

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



**MOVING TO WORK  
ANNUAL PLAN**

*Fiscal Year 2015-2016*

Public Hearing: December 11, 2014

Approval by Board of Commissioners: January 8, 2015

Submitted to HUD: January 9, 2015

HUD Comments: March 17, 2015

Resubmitted to HUD: March 23, 2015

**<THIS PAGE IS RESERVED FOR INSERTION OF  
HUD'S LETTER OF APPROVAL FOR THE MTW PLAN>**

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This Moving to Work (MTW) Annual Report 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 report are detailed in HUD Form 50900 (OMB Control Number: 2577-0216 Expiration Date: 05/31/2016)

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## **I. Introduction**

The Lincoln Housing Authority is one of a small number of 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.

From the beginning of the demonstration, we have approached MTW reforms with the idea that some persons may always need to receive a basic level of housing assistance - due to age, disability, low wages or other reasons - and that the varying needs of those persons would be best served by maintaining a simplified income-based rent structure. We also understand that for a great many people, housing assistance can and should be a temporary step to greater self-sufficiency. By encouraging work and individual responsibility, we have achieved a high percentage of working families and a strong voucher turnover rate without implementing arbitrary time limits or unaffordable rent structures. In conjunction with an open waiting list and a strong preference system, this has allowed us to continue to issue new vouchers to many of the neediest persons in Lincoln, Nebraska. Funding decisions at the federal level eliminated new voucher issuance during the period of February 2013 through December 2013. Voucher issuance was resumed in January, 2014.

Lincoln Housing Authority continues to be aware of the need to expand the supply of affordable housing in our community. However, we have not wanted to do so at the risk of decreasing the number of deep subsidy units available through the Housing Choice Voucher and Public Housing Programs. For that reason, we have continued to use the Voucher and Public Housing funds for their intended purpose and have not used them for additional development. Since the

inception of MTW, however, we have been able to leverage non-HUD sources to add additional rental units, mostly through the Low Income Housing Tax Credit Program. While these units do not receive deep subsidies, they have expanded the supply of affordable housing available to low and moderate income families and broadened the choice of available units to voucher holders.

The city of Lincoln and the state of Nebraska have been fortunate to have maintained low unemployment rates over the past several years. This has been an important factor in the Moving to Work Demonstration. The Nebraska Department of Labor reports the statewide unemployment rate in September of 2014 was 3.6%. The national unemployment rate of the same period was 5.9%. The Lincoln Metropolitan Statistical Area (MSA) had an unemployment rate of 2.8% and the City of Lincoln had an unemployment rate of 2.7%. The low unemployment rate is a positive sign for Lincoln and continued success of the housing authority's MTW initiatives.

Since beginning the Moving To Work program, Lincoln Housing Authority 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 traditional Section 8 Housing Choice Voucher program has been 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 limits 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.

## Goals and Objectives

The Lincoln Housing Authority has a number of goals and specific objectives that are integral to our success as a Moving To Work housing authority. Many of 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 work-able participants to work or seek self-sufficiency through job training or education. Also provide disincentives to work-able 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. This also reduces the burden on tenants by requiring fewer meetings and fewer documents.
- 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.

MTW INITIATIVES

For LHAs fiscal year 2015-2016, the housing authority is proposing to implement the following MTW initiatives. These are described in detail in Section III. Proposed MTW Activities:

-Landlord Incentive HAP

For LHAs fiscal year 2015-2016, the housing authority will continue to implement the following MTW initiatives. These are described in detail in Section IV. Approved Activities:

Rent Reform Initiatives

- Interim Reexaminations
- Minimum Earned Income
- Rent Calculations at 27% with no deductions
- Rent Burden (Rent Choice) Capped at 50% (voucher only)
- Average Utility Allowances (voucher only)

Other Initiatives

- Income Eligibility
- Responsible Portability (voucher only)
- Biennial reexaminations for elderly and disabled households
- Housing choice voucher inspection waiver for properties where the annual or initial inspections are without deficiencies.
- Inspections and rent reasonableness regardless of ownership or management status
- Project-based Section 8 Units
- RentWise Tenant Education
- Resident Services Program at Crossroads House

## II. General Housing Authority Operating Information

### II. A: Housing Stock Information

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

Planned New Public Housing Units to be Added During the Fiscal Year										
AMP Name and Number	Bedroom Size						Total Units	Population Type *	# of UFAS Units	
	0	1	2	3	4	5			6+	Fully Accessible
AMP 1 Mahoney Manor	0	0	0	0	0	0	0	Elderly & Near Elderly (50+)	0	0
AMP 2 TKY and P30	0	0	0	0	0	0	0	General	0	0
AMP 4 F39 and A12	0	0	0	0	0	0	0	General	0	0
<b>Total Public Housing Units to be Added</b>							<b>0</b>			
* Select Population Type from: Elderly, Disabled, General, Elderly/Disabled, Other										
If Other, please describe: <b>Not Applicable</b>										

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

PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed	Explanation for Removal
AMP 1 Mahoney Manor	0	Not Applicable
AMP 2 TKY and P30	0	Not Applicable
AMP 3 F39 and A12	0	Not Applicable
<b>Total Number of Units to be Removed</b>	<b>0</b>	

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

New Housing Choice Vouchers to be Project-Based During the Fiscal Year			
Property Name	Anticipated Number of New Vouchers to be Project-Based *	Description of Project	
To Be Selected	0	LHA has an ongoing plan to accept applications to project-base 20 vouchers to serve persons with disabilities. The project will be selected through an other competitive process and will have a separate, site-based waiting list. We will also continue to accept project-based VASH vouchers in conjunction with VA need and HUD funding.	
Crossroads House	0	By March 31, 2015, LHA plans to complete the three year transition to project-based vouchers at Crossroads House which has 58 units in total.	
<b>Anticipated Total New Vouchers to be Project-Based</b>	<b>0</b>	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year	<b>58</b>
		Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year	<b>58</b>
<p>*New refers to tenant-based vouchers that are being project-based for the first time. The count should only include agreements in which a HAP agreement will be in place by the end of the year.</p>			

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

<p><b>No Changes Anticipated</b></p>
<p>Examples of the types of other changes can include but are not limited to units that are held off-line due to the relocation of residents, units that are off-line due to substantial rehabilitation and potential plans for acquiring units.</p>

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

The Lincoln Housing Authority expects to receive approximately \$408,540 in 2015 Capital Fund Program dollars. Of those funds, approximately \$101,700 will be spent on work, which is on hold until the completion of the Mahoney Manor Common Space Remodel/Additions, currently under construction and scheduled to be completed in the spring of 2015 (see discussion under Section V. Description of Activities that Use Only MTW Single Funds Flexibility Activity 1. Mahoney Manor Improvements). The bulk of the remaining funds (\$263,000) will be used to install more energy efficient air conditioners and furnaces, roofs and attic insulation in scattered-site single-family houses and duplexes.

Significant amendments or modifications to the Capital Fund Program Five-Year Action Plan are undertaking of any projects not included in the Capital Fund Program Five-Year Action Plan. Such amendments or modifications require a public hearing and formal approval of the Board of Commissioners.

The Housing Authority received \$408,544 in 2014 Capital Fund Program dollars, which were not released in August due to the need to obtain an historic preservation clearance from the Nebraska State Historic Preservation Office. As the Lincoln Housing Authority's public housing units age and turn 50 years old (the general rule of thumb for the definition of an historic property), the need to obtain an historic preservation review regarding proposed construction work will increase. Of the 2014 funds, \$98,700 is scheduled to be used for energy efficiency improvements including attic insulation, basement windows and more efficient air conditioners.

The Housing Authority received \$382,899 in 2013 Capital Fund Program dollars, all of which has been obligated as of this writing. A greater portion of funds was available for hard construction costs due to a decision in 2013 to bring architectural services for smaller projects in-house rather than contracting the services out.

For more detailed information on the expenditure of 2013 and 2014 Capital Fund Program dollars, please refer to Tab 1, Appendix D.

### AMP 1

Forty-nine thousand dollars of the 2015 Capital Fund Program dollars will be spent re-configuring and expanding the existing underground lawn irrigation system and installing new landscaping upon the completion of the remodel project and additions. An additional \$50,600 will be spent on the purchase of new furnishings for the upper floor lobbies and balconies. Two thousand dollars will be reserved for any needed concrete repair.

Approximately \$78,470 of FFY 2014 Capital Fund Program funds will be reserved for the Mahoney Manor Common Space Remodel/Additions, if necessary. This project is already

underway with primary funding being the \$1.3 million MTW Housing Choice Voucher reserve funds first set aside for this purpose in the 2013-14 MTW Plan. An additional \$105,167.76 of FFY 2013 Capital Fund Program funds has also been used for this project. The 2013 funds became available when a decision was made to table the replacement of the make-up air handler unit at Mahoney Manor. The project was put out to bid. Only one bid was received and it was significantly over budget. There was also concern about how the work would mesh with the work planned for the remodeling of the common spaces. Upon further investigation, it was determined that the replacement of this unit would trigger new building code issues, requiring additional equipment upgrades and costs totaling over three times the original budget. The entire project was tabled until an adequate budget for the project is available. The unit is not perceived as being in immediate likelihood of failure.

A small amount (\$1,000) of FFY 2014 Capital Fund Program funds will be reserved for concrete repair at Mahoney Manor. Two hundred dollars of FFY2013 Capital Fund Program funds were used for concrete repair at Mahoney Manor earlier in the year, prior to the start of the major construction project.

#### AMP 2

FFY 2015 Capital Fund Program funds will be used to install new air conditioners at 23 Hall single-family scattered site houses (estimated cost of \$48,000), furnaces at 48 Hansen single-family scattered site houses (estimated cost of \$96,000), and new air conditioners at 23 Larson single-family scattered site houses (estimated cost of \$46,000). Fifty-four thousand dollars will be used to complete the replacement of roofs and gutters on Pedersen single-family scattered site houses (estimated cost of \$54,000) started with FFY 2014 funds. The remaining FFY 2015 funds will be used to install attic insulation in scattered-site, single-family houses and concrete repair at Hansen units.

FFY 2014 Capital Fund Program funds will be used to replace roofs and gutters on one-half (12) of the Pedersen single-family scattered site houses (estimated cost of \$54,000) and all 24 of the Pedersen house air conditioners (estimated cost of \$48,000). The roofing project will include the replacement of gutters and downspouts. The remaining 2014 funds spent on AMP 2 units will be split between attic insulation (estimated \$30,000), concrete repair (estimated \$25,000) at Hall, Hansen, Larson, Pederson and P-30 units and the repair of a slab and foundation at a Hansen house (estimated \$20,000) with settling issues.

FFY 2013 Capital Fund Program funds were used to replace roofs on 19 Larson scattered site single-family housing units (the other 5 units were replaced with 2012 funds) at a cost of \$83,068.65. The Larson roof project also included the replacement of gutters and down spouts and the roofs, gutters and down spouts on the detached garages at each site. 2013 funds are being used to replace air conditioners at 47 Hansen scattered-site single-family housing units (one unit has previously been replaced) at a cost of \$81,827. Originally, funding existed to

replace only half of the Hansen air conditioning units, but with reduced architectural and engineering fees (see above), the installation of new air conditioning equipment at all units was possible.

### AMP 3

No FFY 2015 Capital Fund Programs are scheduled to be spent on AMP 3.

FFY 2014 Capital Fund Program funds will be used to complete the replacement of roofs, gutters and down spouts on F-39 units not completed with 2013 or 2012 funds (see below) at an estimated cost of \$50,000), the replacement of basement windows at 23 F-39 units (estimated \$20,700) and water taps at 3 F-39 units (estimated \$10,500). The remaining 2014 funds spent on AMP3 properties will be used to repair concrete at A-12 and F-39 scattered site units.

FFY 2013 Capital Fund Program funds were used to replace roofs on ten A-12 scattered site single-family housing units at a cost of \$52,180 (the remaining two units had been replaced previously) and five F-39 units at a cost of \$20,165.50. The roofing projects included the replacement of gutters and down spouts at each unit.

## II. B. Leasing Information

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

MTW Households to be Served Through:	Planned Number of Households to be Served*	Planned Number of Unit Months Occupied/Leased***
Federal MTW Public Housing Units to be Leased	320	3,840
Federal MTW Voucher (HCV) Units to be Utilized	2,916	34,992
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Property-Based Assistance Programs **	0	0
Number of Units to be Occupied/Leased through Local, Non-Traditional, MTW Funded, Tenant-Based Assistance Programs **	0	0
<b>Total Households Projected to be Served</b>	<b>3,236</b>	<b>38,832</b>
* Calculated by dividing the planned number of unit months occupied/leased by 12.		
** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the PHA should estimate the number of households to be served.		
***Unit Months Occupied/Leased is the total number of months the PHA has leased/occupied units, according to unit category during the fiscal year.		

We are using the allocated number of vouchers for planning purposes; however, actual utilization will be based on funding. We are currently not being funded for our full allocation of vouchers. If the voucher program is funded based on cumulative HAP expenses during the 2014 calendar year, then actual voucher utilization in the fiscal year 2015-16 is estimated at 2,744 MTW vouchers per month.

### Reporting Compliance with Statutory MTW Requirements

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

Lincoln Housing Authority is in compliance with the statutory MTW requirements.

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

<b>Housing Program</b>	<b>Description of Anticipated Leasing Issues and Possible Solutions</b>
Public Housing	<p>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. Any vacant units are part of normal tenant turnover; we anticipate no extended vacancy issues. The average turnover is usually 60 to 70 units per year, and we expect that level again in the coming year. 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 experienced increased turnover at Mahoney Manor for the past several years and more difficulty re-leasing apartments, which has contributed to longer unit turnover times.</p> <p>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 studio units. Many prospective tenants consider the studio units too small, and would prefer to have 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 currently investing in major improvements to the common spaces in the building, including an addition to the first floor community room, a new maintenance shop, and redesigning the office space and front entrance lobby. The current level of funding for the Capital Fund Program will not support major alterations, and we have allocated reserve funds for this purpose utilizing MTW flexibility.</p> <p>The family Public Housing units consist entirely of single-family and duplex, scattered site homes. They are in 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 had been a multi-year trend of lower turnover in the family units; however, we believe this has changed as the economy and housing sales improve. It is reasonable to expect higher turnover after several years of decreased turnover. This is balanced by a very tight rental market and sharply increasing rents in the private market, which could continue to dampen turnover in the family public housing.</p>



<p>Housing Choice Voucher</p>	<p>As funding allows, the HCV program will utilize up to 2,916 vouchers each month under the MTW program.</p> <p>Anticipated issues in leasing units</p> <ul style="list-style-type: none"> <li>● HUD failed to fund 100% of VASH and MTW HAP expenditures last year while almost 100% of the authorized vouchers were leased at the beginning of 2013 calendar year. During calendar year 2013 LHA applied and received set aside funds for the shortfall in HAP funding, but was required to suspend leasing until 2014. The suspension in leasing caused our voucher utilization to drop from 100% to 87.7% by January 1, 2014. We were unable to achieve 100% leasing by the end of calendar year 2014 despite valiant efforts to increase voucher utilization. Therefore 2015 HAP funding is anticipated to be less than 94% of the 2014 authorized level.</li> <li>● The Lincoln rental market continues to be tight with rents increasing at a substantial rate, although Fair Market Rents did not change in 2014. Landlords are reporting few vacancies and many are being “picky” about their tenant selection. Landlords are not as interested in participating in the voucher program often due to the paperwork burden and inspection requirements, because there are plenty of unassisted renters in the market to choose amongst.</li> <li>● In October 2014, HUD did not increase Fair Market Rents even though the local rental rates are significantly increasing. Our Payment Standards are at 99% of the FMR but in order for voucher holders to successfully lease rental units it may require us to raise payment standards beyond 100% . Increasing Payment Standards are being considered but will result in increasing HAP subsidy per unit and reducing the number of vouchers utilized.</li> <li>● Families continue to struggle to find and secure rental units because they do not have funds for rental application fees of \$25 or more, or security deposits. Landlords are not selecting voucher holders because many of them have poor rental histories and the rental market is so tight there is an abundance of unassisted tenants for landlords to select. 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.” See Initiative 6 under Section IV.</li> </ul>
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## II. C. Wait List Information

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

Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
Housing Choice Voucher	Community Wide	4,000	Open	Yes
Public Housing--Family	Community Wide	780	Open	Yes
Public Housing--Mahoney Manor	Site-Based	111	Open	Yes
Crossroads House-PBV	Site-Based	58	Open	Yes
<i>Rows for additional waiting lists may be added, if needed.</i>				
<p>* <i>Select Housing Program</i> : Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.</p>				
<p>** <i>Select Wait List Types</i> : Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).</p>				
<p>*** For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.</p>				
Not Applicable				
If Local, Non-Traditional Housing Program, please describe:				
Not Applicable				
If Other Wait List Type, please describe:				
Not Applicable				
If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes.				
Not Applicable				

### III. Proposed MTW Activities

No new MTW initiatives are proposed for FY 2015-2016.

#### **Initiative 9**

#### **ACTIVITY: LANDLORD INCENTIVE HAP**

Program Affected: HCV Program  
Year Identified: FY 2014  
Effective Date: April 1, 2015  
Statutory Objective: Increase housing choice for low income families

#### **A: DESCRIPTION OF ACTIVITY**

As an incentive for landlords to participate in the MTW tenant-based voucher program, Lincoln Housing Authority will provide the landlord a one-time additional Housing Assistance Payment (HAP) of \$150 upon the execution of the HAP contract for the new unit and tenant. This HAP payment will be included with all other HAP reported in VMS. The landlord is not eligible for \$150 additional HAP payment if the contract is executed for a transfer in units with the same landlord, or if the contract is executed due to a lease renewal or change. The following properties are also excluded from the additional landlord incentive payment of \$150: 1) properties managed or owned by Lincoln Housing Authority, or 2) properties receiving Low Income Housing Tax Credits.

#### **B: STATUTORY OBJECTIVES**

This initiative will provide an incentive to landlords with a goal to increase landlord participation in the voucher program in order to provide voucher holders with more housing choices in the community. We expect this incentive will maintain and increase landlord participation and units participating in the program.

#### **C: ANTICIPATED IMPACT**

A goal of this initiative is to maintain or increase the number of landlords participating in the voucher program. Given the tight rental market in Lincoln, landlord participation has been decreasing which has made it more difficult for voucher holders to obtain affordable housing. Additional goals are to increase the success rate for vouchers issued and the overall voucher utilization rate. As of October 13, 2014, the Voucher success rates for April 2014- September

2014 are as follows; 30.7% leasing within 60 days, 53% leasing within 90 days, 63% leasing within 120 days and 71.7% leasing overall. As of October 13, 2014 there are 747 landlords actively participating with the MTW voucher program.

**D: ANTICIPATED SCHEDULE FOR ACHIEVING THE STATED OBJECTIVES**

The impact of the landlord incentive will be incremental as vouchers lease up after April 1, 2015. We anticipate having a measurable impact by fiscal year end, March 31, 2016. The impact will be affected by future funding levels and the overall number of vouchers available, which are unknown at this time. We intend to maximize voucher leasing.

**E: STANDARD HUD METRICS**

**F: BASELINE PERFORMANCE LEVEL PRIOR TO IMPLEMENTATION**

**G: YEARLY BENCHMARKS**

<b>HC #5 Increase in Resident Mobility</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of this activity (increase)	Households able to move to a better unit and/or neighborhood of opportunity prior to implementation of the activity (number) This number may be zero.	Expected households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Actual increase in households able to move to a better unit and/or neighborhood of opportunity after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark.
<b>Other Initiatives #9 Landlord Incentive HAP</b>				
The number of households able to move to a better unit and/or neighborhood of opportunity is reflected in the number of times the HAP incentive is paid to a landlord---this incorporates the assumption that transfers and new admissions result in a better unit or neighborhood of opportunity.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Number of households able to move to a better unit and/or neighborhood of opportunity as a result of this activity (increase)	0 units	481 units	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

**H: FINAL PROJECTED OUTCOME(S)**

To maximize leasing for each calendar year and achieve full voucher utilization.

**I: DATA SOURCE FOR METRIC DATA**

Tenmast Housing Software

**J: AUTHORIZATION FROM ATTACHMENT C OR D**

Attachment C: Section D.1.d The agency is authorized to determine a damage claim and/or vacancy loss policy and payment policy for occupied units that differs from the policy requirements currently mandated in the 1937 Act and its implementing regulations. Damage and vacancy authority are subject to state and local laws. This authorization waives certain provisions of the Section 8(o)(9), of the 1937 Act and 24 CFR 982.311 as necessary to implement the agencies annual MTW plan.

**K: EXPLANATION OF WHY THE CITED AUTHORIZATION IS NEEDED**

Lincoln is experiencing a tight rental market and it is difficult to retain current landlords and recruit new landlords. Our Landlord Advisory Committee identified some of the following burden factors to participating in the voucher program: 1) the HAP contract creates additional paperwork and time, 2) inspection requirements result in repairs to units not otherwise required for a market-rate tenant, 3) landlords take time out of their business schedule to meet with inspectors for HQS inspections, 4) landlords must wait for their first rental payment until after inspections and contracts are approved rather than on the day the lease is signed, and 5) landlords lose rental revenue while waiting for units to pass inspections. This initiative creates an incentive that recognizes these barriers and compensates the landlords accordingly. Some other MTW agencies have implemented vacancy loss and damage claims similar to the old Section 8 Certificate program. We have chosen to be proactive and try to incentivize participation and avoid the administrative burdens and cost of post-vacancy claims.

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

<b>A: IMPLEMENTED ACTIVITIES</b>		
<b>Rent Reform Initiatives</b>		
<b>Number</b>	<b>Description</b>	<b>Statutory Objective</b>
Rent Reform 1	Interim Re-examinations	-Cost Effectiveness -Self-Sufficiency
Rent Reform 2	Minimum Earned Income	-Self-Sufficiency
Rent Reform 3	Rent Calculations	-Cost Effectiveness
Rent Reform 4	Rent Burden (Rent Choice)	-Housing Choice
Rent Reform 5	Average Utility Allowances	-Cost Effectiveness
<b>Other Initiatives</b>		
Initiative 1	Income Eligibility	-Cost Effectiveness
Initiative 2	Responsible Portability	-Cost Effectiveness
Initiative 3	Biennial Re-Examinations	-Cost Effectiveness
Initiative 4	HQS Inspections Waiver	-Cost Effectiveness
Initiative 5	Inspections & Rent Reasonableness Determinations	-Cost Effectiveness
Initiative 6	Project-Based Voucher Units	-Housing Choice -Cost Effectiveness
Initiative 7	RentWise Tenant Education	-Housing Choice -Cost Effectiveness
Initiative 8	Resident Services Program	-Housing Choice

On the following pages, the following abbreviations are used: CE = Cost Effectiveness; HC = Housing Choice; and SS = Self-Sufficiency.

In May, 2013, a revised HUD Form 50900 was approved for use by the Office of Management and Budget (OMB). HUD Form 50900 provides details on the required elements of the Annual MTW and Annual MTW Report. The new form requires the use of standard metrics, as applicable, in order to allow HUD to analyze and aggregate data across all PHA's with similar activities. On the following pages, we have identified the standard metric(s) applicable to each initiative.

## **Rent Reform 1**

### **ACTIVITY: INTERIM RE-EXAMINATIONS**

Programs Affected: HCV & PH Programs

Year Identified: April 1, 1999

Effective Date: July 1, 1999

Statutory Objectives: Reduce cost and achieve greater cost effectiveness in federal expenditures  
Give incentives to obtain employment and become economically self-sufficient

#### DESCRIPTION OF ACTIVITY

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 later in this plan (Rent Reform #2).

It should be noted that the policy on income increases does not require an MTW waiver. The section on income decreases, specifically the 90 day period for a rent adjustment, likely requires 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 above polices 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. As family income increased, they are 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 this part of Lincoln Housing Authority's MTW initiative on interim reexaminations.

**UPDATE ON STATUS OF ACTIVITY**

This initiative has been part of LHA's MTW program since the beginning. The housing authority continues to implement the policy of decreasing rent 90 days after a decrease in employment 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. Our most recent data shows that of the families who reported job losses, more than half did not require a rent change, indicating they obtained new employment. This initiative encourages families who become unemployed to seek and obtain new employment. Lincoln has maintained a low unemployment rate, currently 2.7% (September, 2014) which is important to the success of this initiative.

**NON-SIGNIFICANT CHANGES OR MODIFICATONS**

Not applicable

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

For the following standard metric, the benchmark for was revised to anticipated revenue for FY 2016.

<b>CE #5 Increase in Agency Rental Revenue</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars)	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #1 Income Re-Examinations</b>				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>



Rental revenue in dollars	HCV: \$7,331,316 PH: \$ 997,006 TOTAL REVENUE: \$8,328,322	HCV: \$8,559,996 PH: \$1,135,369 TOTAL REVENUE: \$9,695,365	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
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For the following standard metric, the benchmark for (6) was revised from 7% in the previous plan to 50% in this current plan. The 7% was an error.

<b>SS #3 Increase in Positive Outcomes in Employment Status</b>				
<b>HUD Instructions for this metric are shown in the following three rows.</b>				
<b>Report the Baseline, Benchmark and Outcome data for each type of employment status for those head(s) of households affected by the self-sufficiency activity.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Report the following information separately for each category: (1) Employed Full-Time (2) Employed Part-Time (3) Enrolled in an Educational Program (4) Enrolled in a Job Training Program (5) Unemployed (6) Other	Head(s) of household in <<category name>> prior to implementation of the activity (number). This number may be zero.	Expected head(s) of households in <<category name>> after implementation of the activity (number)	Actual head(s) of households in <<category name>>after implementation of the activity (number).	Whether the outcome meets or exceeds the benchmark
	Percentage of total work-able households in <<category name>>prior to implementation of activity (percent). This number may be zero	Expected percentage of total work-able households in <<category name>>after implementation of the activity (percent).	Actual percentage of total work-able households in <<category name>>after implementation of the activity (percent).	Whether the outcome meets or exceeds the benchmark.
<b>Rent Reform #1 Interim Re-examinations</b>				
For this metric, we are measuring two of the units from the standard units of measurement. Note that (6) Other is used with two definitions. The first "Other" Category is Work-Able Households employed full or part-time. This is a combination of (1) Employed Full-time and (2) Employed Part-time from the HUD instructions above. This was a necessary modification by LHA. Category (6) Other was also used to specifically show the outcome that this specific initiative has on the households affected by Rent Reform #1.				
<b>Unit of Measurement</b>	<b>Baseline April 2010</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
(3) Number of work-able households enrolled in an Educational Program as measured by reported educational benefit income	PH 29 out of 168 HCV 137 out of 1473 Total 166 out of 1641	166 out of 1641	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
(3) Percent of work-able households enrolled in education program as measured by reported educational benefit income	PH 17% HCV 9% Total 10%	10%	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
(5) Unemployed-Number of Work-Able households	PH 34 out of 168 HCV 601 out of 1473 Total 635 out of 1641	656 out of 1641	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

(5) Unemployed—Percent of Work-Able households	PH 20% HCV 41%  Total 39%	40%	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
(6) Other: Number of Work-Able Households who are employed full or part-time	PH 134 out of 168 HCV 872 out of 1473  Total 1006 out of 1641	985 out of 1641	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
(6) Other: Percentage of Work-Able Households who are employed full or part-time	PH 80% HCV 59%  Total 61%	60%	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
(6) Other: Number of households who transitioned from one job to another without a rent decrease during a period of unemployment of 90 days or less	0	120	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
(6) Other: Percentage of households who transitioned from one job to another without a rent decrease during a period of unemployment of 90 days or less	0%	50%	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

## **Rent Reform 2**

### **ACTIVITY: MINIMUM EARNED INCOME**

Program Affected: HCV & PH Programs

Year Identified: April 1, 1999

Effective Date: July 1, 1999

Statutory Objectives: Give incentives to obtain employment and become economically self-sufficient

#### DESCRIPTION OF ACTIVITY

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 or state minimum wage, whichever is greater. 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. These exemptions serve as the hardship policy for the MEI requirement.

#### UPDATE ON STATUS OF ACTIVITY

The MEI has been a part of the housing authority's MTW program from the beginning. MEI promotes and encourages employment by implementing a work requirement with a basic expectation that a work-able adult should work at least 25 hours per week at minimum wage. The family has the flexibility to figure out how to meet the rent generated by the MEI rather than a strict requirement to work a certain number of hours. In that sense it is similar to a minimum rent. It is not strictly a minimum rent because families can have other sources of income besides MEI that are included in the rent calculation with MEI, or can be exempt from MEI. Over the years, the MEI has gradually increased in step with increases in the federal minimum wage as shown in the chart below.

<u>Federal Hourly Minimum Wage:</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

See below for new minimum wage rates and effective dates for changes in MEI.

Our most recent data (2014 annual report) shows 14.1% of voucher households and 8.1% of public housing households are affected by the Minimum Earned Income requirement. The majority of households are able to discontinue the requirement through employment or participation in education or an approved self-sufficiency program. Our annual report data also shows 90% of public housing and 73% of voucher households who are non-elderly or non-disabled have income from employment. We believe these are very positive statistics, particularly when you take note that in the past we have given a voucher preference to households with ADC (TANF) income.

**NON-SIGNIFICANT CHANGES OR MODIFICATONS**

We revised our policy so that MEI is now based on federal or state minimum wage, whichever is greater. Previously, the state minimum wage has mirrored the federal minimum. In November, 2014, Nebraska voters passed a ballot initiative raising the state’s minimum wage on January 1, 2015 and January 1, 2016. The new minimum wage rates are:

- January 1, 2015      \$8.00 per hour
- January 1, 2016      \$9.00 per hour

For those households affected by the Minimum Earned Income, the MEI will be calculated using these new minimums as follows:

- New Admissions:    April 1, 2015
- Annual Reviews:     July 1, 2015
- Interim Reviews:    May 1, 2015

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

For the following standard metric, the benchmark for was revised to anticipated revenue for FY

2016.

<b>SS #7 Increase in Agency Rental Revenue</b>				
HUD Instructions for this metric are shown in the following two rows.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
PHA Rental Revenue in dollars (increase)	PHA rental revenue prior to implementation of the activity (in dollars)	Expected PHA rental revenue after implementation of the activity (in dollars)	Actual PHA rental revenue after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #2 Minimum Earned Income</b>				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	HCV: \$7,331,316 PH: \$ 997,006 TOTAL REVENUE: \$8,328,322	HCV: \$8,559,996 PH \$1,135,369 TOTAL REVENUE: \$9,695,365	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

## Rent Reform 3

### ACTIVITY: RENT CALCULATIONS

<u>Programs Affected:</u>	HCV & PH Programs
<u>Year Identified for A - D:</u>	November, 2007
<u>Effective Date for A - D:</u>	April 1, 2008 (new admissions and transfers) July 1, 2008 (annual reexaminations)
<u>Year Identified for E:</u>	April 1, 1999
<u>Effective Date for E:</u>	July 1, 1999

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

- A. **Total Tenant Payment:** Total Tenant Payment (TTP) is determined on 27% of gross income with no allowable deductions.
- B. **Minimum Rent:** 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.
- C. **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 a 2% rate 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.
- D. **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.

E: 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. Also, LHA will not implement regulatory provisions to include Special Needs Trusts as an asset or income even if the Special Needs Trust is making regular payments on the behalf of the beneficiary.

In implementing the above, a hardship policy was created for tenants who were adversely affected. Details for the hardship policies are found in the Admissions and Continued Occupancy Plan and Section 8 Administrative Plan found in Tab 1 and Tab 2 of this MTW Plan

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

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

#### UPDATE ON STATUS OF ACTIVITY

These revised methods of calculating housing assistance for households are much simpler and less prone to errors. Tenants, participants, landlords, and advocates have appreciated the greater simplicity and ease of understanding compared to traditional methods for calculating housing assistance.

The exclusion of Special Needs Trusts as an asset or income was added to policy of income exclusions. A Special Needs Trust is a trust created under Nebraska and other state(s) law for

disabled persons who are not able to make financial decisions for themselves. Generally the assets within the trust are not accessible to the beneficiary unless the guardian of the trust determines the beneficiary has no other means to pay for his/her item of need. Neither Social Security Administration or State of Nebraska Health and Human Services low-income programs consider a Special Needs Trust as an asset or income, regardless of how payments are made for the beneficiary. Verifying Special Needs Trust payments on the behalf of the beneficiary are administrative burdensome with little impact to the rent calculation. The hardship policy has been used to alleviate any steep increases in he hardship policy has been used to alleviate any steep increases in rent. The number of hardships has been decreasing. As of August 2014, there were 6 hardship cases.

Staff continue to save a significant amount of processing time and improved rent calculation accuracy because of these initiatives. Our data collection process compares processing time for MTW participants versus non-MTW participants. Our annual report for 2013-2014 shows approximately 29% administrative time savings for new move-ins and 15% administrative time savings for annual re-examinations compared to non-MTW administrative time. That additional time has allowed us to add more vouchers (Mainstream, VASH, and Tenant Protection Vouchers), do more auditing without adding staff, and conduct more effective client interviews while still saving time compared to non-MTW client interviews. We modified the Housing Specialist job expectations by increasing the expected time for an eligibility interview from 20-30 minutes to 45-60 minutes. This allows the Housing Specialist to gather more accurate information and reduce fraud through effective interviewing.

**NON-SIGNIFICANT CHANGES OR MODIFICATONS**

Not applicable

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

For the following standard metric, the benchmark has been revised. The average hourly personnel rate has been adjusted from \$27.14 per hour to \$29.22 per hour as anticipated for FY 2016.

<b>CE #1 Agency Cost Savings</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				



These costs are based on the time savings in CE#2 (below) times average staff cost per hour.

Unit of Measurement	Baseline (FY 2010)	Benchmark	Outcome	Benchmark Achieved
Total time for New Admissions	Total time: 3,858.2 hours	Time to complete the task: 3,301 hours	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report.
Total time for Annual Re-examinations	Total time: 4,126.2 hours	Time to complete the task: 3,087 hours	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
Total time for New Admissions and Annual Re-examinations	Total Time: 7,984.4 hours	Total time: 6,388 hours	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
Total Costs for New Admissions and Annual Re-examinations	Total time @ \$27.14 per hour = \$216,697	Total time @ \$29.22 per hour = \$186,657	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

For the following standard metric, the benchmark for was revised to anticipated revenue for FY 2016.

<b>SS #7 Increase in Agency Rental Revenue</b>				
<b>HUD Instructions for this metric are shown in the following two rows.</b>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
PHA Rental Revenue in dollars (increase)	PHA rental revenue prior to implementation of the activity (in dollars)	Expected PHA rental revenue after implementation of the activity (in dollars)	Actual PHA rental revenue after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #3 Rent Calculations</b>				
This policy was designed to be revenue neutral and will not have significant effect on rental revenue---expect total revenue to go up moderately over time due to inflation.				
Unit of Measurement	Baseline (FY 2008)	Benchmark	Outcome	Benchmark Achieved
Rental revenue in dollars	HCV: \$7,331,316 PH: \$ 997,006 TOTAL REVENUE: \$8,328,322	HCV: \$8,559,996 PH \$1,135,369 TOTAL REVENUE: \$9,695,365	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

## **Rent Reform 4**

### **ACTIVITY: RENT BURDEN (RENT CHOICE)**

Program Affected: HCV Program  
Year Identified: November, 2007  
Effective Date: February 1, 2008  
Statutory Objective: Increase housing choice for low income families

#### DESCRIPTION OF ACTIVITY

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

#### UPDATE ON STATUS OF ACTIVITY

When starting MTW in 1999, the housing authority elected to have no cap on rent burden in order to give maximum choice to voucher participants. However, 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 Mainstream Programs have seen the standard 40% cap as too restrictive. In fact, at times, they have requested an MTW voucher instead of 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. MTW vouchers are found in 36 census tracts whereas non-MTW vouchers are in only 8 census tracts. Among households who exceed the 40% cap, 46.4% of MTW households are residing in low or moderate income census tracts. Eighty percent (80%) of non-MTW households are residing in low or moderate income census tracts.

We believe this initiative will continue to be needed in order to maintain voucher utilization. FMR's are not keeping pace with the substantial rent increases occurring in our community. Lincoln's rental market is tight and landlords are increasing rents to keep up with increased property taxes and other expenses. This MTW initiative offers participating households more housing options within the city of Lincoln, Nebraska compared with non-MTW vouchers.

Households are able to make a choice of housing in accordance with their individual financial circumstances. Voucher participants have a choice to exceed the federal rent burden limit of 40% of their adjusted income. The initiative does not impose a hardship but allows households to make a choice.

**NON-SIGNIFICANT CHANGES OR MODIFICATONS**

Not applicable

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

Not applicable

## Rent Reform 5

### ACTIVITY: AVERAGE UTILITY ALLOWANCES

Program Affected: HCV Program

Year Identified: April 1, 1999

Effective Date: July 1, 1999

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

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 effective December 1, 2012. Fair Market Rents are effective October 3, 2013 and did not change in 2014.

Bedroom Size	Fair Market Rent	Payment Standard	Payment Standard as a Percent of FMR	Target Rent	Utility Allowance
SRO	\$312	\$338	108.4%	\$303	\$35
0	\$416	\$451	108.4%	\$405	\$46
1	\$530	\$525	99%	\$456	\$69
2	\$700	\$693	99%	\$585	\$108
3	\$973	\$964	99%	\$826	\$138
4	\$1,215	\$1,203	99%	\$1,020	\$183
5	\$1,397	\$1,383	99%	\$1,168	\$215
6	\$1,580	\$1,564	99%	\$1,322	\$242
Lot Rent	\$280	\$277	99%		

#### 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. In a baseline measure, we found it took nearly five times longer to explain standard utility allowances to a new admission compared to an explanation of average utility allowances. Even with the added time, there is confusion about the standard utility allowances. 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. Our MTW and non-MTW error rates on utility allowances are extremely low.

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

#### NON-SIGNIFICANT CHANGES OR MODIFICATONS

Not applicable

#### CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS

For the following standard metric, the benchmark has been revised. The average hourly personnel rate has been adjusted from \$27.14 per hour to \$29.22 per hour as anticipated for FY 2016.

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #5 Average Utility Allowances</b>				
This metric is the savings from not issuing utility reimbursement checks and staff time savings during client interviews and calculations.				
<b>Unit of Measurement</b>	<b>Baseline (FY 1999)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task.	\$54,246 Cost of Utility Reimbursements  303.17 hours @ \$27.14 per hour = \$8,228  TOTAL COST = \$62,474	\$0 Cost of Utility Reimbursements  78.12 hours @ \$29.22 per hour = \$2,283  TOTAL COST = \$2,283	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

For the following standard metric, the benchmark was revised to anticipated revenue for FY 2016.

<b>CE #5 Increase in Agency Rental Revenue</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars)	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Rent Reform #5 Average Utility Allowances</b>				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	HCV: \$7,331,316  PH: \$ 997,006  TOTAL REVENUE: \$8,328,322	HCV: \$8,559,996  PH \$1,135,369  TOTAL REVENUE: \$9,695,365	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

## **Initiative 1**

### **ACTIVITY: INCOME ELIGIBILITY**

Programs Affected: HCV & PH Programs

Year Identified: April 1, 1999

Effective Date: July 1, 1999

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

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

Public Housing:	80% of median income
Housing Choice Voucher:	50% of median income.

Income targeting will not be used.

#### UPDATE ON STATUS OF ACTIVITY

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

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 we continue to meet federal targeting standards. 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 versus family units or the number of disabled families

versus working families.

**NON-SIGNIFICANT CHANGES OR MODIFICATIONS**

Not applicable

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

Not applicable



## **Initiative 2**

### **ACTIVITY: RESPONSIBLE PORTABILITY**

Program Affected: HCV Program  
Year Identified: April 1, 1999  
Effective Date: July 1, 1999  
Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

Voucher participants will be allowed to port out upon request and only as a reasonable accommodation for employment, education, safety or medical/disability need.

#### UPDATE ON STATUS OF ACTIVITY

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

The purpose of responsible portability in our MTW program is to reduce costs and prevent families from porting out with their voucher because of our MTW policies. It was anticipated that some families would choose to port out just to avoid the work requirements and other expectations of the MTW program. Portability is allowed for specific reasons as listed above. Families are given information about our responsible portability policy, and it is recognized that once people are aware of the policy, few formal requests are made. Our policy represents a highly successful implementation of a more responsible portability policy that could be adapted on nationwide basis. Portability represents a difficult and time consuming administrative issue in the voucher program across the country. Allowing HA's to adopt policies that limit ports to verifiable, good cause reasons would improve efficiency in voucher program administration nationwide.

#### NON-SIGNIFICANT CHANGES OR MODIFICATIONS

In 2014, we did a time study on the amount of administrative time it takes per portable voucher and found the amount of time at 4.43 hours per voucher. Our baseline data reflects the results of this time study in the benchmark.

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

For the following standard metric, the benchmark has been revised. The average hourly personnel rate has been adjusted from \$27.14 per hour to \$29.22 per hour as anticipated for FY 2016. In addition, the number of billed vouchers was adjusted due to an increase in the number of absorptions and decrease in the number of billings. We believe this is due to agencies trying to increase their lease-up rates following sequestration.

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #2 Responsible Portability</b>				
For this metric, we compare the average HAP cost for a port voucher with a local voucher. To determine the baseline, we used a national averaged number of ports to estimate the number of ports we would potentially have if we did not have responsible portability. 11% is the national portability rate and 3% is the national portability billed rate.				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Total cost of task in dollars	1,422 hours (from CE#2) @ \$27.14= \$35,593  2,916 authorized vouchers at 3% billed portability rate = 88 billed port vouchers at \$901.40 per voucher for 12 months = \$951,878  TOTAL = \$990,471	186 hours @ \$29.22 = \$5,435  8 billed port vouchers at \$800.00 per voucher for 12 months = \$76,800  TOTAL = \$82,235	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

For the following standard metric, the baseline and benchmark have been revised. They were adjusted to show administrative time of 4.43 hours per portable voucher, based on a time study.

<b>CE #2 Staff Time Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved

Total time to complete the task in staff hours (decrease)	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #2 Responsible Portability</b>				
We conducted a study of the time for administering individual ports multiplied by the estimated number of potential ports if we did not have responsible portability. The PIC Mobility and Portability Report (7/31/13) shows 11% portability in the United States.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Time to complete the task in hours	1,422 hours based on 11% portability rate or 321 per year at 4.43 hours per voucher	186 hours based on 42 ports per year at 4.43 hours per voucher	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

For the following standard metric, the benchmark was revised to anticipated revenue for FY 2016.

<b>CE #5 Increase in Agency Rental Revenue</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars)	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #2 Responsible Portability</b>				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental HCV revenue in dollars—PH Revenue is Not Applicable to this initiative	TOTAL HCV REVENUE: \$7,331,316	TOTAL HCV REVENUE: \$8,559,996	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

## **Initiative 3**

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

Programs Affected: 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 )

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### **DESCRIPTION OF ACTIVITY**

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, spouse, co-head or sole member is at least 62 years of age or a person with a disability.

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

All other household compositions will continue with an annual reexamination.

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

This activity was successfully implemented and is ongoing. Our data shows the number of annual reviews for elderly and disabled households has been reduced by approximately 43% from baseline.

Tenants and voucher participants affected by this policy appreciate the reduced burden associated with the review process. In addition, they could have increased income between biennial reexaminations without a corresponding increase in their rent payment. Households continue to be eligible for rent decreases by means of interim reexaminations if they experience decrease income.

#### **NON-SIGNIFICANT CHANGES OR MODIFICATIONS**

Not applicable

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

For the following metric, the benchmark has been revised to reflect the 2 year average number of reviews for elderly or disabled households as identified in our last annual report. The average hourly personnel rate has been adjusted from \$27.14 per hour to \$29.22 per hour as anticipated for FY 2016.

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
Unit of Measurement	Baseline	Benchmark	Outcome	Benchmark Achieved
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #3 Biennial Re-examinations</b>				
Unit of Measurement	Baseline (8-1-07 to 7-31-08)	Benchmark	Outcome	Benchmark Achieved
Total cost to complete re-examinations for Elderly or Disabled Households (decrease)	PH: 191.6 hours (see CE #2) @ \$27.14 per hour = \$5,200  HCV: 1,785.6 hours (see CE #2) @ \$27.14 per hour = \$48,461  TOTAL = \$53,661	PH = 106.9 hours @ \$29.22 per hour = \$3,124  HCV = 1,040 hours @ \$29.22 per hour = \$30,389  TOTAL = \$33,513	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

For the following metric, the benchmark has been revised to reflect the 2 year average number of reviews for elderly or disabled households as identified in our last annual report.

<b>CE #2 Staff Time Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total time to complete the task in staff hours (decrease)	Total amount of staff time dedicated to the task prior to implementation of the activity (in hours).	Expected amount of total staff time dedicated to the task after implementation of the activity (in hours).	Actual amount of total staff time dedicated to the task after implementation of the activity (in hours).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #3 Biennial Re-examinations</b>				
<b>Unit of Measurement</b>	<b>Baseline (8-1-07 to 7-31-08)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total time to complete re-examinations for Elderly or Disabled Households	PH: 121 Re-examinations for Elderly or Disabled Households @ 1.583 Hours per Re-Exam = 191.6 hours  HCV: 1,128 Re-examinations for Elderly or Disabled Households @ 1.583 =1,785.6 hours  TOTAL = 1,977.2 hours	PH = 106.9 hours  HCV = 1,040 hours  TOTAL = 1,146.9 hours	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

For the following standard metric, the benchmark for was revised to anticipated revenue for FY 2016.

<b>CE #5 Increase in Agency Rental Revenue</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	Rental revenue prior to implementation of the activity (in dollars).	Expected rental revenue after implementation of the activity (in dollars)	Actual rental revenue after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #3 Biennial Re-examinations</b>				
<b>Unit of Measurement</b>	<b>Baseline (FY 2008)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Rental revenue in dollars	HCV: \$7,331,316  PH: \$ 997,006  TOTAL REVENUE: \$8,328,322	HCV: \$8,559,996  PH: \$1,135,369  TOTAL REVENUE: \$9,695,365	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

## **Initiative 4**

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

Program Affected: HCV Program

Year Identified: November, 2008

Effective Date: April 1, 2009

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### DESCRIPTION OF ACTIVITY

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 (RFTA) form was modified to satisfactorily implement this inspection incentive initiative. LHA developed a local form, the Request for Inspections and Unit Information form which is used in lieu of HUD's RFTA form HUD 52517, to reflect a city ordinance change that required all landlords to provide all trash services. In addition, LHA also changed this local form after the Landlord Advisory Committee requested a statement be added to the form to indicate when assistance will start. The local form can be found in Appendix B.

#### UPDATE ON STATUS OF ACTIVITY

This initiative is ongoing since April 1, 2009. Tracking the next inspection date and data collection on skipped inspections are both very time consuming. LHA is monitoring the impact of this policy through a variety of measurements 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. If the policy was to complete biennial inspections for "all" units regardless of the results of the inspection, it would be much simpler to implement and audit. However, to retain the quality of the units, we believe it is necessary to retain an annual inspection cycle for some properties.

The inspection waiver policy continues to have positive impact on the voucher program by providing administrative cost savings to LHA, and improving our community's housing stock. This inspection policy allowed LHA to reduce the number of annual inspections performed by 36.7%. LHA used this time savings to increase the average time spent on performing an annual inspection by 33% . The increased inspection time allowed inspectors an opportunity to properly educate both the tenant and landlord on maintaining quality units, and allowed for more thorough HQS inspections to be performed. With this initiative, we were able to increase the average annual inspection time from 15 minutes to 20 minutes per unit. Part of the increased time was to implement HUD Notice 2010-10, which required our inspector's to test electrical outlets for "proper operating condition." The time savings also allowed our inspectors additional time to assist other local affordable housing projects with unit inspections.

We completed 262 more annual inspections in FY 2014 than FY2013. This was a 16% increase in annual inspections performed. Currently, we have more annual inspections every other year due to the implementation schedule. We expect this to even out over time.

**NON-SIGNIFICANT CHANGES OR MODIFICATIONS**

Not Applicable

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

For the following metric, the benchmark has been revised. The average hourly personnel rate has been adjusted from \$28.88 per hour to \$30.66 per hour as anticipated for FY 2016.

<b>CE #1 Agency Cost Savings</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #4 HQS Inspections Waiver</b>				
Agency cost is based on the number of inspection hours times staff cost per hour.				
<b>Unit of Measurement</b>	<b>Baseline (FY 2010)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task	3,042 hours @ \$28.88 per hour = \$87,853	1,825 hours @ \$30.66 per hour = \$55,955	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report



## **Initiative 5**

### **ACTIVITY: INSPECTIONS & RENT REASONABLENESS**

Program Affected: HCV Program

Year Identified: November, 2010

Effective Date: April 1, 2011

Statutory Objective: Reduce cost and achieve greater cost effectiveness in federal expenditures

#### **DESCRIPTION OF ACTIVITY**

LHA will perform all Inspections and Rent Reasonableness determinations on all tenant and project-based voucher units regardless of ownership of property management status including those that are owned or managed by LHA.

#### **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 and cost 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. LHA properties are generally in better condition than the average rental units participating in the voucher program. Our most recent report showed 65.7% of LHA properties passed at first inspection compared to 60.3% for all voucher properties. For 2013-2014, cost savings by not hiring an outside contractor was estimated at \$8,750.

#### **NON-SIGNIFICANT CHANGES OR MODIFICATIONS**

Not Applicable

#### **CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

For the following metric, the benchmark has been revised. The average hourly personnel rate has been adjusted from \$28.88 per hour to \$30.66 per hour as anticipated for FY 2016.

**CE #1 Agency Cost Savings**

**HUD instructions for this metric are shown in the following two rows:**

<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task in dollars (decrease)	Cost of task prior to implementation of the activity in (dollars).	Expected cost of the task after implementation of the activity (in dollars)	Actual cost of the task after implementation of the activity (in dollars)	Whether the outcome meets or exceeds the benchmark

**Other Initiatives #5 Inspections and Rent Reasonableness**

Baseline cost is the contract cost calculated as a product of the number of inspections on LHA-owned or managed properties at \$50 per inspection. LHA's cost to do the same inspections is based on 1 hour per inspection the current hourly rate for inspectors.

<b>Unit of Measurement</b>	<b>Baseline (10-1-09 to 9-30-10)</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Total cost of task	256 inspections at \$50 per inspection  \$12,800	256 inspections @1 hour @ \$30.66 per hour  \$7,849	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

## **Initiative 6**

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

Program Affected: HCV Program

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

Year Identified: 2010

Effective Date: Implemented July 1, 2012 to be completed by June 30, 2015

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

Year Identified: 2010

Effective Date: Pending receipt of a viable application

Statutory Objective: Increase housing choice for low income families

Reduce cost and achieve greater cost effectiveness in federal expenditures

#### **DESCRIPTION OF ACTIVITY**

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

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

#### **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.

The Moving to Work waivers being used are: 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, 3) allow the 25% unit allocation per project cap be removed, and 4) allow unit amendments to the project-based HAP contract beyond the three year limit in order to add units not initially included. This activity also allows zero HAP participants to occupy a unit indefinitely and the unit will remain designated as a project-based unit under contract. If the tenant's income decreases, we will reinstate HAP payments. A zero HAP tenant will be eligible to move with a voucher in accordance with Housing Choice Voucher regulations. LHA complies with Housing Quality Standards, subsidy layering requirements, and other federal requirements regarding project-based assistance as set forth in Title 24 of the Code

of Federal Regulations.

UPDATE ON STATUS OF ACTIVITY

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

LHA will continue to accept applications through an “other competitive process” to project base a maximum of 20 units for persons with disabilities. A previous application submitted on May 25, 2011 was not approved because it failed the environmental review. We will also continue to accept project-based VASH vouchers in conjunction with VA need and HUD funding.

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

LHA signed a contract effective July 1, 2012 to phase-in the project-based assistance at Crossroads House during a three-year period.. The phase-in period allows the opportunity to maintain 100% leasing without undue hardship on the voucher program budget and leasing requirements and prevents the displacement of any households over the 50% median income limit.

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 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. 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 residents must meet that age requirement to be eligible. The income eligibility limit for Crossroads House was set at the voucher program limit of 50% of median income rather than the tax credit limit of 60% median income. LHA chose 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 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. Our goal for the transition to project-based units is:

Fiscal Year Ending March 31	Projected Number of Project- Based Units	Actual Number of Project- Based Units
2013	20	24
2014	39	49
2015	58	58 (projected)

NON-SIGNIFICANT CHANGES OR MODIFICATIONS

There are currently 3 Crossroads House residents whose income exceeds the voucher income limits. These residents lived at Crossroads House prior to the execution of the project-based voucher contract. We have modified the initiative description to avoid displacing these residents by allowing unit amendments to the project-based HAP contract beyond the three year limit in order to add units not initially included. As these residents move or become income eligible, we will amend the contract to add these units.

CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS

Not applicable.

## **Initiative 7**

### **ACTIVITY: RENTWISE TENANT EDUCATION**

Program Affected: HCV Program  
Year Identified: November, 2010  
Effective Date: October 1, 2011  
Statutory Objective: Increase housing choice for low income families  
Reduce cost and achieve greater cost effectiveness in federal expenditures

#### **DESCRIPTION OF ACTIVITY**

Lincoln Housing Authority is using combined MTW funds to support Nebraska RentWise, a tenant education program. This activity serves 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.

RentWise is a structured curriculum to educate renters on responsibilities necessary to become successful tenants with stable housing. Lincoln Housing Authority formed 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.

Using certified trainers, RentWise teaches the knowledge and skills to be a successful renter and the issues that lead to problems for tenants. RentWise teaches participants how to secure and maintain safe and affordable rental housing. The six-module program is offered at no cost to participants and 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 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.

**UPDATE ON STATUS OF ACTIVITY**

This activity was implemented October 1, 2011. Each twelve hour series is scheduled over three days and each series is scheduled at least two times per month. The program allows for 60 registrants per session and sessions are currently scheduled two months in advance. The number of classes offered is sufficient to meet the registration requests. RentWise is a pre-housing activity and participants are determined as income-eligible for RentWise based on self-declaration of income.

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. LHA offers a secondary preference for the voucher program for RentWise graduates.

We have had increased requests for interpreters for the RentWise program. In order to more efficiently use interpreters and manage costs as well as reduce the distractions of having interpreters in a classroom setting, LHA has obtained local grants for specialized equipment to be used by interpreters and participants.

In the fiscal year ending March 31, 2014, 418 households completed the RentWise program and 395 of those households applied for housing assistance. Studies in the field of housing and the use of vouchers show that one of the biggest impediments to increasing housing choice, decreasing concentrated poverty and expanding housing opportunities is the knowledge base of the tenant, their understanding of the rental market, and their connections to the community. The RentWise program improves the knowledge base and thereby increases housing choice.

**NON-SIGNIFICANT CHANGES OR MODIFICATIONS**

Not applicable

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

For the following metric, the benchmark has been revised. The average hourly rate for in kind personnel has been adjusted from \$27.14 per hour to \$29.22 per hour as anticipated for FY 2016.

<b>CE #4 Increase in Resources Leveraged</b>				
<b>HUD instructions for this metric are shown in the following two rows:</b>				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>

Amount of funds leveraged in dollars (increase)	Amount leveraged prior to implementation of the activity (in dollars). This number may be zero.	Expected amount leveraged after implementation of the activity (in dollars).	Actual amount leveraged after implementation of the activity (in dollars).	Whether the outcome meets or exceeds the benchmark
<b>Other Initiatives #7 RentWise Tenant Education</b>				
Leveraged funds are calculated from in-kind contributions of meeting space at \$240 per RentWise session and in-kind contributions of trainers from other human services agencies at the currently hourly rate and 12 hours per session times the number of sessions.				
<b>Unit of Measurement</b>	<b>Baseline</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Amount of Funds Leveraged	\$0	In kind meeting space at \$240 per session and in kind trainers @ \$29.22per hour—12 hours per session and 24 sessions per year \$14,175	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report

**ADDITIONAL LOCAL METRICS**

Revision:

<b>Other Initiatives #7 RentWise Tenant Education</b>				
MTW funds are used in this initiative to fund certain costs of RentWise---language interpretation, postage, brochures and printing manuals. The benchmark is revised annually through the LHA budget.				
<b>Unit of Measurement</b>	<b>Baseline = Budget</b>	<b>Benchmark</b>	<b>Outcome</b>	<b>Benchmark Achieved</b>
Cost of RentWise Program is within the Budget				
Interpretation	\$8,200	\$9,500	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
Brochures	\$400	\$500	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
Postage	\$2,000	\$2,100	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
Training Manuals	\$3,200	\$3,200	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report
TOTAL COST of RENTWISE PROGRAM	\$13,800	\$15,300	To be provided in the Annual MTW Report	To be provided in the Annual MTW Report



## **Initiative 8**

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

Program Affected: HCV Program  
Year Identified: November, 2010  
Effective Date: October 1, 2011  
Statutory Objectives: Increase housing choice for low income families

#### DESCRIPTION OF ACTIVITY

The resident services program provides outreach, case management, service coordination, and supportive services to tenants who are frail elderly or disabled and residing at Crossroads House apartments. Through an interlocal agreement, the program is operated by the Lincoln Area Agency on Aging (LAAA). This activity serves 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.

The resident services program is modeled after HUD's Congregate Housing Services Program which LAAA (grantee) currently offers at LHA's Burke Plaza (91 units) and Mahoney Manor (120 units). All residents are 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 are eligible for supportive services which 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 are limited by an amount established annually.

A Professional Assessment Committee (PAC) reviews 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.

A service coordinator provides general case management and referral services to all potential participants in the program and provides referrals to the PAC of those individuals who appear eligible for the program. The service coordinator monitors educates residents the services available and application procedures, assists in applications, and monitors ongoing services. The service coordinator also coordinates 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 assures access to necessary supportive services

The LAAA contracts with qualified providers to furnish participants with supportive services including personal care, transportation, and housekeeping services. These three services are provided and funded as part of the program. MTW funds are used to provide reimbursement to LAAA under the interlocal agreement.

Personnel costs for the service coordinator are reimbursed at 100% for .35 FTE to serve Crossroads House. Supportive services are reimbursed at 75% with the remaining 25% billed to the participant receiving services. There is 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 is 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 office and program administration, also located at the senior center site.

**UPDATE ON STATUS OF ACTIVITY**

LHA continued this initiative in the past year through an interlocal agreement with Lincoln Area Agency on Aging. The most recent annual report shows there were 37 individuals receiving service coordination in the program. There are 18 individuals who were at high risk for a higher level of service but were able to continue in independent living with supportive services. This results in substantial savings of Medicaid dollars to remain in independent living versus assisted living or nursing home care.

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. The service coordinator works with residents who are hospitalized or have temporary nursing home stays to plan for return home with supportive services.

Upon completion of the transition to 100% project-based vouchers, this initiative will be moved to Section V and described as part of our single fund flexibility.

**NON-SIGNIFICANT CHANGES OR MODIFICATIONS**

Not applicable

**CHANGES OR MODIFICATIONS TO THE METRICS, BASELINES OR BENCHMARKS**

The benchmark for the overall cost of the program is revised from \$41,884 to \$42,993.

**B: NOT YET IMPLEMENTED**

All approved activities have been implemented.

**C: ON HOLD**

All approved activities have been implemented.

**D: CLOSED OUT**

No approved activities have been closed out.

## V. Sources and Uses of Funding

V.1.Plan.Sources and Uses of MTW Funds		
A. MTW Plan: Sources and Uses of MTW Funds		
Estimated Sources of MTW Funding for the Fiscal Year		
Sources		
FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400) xxx	Total Tenant Revenue	\$1,207,120
70600	HUD PHA Operating Grants	\$14,366,040
70610	Capital Grants	\$408,540
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$11,680
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$137,000
<b>70000</b>	<b>Total Revenue</b>	<b>\$16,130,380</b>
Estimated Uses of MTW Funding for the Fiscal Year		
Uses		
FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$1,140,270
91300+91310+92000	Management Fee Expense	\$909,000
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$144,550
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$144,940
93500+93700	Labor	\$0
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$774,180
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total Insurance Premiums	\$76,400
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$453,330
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance + Capital Fund Expenditures	\$408,544
97300+97350	Housing Assistance Payments + HAP Portability-In	\$12,291,221
97400	Depreciation Expense	\$780,000
97500+97600+97700+97800	All Other Expenses	\$0
<b>90000</b>	<b>Total Expenses</b>	<b>\$17,122,435</b>

**Sources and Uses Narrative:**

Estimated Uses of MTW Funding exceeds Estimated Sources of MTW Funding for the Fiscal Year by \$992,055. Depreciation is a non-cash expense and shown at \$780,000 under Estimated Uses. This reduces the funding gap between Estimated Sources and Estimated Uses to \$212,055.

The deficit will be funded from Section 8 Reserves.

**Description of Activities that Use Only MTW Single Fund Flexibility**

Lincoln Housing Authority has set aside reserves to implement the following activity using the single fund flexibility.

**1. ACTIVITY: MAHONEY MANOR IMPROVEMENTS**

Program Affected: PH Program  
Year Identified: November, 2012  
Effective Date: January 10, 2013  
Funding Allocated: \$1,300,000

**DESCRIPTION OF ACTIVITY**

Mahoney Manor is a 120-unit public housing high-rise apartment building for seniors. Resident services are provided on-site. Built in 1973, the building’s common spaces are obsolete, too small, not functional, and do not meet current standards for physical accessibility. In the past, needed improvements would be made with Capital Fund Program dollars, but due to funding cuts in that program during recent fiscal years, sufficient funding does not exist, even if the work is phased over several years. LHA is using Housing Choice Voucher reserve funds to undertake these improvements, which is allowable under MTW rules along with small amounts of Capital Fund Program dollars (see discussion of Capital Fund Program funds). Improvements include:

1. Re-configuration of the main entrance to improve accessibility and enlarge the waiting area.
2. Updating of the public restrooms to improve accessibility.
3. Construction of a new community room and kitchen.
4. Creation of a sunroom/seating area adjacent to relocated mail boxes.
5. Creation of a game room/lounge.
6. Addition of a maintenance workshop and storage space.
7. Additional parking for residents.
8. Additional storage including a re-cycling center for resident use.
9. Outdoor patio, seating, gardening area and other site work.

- 10. New décor and furnishings in the above spaces, library/computer center, conference room, game room lounge and other common spaces.

**UPDATE ON STATUS OF ACTIVITY**

A contract for the bulk of the Mahoney Manor construction work was let on September 10, 2014, in the amount of \$1,202,000. Construction is underway and scheduled to be completed by spring of 2015.

B. MTW Plan: Local Asset Management Plan	
Is the PHA allocating costs within statute?	<input type="checkbox"/> Yes or <input checked="" type="checkbox"/> -
Is the PHA implementing a local asset management plan (LAMP)?	<input checked="" type="checkbox"/> - or <input type="checkbox"/> No
<p>If the PHA is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.</p>	
Has the PHA provided a LAMP in the appendix?	<input checked="" type="checkbox"/> - or <input type="checkbox"/> No
<p><b>Not Applicable</b></p>	

## **VI. Administrative**

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

See TAB 1 Appendix A

### **B. Public Process**

#### **B. Public Process**

As a part of the Moving To Work Annual Plan public process, the Housing Authority of the City of Lincoln, Nebraska published two notices of public hearing in the city's only newspaper. The first public notice was published in the Lincoln *Journal-Star* on November 9, 2014, and a second notice was published on December 4, 2014. Both notices were identical and informed the public of the scheduled December 11, 2014 public hearing for the FY 2015-2016 Annual Moving To Work Plan. Each public notice published provided information on how citizens could obtain and review a draft copy of the proposed Annual Moving To Work Plan. A copy of the draft Plan was available for review at eight (8) public libraries located throughout the city of Lincoln. The draft Plan was also available for review on our website: [www.L-housing.com](http://www.L-housing.com). Printed copies were available in our main office lobby.

The Lincoln Housing Authority's Resident Advisory Board met two times to review the details of the Plan including the proposed Capital Fund budget, new MTW initiatives, and proposed changes to the Section 8 Administrative Plan and Admissions and Continued Occupancy Policy. Minutes of both meetings are found in Appendix E.

Based on the comments of the Resident Advisory Board, changes to the Capital Fund project funding and timing were made. There were no other substantial changes to the proposed FY 2015-2016 Annual Moving To Work Plan.

At the public hearing held on December 11, 2014, the LHA board received one written letter commenting on the proposed MTW Plan. The board reviewed the letter, and LHA staff addressed the comments in the written letter. After review of the input from the Resident Advisory Board and written comments, the board approved the Capital Fund changes requested by the Resident Advisory Board. No other changes were made to the proposed FY 2015-2016 MTW Plan. The Plan was submitted to the LHA board for final approval on January 8, 2015. The board passed Resolution No. 856 approving the FY 2015-2016 MTW Plan.

### **C. Planned or Ongoing PHA-Directed Evaluations of the Demonstration**

Not Applicable

### **D. Capital Fund Program: Annual Statement/Performance and Evaluation Reports**

See Tab 1, Appendix D

**E. LHA Request and HUD Approval Letters Regarding VASH under MTW**

See Tab 1, Appendix C

**F. 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.