



BOARD OF COMMISSIONERS MEETING

April 27, 2009
5:55 p.m.

Babcock Place
Meal Site

AGENDA

1. Call of Roll.
2. Approve Minutes of March 23, 2009 Board of Commissioners Meeting.
3. Receive Comments from Tenants and Public.

NOTE: The Chairman will take tenant and public comment on each agenda item following the staff report on the item. Tenants and public wishing to comment on a topic not included on the agenda may do so at this time.

4. Financial Reports
 - A. Receive March 2009 Public Housing Financial Reports.
 - B. Receive March 2009 Clinton Place Financial Reports.
 - C. Receive First Quarter 2009 Section 8 Financial Reports.

NOTE: All matters listed below on the Consent Agenda are considered under one motion and will be enacted by one motion. There will be no separate discussion on those items. If discussion is desired, that item will be removed from the Consent Agenda and considered separately

5. CONSENT AGENDA
 - A. Executive Director's Report.
 - Clinton Place
 - 2009 First Quarter Demographic Report
 - RFP for Energy Performance Contracting
 - Capital Fund Five Year Needs Assessment Update
 - Capital Fund Stimulus Spending Update
 - Homeless Prevention & Rapid Re-Housing Funds under ARRA
 - B. Resolution 1034: Receive and Approve Performance Report on the Two Month Extension of the Fourth Year grant for the HOPE Building Program.

6. REGULAR AGENDA
 - A. Resolution 1035: Approve \$19,395 to hire a Case Manager for the e-Housing Connection and HOME Transitional Housing for 6 months if appropriate.
 - B. Receive 2008 Financial and Compliance Audit Report from Dennis Edwards, auditor.

7. Calendar and Announcements.

8. Adjournment.



MINUTES OF A REGULAR MEETING OF
THE LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

March 23, 2009
5:45 p.m.

Clinton Place
Meal Site

1. Call of Roll.

The meeting was called to order at 5:45 p.m. by Chairman O'Keefe. Upon call of roll the following Commissioners answered present:

William Fleming
Sonya Johnson
Brenda O'Keefe

Commissioner Clark arrived at 6:00 p.m. Commissioner Johnson was absent with prior notice. Also in attendance were Alice Dunlap, a member of the public; and Heather Hoy, Suzanne Kerich, Milton Scott, Ruth Lichtwardt and Barbara Huppee, all LDCHA staff members.

2. Approve Minutes of February 23, 2009 Board of Commissioners Meeting.

Commissioner Johnson moved to accept the minutes as presented. Chairman O'Keefe seconded. The motion passed unanimously.

3. Receive Comments from Tenants and Public.

There were no comments from tenants or the public.

4. Financial Reports

A. Receive February 2009 Public Housing Financial Reports.

Executive Director Huppee presented the report to the Board. February brought the agency 17% through the budget year with total rental income in line with budget projections. Interest income is running under budget projections at 6% (partly due to varying maturity dates on CD investments). In addition, the yield on our money market investment accounts continue to drop. Other income from tenant work order damages and late fee charges are under budget projections at 13%. Income from other sources is running 4% over budget projections at 21%. Operating subsidy shows the agency is on line at 17%. The amount of subsidy contained in the budget, upon which this report is based, is 86.20% of the 2009 initial operating subsidy calculation of \$738,822.00 (this

amount is before HUD adjustments). The final average of fiscal year 2007 (83.40%) and 2008 (88.96%) was used when determining the proration level of 86.20% for the 2009 allocation. In addition, the agency will not know what the final proration level will be until it is announced by HUD. In the meantime, a four month interim funding eligibility based on a proration level of 88% of the 2008 allocation has been authorized by Headquarters. This is \$215,874.00. Total operating receipts are on line at 17%.

On the expense side, total administrative expenses are running 2% over budget projections at 19%. The Section 8 reimbursements for January and February have not been made yet (these will all be made along with March reimbursements). Administrative lines affected for outstanding reimbursements are legal, travel, accounting fees, membership dues and fees, telephone, forms and supplies, misc sundry, and administrative contracts. Because the reimbursements have not been made these lines are skewed and will come in line with the March reports (again when those reimbursements will be made). In addition, administrative contracts has an \$8,250.00 coding error in it. This coding error was for Microsoft Office 2007 software licensing updates (for 28 licensed users) that were inadvertently charged to administrative contracts when they should have been charged to betterments and additions line 7540.93. This will also be corrected with the March reports.

Total utilities show we are running under budget projections at 9% (gas shows we are 5% under at 12%). Total ordinary maintenance and operations are running 3% under budget projections at 14%. Protective Services are 1% under budget projections at 16%. Total general expenses (which include insurance, PILOT and collection losses) are running slightly under budget projections at 14%. Total routine expenses are running 2% under budget projections at 15%. As of this reporting period the agency shows a total of \$339,658.00 in operating income and \$274,866.00 in operating expenses with an operating surplus of \$64,792.00.

Commissioner Fleming inquired as to the insurance expenses going up and asked if the agency takes bids on insurance; Ms. Huppee explained that the agency goes out to bid on all insurance, generally on an annual basis although there are some three year policies.

Chairman O'Keefe moved to accept the report as presented. Commissioner Fleming seconded. The motion passed unanimously.

B. Receive February 2009 Clinton Place Financial Reports.

Executive Director Huppee reported that February brings Clinton Place Apartments 17% through the budget year. Total rental revenue from both income sources (tenant rental income and HUD operating subsidy combined) is running 1%

under budget projections at 16%. As of 02/28/09 there were 54 units under lease; as of 03/20/09 the building will be at full occupancy of 58. Interest income is running over budget projections at 62%. Revenue from laundry income is running 1% over budget projections at 18%. Other revenue from tenant work order damages as well as late fee charges are running under budget projections at 4%. Total Operating income from all sources is running 1% under budget projections at 16%.

On the expense side, advertising and marketing show we are running over budget projections at 28% through the budget year. This is due to costs associated with the Open House held in early January which was necessary in recruiting potential tenants at Clinton Place. Office salaries show we are 2% over budget projections. This budget line is based on an overall 5% allocation charge for the Executive Director's, Business Manager and Business Office Assistant's time spent related to the property. This line needs further review with our fee accountant to see why it is running slightly over projections. Property and liability insurance is running over budget projections at 28% due to an overall increase from the 2008 premium (upon which the amount projected in this budget was originally based). Total operating expenses are running 5% under budget projections at 12%.

As of the February reporting period Clinton Place Apartments shows a total of \$52,881.00 in operating income and \$31,108.00 in operating expenses with an operating surplus of \$21,773.00.

Chairman O'Keefe moved to accept the Clinton Place Financial Report as presented. Commissioner Johnson seconded. The motion passed unanimously.

5. CONSENT AGENDA

- A. Receive Executive Director's Report.
- B. Receive and Approve Fourth Year Progress Report on the HOPE Building Program.

There being no discussion, Commissioner Fleming moved to accept the Consent Agenda as presented. Chairman O'Keefe seconded the motion. The motion carried.

6. REGULAR AGENDA

- A. Resolution 1030: Accept the LDCHA Capital Fund Allocation in the Amount of \$747,109 under the American Recovery and Reinvestment Act and Approve the Spending Plan (HUD form 50075.1) for such Allocation

Executive Director Huppee presented Resolution 1030, explaining that this is additional funding that the agency will receive due to the "stimulus package", the

American Recovery and Reinvestment Act (ARRA) which was signed by President Obama on February 17. The Act contains a \$4 billion appropriation of Capital Funds to carryout capital and management improvements for public housing. The LDCHA's share under the allocation is \$747,109. The LDCHA must submit a funding plan to HUD (HUD form 50075.1) for the use of these funds no later than April 10, 2009. The LDCHA Board must approve the funding plan and notify HUD that it will accept public housing capital funds under ARRA. Funds under this program must be totally obligated by March 18, 2010, 60 percent expended by March 18, 2011, and 100 percent expended by March 18, 2012. HUD will recapture all money that does not meet the deadlines.

In using the funds PHAs must give priority consideration to the rehabilitation of vacant rental units, prioritize capital projects that are already underway or included in the Five Year Capital Fund Action plan, use funds to supplement and not supplant expenditures from other sources; and provide/conduct a physical needs assessment as specified by HUD with funds under this grant. There are restrictions on the use of funds which do not exist in the regular Capital Fund program the agency operates. Under ARRA, funds cannot be used for operations, training, or resident services, or rent assistance. MTW agencies that are single fund agencies (one budget for all HUD funding such as the LDCHA) may not combine these funds with other HUD funding and must only use the funds as required by ARRA and not their MTW agreements.

The board must approve the submission of the ARRA Capital Funding spending plan which is due no later than April 10.

There is additional Capital Fund money available under ARRA that will be competitively awarded at a later date. The deadline for publication of the rules for this competition is September 30. It is expected that these funds will be used for energy conservation and improvement upgrades.

Among the uses of this money outlined in the funding plan together are upgrades to the elevators in elderly housing; upgrades to the phone service and computer systems; roof replacement at the scattered sites; painting and replacement of siding at Edgewood Homes; electrical upgrades at Edgewood Homes; and installing washer/dryer hookups in the Edgewood one bedroom units. All of these items are in the agency's existing approved 5 year plan.

Chairman O'Keefe inquired as to whether the roof replacement would be a continuation of the project already begun; Ms Huppee said that it would finish that project. Commissioner Fleming asked whether the money could be used at Clinton Place; Ms Huppee clarified that it can be used only on public housing. Mr. Fleming asked how the priority of projects was determined; Ms Huppee explained that the agency does an annual needs assessment and that these projects were in line with that.

Mr. Fleming asked if any projects which were not ordinarily funded could be funded under this, but Ms Huppee said it could be done on the public housing side only.

Commissioner Fleming moved to approve Resolution 1030. Chairman O'Keefe seconded. The motion passed unanimously.

Ms Huppee requested that the order of the agenda be changed due to the direct connection of Agenda Items C and D to the stimulus fund issues just discussed. The Board concurred.

C. Resolution 1032: Approve Capital Fund Stimulus Grant Procurement Policy in Order to Expedite Spending under the American Recovery and Reinvestment Act.

Executive Director Huppee presented Resolution 1032 and explained that federal law requires housing authorities to follow procurement policies specified in 24 CFR Part 85. Part 85 defines small purchases as services, supplies, and property that do not cost more than \$100,000. The small purchase procedures require PHAs to secure price and rate quotations from an adequate number of qualified sources. These quotes need to be documented and retained in the files. However, PHAs are permitted to have more restrictive policies and the LDCHA does. Under the LDCHA's small purchase procedures, small purchases are defined as items that do not cost more than \$50,000.

PIH Notice 2009-12, dated March 18, 2009, contains the requirements that housing authorities are required to follow in spending the ARRA capital fund formula grants. In keeping with the administration's intention to spend these funds as quickly as possible HUD has issued a directive under Part IV.3 requiring PHAs "to remove all procurement standards that are contrary to Part 85 or the Recovery Act." It states that PHAs shall amend their procurement standards as necessary in order to expedite and facilitate the use of funds. The amended policy for the LDCHA that is the subject of Resolution 1032 will pertain to capital fund stimulus money only and is to be entitled Capital Fund Stimulus Grant Procurement Policy.

Commissioner Clark moved to approve Resolution 1032. Commissioner Fleming seconded. The motion passed unanimously.

D. Authorize the Executive Director to conduct a Public Hearing on a Revised Five Year Capital Fund Plan under ARRA specifications.

Executive Director Huppee explained that under the Capital Fund program PHAs are required to establish a five year work plan for Capital Improvement items. The

LDCHA's current Five Year Plan runs through 2009. Under ARRA HUD is requiring PHAs to develop new Five Year plan if they desire to carry out work items that are not in their current plan. HUD is reducing the public notification period from 45 days to 10 days.

The work items proposed in the agency's ARRA Capital Fund submission are in the agency's five year plan so the five year plan will have to be amended to reflect work items identified in the agency's most recent needs assessment that will now be undertaken under its regular 2009 allocation. The stimulus money has had the effect of fast forwarding the agency through its regular planning and funding cycle. The items the agency will carry out with stimulus money would have been carried out under our 2009 regular allocation. A new Five Year Plan (running from 2010-2015) based on our current needs assessment, would have come before the board in September as part of the annual plan approval process.

Staff wants to proceed with the development of a new Five Year Plan and go out for public comment under the 10 day notice. The new Five Year Plan together with public comments would come before the board in April.

Commissioner Fleming moved to authorize the Executive Director to conduct a public hearing as specified. Chairman O'Keefe seconded. The motion passed unanimously.

B. Resolution 1031: Approve Proposal for Homeless Prevention Funds under the American Recovery and Reinvestment Act.

Executive Director Huppee explained that part of the stimulus package under the American Recovery and Reinvestment Act (ARRA) for HUD includes a special allocation called the Homeless Prevention Fund under which money has been awarded to states and entitlement cities to carry out programs that prevent homelessness or that rapidly re-house homeless families. Since Friday when this resolution was written, and the actual Board meeting, HUD released the rules regarding this funding. Ms Huppee turned the floor over to Heather Hoy, e-Housing Coordinator. Ms Hoy read the relevant section of the legislation to the Board.

Ms. Huppee explained that the fund has been renamed the "Homeless Prevention and Rapid Rehousing Program" and that the emphasis is on homeless prevention and case management to help people stay in their homes, including paying past rent and utilities up to 6 months and counseling services. However none of the money can be used for people already in public housing who are behind on their rent. HUD is targeting short and medium term rental assistance with no assistance being offered for more than 18 months.

The LDCHA believes that the e-Housing Connection is ready-made for this funding. A meeting with the city, social service agencies, and housing authority is planned.

Chairman O'Keefe asked if people would be allowed to reenter the program. Ms Hoy said the flexibility would be allowed for up to 18 months under the rules but that the procedures and rules would still have to be worked out. The deadline for the state to accept proposals is September so this will not happen immediately. The money is prohibited from being used to serve the chronically homeless. Commissioner Fleming asked about transitioning people from this program to Section 8; Ms Huppee answered that it would be a Board decision as to whether to make that part of the program. Some families may not be eligible for Section 8 due to various issues when entering the program but with case management might become eligible.

Because more detail will become available later, Commissioner Clark moved to table Resolution 1031 until the April meeting. Chairman O'Keefe seconded. The motion passed unanimously.

E. Consider Changing May 25 Meeting Date

Because the May 2009 meeting as scheduled falls on Memorial Day, Executive Director Huppee asked the Board if they would like to change the May meeting to another date in accordance with the By-laws.

Commissioner Fleming moved to change the May 2009 meeting date to May 18. Chairman O'Keefe seconded. The motion passed unanimously.

F. Resolution 1033: Approve 2009 HUD Income Eligibility Guidelines

Executive Director Huppee explained that the Income Eligibility Guidelines had been issued just a few hours before the board meeting although the date they took effect was March 18. HUD issues income eligibility guidelines for public housing, Section 8 Tenant Based Rent Assistance and Project Based Rent Assistance Program annually. While these are regulatory requirements, PHA boards must adopt these guidelines by resolution. A copy of the new guidelines was given to each Board member at the beginning of the meeting.

Commissioner Fleming moved to approve Resolution 1033. Commissioner Clark seconded. The motion passed unanimously.

7. Calendar and Announcements.

Executive Director Huppee will be out of the office from April 3 through April 10 and will return on April 11. Commissioner Clark volunteered to sign checks during that time.

8. Adjournment.

There being no other items of business, Chairman O'Keefe moved to adjourn. Commissioner Clark seconded. The meeting adjourned at 6:30 pm.

Chairman

Secretary

Attest

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
April 27, 2009

AGENDA ITEM 4A: Receive March 2009 Public Housing Financial Reports.

CURRENT ISSUE:

March brings the agency 25% through the budget year with total rental income slightly over budget projections at 26%. Interest income is running under budget projections at 8% (again due to varying maturity dates on CD investments and the low yield we continue to earn on our public housing money market investment account (as of 04/20/09 the yield was 0.15%). Other income from tenant work order damages and late fee charges are on line at 25%. Income from other sources (which include cell tower revenue, laundry commission, bus transportation donations as well as reimbursements for salary allocations under the Capital Fund grant) continue to run over budget projections at 32%. Operating subsidy shows we are on line at 25%. Again, the amount of subsidy contained in the budget, upon which this report is based, is 86.20% of the 2009 initial operating subsidy calculation of \$738,822.00 (this amount is before HUD adjustments). The final average of fiscal year 2007 (83.40%) and 2008 (88.96%) was used when determining the proration level of 86.20% for the 2009 allocation. In addition, we will not know what the final proration level will be until it is announced by HUD. In the meantime, a four month interim funding eligibility based on a proration level of 88% of the 2008 allocation has been authorized by Headquarters. This is \$215,874.00. Total operating receipts are on line at 25%.

On the expense side, total administrative expenses are running 1% under budget projections at 24%. Legal expense is running over budget projections at 39% due to an eviction as well as attorney review with LDCHA staff over the Public Housing and HUD form lease. Audit fees show we are running over at 47%. Membership dues show we are over as well at 42%. Both of these (audit and membership dues and fees) should come in line with the actual as we continue throughout the budget year. Administrative contracts show we are running over budget projections at 31% because of computer consultant costs for software upgrades made under Microsoft Office 2008 for 28 licensed users.

Total utilities show we are running under budget projections at 18% (gas shows we are 1% over budget projections at 26%).

Total ordinary maintenance and operations are running 3% under budget projections at 22%.

Protective Services are 1% under budget projections at 24%.

Total general expenses (which include insurance, PILOT and collection losses) are running slightly under budget projections at 22%.

Total routine expenses are running 3% under budget projections at 22%.

As of this reporting period the agency shows a total of \$512,173.00 in operating income and \$404,621.00 in operating expenses with an operating surplus of \$107,552.00.

BOARD ACTION REQUIRED:

Receive Report.

Lawrence-Douglas County Housing Authority
Board of Commissioners Meeting
April 27, 2009

AGENDA ITEM 4B: Receive March 2009 Clinton Place Financial Reports.

CURRENT ISSUE:

March brings Clinton Place Apartments 25% through the budget year. Total rental revenue from both income sources (tenant rental income and HUD operating subsidy combined) is on line at 25%. As of the end of March the building was at full occupancy of 58. Interest income is running over budget projections at 86%. Revenue from laundry income is running 2% over budget projections at 27%. Other Revenue from tenant work order damages as well as late fee charges are running under budget projections at 5%. Total operating income from all sources is on line at 25%.

On the expense side, advertising and marketing continue to show we are running over budget projections at 28% through the budget year. Again, this is due to costs associated with the open house held in early January which was necessary in recruiting potential tenants at Clinton Place. Office salaries show we are 1% over budget projections at 26% because of necessary overtime hours spent for the Business Office Assistant to get all capital and non-capital items inventoried at Clinton Place. Again, property and liability insurance is running over budget projections at 42% due to an overall increase from the 2008 premium (upon which the amount projected in this budget was originally based). Total operating expenses are running 6% under budget projections at 19%.

As of the March reporting period Clinton Place Apartments shows a total of \$81,840.00 in operating income and \$47,543.00 in operating expenses with an operating surplus of \$34,297.00.

BOARD ACTION REQUIRED:

Receive Report.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
April 27, 2009

AGENDA ITEM 4C: Receive First Quarter 2009 Section 8 Financial Reports.

BACKGROUND:

The first quarter 2009 Section 8 financial report is being presented in a different format than what has typically been presented to the board in the past. This is necessary to show the actual cash flow and expenditures of the program.

The LDCHA Section 8 MTW program consists of 591 units. The Section 8 annual budget for 2009 is still under appropriations and has not yet been determined by HUD. For the first three quarters we have received monthly allocations from HUD that are estimates. We expect the final funding amount to be released by early summer.

Expenses under the program consist of administrative expenses directly related to the operational costs to run the Section 8 program. These expenses are run through the Public Housing program and then reimbursed by the Section 8 program at the end of the month.

CURRENT ISSUE:

On the income side, the program has received monthly allocation estimates from HUD totaling \$911,882.00 (or \$303,960.00 monthly for January through March, 2009). A total of \$18,465.00 has been received quarter-to-date for the Family Self Sufficiency and Homeownership Coordinator grants. The total amount of the 2009 award for both of these grants is \$73,842.00 (this is a separate HUD allocation). Interest earned on operating reserve investments to date is \$11,974.00. Total operating receipts earned through March is \$942,321.00.

On the expense side, a total of \$149,988.00 has been paid quarter-to-date for administrative expenses. Most of these lines (except for salaries and employee benefits) are all skewed. January shows the credit reversal entries for December accruals and March includes reimbursements that represent expenses paid for all three months (recall we reported at last month's meeting the Section 8 reimbursements had not been made and would be done in March).

The program had a total of 1,779 Section 8 units under lease through March. This is an aggregate total of 593 units under lease on the first day of each month. A total of \$728,521.00 has been paid quarter-to-date for Housing Assistance Payments (HAP).

A total of \$16,344.00 has been paid quarter-to-date under the expanded RSO & Homeownership program. In addition a total of \$7,589.00 has been paid quarter-to-date under the E-Housing Connection program. These two new initiatives were approved in the 2009 MTW annual plan and are being paid for from MTW reserves.

As of the 1st quarter reporting period the MTW program has \$942,321.00 in operating income and \$878,509.00 in operating expenses (HAP and Administrative Expenses) with an operating surplus of \$63,812.00. However when deducting costs associated with the expanded RSO/Homeownership program as well as the E-Housing Connection program the program would show an operating surplus of \$39,879.00.

BOARD ACTION REQUIRED:

Receive Report.



**QUARTERLY REPORT ON DEMOGRAPHICS OF LDCHA PROGRAMS
APRIL, 2009**

Total Number of Units Under Lease:	1062
Number of Section 8 Units	594
Number of Section 8 Portable Vouchers Administered	0
Number of Disaster Housing Assistance Program Units	1
Number of Public Housing Units	356
Number of HOME Units	43
Number of Sec. 8 New Construction (Clinton Place)	58
Number of Supported Housing Program Units	6
Number of Affordable Elderly Units (Peterson II not vouchers)	4

Number of MTW households 388

Head of Household Information

Number of Male Heads of Household	336
Number of Female Heads of Household	726
Number of Couples	57

Number of Family Members 2046

Number of Children	749
Average Age of Children	8
Avg Number of Family Members/Household	1.92

Number of Households by Race/Ethnicity

White	814	77%
Black	149	14%
Native American	62	6%
Asian	12	1%
Mixed	25	2%
Hispanic	40	4%
Non Hispanic	1022	96%

Families With Gross Household Income Below 50% of Area Median Income:	980	92%
Families With Gross Household Income Below 80% of Area Median Income:	82	8%

LDCHA Active Tenants by Head of Household Status

Active Residents	Total	Percent	*Section 8 Vouchers	Percent	+Public Housing & Affd. Elderly	Percent	HOME	Percent	Sec 8 New Const	Percent	Supp. Hsgn	Percent
Program Total	1062	100%	595	56%	360	34%	43	4%	58	5%	6	1%
Elderly Heads of Household	312	29%	124	21%	149	41%	1	2%	38	66%	0	0%
Non Elderly Disabled Heads of Household	371	35%	267	45%	56	16%	24	56%	18	31%	6	100%
Non Elderly Non Disabled Heads of Household	379	36%	204	34%	155	43%	18	42%	2	3%	0	0%

***Includes Portable Vouchers Administered for Other Housing Authorities & DHAP Vouchers.**

+ Includes Units at Peterson Acres II rented under Affordable Senior Housing Sliding Scale Rents.

LDCHA Waiting List Figures by Head of Household Status

Note: Applicants may be listed on more than one waiting list. This chart represents entries on all LDCHA waiting lists, not an unduplicated count of households applying for assistance.

Applicants on Waiting Lists	Total	%	General Housing	%	Babcock Place & Peterson Acres	%	Hmlss Trnstl Hsg & Bert Nash Trnstl Hsg	%	Clinton Place	%	Supported Hsgn	%
Total Applicants on Waiting List	495	100%	361	73%	60	12%	64	13%	9	2%	1	0%
* Elderly Heads of Household	57	12%	27	7%	24	40%	0	0%	6	67%	0	0%
* Non Elderly Disabled Heads of Household	161	33%	116	32%	24	40%	19	30%	2	22%	0	0%
* Non Elderly Non Disabled Heads of Household	277	56%	218	60%	12	20%	45	70%	1	11%	1	100%

* Applicants are not coded as disabled or elderly until LDCHA receives verification documents of elderly or disabled status.

**April 27, 2009 Board Meeting
Executive Director Report**

Clinton Place

Clinton Place attained full occupancy (58 units) in March and continues to be fully occupied with a waiting list.

2009 First Quarter Demographic Report

The first quarter report for LDCHA Housing Programs is attached.

Request for Proposal for Energy Performance Contracting

The RFP for Energy Performance Contracting was submitted to HUD last month. We are awaiting their response.

Capital Fund Five Year Needs Assessment Update

At last month's meeting the board was informed that the Capital Fund Stimulus Money had fast forwarded the agency through the fifth year of its five year physical needs assessment plan. Unrelated to this, as a condition of receiving the stimulus money HUD was requiring all housing authorities to conduct a new five year physical needs assessment using a professional engineer or architect. HUD has not yet issued its guidance on this new requirement. The agency is awaiting this guidance before proceeding. Once the needs assessment is conducted staff will conduct a public hearing on the plan and present the outcome to the board for approval before submission to HUD.

Capital Fund Stimulus Spending Update.

Under the stimulus package the agency received an additional \$747,109 in funds. The board approved the spending plan for this money last month. There are tighter timeframes for the obligation and expenditure of these funds that under the regular program. (Our average annual allotment is about \$525,000.) All funds must be obligated (under contract) by March 18, 2010 and spent by March 18, 2012. HUD is requiring weekly reports on each PHA's activity under the program. Under the LDCHA program, we have obligated all administration funds in the amount of \$74,109, and \$139,600 for improvements and upgraded to the Babcock Elevator system. We are out to bid on the scattered site roof replacement project which is estimated at \$200,000. We are in the process of developing specifications for the electrical meter replacement and exterior siding replacement, repair and painting project which is estimated at \$207,500.

Homeless Prevention and Rapid Re-Housing Program Funds under AARA

Last month staff presented the board with a proposal for the expenditure of funds under this stimulus program. This funding is tailor made for the e-Housing Connection. The proposal was tabled because it was learned that the funding will be going through the state. The state has until May 18 to submit their funding plan to HUD. Under HUD's timeframe money will not be available to cities until September 30. Cities will be the recipient entities. We have been in communications with the state on what their plan will entail so that our proposed activities are incorporated, and we are in frequent communication with the city which is supportive of our proposal.

**U. S. Department of Housing
and Urban Development**
Office of Community Planning
and Development

Annual Progress Report (APR)

for

Lawrence-Douglas County Housing Authority

HOPE BUILDING

Extension Year 4: February 1, 2009 – March 31, 2009

Submitted by

July 1, 2009

Public reporting burden for this collection of information is estimated to average 33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

THIS PAGE - TO BE COMPLETED BY ALL GRANTEES

Grantee:
LDCHA

HUD Grant or Project Number:
KS01B30001

Project Sponsor:
LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY

Project Name:
HOPE BUILDING

Operating Year: (Circle the operating year being reported on)
1 2 3 4 5 6 7 8 9 10
11 12 13 14 15 16 17 18 19 20

Reporting Period: (month/day/year)

Indicate if extension: Yes No
 Indicate if renewal: Yes No

from: 02/01/2009 to: 03/31/2009

Previous Grant Numbers for this project:

Check the component for the program on which you are reporting.

Supportive Housing Program (SHP)

Shelter Plus Care (S+C)

Section 8 Moderate Rehabilitation

- Transitional Housing
- Permanent Housing for Homeless Persons with Disabilities
- Safe Haven
- Innovative Supportive Housing
- Supportive Services Only
- HMIS

- Tenant-based Rental Assistance (TRA)
- Sponsor-based Rental Assistance (SRA)
- Project-based Rental Assistance (PRA)
- Single Room Occupancy (SRO)

- Single Room Occupancy (Sec. 8 SRO)

Summary of the project: (One or two sentences with a description of population, number served and accomplishments this operating year)

The HOPE Building, in its fourth year of operation, reached its full capacity during the year. The HOPE Building served eleven chronically homeless participants. The participants served were disabled individuals with co-occurring mental illness and substance dependence and/or physical disabilities. The majority of participants in the HOPE Building self-reported on an anonymous survey that they decreased their use of substances and experienced a decrease of mental illness symptoms while in the program.

Name & Title of the Person who can answer questions about this report:
Milton Scott

Phone: (include area code)
785-842-8110

Address:
1600 Haskell Ave
E-mail Address mscott@ldcha.org

Fax Number: (include area code)
785-842-9596

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

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name & Title of Authorized Grantee Official:
Barbara Huppee, Executive Director

Signature & Date:

X

Name and Title of Authorized Project Sponsor Official:

Signature & Date:

X

PART I. TO BE COMPLETED BY ALL GRANTEES (EXCEPT HMIS)

SSO GRANTEES, PLEASE SEE SPECIAL INSTRUCTIONS ON PAGE 3 OF THE APR

Part I: Project Progress

1. Projected Level of Persons to be served at a given point in time. (This information comes from the most recent CoC application.)

	Projected Level	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Persons to be served at a given point in time	6	N/A	N/A	N/A

2. Persons Served during the operating year.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the first day of the operating year	5	N/A	N/A	N/A
b.	Number entering program during the operating year	2	N/A	N/A	N/A
c.	Number who left the program during the operating year	1	N/A	N/A	N/A
d.	Number in the program on the last day of the operating year (a + b - c) = d	6	N/A	N/A	N/A

3. Project Capacity.

		Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a.	Number on the last day (from 2d, columns 1 and 4)	6			N/A
b.	Number proposed in application (from 1a, columns 1 and 4)	6			N/A
c.	Capacity Rate (divide a by b) = %	100.00 %			N/A %

4. Non-homeless persons. This question is to be completed for Section 8 SRO projects.

How many income-eligible non-homeless persons were housed by the SRO program during the operating year?	N/A
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5. Age and Gender. Of those who **entered** the project during the operating year, how many people are in the following age and gender categories?

Single Persons (from 2b, column 1)		Age	Male	Female
	a.	62 and over	0	0
	b.	51-61	0	0
	c.	31-50	2	0
	d.	18-30	0	0
	e.	17 and under	0	0
Persons in Families (from 2b, columns 2 & 3)				
	f.	62 and over	N/A	N/A
	g.	51 - 61	N/A	N/A
	h.	31 - 50	N/A	N/A
	i.	18 - 30	N/A	N/A
	j.	13-17	N/A	N/A
	k.	6-12	N/A	N/A
	l.	1-5	N/A	N/A

	m.	Under 1	N/A	N/A
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Answer questions 6 - 10 only for **participants who entered the project during the operating year** (from 2b, columns 1 & 2). The term **participant** means Singles not in Families and Adults in Families. It does not include children or caregivers. NOTE: The total for questions, 7, 8 and 10 below should be the same; respond to each of those questions for all participants. Some of the questions listed throughout the APR will be asking information for individuals who are **chronically homeless**.

6a. Veterans Status. A veteran is anyone who has ever been on active military duty status.

How many participants were veterans?

6b. Chronically homeless person. An unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays. For further discussion of the definition of chronic homelessness, see Other Key Definitions under the General Instructions above.

How many participants were **chronically homeless** individuals?

7. Ethnicity. How many participants are in the following ethnic categories?

a.	Hispanic or Latino	0
b.	Non-Hispanic or Non-Latino	2

8. Race. How many participants are in the following racial categories?

a.	American Indian/Alaskan Native	0
b.	Asian	0
c.	Black/African American	0
d.	Native Hawaiian/Other Pacific Islander	0
e.	White	2
f.	American Indian/Alaskan Native & White	0
g.	Asian & White	0
h.	Black/African American & White	0
i.	American Indian/Alaskan Native & Black/African American	0
j.	Other Multi-Racial	0

9a. Special Needs. How many participants have the following? Participants may have more than one. If so, count them in all applicable categories. For each condition, also indicate the number that were **chronically homeless**.

		All	Chronic
a.	Mental illness	2	2
b.	Alcohol abuse	1	1
c.	Drug abuse	1	1
d.	HIV/AIDS and related diseases	0	0
e.	Developmental disability	0	0
f.	Physical disability	2	2
g.	Domestic violence	0	0
h.	Other (please specify)	0	0

9b. How many of the participants are disabled?

10. Prior Living Situation. How many participants slept in the following places in the week prior to entering the project? (For each participant, choose one place. The total number of participants in the “All” column should equal the number of participants in question 2b, columns 1 and 2). Also, indicate how many **chronically homeless** participants slept in the following places. (Choose one)

		All	Chronic
a.	Non-housing (street, park, car, bus station, etc.)		
b.	Emergency shelter	2	2
c.	Transitional housing for homeless persons		
d.	Psychiatric facility*		
e.	Substance abuse treatment facility*		
f.	Hospital*		
g.	Jail/prison*		
h.	Domestic violence situation		
i.	Living with relatives/friends		
j.	Rental housing		
k.	Other (please specify)		

*If a participant came from an institution (psychiatric facility, substance abuse treatment facility, hospital, or jail), but was there less than 30 days and was living on the street or in emergency shelter before entering the treatment facility, he/she should be counted in either the street or shelter category, as appropriate.

Complete questions 11 - 15 for all **participants who left during the operating year** (from 2c, columns 1 and 2). The term participant means single persons and adults in families. It does not include children or caregivers. The term **chronically homeless person** means an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. To be considered chronically homeless a person must have been on the streets or in an emergency shelter (i.e. not transitional housing) during these stays.

11. Amount and Source of Monthly Income at Entry and at Exit. Of those participants who left during the operating year, how many participants were at each monthly income level and with each source of income? Also, please place the monthly income level and each source of income for **chronically homeless persons** in the second column of each chart. The number of participants in Chart A and B should be the same.

		All	Chronic
Chronic	A. Monthly Income at Entry		
a.	No income	1	1
b.	\$1-150	0	0
c.	\$151 - \$250	0	0
d.	\$251- \$500	0	0
e.	\$501 - \$1,000	0	0
f.	\$1001- \$1500	0	0
g.	\$1501- \$2000	0	0
h.	\$2001 +	0	0

		All	Chronic
	C. Income Sources At Entry		
a.	Supplemental Security Income (SSI)	0	0
b.	Social Security Disability Income (SSDI)	0	0
c.	Social Security	0	0
d.	General Public Assistance	0	0
e.	Temporary Aid to Needy Families (TANF)	0	0
f.	State Children’s Health Insurance Program (SCHIP)	0	0
g.	Veterans Benefits	0	0
h.	Employment Income	0	0
i.	Unemployment Benefits	0	0
j.	Veterans Health Care	0	0
k.	Medicaid	0	0
l.	Food Stamps	0	0
m.	Other (please specify) Disability Settlement Savings	0	0
n.	No Financial Resources	1	1

i.	8 years - 10 years	0	0
j.	Over 10 years	0	0

13. Reasons for Leaving. Of those participants who **left** the project during the operating year (from 2c, columns 1 and 2), how many left for the following reasons? If a participant left for multiple reasons, **include *only the primary reason***. The total number of participants in the first column (“All”) should equal the number of participants in question 2c, columns 1 and 2. Also, please place the **primary** reason for **chronically homeless persons** who **left** the project during the operating year in the second column.

		All	Chronic
a.	Left for a housing opportunity before completing program	0	0
b.	Completed program	0	0
c.	Non-payment of rent/occupancy charge	0	0
d.	Non-compliance with project	1	1
e.	Criminal activity / destruction of property / violence	0	0
f.	Reached maximum time allowed in project	0	0
g.	Needs could not be met by project	0	0
h.	Disagreement with rules/persons	0	0
i.	Death	0	0
j.	Other (please specify)	0	0
k.	Unknown/disappeared	0	0

14. **Destination.** Of those participants who **left** during the operating year (from 2c, columns 1 and 2), how many left for the following destination? Also, please place the destination of **chronically homeless persons** who **left** during the operating year in the second column.

			All	Chronic
PERMANENT (a-h)	a.	Rental house or apartment (no subsidy)	0	0
	b.	Public Housing	0	0
	c.	Section 8	0	0
	d.	Shelter Plus Care	0	0
	e.	HOME subsidized house or apartment	0	0
	f.	Other subsidized house or apartment	0	0
	g.	Homeownership	0	0
	h.	Moved in with family or friends	0	0
TRANSITIONAL (i-j)	i.	Transitional housing for homeless persons	0	0
	j.	Moved in with family or friends	0	0
INSTITUTION (k-m)	k.	Psychiatric hospital	0	0
	l.	Inpatient alcohol or other drug treatment facility	0	0
	m.	Jail/prison	0	0
EMERGENCY SHELTER (n)	n.	Emergency shelter	0	0
OTHER (o-q)	o.	Other supportive housing	0	0
	p.	Places not meant for human habitation (e.g. street)	0	0
	q.	Other (please specify)	0	0
UNKNOWN	r.	Unknown	1	1

15. **Supportive Services.** Of those participants who **left** during the operating year (from 2, columns 1 and 2), how many received the following supportive services during their time in the project? Also, please place the supportive services received for **chronically homeless** participants who **left** during the operating year in the second column. Participants may have received multiple services and all services should be reported in the table.

		All	Chronic
a.	Outreach	0	0
b.	Case management	1	1
c.	Life skills (outside of case management)	0	0
d.	Alcohol or drug abuse services	1	1
e.	Mental health services	1	1
f.	HIV/AIDS-related services	0	0
g.	Other health care services	0	0
h.	Education	0	0
i.	Housing placement	0	0
j.	Employment assistance	0	0
k.	Child care	0	0
l.	Transportation	1	1
m.	Legal	0	0
n.	Other (please specify) Psychosocial Activities/ Commodities	0	0

16. Overall Program Goals. Under objectives, list your measurable objectives for this operating year (from your application, Technical Submission, or APR) for each of the three goals listed below. Under Progress, describe your progress in meeting the objectives. Under Next Operating Year's Objectives, specify the measurable objectives for the next operating year.

a. Residential Stability Objectives:

100% of referred homeless persons will complete a Hope Building application within ten days of referral.

Progress: 100% or two (2) of two (2) applicants that were homeless submitted an application within 10 days of referral by local shelters and outreach workers. In year-four, this goal was revised to state that the supportive housing specialist (SHS) will contact referral agencies and/or the applicant when an application is received by the SHS within 5 days in order to assist with proper completion of the application and to expedite the application process.

50% of applicants determined eligible will move in to Hope Building within 30 days of application.

Progress: 50% or one (1) of two (2) applicants deemed eligible moved in within 30 days of application, zero (0) within 60 days, and one (1) one moved in later than 90 days due to being on the waitlist for a unit. A total of two (2) individuals moved in to Hope Building during the 2008 grant extension period. In year-four this goal was revised, as the goal was only applicable when a unit was available for an eligible applicant to move in to. The goal was revised to state in year-five that 75% of applicants determined eligible will move into the Hope Building when a unit is made available within 30 days.

75% of qualifying residents will be notified of the Renter's Education program in their first year and will be required to take the classes to be eligible for other permanent housing options at the end of 12 months in the program.

Progress: This is not applicable to this extension; no additional residents had resided longer than Hope Building for 12 months since the year-four report. Staff reviewed this goal again in year-four and determined residents were not able to benefit from participation in the Renters Education program during their first 12 months in the Hope Building program. This goal was revised for year-five to state that residents would be notified of the program in their first-year and required to take the classes to increase residential stability, credit history and rental skills at the end of 18 months of participation in the Hope Building program.

50% of residents will complete a mental health and substance abuse assessment within fifteen (15) days of move-in, 75% within 30 days and 100% will complete a mental health and substance abuse assessment within 60 days of move-in.

Progress: 100% or two (2) of two (2) persons admitted to Hope Building during the 2008 grant extension period completed a mental health and substance abuse assessment within 15 days of move-in.

100 % of residents will actively participate in mental health services under an individualized service plan within 60 days of move-in.

Progress: 100% or two (2) of the two (2) persons admitted to Hope Building during the 2008 grant extension period actively participated in their service plan's mental health services within 60 days of move-in.

50% of residents determined to need drug/alcohol treatment will actively participate in a treatment program individualized to meet their needs within 90 days of move-in, and 100% will participate within 6 months. Residents actively participating in substance abuse counseling will experience a 30% decrease in binge drinking (defined as 5 or more drinks at one setting) within 90 days of entering the program.

Progress: 100% or two (2) of the two (2) persons admitted to Hope Building that were determined to need substance abuse treatment were actively participating in an individualized drug/alcohol treatment plan within 90 days of move-in. 50% or 2 (two) out of four (4) residents in drug/alcohol counseling self-reported and demonstrated behavior that they were abstinent (had more than a 30 % decrease in binge drinking) within 90 days of entering the program.

45% of residents will, throughout their residency at Hope Building, demonstrated compliance with standard rental agreement terms and conditions as evidenced by timely payment of rent, sanitary housekeeping, not causing disturbances, not damaging the unit, and not interfering with other residents' personal enjoyment of the property.

Progress: 100% or seven (7) of the seven (7) tenants residing at Hope Building during the 2008 grant extension paid rent on time, kept their apartment sanitary, did not cause disturbances or major damages to the property.

50% of new residents will have an individualized program plan meeting within the first two weeks of their residence at the Hope Building.

Progress: 100% or two (2) of two (2) of new admissions had an individualized program plan meeting within the first two weeks of their residence at the Hope Building.

Next Operating Year's Objectives: Modify objectives to fit program needs annually in order to increase residential stability.

b. Increased Skills or Income

Objectives:

100% of residents will complete an assessment of eligibility for mainstream benefits including food stamps and/or general assistance within 30 days of move-in and will apply for the appropriate mainstream benefits identified by this assessment within 60 days of move-in. Case management staff will assist residents to correctly complete and submit applications within 60 days of move in.

Progress: 100 % or two (2) of two (2) people admitted to Hope Building in the 2008 grant extension period already had mainstream benefits or completed a mainstream benefits assessment within 30 days of move-in and submitted appropriate applications.

50% of residents will complete an employment/education/training needs assessment within 120 days of move-in and 100% within 210 days.

Progress: 100% or 7 (seven) out of 7 (seven) of Hope Building residents in the 2008 extension period had an assessment of their employment/education/training needs within the 120 days of move-in.

75% of residents who meet SRS criteria will receive vocational rehabilitation services within 90 days of move-in.

Progress: 50 % or one (1) the two (2) people admitted to Hope Building in the 2008 extension period began receiving SRS vocational rehabilitation services.

50% of residents will begin exploring employment opportunities, access training, identifying employment goals, and participating in activities to increase employment skills within 12 months of move-in.

Progress: 86 % or six (6) out of (7) resident explored employment opportunities indentified employment goals and participated in activities to increase employment skills within 12 months of move-in. Some of the residents wanted to work longer and/or enter a job with more hours, but were concerned about losing their federal/state disability insurance.

Next Operating Year's Objectives: 30% of residents will have explored full-time employment, part-time employment, or volunteer works that have been residing at the Hope Building for over a year. Residents reported that receiving federal disability income for their disability, (e.g., SSI or SSDI), continued to be a difficulty, and most reported that they obtained legal services aimed at helping the disabled with the process.

c. Greater Self-determination

Objectives: 80% of residents will undergo primary health and dental examinations within 6 months of move-in.

Progress: 86 % or six (6) of the seven (7) residents during the 2008 grant period had primary health and/or dental examinations within 12 months of move-in.

60% of residents will meet at least 2 goals of their individualized service plan within 12 months.

Progress: 86 % or six (6) out of seven (7) residents met at least two (2) goals of their individualized service plan within 12 months. It was determined that a higher number of goals on individual service plan could be aimed for. The goal was revised in year-four to state 60% of residents will meet at least three (3) goals on their individualized service plan within 12 months.

45% of residents moving out of Hope Building will qualify for other assisted housing options.

Progress: 0% moved-out during the 2008 extension period. In year-four it was determined that this goal would better meet our residents' abilities by revising the goal to a smaller percentage and increasing the housing options aimed for to include all types of permanent housing options. The goal was revised to state that 15% of residents in the Hope Building will qualify for permanent housing options after residing at the Hope Building for three (3) years.

50% of residents will report greater life satisfaction at the time of regular program reviews, but no less than annually. Life satisfaction will be defined as reported behaviors that demonstrate a decrease in mental illness symptoms, control over substance use issues, reduction in anxiety, stable physical health, adequate financial resources, and appropriate participation in pleasurable social activities.

Progress: 86% or six (6) of the seven (7) Hope Building residents reported an overall decrease in mental illness symptoms, substance use issues, anxiety and physical health and appropriate participation in pleasurable social activities. This information was tracked by one-on-one interviews, anonymous surveys, and behavioral observation. However, financial resources were voiced as a problem from 71 % or (5) five out of seven (7) participants.

90 % of new admissions referred to outpatient mental health services will receive outpatient mental health services from local agencies.

Progress: 100% or one (1) of one (1) residents referred to outpatient mental health services received services.

50% of new admissions will be seen by a medical provider when a significant health issue arises.

Progress: 100% or two (2) out of two (2) new admissions were seen by a medical provider when significant health issue arose.

50 % of the residents at the Hope Building will participate in psychosocial events, classes and community contact outings, (e.g., community events, community dining, cooking skills, in-house seasonal dinners), at a minimum of three events per year.

Progress: 71% or five (5) out of seven (7) residents participated in at least one psychosocial event/community outing offered during the 2008 grant extension period in which three events/activities were offered.

Next Operating Year's Objectives: Provide supplemental funds for 75% of tenants that do not have funds to receive medical services. Provide a minimum of 18 psychosocial activities, community contact activities and transitional skill-building activities (e.g., room cleaning, personal hygiene, cooking, food budgeting, dental- health promoting activities, physical-health promoting activities, and positive hobbies) per grant year.

17. Beds. SHP recipients answer 17a. S+C recipients answer 17b. SRO recipients answer 17c. (***SHP-SSO projects do not complete this question***)

- a. **SHP.** How many beds were included in the application approved for *this* project under 'Current Level' and under 'New Effort'? How many of these New Effort beds were actually in place at the end of the operating year?

	Current Level	New Effort	New Effort in Place
Number of Beds:	_____	_____	_____

- b. **S+C.** How many beds and dwelling units were being assisted with project funds at the end of the operating year? (Include beds for all participants, other family members, and care givers.)

Number of Beds: _____

Number of Dwelling Units: ____

- c. **SRO.** How many dwelling units were being assisted at the end of the operating year?
(Include units occupied by “in place” non-homeless persons who qualify for assistance.)

Number of Dwelling Units: ____

Part II: Financial Information

18. Supportive Services.

For Supportive Housing (SHP), this exhibit provides information to HUD on how SHP funding for supportive services was spent **during the operating year**. Enter the amount of SHP funding spent on these supportive services. Include HMIS costs under “Other”.

	Supportive Services	Dollars
a.	Outreach	
b.	Case management	\$5,183.28
c.	Life skills (outside of case management)	
d.	Alcohol and drug abuse services	\$1,074.00
e.	Mental health services	\$0.00
f.	AIDS-related services	
g.	Other health care services	
h.	Education	\$0.00
i.	Housing placement	
j.	Employment assistance	
k.	Child care	
l.	Transportation	\$234.41
m.	Legal	
n.	Other (please specify) Transitional Living	\$172.62
o.	TOTAL (Sum of a through n)	
	Cumulative amount of match provided to date for the Shelter Plus Care Program under this grant	\$6,664.31

19. Supportive Housing Program: Leasing, Supportive Services, Operating Costs, HMIS Activities and Administration

All grantees receiving funding under the Supportive Housing Program must complete these charts each operating year. For **expansion projects**: If SHP grant funds are for the expansion of a pre-existing homeless facility, only the people and expenditures for the additional expansion may be included, as in the original application or any grant amendments. Documentation of resources used is not required to be submitted with this report but should be kept on file for possible inspection by HUD and Auditors. Do not include any expenditures made before the SHP grant was executed.

Summary of Expenditures. Enter the amount of SHP grant funds and cash match expended during the operating year for each activity. This table should add up both horizontally and vertically. The SHP supportive services total should be the same as the SHP supportive services in Question 18.

		SHP Funds	Cash Match	Total Expenditures
a.	Leasing	\$4,258.18	\$0.00	\$4,258.18
b.	Supportive Services	\$6,397.22	\$0.00	\$6,397.22
c.	Operating Costs	\$2,313.79	\$0.00	\$2,313.79

d.	HMIS Activities			
e.	Administration	\$627.39	\$0.00	\$627.39
f.	Total	\$13,596.58	\$0.00	\$13,596.58

Sources of Cash Match. Enter the sources of cash identified in the Cash Match column, above, in the following categories. Use additional sheets, as necessary.

		Amount
a.	Grantee/project sponsor cash	\$0.00
b.	Local government (please specify)	
c.	State government (please specify)	
d.	Federal government (please specify)	
	Community Development Block Grant (CDBG)	
e.	Foundations (please specify)	
f.	Private cash resources (please specify)	
g.	Occupancy charge / fees	
h.	Total	\$0.00

20. Supportive Housing Program: Acquisition, Rehabilitation, and New Construction

All grantees that received SHP funds for acquisition, rehabilitation, or new construction must complete these charts in the year one APR only. This exhibit will demonstrate to HUD that the grantee has contributed enough cash to at least equally match the amount of SHP funds spent for acquisition, rehabilitation, or new construction. Documentation that matching funds were provided is not required to be submitted with this report but should be kept on file for possible inspection by HUD and Auditors.

FOR HMIS ACTIVITIES ONLY

21. For Supportive Housing (SHP) – HMIS Activities - NOT APPLICABLE TO HOPE BUILDING

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
April 27, 2009

AGENDA ITEM 5B: Receive and Approve Performance Report on the Two Month
Extension of the Fourth Year grant for the HOPE Building Program

BACKGROUND:

HOPE Building is a permanent supported housing program for chronically homeless persons who are dual diagnosed with substance abuse and other disabilities. It is funded under an annual continuation grant from HUD in the amount of \$89,167, plus a 25% agency match. It can serve up to 6 individuals. The agency leases a property at 834 Kentucky for this program. Residents pay a minimum rent of \$50 or 30% of their monthly income as rent. The grant and match pay for leasing, a three-quarter time Supported Housing Specialist who works exclusively with the residents, and support and treatment services through our partner agencies the Bert Nash and DCCCA Centers for mental health and substance abuse services.

The 2008 grant period was February 1, 2008-January 31, 2009. Not all the grant funds were expended during this time and a two month extension was granted. Under the extension the agency was required to submit two performance reports, one for the regular 12 month period of February 2008-January 2009, and the other for the period of the two month extension which ran February and March 2009. The board approved the 12 month performance report last month. The attached report is for the 2 month extension period. This report is due to HUD July 1.

CURRENT ISSUE:

During the two month extension period one individual moved off the program and two individuals moved on the program. Presently there are 6 residents in the program.

A summary of the program is attached.

BOARD ACTION:

Receive and approve the two month extension progress report on the HOPE Building.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
April 27, 2009

AGENDA ITEM 6A: Resolution 1035: Approve \$19,395 to hire a Case Manager for the e-Housing Connection and HOME Transitional Housing for 6 months if appropriate.

BACKGROUND:

This is a request to hire one case manager for 6 months in order to bridge to the funding that we expect to receive under the Homeless Prevention and Rapid Re-housing ARRA money. This request is to serve e-Housing and Transitional housing participants. The agency has the funding to do this under MTW reserves.

The two positions that Resident Services hired serve our public housing and Section 8 residents but do not serve our Transitional Housing and e-Housing participants. It is these participants that are the most at risk for losing their housing. These participants are case managed by external agencies. We have found that the case management provided by external agencies can be sketchy and sporadic and is frequently without the ongoing monitoring and follow-up that is needed to help the participants learn to maintain and retain their housing.

We recently learned that one local agency refuses to take a hard stand with their clients who engage in certain behaviors (like boarders and lodgers) for two reasons, they say: one, every client has the right to self determination, and second, they believe that a hard stand on behaviors that cause lease violations is serving the landlord's interests and not the client's. Our experience tells us that this type of case management is not of an educational/instructional value that will lead to the kind of personal responsibility necessary to enable the participant to maintain their housing. The LDCHA sees many revolving door cases where a family obtains housing then loses that housing. Since housing is what the LDCHA does best, staff has also come to believe that it may be able to provide the type of focused case management with emphasis on maintaining and retaining the housing that multi-problem at-risk families need.

CURRENT ISSUE:

The LDCHA expects to receive funding under the Stimulus money in September or early October that can be used for case management. (See Executive Director's report on Homeless Prevention and Rapid Re-Housing). If the board approves this request the funding would be shifted to the stimulus money. If for any reason this funding is not provided this item would come back to the board in September for reconsideration.

BOARD ACTION:

Discussion. Approve/disapprove Resolution 1035.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
April 27, 2009

AGENDA ITEM 6B: Receive 2008 Financial and Compliance Audit Report from Dennis Edwards, auditor

BACKGROUND:

The 2008 Financial and Compliance Audit was Conducted by Dennis Edwards, CPA, PA, of Holton, Kansas. It was conducted over the period of a week in March.

CURRENT ISSUE:

The report is attached. Dennis Edwards will be present and will discuss the report at the meeting.

BOARD ACTION:

Receive 2008 Audit Report.