailed.

Return the form to:  
Lincoln Housing Authority (LHA)  
5700 R Street  
Lincoln, NE 68505

Fax (402) 434-5502

An inspection of your unit will be scheduled once we receive the completed form. At the time of the appointment our inspector will determine with you if the unit meets minimum Housing Quality Standards (HQS) and if the proposed rent is acceptable within the current market conditions.

If you have any questions about this form, the inspection or the process to participate as an owner with the Moving to Work Housing Choice Voucher program, please feel free to contact the Inspections Department at (402) 434-5522.

## Owner Information Only

### Lease Information

After the unit passes inspection and before LHA can approve the Housing Assistance Payment (HAP) contract with the owner, the owner must provide LHA a copy of the signed lease with the tenant.

The following items are required to be disclosed in the lease.

1. **Contract Rent** (as approved by the inspector).
2. **Address** of the unit including any apartment number.
3. **The term of the lease** must match the HAP contract. The term must be for a 12 month period but not more than 12 months. Example lease starts on 01-15-10, then it must end 12-31-10.
4. **Renewal terms.** Will the lease continue month-to-month or year-to-year?
5. **Utilities.** State what utilities the owner will provide and what utilities the tenant will provide.
6. **Appliances.** State what appliances are provided by the owner such as stove, refrigerator, dishwasher, washer and dryer and etc.
7. **Signatures** by both the tenant and owner/property manager.

The HUD tenancy addendum will be attached to your lease once LHA approves the Housing Assistance Payment contract with you.

### Payment Information

After the unit passes inspection, LHA will mail the owner a Housing Assistance Payment (HAP) contract. The owner will return the signed contract with their signed lease for LHA's approval. Once LHA approves the contract and lease, the payment will be issued to the owner via direct deposit. All Housing Assistance payments made to the owner is reported to the Internal Revenue Service (IRS) as indicated on the W-9 on file with LHA.

Please note: The owner (including a principal or other interested party) cannot be the parent, child, grandparent, grandchild, sister or brother of any member of the family unless LHA has determined (and has notified the owner and the family of such determination) that approving the lease of the unit, notwithstanding such a relationship, would provide reasonable accommodation for a family member who is a person with disabilities.

### Inspection Incentive

Typically, LHA is required to inspect each assisted unit on a yearly basis. The incentive is if your unit passes inspection at the first inspection and does not require additional items to be rechecked at a later date, then LHA will skip the following year's required annual inspection.

APPENDICES: 8



P.O. Box 5327 • 5700 R Street • Lincoln, NE 68505  
 Phone: (402) 434-5500 • Fax: (402) 434-5502

**The entire form must be completed and returned.**

**Office Use Only**

Inspection Date: \_\_\_\_\_  
 Time: \_\_\_\_\_  
 Inspector: \_\_\_\_\_  
 Tenant name: \_\_\_\_\_

**Unit Information**

**Address of Unit to be rented**

Street Address	Apartment #	Zip Code
----------------	-------------	----------

**What are you proposing to charge for rent?**

Rent Amount?	Date unit available for inspection?
--------------	-------------------------------------

**Unit information**

<input type="text"/> # of bedrooms	<input type="text"/> Year constructed
------------------------------------	---------------------------------------

**Unit Type: Check one**

- Apartment       Duplex       House       Town House/Row House  
 Mobile Home       Tri-plex

**Who will be responsible to pay for the following utilities?**

The tenant can be responsible any utilities provided to the unit as long as the utility is metered separately from other tenants and common areas.

Check box	Who pays?	Fuel type?
Heating	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Cooling	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Other Electric	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Cooking	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Water Heating	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Water/Sewer	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	
Trash collection	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	

**Who will be responsible to provide the following appliances?**

Check box	Who provides?	What utility does it use?
Range/Stove	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	<input type="checkbox"/> Gas <input type="checkbox"/> Electric
Refrigerator	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant	

**Please check the box, if the owner will provide the following**

- Dishwasher       Disposal       Washer       Dryer       Microwave       Garage

**Are you related to any household member who will be residing in the unit?**  Yes  No

If yes, how are you related? \_\_\_\_\_

**Is this unit federally subsidized by another program?**  Yes  No

If yes, check the box that indicates the type of subsidy.

- Home       Section 202       Section 221(d)(3)(BMIR)       Tax Credit  
 Section 236 (Insured and noninsured)       Section 515 Rural Development  
 Other \_\_\_\_\_

**Indicate the number of units in the building or apartment complex**

(If 5 or more units, please complete the following comparison.)

Provide three (3) comparisons of contract rent for any "unassisted" units that are similar to the unit listed above, i.e. same bedroom size, and located within the same premise. Start with comparable units with lowest rent first.

Address and unit number	Rent amount	Date lease/rent started

APPENDICES: 9



Please note that LHA has not screened the family's behavior or suitability for tenancy. Screening is the owner's own responsibility.

**Tenant and Owner Representative: By signing this form, you certify the information given to Lincoln Housing Authority is accurate and complete to the best of your knowledge and belief.**

Print or Type Name of Owner/Owner Representative		Print or Type Name of Household Head	
Signature		Signature (Household Head)	
Business Address (street address, city, state and zip)		Present Address of Family (street address, apartment no., city, state, & zip)	
Telephone	Date (mm/dd/yyyy)	Telephone Number	Date (mm/dd/yyyy)
Owner or property manager Email address			

Attention Owner/Manager- Check Proceeds will be reported to the IRS as indicated on the W-9 on file with LHA. Please complete the following as it appears on the W-9 on file with Lincoln Housing Authority.

Owner Name:
Owner Social Security Number or Federal ID number:

**ESTIMATE ONLY!**

If Rent is equal to or exceeds \$\_\_\_\_\_ (target rent) then the Maximum Payment from LHA will be \$\_\_\_\_\_.

Final payment determination is made after contracts are approved by LHA.

Tenant Information	Office Use Only
Tenant/Applicant name _____	#SSN _____
_____ Voucher BR Size	_____ Family Size
Minors under 6 years old: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Next Annual Re-exam to be completed by _____	
Housing Representative _____	Payment Standard _____ Target rent _____

APPENDICES: 10

## Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards - Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint chips and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling. Lessees must also receive a Federally approved pamphlet on lead poisoning prevention.

### Owner please complete with tenant or provide a copy of your lead-based paint disclosure statement.

**Non-applicable** - Unit was built after 1978 (If you checked box, skip to Certification of Accuracy Section)

#### **Lessor's (Owner) Disclosure (Owner initial where applicable)**

Initial \_\_\_\_\_ (a) Presence of lead-based paint or lead-based paint hazards (check one below):

Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

Initial \_\_\_\_\_ (b) Records and reports available to the lessor (check one below):

Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

#### **Lessee's (Tenant) Acknowledgment (Tenant initial where applicable)**

Initial \_\_\_\_\_ (c) Lessee has received copies of all information listed above.

Initial \_\_\_\_\_ (d) Lessee has received the pamphlet *Protect Your Family from Lead in Your Home*.

#### **Agent's Acknowledgment (Agent initial if applicable)**

Initial \_\_\_\_\_ (e) Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852(d) and is aware of his/her responsibility to ensure compliance.

#### **Certification of Accuracy**

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Lessor (Owner) \_\_\_\_\_ Date \_\_\_\_\_

Lessee (Tenant) \_\_\_\_\_ Date \_\_\_\_\_

APPENDICES: 11

# **Appendix C**

## **Capital Fund Program**

**Annual Statement/Performance and Evaluation Report**

**and**

**Five Year Action Plan**

# **Annual Statement/Performance & Evaluation Report**

## **Original Annual Statement**

**(NE26P00250-12)**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>Grant Type and Number</b>		FFY of Grant: 2012 FFY of Grant Approval:	
PHA Name: Housing Authority of the City of Lincoln, Nebraska		Capital Fund Program Grant No: NE26P002501-12 Replacement Housing Factor Grant No: _____ Date of CFFP: _____			
Type of Grant		<input type="checkbox"/> Reserve for Disasters/Emergencies			
<input checked="" type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: _____)			
<input type="checkbox"/> Performance and Evaluation Report for Development Account		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Obligated	Total Actual Cost <sup>1</sup>	Expended
		Original			
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	44,540			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	38,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	352,864			
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		FFY of Grant: 2012	
PHA Name: Housing Authority of the City of Lincoln, Nebraska		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: NE26P002501-12 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: )
	<input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
		Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)	10,000	
20	Amount of Annual Grant:: (sum of lines 2 - 19)	445,404	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	30,000	
Signature of Executive Director		Signature of Public Housing Director	
Date		Date	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2012						
PHA Name: Housing Authority of the City of Lincoln, Nebraska		Grant Type and Number Capital Fund Program Grant No: NE26P002501-12 CFFP (Yes/ No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA/Wide	Administration	1410		44,540				
HA/Wide	Fees and Costs	1430		38,000				
002 MMA	Replace Hall Lights	1460		30,000				
	Update Security System	1460		20,000				
	Repair Concrete	1460		3,864				
003 HALL	Replace Retaining Walls	1460		12,000				
	Repair Concrete	1460		9,000				
004 HANSEN	Replace Retaining Walls	1460		5,000				
	Repair Concrete	1460		10,000				
005 LAR	Repair Concrete	1460		4,000				
006 PED	Replace Retaining Walls	1460		11,000				
	Repair Concrete	1460		7,000				
009 P-30	Replace Retaining Walls	1460		20,000				
	Repair Concrete	1460		7,000				
011 A-12	Replace Retaining Walls	1460		12,000				
	Repair Concrete	1460		7,000				
013 F-39	Roofs	1460		48,000				
	Water Taps	1460		80,000				
	Slabs and Foundations	1460		40,000				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part II: Supporting Pages		Federal FFY of Grant: 2012									
PHA Name: Housing Authority of the City of Lincoln, Nebraska		Grant Type and Number Capital Fund Program Grant No: NE26P002501-12 CFFP (Yes/No): Replacement Housing Factor Grant No:					Total Estimated Cost		Total Actual Cost		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work			
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>				
013 F-39	Replace Retaining Walls Decks	1460		10,000							
	Repair Concrete	1460		5,000							
HA WIDE	Contingency	1502		12,000							
				10,000							

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>							
PHA Name: Housing Authority of the City of Lincoln, Nebraska							
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	Federal FFY of Grant: 2012	
	Original Obligation Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date			
HA/WIDE ADM	12/31/2014		12/31/2015				
HA/WIDE FEES	12/31/2014		12/31/2015				
002 MMA	12/31/2014		12/31/2015				
003 HALL	12/31/2014		12/31/2015				
004 HANSEN	12/31/2014		12/31/2015				
005 LARSON	12/31/2014		12/31/2015				
006 PEDERSON	12/31/2014		12/31/2015				
009 P-30	12/31/2014		12/31/2015				
011 A-12	12/31/2014		12/31/2015				
013 F-39	12/31/2014		12/31/2015				

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date			

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

# **Capital Fund Program Report and Plan**

## **Five Year Action Plan**

### **Original 5 Year Plan**

Capital Fund Program—Five-Year Action Plan

<b>Part I: Summary</b>						
PHA Name/Number Housing Authority of the City of Lincoln, Nebraska (NE002)		Locality (City/County & State) Lincoln, Nebraska		X Original 5-Year Plan <input type="checkbox"/> Revision No:		
A.	Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014	Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
B.	Physical Improvements Subtotal		361,864	361,864	361,864	362,864
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		44,540	44,540	44,540	44,540
F.	Other		39,000	39,000	39,000	38,000
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		445,404	445,404	445,404	445,404
L.	Total Non-CFP Funds					
M.	Grand Total		445,404	445,404	445,404	445,404

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011

Part I: Summary (Continuation)

PHA Name/Number Housing Authority of the City of Lincoln, Nebraska (NE002)	Development Number and Name	Work Statement for Year 1 FFY _____	Locality (City/county & State) Lincoln, Nebraska		Revision No:		
			Work Statement for Year 2 FFY 2013	Work Statement for Year 3 FFY 2014		Work Statement for Year 4 FFY 2015	Work Statement for Year 5 FFY 2016
		Annual Statement					
HA/Wide	Admin.		44,540	44,540		44,540	
HA/Wide	Fees and Costs		39,000	39,000		39,000	
002	MMA		98,000	242,000		54,000	110,000
003	HALL		7,000			72,500	6,900
004	HANSEN		6,000	72,000		80,464	14,400
005	LAR		105,000			45,600	7,200
006	PED		93,000	36,000		18,000	55,200
009	P-30		32,000			59,000	117,000
011	A-12		5,000			4,800	46,800
013	F-39		5,864			16,500	
		Subtotal	434,404	433,540		434,404	440,040
HA/Wide	Contingency		10,000	11,864		10,000	5,364



**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY	Work Statement for Year: 2 FFY 2013		Work Statement for Year: 3 FFY 2014			
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
	HA/WIDE Admin.		44,540	HA/WIDE Admin.		44,540
	HA/WIDE Fees & Costs		39,000	HA/WIDE Fees & Costs		39,000
	002 MMA Parking Lot		10,000	002 MMA Maintenance Facility		110,000
	Redesign Entry/Office Concrete		80,000	Ranges		60,000
	003 HALL Concrete		8,000	Refrigerators		72,000
	004 HAN Concrete		7,000	004 HAN Replace AC		72,000
			6,000	006 PED Replace AC		36,000
	005 LAR Roofs		87,000	HA/WIDE Contingency		11,864
	Tuckpoint Brick Concrete		12,000			
	006 PED Roofs		6,000			
	Concrete		87,000			
	009 P-30 Concrete		6,000			
	Tuckpoint Brick		7,000			
	011 A-12 Concrete		25,000			
	013 F-39 Concrete		5,000			
	HA/WIDE Contingency		5,864			
			10,000			
	Subtotal of Estimated Cost		\$445,404	Subtotal of Estimated Cost		\$445,404

**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY	Work Statement for Year : 4 FFY 2015			Work Statement for Year: 5 FFY 2016		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
Sec Annual Statement	HA/WIDE Admin.		44,540	HA/WIDE Admin.		44,540
	HA/WIDE Fees & Costs		39,000	HA/WIDE Fees & Costs		38,000
	002 MMA Washers & Dryers		10,000	002 MMA Elevator Update		40,000
	Emergency Call System		40,000	Community Room Remodel		70,000
	Concrete		4,000	Sec. 504 Common Areas		5,000
	003 HALL Attic Insulation		9,200	003 HALL Blinds		6,900
	Decks		28,800	CO Monitors		1,200
	Replace AC		34,500	004 HAN Blinds		14,400
	004 HAN Furnaces		72,000	CO Monitors		2,400
	Concrete		8,464	005 LAR Blinds		7,200
	005 LAR Attic Insulation		9,600	Sec. 504 Compliance		12,000
	Replace AC		36,000	CO Monitors		1,200
	006 PED Attic Insulation		9,600	006 PED Interior Doors Blinds		48,000
	Decks		8,400			7,200
	009 P-30 Attic Insulation		12,000	CO Monitors		1,200
	Replace AC		47,000	009 P-30 Roofs Blinds		73,000
	011 A-12 Attic Insulation		4,800			9,000
	013 F-39 Bmst. Windows		16,500	CO Monitors		1,500
	HA/WIDE Contingency		11,000	Sec. 504 Compliance		4,000
				011 A-12 Roofs Blinds		43,200
				CO Monitors		3,600
				013 F-39 Sec. 504		600
						4,000

APPENDICES 24

Capital Fund Program—Five-Year Action Plan

		CO Monitors			2,000
		HA/WIDE Contingency			5,264
Subtotal of Estimated Cost			\$445,404		
Subtotal of Estimated Cost					\$445,404

**Part III: Supporting Pages -- Management Needs Work Statement(s)**

Work Statement for Year 1 FFY	Work Statement for Year _____		Work Statement for Year _____	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
	Subtotal of Estimated Cost	\$	Subtotal of Estimated Cost	\$

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY	Work Statement for Year _____ FFY		Work Statement for Year _____ FFY	
	Development Number/Name General Description of Major Work Categories	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement				
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost
		\$		

# **Annual Statement/Performance & Evaluation Report**

## **FINAL Performance and Evaluation Report**

**(NE26P002501-09)**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		Grant Type and Number		FFY of Grant:			
PHA Name:		Capital Fund Program Grant No: NE26P002501-09		2009			
Housing Authority of the City of Lincoln		Replacement Housing Factor Grant No:		2009			
Date of CFFP:				FFY of Grant Approval:			
				2009			
Type of Grant		Total Estimated Cost		Total Actual Cost <sup>1</sup>			
Original		Revised <sup>2</sup>		Obligated		Expended	
Line	Summary by Development Account						
1	Total non-CFP Funds						
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>						
3	1408 Management Improvements						
4	1410 Administration (may not exceed 10% of line 21)	\$53,319	\$52,447	\$52,447	\$52,447	\$52,447	
5	1411 Audit						
6	1415 Liquidated Damages						
7	1430 Fees and Costs	\$50,000	\$29,941.10	\$29,941.10	\$29,941.10	\$29,941.10	
8	1440 Site Acquisition						
9	1450 Site Improvement						
10	1460 Dwelling Structures	\$403,000	\$442,087.90	\$442,087.90	\$442,087.90	\$442,087.90	
11	1465.1 Dwelling Equipment—Nonexpendable						
12	1470 Non-dwelling Structures						
13	1475 Non-dwelling Equipment						
14	1485 Demolition						
15	1492 Moving to Work Demonstration						
16	1495.1 Relocation Costs						
17	1499 Development Activities <sup>4</sup>						
18a	1501 Collateralization of Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)	\$26,876	0	0	0	0	
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$533,195	\$524,746	\$524,746	\$524,746	\$524,746	
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures	0	0	0	0	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Housing Authority of the City of Lincoln		Capital Fund Program Grant No.: NE26P002501-09	Replacement Housing Factor Grant No.:
Date of CFFP: _____		FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Summary by Development Account		<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Final Performance and Evaluation Report <input type="checkbox"/> Revised Annual Statement (revision no: )	
Line	Total Estimated Cost	Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>
	Original	Obligated	Expended
Signature of Executive Director <i>Almy A. Lewis</i>		Signature of Public Housing Director	
Date 10/17/2011		Date	



Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Lincoln		Grant Type and Number Capital Fund Program Grant No: NE26P002501-09 CFFP (Yes/ No):			Federal FFY of Grant: 2009				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
HA/Wide	Administration	1410		53,319	52,447	52,447	52,447	Complete	
HA/Wide	Fees and Costs	1430		50,000	29,941.10	29,941.10	29,941.10	Complete	
002 MMA	Remodel Bathrooms I	1460	80	225,000	379,742.47	379,742.47	379,742.47	Complete	
002 MMA	Remodel Bathrooms II	1460	40	0	35,670.61	35,670.61	35,670.61	Complete	
003 HALL	Replace Concrete	1460		6,000	12,043	1,369.52	1,369.52	Complete	
	Replace Retaining Walls	1460		12,000	0	0	0	Moved	
004 HAN	Replace Concrete	1460		6,000	1,617.54	1,617.54	1,617.54	Complete	
005 LAR	Install AC Access	1460		38,000	3,256	3,256	3,256	Complete	
	Replace Concrete	1460		6,000	1,359.29	1,359.29	1,359.29	Complete	
006 PED	Replace Concrete	1460		0	354.71	354.71	354.71	Complete	
009 P30	Replace Concrete	1460		6,000	1,542.86	1,542.86	1,542.86	Complete	
	Install Retaining Walls	1460		20,000	0	0	0	Moved	
011 A-12	Replace Concrete	1460		6,000	0	0	0	Moved	
	Replace Decks	1460		22,000	0	0	0	Moved	
012 F39	Replace Concrete	1460		6,000	17,174.90	17,174.90	17,174.90	Complete	
	Repair Foundations	1460		26,876	0	0	0	Moved	
HA/Wide	Contingency	1502		26,876	0	0	0	Changed	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Part II: Supporting Pages

PHA Name: Housing Authority of the City of Lincoln		Grant Type and Number Capital Fund Program Grant No: NE26P002501-09 CFFP (Yes/ No): 2009		Federal FFY of Grant: 2009		Status of Work				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Replacement Housing Factor Grant No:	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost			
					Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		

<sup>1</sup>To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup>To be completed for the Performance and Evaluation Report.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program							
PHA Name: Housing Authority of the City of Lincoln	Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2009	Reasons for Revised Target Dates <sup>1</sup>
		Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date		
	HA/Wide Admin	09/30/11	12/31/10	09/30/12	12/31/10		
	HA/Wide Fees & Costs	09/30/11		09/30/12	03/31/11		
	002 MMA	09/30/11	09/30/10	09/30/12	03/31/11		
	003 HALL	09/30/11	06/30/10	09/30/12	03/31/10		
	004 HAN	09/30/11	06/30/10	09/30/12	03/31/10		
	005 LAR	09/30/11	06/30/10	09/30/12	03/31/10		
	006 PED	09/30/11	06/30/10	09/30/12	03/31/10		
	009 P30	09/30/11	06/30/10	09/30/12	03/31/10		
	011 A-12	09/30/11	Moved	09/30/12	Moved		Did not replace any concrete
	013 F-39	09/30/11	06/30/10	09/30/12	06/30/10		

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.



**Annual Statement/Performance and Evaluation Report**

**Performance and Evaluation Report**

**for Period Ending 9/30/11**

**(NE26S002501-10)**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: NE26P002501-10 Replacement Housing Factor Grant No: _____ Date of CFFP: _____		FFY of Grant: 2010	FFY of Grant Approval: 2010
PHA Name: Housing Authority of the City of Lincoln					
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/2011		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report		<input type="checkbox"/> Revised Annual Statement (revision no: )	
Line	Summary by Development Account	Total Estimated Cost	Revised <sup>1</sup>	Obligated	Total Actual Cost <sup>1</sup>
		Original			Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	\$52,021	\$52,021	\$52,021	\$52,021
5	1411 Audit				
6	1415 Liquidated Damages	\$31,500	\$41,461.30	\$41,461.30	\$37,052.75
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$432,300	\$426,727.70	\$426,727.70	350,723.77
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	\$4,389	0	0	0
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$520,210	\$520,210	\$520,210	\$439,797.52
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	\$28,800	0	0	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name: Housing Authority of the City of Lincoln		FFY of Grant Approval: 2010	
Grant Type and Number Capital Fund Program Grant No.: NE26P002501-10		Replacement Housing Factor Grant No:	
Date of CFFP: _____			
Type of Grant <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 09/30/11		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost	Total Actual Cost <sup>1</sup>
Original		Revised <sup>2</sup>	Obligated
Date		Expended	
Signature of Executive Director <i>Glenn D. [Signature]</i>		Signature of Public Housing Director	
Date 10/17/2011		Date	

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part II: Supporting Pages												
PHA Name: Housing Authority of the City of Lincoln		Grant Type and Number Capital Fund Program Grant No: NE26P002501-10 CFFP (Yes/ No):				Federal FFY of Grant: 2010						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work				
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>					
HAWide	Administration	1410		52,021	52,021	52,021	52,021	Completed				
HAWide	Fees and Costs	1430		31,500	41,461.30	41,461.30	37,052.75	On Going				
002 MMA	Update/Replace Building Trash Compactor	1460	1	19,500	0	0	0	Moved				
	Remodel Baths Phase II	1460	40	0	185,659.05	185,659.05	185,659.05	Completed				
004 HAN	Replace Siding & Building Sill Plate	1460	31	0	228,300.02	228,300.02	165,064.72	On Going				
	Replace Siding Phase II	1460		0	12,768.63	12,768.63		On Going				
005 LAR	Replace AC	1460	24	28,800	0	0	0	Moved				
013 F-39	Repair Foundations	1460	3	0	0	0	0	Moved				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



<b>Part II: Supporting Pages</b>											
<b>PHA Name:</b> <b>Housing Authority of the City of Lincoln</b>			<b>Grant Type and Number</b> <b>Capital Fund Program Grant No:</b> NE26P002501-10 <b>CFPP (Yes/ No):</b>			<b>Federal FFY of Grant:</b> <b>2010</b>			<b>Status of Work</b>		
<b>Development Number Name/PHA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account No.</b>	<b>Quantity</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>		<b>Funds Expended <sup>2</sup></b>	<b>Funds Obligated <sub>2</sub></b>	<b>Funds Expended <sup>2</sup></b>	<b>Status of Work</b>
				<b>Original</b>	<b>Revised <sup>1</sup></b>	<b>Funds Obligated <sub>2</sub></b>	<b>Funds Expended <sup>2</sup></b>				

APPENDICES: 39

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.

Part III: Implementation Schedule for Capital Fund Financing Program									
PHA Name: Housing Authority of the City of Lincoln									
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2010		Reasons for Revised Target Dates		
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date					
HA/Wide Admin	09/30/12	12/31/10	09/30/13	12/31/10					
HA/Wide Fees & Costs	09/30/12	03/31/11	09/30/13	On Going					
002 MMA	09/30/12	06/30/11	09/30/13	06/30/11					
004 HAN	09/30/12	09/30/11	09/30/13	On Going					
005 LAR	09/30/12	Deleted	09/30/13	Moved				Project moved to CFP 2015	
HA/Wide Contingency	09/30/12	Deleted	09/30/13	Moved				Project moved to CFP 2011	

APPENDICES: 40

Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 Expires 4/30/2011

Part III: Implementation Schedule for Capital Fund Financing Program

PHA Name: Housing Authority of the City of Lincoln Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Federal FFY of Grant: 2010 Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

<sup>1</sup> Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

# **Annual Statement/Performance and Evaluation Report**

## **Revised Annual Statement**

### **Revision # 1**

**(NE26P002501-11)**

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

3 74%  
 3/20 PH  
 2/23/08 9/19/08  
 MTRW 2011 Plan

Part I: Summary		Grant Type and Number		FFY of Grant: 2011	
PHA Name: Housing Authority of the City of Lincoln, NE		Capital Fund Program Grant No: NE26P002501-11		FFY of Grant Approval: 2011	
		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant	Original	Revised <sup>1</sup>	Obligated	Total Actual Cost <sup>1</sup>	
Line	Summary by Development Account	Total Estimated Cost	Revised <sup>1</sup>	Obligated	Expended
1	Total non-CFF Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	52,021	44,540		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,000	40,000		
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	403,000	360,300		
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
7	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2011	
PHA Name: Housing Authority of the City of Lincoln, NE	Grant Type and Number Capital Fund Program Grant No: NE26P002501-11 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2011	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised
8a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)	25,189	
20	Amount of Annual Grant: (sum of lines 2 - 19)	564	
21	Amount of line 20 Related to LBP Activities	445,404	
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Signature of Public Housing Director	
Date 7/21/2011		Date AUG 03 2011	

<sup>1</sup> To be completed for the Performance and Evaluation Report  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2011				
PHA Name: Housing Authority of the City of Lincoln, NE		Grant Type and Number Capital Fund Program Grant No: NE26P002501-11 CFFP (Yes/No): Replacement Housing Factor Grant No:				
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost Original Revised <sup>1</sup>	Total Actual Cost Funds Obligated <sup>2</sup> Funds Expended <sup>2</sup>	Status of Work
HA/WIDE	Administration	1410		52,021	44,540	
HA/WIDE	Fees & Costs	1430		28,000	28,000	
002 MMA	Fees & Costs Design Work	1430		12,000	12,000	
88% physical	Paint Halls & Floors	1460		13,000	13,000	
	Replace Common Area Floor Covers	1460		27,000	27,000	
	Replace Building Compactor	1460		20,000	20,000	
	Replace Mechanical Pipes 1 <sup>st</sup> Floor	1460		90,000	90,000	
003 HALL	Replace Retaining Walls	1460	23	12,000	-0-	
	Replace Concrete	1460	12	18,000	9,000	
004 HAN	Replace Concrete	1460	12	12,000	6,000	
	Replace Siding Phase II	1460	17	-0-	135,000	
005 LAR	Replace Concrete	1460	9	8,000	4,000	
006 PED	Replace Concrete	1460	10	9,000	4,500	
009 P30	Replace Retaining Walls	1460	8	20,000	-0-	
011 A12	Replace Concrete	1460	12	12,000	6,000	
013-F39	Repair Foundations	1460	2	50,000	23,000	
	Replace Concrete	1460	22	28,000	17,000	
	Replace Roofs	1460	1	84,000	5,800	
HA/WIDE	Contingency	1502		25,189	564	

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement

<sup>2</sup> To be completed for the Performance and Evaluation Report

## **Appendix D**

# **Resident and Public Comment and Agency Response**



## PUBLIC PROCESS

As a part of the Moving To Work Annual Plan public process, the Lincoln Housing Authority published two notices of public hearing. The first public hearing notice was published in the Lincoln *Journal Star* on November 7, 2011, and the second notice was published December 1, 2011. Both notices informed the public of the scheduled December 8, 2011 public hearing for the Annual Moving To Work Plan. Each published notice provided information on how citizens could obtain a draft copy of the Plan. The draft Plan was available for review at eight public libraries throughout Lincoln. The draft Plan was also available to review on the Lincoln Housing Authority's website [www.L-housing.com](http://www.L-housing.com) along with printed copies available in the main office lobby and the Carol M. Yoakum Family Resource Center.

The draft Plan was also reviewed by the Lincoln Housing Authority's Resident Advisory Board. This board, approved by LHA's commissioners, had 17 members. The first meeting of the LHA Resident Advisory Board was held on Tuesday, November 8, 2011. The second meeting of the LHA Resident Advisory Board was held on Tuesday, November 22, 2011. Attached are the minutes of both meetings.

While members of the Resident Advisory Board had questions about the Annual Moving To Work Plan specifics and some comments, none of the comments were negative or required substantial changes to LHA's Annual Plan.

The Lincoln Housing Authority did not receive any written comments about LHA's draft Annual Plan. During the public hearing on December 8, 2011, the LHA Board of Commissioners did not request any additional changes to the proposed Moving to Work Plan, the Admissions and Continued Occupancy Policy, the Section 8 Administrative Plan, or proposed projects in LHA's Public Housing 2012 Capital Fund projects. The draft Moving To Work Plan will be before the LHA Board of Commissioners on Thursday, January 12, 2012 for final approval by the board.

**Resident Advisory Board  
Minutes of Meeting  
November 8, 2011  
3:00 p.m. to 5:00 p.m.  
Lincoln Housing Authority  
5700 "R" Street  
Lincoln, Nebraska**

Members Present: Alicia Bell, Beverly Biggs, Samuel Brown, Annamarie Czajkowski, Lina Driscoll, Jaime Gorum, Ameil Kieu, Jonathan Moeller, Sally Mohamed, Francine Poppe, Cynthia Rouse, Jeanette Spurgin, and Phyllis Vensky.

Members Absent: Danielle Nichols, Antoinette Porter, Sue Stentz, and Karen Rhiley.

LHA Staff Present: Larry Potratz, Executive Director; Chris Lamberty, Assistant Director; Seanna Collins, Tenant-Based Housing Manager; Doug Marthaler, Tenant Services Manager; and Amy Wagner, Family Support Specialist.

**1. Welcome and Introductions**

All in attendance introduced themselves noting the program they participate in or name of LHA property they live in.

**II. Overview of the Purpose of the Advisory Committee**

Larry Potratz thanked those that asked to be reappointed to serve on the Advisory Committee again and those that are new members to the Resident Advisory Board. Mr. Potratz explained that LHA is a public housing agency and receives most of its money through the federal government. The federal government has specific rules and regulations that govern its housing programs. One of the regulations is the preparation of an annual plan for each housing agency. In 1999, LHA was designated as a "special" housing authority under the Moving To Work Demonstration program. This was a demonstration program that was supposed to last a very short time, but LHA is now in its 12<sup>th</sup> year of "demonstrating". Under the Moving To Work (MTW) program, LHA has special "powers" that other housing authorities do not have. To a limited degree, LHA can create its own rules and regulations different from other housing authorities as long as it meets three broad objectives which are listed in the Plan document. LHA has a great deal of latitude in its operations compared to many housing authorities. Anything that is applied by statute by Congress cannot be waived, but any rule that is written by HUD in implementing statutes, LHA does have some leeway to change as long as it does not oppose the statute.

As part of the Plan process, LHA must review every initiative proposed to HUD that is different than the rules and regulations. This year, no new initiatives are proposed, but there are some minor operational changes proposed. LHA

operates by rules and regulations detailed in the Section 8 Administrative Plan and the Admissions and Continued Occupancy Policy which have been amended to comply with the Moving To Work initiatives. The LHA board of commissioners is made up of five (5) members; all five members are appointed by the Mayor and approved by the City Council. The LHA board decided to utilize an advisory board made up of residents to review all proposals and collect input from the advisory board members as people who actually participate in the programs. The input is then forwarded to the LHA board members. A public hearing is scheduled for Thursday, December 8, 2011, at 5:30 p.m. At the public hearing, the board will consider any comments and will review minutes from the Resident Advisory Board meetings. Input is vital from the Resident Advisory Board members.

Question was asked about who the LHA board members are. The board chairperson is Orville Jones III (a retired railroad worker); Dallas McGee is the vice-chair (works for the City Urban Development Department); Jan Gauger is a retired County Commissioner and spent many years on the Lancaster County Board and is very active in the community as a volunteer; Georgia Glass (former City Personnel Director now working in the private sector); and Joy Ward is the resident board member and lives at Mahoney Manor. LHA is required by HUD rules and regulations and by state law to have one of the five board members be a tenant that is receiving assistance either in the Public Housing or Section 8 program. Notices are sent out by mail asking for resident volunteers interested in being considered for an open vacancy on the board when available with final selection made by the Mayor. Each LHA board member serves a five-year term (expiration dates are staggered). The board also has the ability to hire and fire the executive director who serves at their pleasure.

### **III. Reimbursement Forms for Child Care and Transportation**

Amy Wagner provided child care and transportation reimbursement forms to those requesting them.

### **IV. Intro and Overview of LHA (LHA Rental Properties and Voucher Programs)**

Chris Lamberty reviewed the booklet handed out entitled *LHA Today-Overview of Lincoln Housing Authority* that explains the various LHA properties owned or managed and the voucher programs administered. The seven various departments within LHA were described and include the following: Project-Based Housing Management (oversees all LHA properties including leasing and maintenance); Tenant-Based Housing Management (oversees the Section 8 voucher program, inspections, program integrity); Systems Administration (computer systems); Business/Finance (rent collections, budgeting, accounting, purchasing, etc.); Human Resources (employment matters); Tenant Services (special programs and services); Planning and Development (long-term planning and major contracting for improvements, modernization, and construction). LHA is a public body created originally in 1946 with a mission to provide

affordable housing in the city of Lincoln. This mission is carried out in a number of ways: (1) LHA owns and operates rental housing at affordable rates; and (2) the agency operates the federal Section 8 voucher program by providing housing assistance to people who rent from private landlords in the community. In total, approximately 3,000 vouchers are issued under the Section 8 Housing Choice Voucher program and 1,450 rental units are either owned or managed by LHA. Each program and property has a separate waiting list, and some of the waiting lists are very long. The Section 8 voucher waiting list has well over 5,000 household names on it with an approximate wait time of nearly four years. Income guidelines were briefly reviewed by program type. The waiting list is required because the federal government gives a very limited amount of dollars, and the money can only subsidize a certain number of units. When there are more people applying than units of assistance are available, a waiting list is created which recognizes there is a great need for assistance. Given the tough economic times, it is very doubtful that the federal government will increase funding for vouchers, and the waiting list will continue to grow as the city's population grows.

With the exception of Arnold Heights, all of the housing programs and properties managed have an income limit mostly dictated by how the property was developed or by the federal program utilized. Income limits depend on the program and depend on the property based on the median income of Lincoln as determined by HUD and published annually by family size.

Program types and properties include:

- Housing Choice voucher program also referred to as "Section 8" (approximately 3,000 households assisted)
- VASH vouchers specifically geared towards veterans in conjunction with the Veteran's Administration
- Mainstream vouchers geared towards people with disabilities
- Family public housing owned by LHA (200 scattered site houses and duplexes subsidized by HUD)
- Arnold Heights (also referred to as "Air Park"); affordable housing with no subsidy or income restrictions
- Lynn Creek, Northwood Terrace, and Heritage Square (three apartment complexes acquired by LHA and operated as affordable rental housing)
- Wood Bridge Apartments and Townhomes (22<sup>nd</sup> and Pine Lake Road), Summer Hill Apartments and Townhomes (56<sup>th</sup> and Union Hill Road), and Prairie Crossing (33<sup>rd</sup> and Yankee Hill Road)
- Mahoney Manor, Burke Plaza and Crossroads House (affordable housing geared towards the senior community)

Other services and special programs provided include:

- Congregate Housing Services Program serving Mahoney Manor, Burke Plaza and Crossroads House
- Family Self-Sufficiency, Family Support and Nutrition Education Programs

- Carol Yoakum Family Resource Center serves the Arnold Heights neighborhood and offers a number of services
- Community Learning Center at Arnold Elementary School (LHA is the lead agency)
- Several partnerships with other agencies are also in place to serve homeless families either directly or through transitional programs (Catholic Social Services, Friendship Home, Fresh Start, Homeless Voucher program, Security Deposit Assistance program)
- Homeownership programs include a down payment assistance program and a lease/purchase program
- RentWise program (a renter education program utilizing a series of modules)

Discussion followed about other tax credit properties where households receiving voucher assistance may use their voucher. A listing of all tax credit rental properties within the state of Nebraska is available at [www.nifa.org](http://www.nifa.org). The newest project in Lincoln is called The Appleton Apartments at 84<sup>th</sup> and Leighton Streets.

A Resident Advisory Board member commented about the very high number of households on the waiting list and talked about her experiences living in Omaha. Seanna Collins explained that the issue LHA has with the voucher program is that the federal government actually limits how many people can be helped. LHA is given 2,998 vouchers and can only serve that number of families and does not have the ability to expand the number of vouchers because that is the only number allowed. Federal funding depends on the priority that Congress and the President put on programs helping low income individuals and right now, it is not a high priority with the government to provide subsidized housing. For LHA, there is no way to get more money to serve all of the people that need to be served. Another issue is that when HUD subsidizes or owns a unit, a certain level of code compliance is expected, and LHA is required to inspect according to that code. That eliminates a lot of older housing stock that is affordable to individuals but has not been repaired.

When the economy was good, the waiting list was very small. But, when things are bad like they are now, the waiting list balloons. It is a very tough situation to get Congress to: (1) realize that there is problem, and (2) that to solve the problem, more dollars are needed and program changes are necessary to accommodate the growing need.

Writing letters or sending e-mails to let senators and congressional representatives know about personal views and concerns are always very helpful and make an impact. Mr. Potratz encouraged everyone listen to what the candidates are saying closely and vote accordingly to what their views are on housing issues.

Housing programs are not considered to be "entitlement" programs and are considered as "discretionary" programs. Entitlement programs require that every person that meets certain qualifications will be assisted. Everyone that needs housing assistance will not receive it because there is a lack of money.

One member commented that her landlord will not participate in the voucher program any longer because inspectors are so "picky" about what needs to be repaired. As part of the federal program, LHA is required to make sure the unit meets certain standards in order to be able to pay the rent subsidy. When the market is good and there are very few available rental units, the landlord has a choice as to who he/she wants to rent to. When times are tough, landlords will accept tenants with vouchers that normally they would turn down.

*A short break was then taken to take a group photo of the Resident Advisory Board which will appear in the December issue of the "LHA Today" newsletter.*

#### **V. Overview of MTW Demonstration**

Doug Marthaler gave an overview of the contents of the Annual Moving To Work Plan notebooks. Section I contains an overview of LHA's Moving To Work objectives. Sections II and III provides a description of all of the different housing projects. Section IV is LHA's vision for Moving To Work. Congress has established three objectives for Moving To Work: (1) to increase housing choices for families; (2) to provide incentives for work; and (3) to increase administrative efficiencies. Section V is proposed MTW activities; no new initiatives are proposed for this year. Section VI lists all of the MTW activities implemented and accomplished in past years. A long, written report is submitted to HUD about each activity and is available for review on LHA's website at [www.L-housing.com](http://www.L-housing.com). Section VII details sources and uses of funding and gives the financial picture of LHA. Section VIII includes administrative issues that are required to be part of the Plan. Appendix C is the Capital Fund program and applies to Public Housing only (Mahoney Manor and 200 specific scattered site units). The Capital Fund program provides funding and allows LHA to make improvements to Public Housing units. Burke Plaza and New 32 do not fall under Moving To Work; LHA is not allowed to try the special initiatives or activities with Burke Plaza and New 32. The regular HUD rules and regulations must be followed for those two projects; they are however, used as a test or "control" group in the demonstration "experiment".

The Section 8 Administrative Plan and Admissions and Continued Occupancy Policy (included in the notebooks) will be reviewed during the next meeting.

#### **VI. Review and Discussion of Major MTW Initiatives**

Various activities and policy changes implemented were reviewed with the group including:

- ✓ Interim re-examinations (rent reform) (90-day rule)
- ✓ Minimum earned income and calculation of asset income

- ✓ Change in verification requirements
- ✓ Rent calculations changed to 27% of gross monthly income with no deductions
  - ▶ Comment—one member liked this change as her rent did go down since she did not have medical expenses.
  - ▶ Comment-Clients dread having to get all of the medical expense paperwork ready for a review, and it requires an enormous amount of time for someone who has a lot of documentation to provide.
- ✓ Rent burden (voucher program only) cannot exceed 50% of adjusted monthly income
  - ▶ Question was asked about the possibility of taking a voucher from Lincoln and using it in another city. This is allowed as long as there is another housing authority that operates the voucher program under the regular HUD regulations. A voucher-holder must fulfill a one-year lease in Lincoln prior to transferring to another housing authority. There are 93 counties in Nebraska and only 25 housing authorities that operate the voucher program.
- ✓ Restricted portability with good cause (employment, education, flee for safety, medical or disability reasons). Every voucher that "ports out" is one less voucher available for Lincoln and possibly more based on the fair market rent for that area. Many housing authorities across the country do not take applications because their waiting lists are closed. Nationally, the demand for housing assistance is so great and people are so desperate to get the assistance, they will go to great lengths to "shop" waiting lists.
- ✓ One standard utility allowance by bedroom size.
- ✓ Income levels and income targeting were explained. Because LHA has developed a number of preferences geared toward the local population, the preference system is preferable to the standard federal income targeting requirement. Under MTW, LHA does not follow the normal income targeting requirements.
- ✓ Biennial re-examinations were implemented two years ago and are allowed under the MTW program. Particularly for the elderly and disabled populations who generally have fixed incomes, an annual review of income is not necessary, and this change provides an administrative efficiency to LHA.
- ✓ Inspection incentive for units passing HQS inspection on the first attempt. The inspection requirement for the following year is waived (applies to the voucher program only). This incentive was recommended by the Landlord Advisory Committee.

LHA is required by HUD to have its units inspected by HUD to make sure the standards are met. LHA units are inspected regularly and do not fall under the inspection incentive program. It is a major intrusion on the Public Housing tenants to have so many inspections, but LHA has no choice but to comply with the inspection requirements.

Doug Marthaler encouraged all members to think about how LHA should do things differently to increase choices for people, to encourage people to go to work, or to increase administrative efficiencies or efficiencies for the tenants involved in the programs. Staff want to hear all of their comments and will consider putting them into the Plan.

The next Resident Advisory Board meeting will be held on November 22, 2011 at 3:00 p.m.

Public Housing tenants remained to review the Capital Fund portion of the Plan document. Chris Lamberty explained the work items proposed for each unit type and Mahoney Manor during the next five years.

A concern was expressed about an unsafe crosswalk leading to Arnold Elementary School from the Arnold Heights neighborhood. Administrators at Lincoln Public Schools should be notified followed by contact with the Public Works Department. Councilperson Carl Eskridge and the neighborhood association should also be contacted about concerns regarding the need for additional traffic lights and other safety concerns.

Marilyn Crawford, Recording Secretary



**Resident Advisory Board  
Minutes of Meeting  
November 22, 2011  
3:00 p.m. to 5:00 p.m.  
Lincoln Housing Authority  
5700 "R" Street  
Lincoln, Nebraska**

Members Present: Alicia Bell, Beverly Biggs, Annamarie Czajkowski, Lina Driscoll, Jaime Gorum, Ameil Kieu, Sally Mohamed, Danielle Nichols, Francine Poppe, Antoinette Porter, Karen Rhiley, Cynthia Rouse, Jeanette Spurgin, and Phyllis Vensky.

Members Absent: Samuel Brown, Jonathan Moeller, and Sue Stentz.

LHA Staff Present: Larry Potratz, Executive Director; Seanna Collins, Tenant-Based Housing Manager; Doug Marthaler, Tenant Services Manager; and Amy Wagner, Family Support Specialist.

**I. Welcome and Introductions**

All in attendance introduced themselves noting the program they participate in or name of LHA property they live in.

**Reimbursement Forms for Child Care and Transportation**

Amy Wagner provided child care and transportation reimbursement forms to those requesting them.

For new attendees at this meeting, Doug Marthaler explained that LHA is one of 29 housing authorities in the country that are part of a Moving To Work (MTW) demonstration program which allows the agency to change the rules. This means that LHA can operate by rules different than all of the other 3,600 housing authorities across the country. However, in order to do this, LHA must submit a plan to HUD, and outline what rules it wants to change and why. HUD is interested in three overall objectives: (1) to increase housing choices for people; (2) to increase administrative efficiencies of housing authorities; and (3) to encourage people to go to work if not already working to increase self-sufficiency. LHA has been participating in MTW since 1999 and has seven years remaining on the agreement to continue these initiatives.

At the last Resident Advisory Board meeting held on November 8, members reviewed many of the initiatives implemented over the past few years.

**II. Review of new MTW initiatives for the current fiscal year 2011-2012**

All initiatives were started because HUD told LHA that if it entered into an agreement with HUD, LHA could use money that HUD provides in different ways than the money was traditionally used; this is called "Broader Uses of Funds".

Resident Services Program: Traditionally, HUD funds could not be used for this particular program, but because it is now included in the Plan, federal money can now be used to support the program. The Congregate Housing Services program is in place at all three senior high-rise buildings (Burke Plaza, Mahoney Manor, and Crossroads House) and is partially-funded under a federal grant from HUD. At Crossroads House, federal money cannot be used, so LHA proposed to HUD that Crossroads House be included. The program helps people to live in an independent living situation with additional supports. The design of the program closely matches the federally-designed program, and the services provided and paid for with federal money include housekeeping assistance, personal care assistance, and some limited transportation. At Burke Plaza and Mahoney Manor, a meal program is also in place. Crossroads House residents utilize the Downtown Senior Center across the street for meals. A service coordinator from Aging Partners is provided at each building to provide case management to individuals who need additional supports to continue to live independently. They help "link" people up with other services available to elderly persons or persons with disabilities. This initiative transfers the payment from what had been historically local funds to using federal funds for the program. This initiative started October 1, 2011, and the Plan document will be updated with specifics on the number of people being served through this program prior to submission in January 2012.

RentWise Tenant Education Program: Under the Broader Uses of Funds agreement, LHA has the flexibility to use some of the federal money towards something other than direct housing assistance payments. LHA requested to use some of the money to help support the RentWise Tenant Education Program (brochures were handed out to the committee members). RentWise is a tenant education curriculum developed by the Universities of Minnesota and Wisconsin; the University of Nebraska adapted the program to help give people the opportunity to be educated as renters. The course is a six-part series (12-hour course) where participants receive information on: (1) communicating with their landlord, neighbors, etc.; (2) budgeting; (3) helping people make decisions on how to find a good place to call home; (4) rental application process, understanding leases, tenant/landlord law; (5) housekeeping and keeping a unit in good condition; and (6) what to do when you move out in order to get the security deposit back. Although LHA is the facilitator and accepts the registrations, it is really a pooled partnership with many community agencies involved with the program and providing trainers for the classes. Classes are offered to anyone in the community and are held at least twice per month (sometimes three times per month). Fifty (50) registrations are accepted for each session. Copyrighted materials must be purchased for the participants at a cost of \$5 each (\$500 per month). Accommodations are made so that anyone can take the class. A grant was received for two years to help pay for materials and translators, however, that grant has ended. LHA received approval from HUD under the Broader Uses of Funds agreement to pay for materials and

translators along with costs of postage and printing of brochures. This will help LHA serve more people in the community as it is not restricted to LHA tenants or clients. The general public is made aware of the program through different radio promotions, other agencies, websites, LHA applications, etc. Some landlords give incentives for completion of the course with rent reductions and other incentives offered. Registration for classes is currently full until May of 2012.

One member suggested the possibility of going into the schools to let parents know about the courses. Since the classes have filled up so quickly and for so far out in advance, the course has not been promoted heavily. Another member commented that she had completed the RentWise course and found it helpful.

Project-Based Housing Vouchers: Under the normal regulations with HUD, LHA can take tenant-based housing choice vouchers (assigned to the tenant) and make them "project-based", meaning the vouchers are no longer assigned to the tenant but to the property or unit. LHA has planned for many years to convert a few tenant-based vouchers to project-based vouchers. Specifically, it was stated in the Section 8 Administrative Plan, that LHA wanted a portion of those vouchers to be used to help the serious and chronically mentally ill to help with the deinstitutionalization of people from the regional centers move into affordable housing. LHA also stated it would project-base vouchers at Crossroads House as nearly 80% of the individuals living at Crossroads have a voucher. When a tenant living in a project-based voucher unit fulfills a one-year lease requirement, they can take a voucher with them and move to another unit with a tenant-based voucher (if vouchers are available).

LHA also requested that it be allowed to inspect and determine rent reasonableness for the projects it owns and/or manages without having to hire an outside agency. LHA also requested that 100% of the units at Crossroads House be project-based eliminating the 25% cap which was also granted by HUD.

Mr. Potratz commented that project-basing of a voucher is a way to ensure that affordable housing is available for use by the voucher program. This is a technique that other cities have used to ensure a good supply of affordable housing in the community.

Rent Reasonableness and Inspections: Rent reasonableness is an appraisal of the rent that the landlord is charging meets the market (the rent is the same as what would be charged to a non-voucher holder). HUD clarified that it did not want housing authorities to do their own inspections or rent reasonableness determinations on any property it owns or manages. In looking for a contractor that would come in and perform this task, most contractors are so far away they would need to fly in to Lincoln and perform all inspections at one time. Because there is a segregation of authority between the person that is managing the

property and the person that is overseeing the voucher program at LHA, the agency asked to eliminate the requirement of contracting this service out to save costs and provide greater efficiency.

Question was raised about conflict of interest in this area. A formula is used, and it is the same for every property inspected based on the type of unit, year of construction, amenities, etc. Three comparables in the area are also needed for comparison of rents. Landlords are not told what the formula is to prevent raising the rents to meet the rent formula. HUD studied LHA's rent reasonableness determinations in the past and told staff the system was more sophisticated than many housing authorities.

### **III. Proposed Policy Changes**

The Admissions and Continued Occupancy Policy dictates local policies for all properties owned or managed by LHA ranging from selection of the tenants to how rent is determined, etc.

The Section 8 Administrative Plan dictates the local policies for the Section 8 voucher program (tenant-based and project-based).

A handout was provided detailing the proposed changes to both policies (see copy attached). Any changes made ultimately require approval by the LHA Board of Commissioners. Seanna Collins reviewed each item in detail and provided background information as to why the changes are needed.

### **IV. Questions, Comments and Discussion of Annual Plan**

Doug Marthaler encouraged members to ask questions or make comments about any policies or procedures.

#### *Questions:*

1. My ceiling rent is \$679. My neighbor next door is in an identical duplex and her regular market rent is \$555. How is that determined because the houses are identical?

If someone is in public housing and their income has raised a significant amount, they may be paying the ceiling rent and would be encouraged to move to a non-HUD unit to open up that unit to lower-income individuals.

2. If you live in public housing and you clean up your leaves, they [garbage hauler] do not take them with your trash, and then you have to find some way to get ride of them. What do we do? Other questions were asked about cleaning gutters and snow removal.

LHA pays for garbage service, but the City has an ordinance that prohibits leaves in the garbage until December 1. Mulching mowers would work or tenants can hire a mowing person to clean them up.

3. Comment was made about leaving messages for Housing Specialists and not getting a prompt response. Housing Specialists are allowed two business days to return a call. If someone does not get a return call within two business days, participants should contact the supervisor for further action. Housing Specialists will not say they are "on vacation" in their voice mail messages (for safety reasons), but will say they are out of the office. If still no response from the supervisor, a phone call should be made to Seanna Collins.
4. Will the public housing units always be public housing? Or will they ever be for sale?

Mr. Potratz responded that he doesn't know what the economic conditions or the future for public housing funding holds. LHA is anticipating a major cut in operational funding for public housing—nearly 25 percent. HUD will under-fund LHA and then ask the agency to use its reserves to make up the difference. Most likely, all of the reserves will be used up by the time the year is over. There has been talk of changing public housing on a demonstration basis, and LHA might be interested in doing something like this (would be similar to Burke Plaza as project-based assistance). With scattered-site houses and duplexes, though, it would be difficult to enter into a program like that. HUD could decide to turn the units over to the local housing authority without HUD subsidy, and they could be rented like Arnold Heights, but there would be a transition period if that were to happen. The public housing program has been in operation since 1932. Again, Mr. Potratz stated that people should pay attention to what the candidates are saying because there are some candidates that want to eliminate HUD and even eliminate Section 8 and public housing programs. No politician wants to get on the air and defend a policy that results in making people homeless.

5. Question was asked about the possibility of purchasing homes from LHA. LHA has one house that it constructs every year (brand new) in conjunction with the students at Northeast High School; the home is sold at cost. If someone is interested in buying a house and has the capability of doing so, should talk to Doug Marthaler as he is looking for a purchaser. The March issue of the *LHA Today* will have information about this year's house. An application can be submitted to Doug at any time. The house will be finished by late May 2012 and can be purchased outright, or LHA has a lease/purchase program where lease payments are made over a five-year period which are then applied to the cost of the house. A downpayment assistance program (0% interest loan that is

repaid when the home is sold) is also available to Family Self-Sufficiency graduates.

## **V. Announcements.**

Amy Wagner handed out writing pens as a complimentary gift to each advisory board member. Mr. Potratz commented that minutes of the two meetings will be printed and shared with the LHA Board of Commissioners at the public hearing scheduled for **Thursday, December 8, 2011 at 5:30 p.m.** in the main conference room at the LHA central office, 5700 "R" Street. All were encouraged to attend and make comments. Any comments received will be given to the board. Written comments are also encouraged and will be considered (must be submitted by 1:00 p.m. on December 8, 2011).

After the public hearing, the board will consider all comments made and make direction to the staff to make changes if changes are needed based on the public comments or on their own thoughts and reaction to the proposed Plan. Those changes will be made accordingly and presented to the board in January 2012. At the January 12, 2012 board meeting, the Plan will be approved for submittal to HUD.

All board meetings are open public meetings. The board generally meets on the second Thursday of each month at 5:30 p.m. with a public notice published one week prior in the *Lincoln Journal-Star*. LHA's website, [www.L-housing.com](http://www.L-housing.com), includes the monthly board meeting agenda. There is an open public comment period at the beginning of each board meeting.

Applications for housing can be submitted on-line through the website or paper applications are also accepted. Approximately 60% of the applications submitted are now completed on-line.

Question was asked about police calls and the reporting to LHA. LHA has an agreement with the Lincoln Police Department for access to the database to match all addresses subsidized either through the Section 8 program or units owned/managed by LHA. When there is a "hit" on that address, a police report number and type of action is generated and monitored by LHA staff. If a unit has a lot of calls for service, LHA's Family Support Specialist (Amy Wagner) will go out to see if LHA can help and determine what type of assistance is needed to help them keep their unit and assistance.

Marilyn Crawford, Recording Secretary

**Proposed changes to Section 8 Administrative Plan  
& Admissions and Continued Occupancy Policy**  
Effective February 1, 2012

**A. Asset Income**

**Section 8 Administrative Plan** page 30

**Admissions and Continued Occupancy Policy** page 25 & 26

Clarifies that asset income for households possessing total assets valued at \$5,000 or over will be calculated using 2%.

**B. VASH Transitioning to MTW**

**Section 8 Administrative Plan**

1. **Income, Deductions, and Total Tenant Payment** page 29-43  
Adds language to include Veterans Affairs Supportive Housing (VASH) program with approved MTW activities. It also describes the MTW activities that VASH participants are exempt from.
2. **Re-examinations** page 51-54  
Adds VASH to biennial re-examination policy
3. **Veterans Affairs Supportive Housing** page 100  
States the VASH program will be operated in accordance with the MTW agreement as authorized on September 8, 2011

**C. Termination/Denial**

**Section 8 Administrative Plan** page 84

**Admissions and Continued Occupancy Policy** page 47 & 48

Adds language to give a household the opportunity maintain occupancy or housing assistance when an adult household member commits possession or use drug activity and fails to comply with entering and completing supervised drug treatment within the required 60 days.

**D. Glossary of Terms**

**Section 8 Administrative Plan** page 108 & 112

**Admissions and Continued Occupancy Policy** needs added

Clarifies how Minimum Earned Income (MEI) is defined and calculated. The definition specifies MEI is the greater of actual earnings from employment, self-employment and/or unemployment compensation. Earned Income is clarified to exclude workers compensation benefits.

**E. Project Based Vouchers**

**Section 8 Administrative Plan**

1. Application page 8  
Per MTW agreement, adds language indicating project-based sites will be responsible to maintain tenant applications.
2. Waiting list page 10-12  
Adds language on for project-based sites to maintain their own waiting lists
3. Subsidy Standards page 21  
Adds project-based voucher subsidy standards
4. Project Based Vouchers page 93-98
  - Clarifies selection process of project-based applicants.
  - Adds language on how Crossroad House Apartments will accept applications, manage the waiting list and screen applicants.
  - Adds procedure language on how to handle moves due to families being too large or small for the project based unit, there is a need to move for a reasonable accommodation, or a need to move due to domestic violence.

**Admissions and Continued Occupancy Policy**

1. Eligibility for Admissions page 3  
Reduces the income limits for applicants of Crossroads House Apartments to 50% median income.
2. Attachment Two page 67  
Increases Crossroad contract rent to \$437 effective February 1, 2012.



## **Appendix E**

### **LHA Request and HUD Approval Letters**

#### **Regarding**

#### **VASH under MTW**

Commissioners:  
 Orville Jones, III, Chair  
 Dallas McGee, Vice Chair  
 Jan Gauger  
 Georgia Glass  
 Joy Ward



Executive Director  
 Larry G. Potratz

P.O. Box 5327 • 5700 R Street • Lincoln, Nebraska 68505

September 8, 2011

Milan Ozdinec, Deputy Assistant Secretary  
 U.S. Department of Housing and Urban Development  
 Office of Public Housing and Voucher programs  
 451 7<sup>th</sup> Street, SW  
 Washington, DC 20410

SUBJECT: MTW flexibility for VASH participants

Dear Mr. Ozdinec:

The Housing Authority of Lincoln, Nebraska is proposing to operate the HUD Veterans Affairs Supportive Housing (VASH) program in accordance with our approved Moving to Work (MTW) standard agreement. Based on the success of our MTW policies, we would like to expand them to VASH participants.

The following table is a summary of LHA's MTW initiatives for the voucher program, along with our assessment as to whether or not the veteran would benefit from the MTW policy and if the policy has a conflict with VASH program policies.

MTW Initiative	VASH appropriate	In conflict with VASH policies
1. Coincide inspection due dates with annual re-exam dates. Biennial inspections for units that pass HQS at first inspection visit.	Veterans and VA case managers would benefit through the reduction in administrative work. It is easier to case manage when the inspections and annual re-examination dates coincide. Veterans and their landlords should be rewarded for maintaining their units to meet HQS standards.	
2. Biennial re-examinations for elderly and disabled	Veterans and VA case managers would benefit by the reduced administrative work and redundancy of meeting with PHA worker. Most VASH households are disabled thus this policy would reduce the veteran's PHA office visits to one in a two year period.	

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Telephone: (402) 434-5500

Fax: (402) 434-5502

(TDD) Telecommunication Device for Deaf:

1-800-545-1833 Ext. 875

Email: [Info@L-Housing.com](mailto:Info@L-Housing.com)

[www.L-Housing.com](http://www.L-Housing.com)

3.	Asset Income and verifications- self-certification for assets under \$5,000 and assets over \$5,000 calculated at 2% of the face value	Veteran would benefit from the reduced verification standards as eligibility decisions could be completed faster.	
4.	Verifications- Accepting the last issued Social Security statement rather than requiring statement to be issued within 60 days.	Veteran would benefit from the reduced verification standards as eligibility decisions could be completed faster.	
5.	Earned Income Disregard, imputed welfare income and student earned income exclusions.	Veteran households tend to not be impacted by these policies.	
6.	Standard utility allowance designated by bedroom size only. No utility reimbursements issued.	Veterans and VA case managers would benefit from the policy simplification by understanding how to locate more affordable units. Tenant rent portions would reduce for some veterans, specifically for those who reside in units where utilities are included in the rent.	
7.	TTP calculated at 27% of gross income	Veteran would benefit as this would reduce the TTP of all current veteran households.	
8.	Maximum initial rent can not exceed 50% of monthly adjusted income.	Veterans would benefit through more housing choice opportunities.	
9.	90 day delay in interims for reducing employment income without good cause.		Exempt VASH participant from the policy as they are working in a self sufficiency program with the VA case manager.
10.	Income targeting will not be used in new admissions.		Not applicable- VA referrals controls the new admissions selection.
11.	Restricted Portability		Not applicable- VASH has it's own set of portability restrictions.

12.	Minimum Rent of \$25		Exempt- Veteran would be eligible for the hardship clause.
13.	Minimum Earned Income- work requirement of 25 hours per week @ minimum wage for adults who do not qualify for exemption.		Exempt VASH participant from the policy as they are working in self sufficiency program with VA case manager.

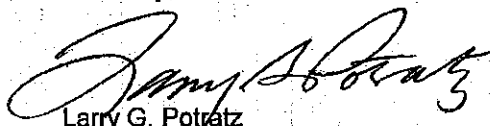
As noted in the table above, most of the initiatives would not conflict with the regulations or the intentions of the VASH program. Rather, these MTW initiatives would actually make the program administration more efficient for our agency and the Veteran's Affairs (VA) plus benefit the veteran served by the Lincoln Housing Authority (LHA). LHA has reviewed the above policy changes with the VA case manager and Program Coordinator who also support the proposed policy changes.

LHA is also requesting to submit all HUD-VASH participant 50058 records via the MTW-50058 to ensure all 50058 records are accepted and recorded properly in the PIH information Center (PIC) system.

We want to assure your office that LHA would at all times follow any and all applicable rules that are specific to the VASH program such as administering the program in accordance with HUD-VASH operating requirements, maintaining separate tracking of all HUD-VASH funds, using special program codes in the PIC system and continuing to report HUD-VASH separately from MTW vouchers. If you have any questions about this proposal please feel free to contact Seanna Collins, Tenant Based Housing Manager at (402) 434-5505 or [seanna@l-housing.com](mailto:seanna@l-housing.com).

Thank you for considering our request. We look forward to hearing back from you so we may start implementing these activities for our veterans as soon as possible.

Sincerely,



Larry G. Potratz  
Executive Director

.cc Emily Cadik, MTW HUD Coordinator  
Michael Dennis, HUD Headquarters  
Laure Rawson, HUD Headquarters  
Phyllis Smelkinson, HUD Headquarters



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

ASSISTANT SECRETARY FOR  
PUBLIC AND INDIAN HOUSING

September 21, 2011

Mr. Larry G. Potratz  
Executive Director  
Lincoln Housing Authority  
P. O. Box 5327  
5700 R Street  
Lincoln, NE 68505

Dear Mr. Potratz:

On September 8, 2011, you submitted a request on behalf of the Lincoln Housing Authority (LHA) to establish alternative requirements to Section i. of the *Implementation of the HUD-VA Supportive Housing Program (Operating Requirements)* published in the Federal Register on May 6, 2008. This request included all Moving to Work (MTW) provisions that apply to the voucher program.

Section i. of the Operating Requirements states that HUD-Veterans Affairs Supportive Housing (HUD-VASH) vouchers must be administered in accordance with the Operating Requirements and are not eligible for fungibility under MTW agreements. Also, HUD-VASH vouchers must be reported on separately from vouchers under the agency's MTW Agreement.

Specifically, LHA requested to operate its 60 HUD-VASH vouchers in accordance with all applicable provisions of its MTW Agreement. LHA believes that administering all HUD-VASH vouchers in accordance with its MTW Agreement would simplify administration of the program and benefit the veterans.

In reviewing LHA's request, the standard applied is a straightforward one: HUD-VASH assistance must always be administered in accordance with the Operating Requirements, the statutory provisions governing this assistance (in particular, the requirements contained in the applicable Appropriations Act), and any other HUD-VASH voucher requirements (i.e., any supplemental requirements that are established in addition to those stated in the Operating Requirements). If a MTW Agreement provision is inconsistent with the HUD-VASH requirements, the latter requirements prevail with respect to administration of these vouchers.

LHA completed an assessment of 13 MTW initiatives that would be applied to the HUD-VASH voucher program. The Department agrees with LHA's assessment that the initiative would either benefit the veteran or not be applied. Therefore, it has been concluded that LHA's MTW initiatives do not conflict with the HUD-VASH voucher requirements (particularly those involving eligibility, admission and continued assistance for HUD-VASH veterans). Given this determination, and the fact that it should have no adverse impact on HUD-VASH families since hardship exemptions are provided, LHA may administer HUD-VASH vouchers under the MTW voucher provisions.

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The approval to allow LHA to administer its HUD-VASH vouchers in accordance with its MTW Agreement does not extend to HUD-VASH program funding. HUD-VASH voucher funding is not eligible for fungibility and the funds must be accounted for separately in the Voucher Management System (VMS).

Please note that in accordance with Sections II.i. and III of the Operating Requirements, MTW agencies are required to use the regular form HUD-50058 for HUD-VASH families when reporting into the Public and Indian Housing Information Center (PIC), not the form HUD-50058 MTW. At your request, since LHA will be operating its HUD-VASH program in accordance with its MTW Agreement, LHA may report these families on the form HUD-50058 MTW since the rent calculations would be rejected on the regular form HUD-50058.

Your HUD-VASH program will be monitored through PIC reporting, VMS and information provided by the Department of Veterans Affairs. HUD reserves the right to withdraw or modify this approval at any time if, in HUD's determination, the MTW alternative requirements are having a negative impact on the veterans receiving assistance under the HUD-VASH program.

Should you wish to discuss this matter further, please contact Phyllis Smelkinson, Housing Program Specialist, Housing Voucher Management and Operations Division, at (202) 402-4138.

Sincerely,

*Sr Sandra B. Henriquez*  
Sandra B. Henriquez  
Assistant Secretary