



LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

August 24, 2009
5:45 p.m.

AGENDA

Babcock Place
Meal Site

1. Swearing-In Ceremony for Sue Hack as LDCHA Commissioner
2. Call of Roll.
3. Approve Minutes of the June 30, 2008 Board of Commissioners Meeting.
4. 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 July 2009 Public Housing Financial Reports.
- B. Receive July 2009 Clinton Place Financial Reports.
- C. Receive Section 8 2nd Quarter Program Report.
- D. Receive Peterson Acres II Semi-annual Financial Report.

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. Resolution 1037: Approve Continuation of the LDCHA as Contract Administrator for the Bert Nash Tenant Based Rent Assistance Program Grant.
- B. Receive Report on Annual Agency Health Insurance Renewal

6. REGULAR AGENDA

- A. Resolution 1038: Authorize the Executive Director to Sign a Contract with Siemens Building Technologies, Inc. to Conduct an Investment Grade Energy Audit if Appropriate.
- B. Receive Recommendation from Resident Advisory Council to use \$250,000 in MTW Reserves to Add Additional Units of Tenant Based Rental Assistance (TBRA) this Fiscal Year.
- C. Receive Preliminary 2010 Draft MTW Annual Plan for Review and Comment Including Recommendations from the Resident Advisory Council.
- D. Receive Report on the e-Housing Connection.
- E. Receive Update Report on City's Application Submission for Homeless Prevention and Rapid Re-housing under the Stimulus Program.



7. CALENDAR AND ANNOUNCEMENTS.
 - A. August 26, 2009 Landlord Summit sponsored by the LDCHA and City of Lawrence, 11:30 am-1:30 pm. at Maceli's.
 - B. Babcock Place Annual Block Party, September 25, 2009 from 6-8:30 p.m.
 - C. Executive Director's Annual Performance Evaluation will be conducted at the September 28 board meeting.

8. ADJOURNMENT.



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

June 22, 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 Clark. Upon call of roll the following Commissioners answered present:

Brenda O'Keefe
Charlie Dominguez
William Fleming
David Clark

Commissioner Johnson was absent.

Also in attendance were LDCHA staff members Beverly Hyatt, Suzanne Kerich, Carrie Lindsey, Milton Scott, Ruth Lichtwardt and Director of General Housing Charlotte Knoche. Ms Knoche was attending in place of Executive Director Barbara Huppee, who had been called out of town. Members of the public James and Nancy Dunn joined the meeting at 5:55 p.m.

2. Approve Minutes of May 18, 2009 Board of Commissioners Meeting.

Commissioner Dominguez moved to accept the minutes as presented. Commissioner O'Keefe seconded. The motion carried.

3. Receive Comments from Tenants and Public.

There were no comments from tenants or members of the public.

4. FINANCIAL REPORTS

A. Receive May 2009 Public Housing Financial Reports.

Director Knoche called the Board's attention to the revised reports which were distributed prior to the meeting, then presented the Public Housing report. May brings the agency 42% through the budget year with total rental income 2% above projections. Interest income is running under budget projections at 16%, partly due to varying maturity dates on CD investments. Additionally, the yield on the money market funds has dropped. Other income from tenant work order damages and late fee charges are over budget projections at 43%. 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) are running 7%

over budget projections at 49%. Operating subsidy shows we are at 45%. Total operating receipts are at 44%.

On the expense side, total administrative expenses are running 2% under budget projections at 40%. Total utilities are running under budget projections at 34%.

Total ordinary maintenance and operations are running 4% under budget projections at 38%. Protective Services are 2% under budget projections at 40%. Total general expenses (which include insurance, PILOT and collection losses) are running under budget projections at 36%. Total routine expenses are running 5% under budget projections at 37%. As of this reporting period the agency shows a total of \$878,009.00 in operating income and 688,681.00 in operating expenses with an operating surplus of \$189,328.00.

B. Receive May 2009 Clinton Place Financial Reports.

Director Knoche reported that May brings Clinton Place Apartments to 42% through the budget year. Total rental revenue from both income sources (tenant rental income and HUD operating subsidy combined) is running 1% over budget projections at 43%. As of 06/01/09 there were 57 units under lease. Interest income is running over budget projections at 131%. Revenue from laundry income is running 6% over budget projections at 48%. Other revenue from tenant work order damages as well as late fee charges are running under budget projections at 10%. Total operating income from all sources is running 1% over budget projections at 43%.

On the expense side, office salaries show we are on line budget projections at 42% through the budget year (this 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). Property and liability insurance is running over budget projections at 70% 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 14% under budget projections at 28%.

As of the May reporting period Clinton Place Apartments shows a total of \$142,116.00 in operating income and \$71,405.00 in operating expenses with an operating surplus of \$70,711.00.

5. CONSENT AGENDA

A. Receive Executive Director's Report

B. Resolution 1036: Approve 2009 Public Housing and Tenant Based Programs (Section 8 and HOME) Utility Allowances.

Chairman Fleming moved to accept the Consent Agenda as presented. Commissioner Dominguez seconded. The motion passed unanimously.

6. REGULAR AGENDA

A. Discuss Possible Uses of Section 8 and Public Housing Reserves.

Director Knoche presented the allowable activities under MTW for discussion and brought to the Board's attention the additional request list prepared by Resident Services which was distributed prior to the meeting. Resident Services Director Carrie Lindsey explained that all the items on the list could wait for discussion and possible Board approval until the August meeting except for the RSO summer youth programs. She provided a synopsis of the requested youth program funding, explaining that use of the RSO program is much higher this year because city funding cuts have resulted in the closure of the nearby Boys & Girls Club and summer lunch program. The requested additional funding would expand RSO summer youth services to the children of Section 8 tenants as the HUD funding normally is only for children of public housing tenants. Commissioner Dominguez inquired about funding for next year; Ms Lindsey said it would be included in the 2010 Annual Plan. Commissioner O'Keefe stated that in her job she has been encountering many children who are being served by the RSO program because funding for children's programs is being cut statewide. Mr. Dominguez asked about summer work training programs for older youth; Ms Lindsey said that RSO programs offer residents aged 14 to 18 job readiness training which includes both practical and soft skills.

Commissioner Fleming moved to approve \$5390.00 in funding for RSO summer youth programs and to discuss the balance of the agenda item at the August meeting. Commissioner O'Keefe seconded. The motion passed unanimously.

B. Discuss Requesting the City to Reallocate \$9000 of e-Housing Funding from Salaries to Rent Subsidies.

Director Knoche presented background to the Board on the original outside agency funding from the city and turned the floor over to eHousing Coordinator Heather Hoy. Ms Hoy said that the allocation will come in under budget for salaries and that the funds could be better used at this point for rent subsidies for families who otherwise cannot be housed by participating landlords because they have no income. The city is aware that the LDCHA may make this request. Commissioner Dominguez inquired who the families are and Ms Hoy gave several examples. Mr. Dominguez asked where the agency sees this going in the future. Ms Hoy said that as the program has developed the agency has learned that the original concept must change. The current request is in keeping with what the agency now believes is needed and what will likely happen if the ARRA funding in Agenda Item 6C occurs. Commissioner Fleming asked how this would work in the context of the current waiting list system; Ms Hoy clarified that eHousing is not part of any housing waiting lists but that it is a referral service,

and that the agency is still in a learning process as emergency housing has not previously been a component of the agency's services.

Commissioner Dominguez moved to approve requesting the city to reallocate the funding from salaries to rent subsidies. Commissioner O'Keefe seconded. The motion passed unanimously.

C. If Requested by the City, Authorize the LDCHA to be the Lead Agency to Receive and Administer Funding Under the Homelessness Prevention and Rapid Rehousing Program under 2009 ARRA.

Director Knoche explained to the Board that the state will be receiving \$8.3 million under ARRA for rapid rehousing. Through the state these funds will be allocated to municipalities, not to housing authorities and non-profits. The city of Lawrence has explored the possibility of LDCHA becoming the lead agency for this due to the agency's capacity to handle this type of program and the requirements that the LDCHA has in place. Ms. Knoche turned the floor over to eHousing Coordinator Heather Hoy, who explained the known guidelines. The funding is not intended to be long-term and is aimed specifically at the non-chronically homeless and the precariously housed; however the full requirements are not yet released and are not expected until July. Commissioner Dominguez inquired about a local preference and expressed concern that homeless families from outside Douglas County would be attracted to Lawrence to take advantage of the program. Ms Hoy explained that the majority of the funding is expected to go to other municipalities such as Wichita, Topeka and the Johnson County area so Lawrence would not be the primary locality with such a program. Ms Knoche said that the agency has the experience to avoid making the program a magnet for homeless families from outside the community, and that the agency has a reputation for standing firm. RSO Director Lindsey said that a goal of the agency in all programs is to train people to be good renters so they don't cycle back through. Member of the public Mr. Dunn inquired if permanent supportive housing would be allowed under this program. Ms Hoy explained it would not as it is only for the non-chronically homeless. Commissioner Dominguez expressed concern about the temporary nature of the funding since it cannot provide permanent jobs for program staff.

Commissioner Fleming moved to accept that the LDCHA act as lead agency if requested to do so by the city, subject to review of the funding and requirements when that information becomes available. Commissioner Dominguez seconded. The motion passed unanimously.

D. Discuss Recommendations to Replace Commissioner Sonya Johnson.

Commissioner Dominguez moved to wait until Executive Director Huppee's return before continuing discussion or making a decision. Commissioner Fleming seconded. The motion passed unanimously.

E. Authorize Executive Director to Enter into an Extended Renewal of the Roof Top Lease with T-Mobile.

Director Knoche presented the proposed renewal to the Board and outlined the basic terms. Capital Fund Coordinator explained that T-Mobile has held a 5-year lease with the agency and is interested in entering into a more permanent lease. Commissioner Fleming asked if any other cell phone providers had been contacted to compare offers. Mr. Fleming also offered to contact an attorney colleague who works on this type of lease to ascertain if the terms are equitable.

Commissioner Dominguez moved to authorize the Executive Director to execute a lease with T-Mobile pending further research to ensure that there is no large discrepancy in possible additional income. Chairman Clark seconded. The motion passed unanimously.

7. Calendar and Announcements.

The next meeting is August 24th at Babcock Place. On August 26th there will be a Landlord Summit cosponsored by the city Planning & Development department and the LDCHA taking place at Maceli's; Mayor Chestnut will give opening remarks.

8. Adjournment.

There being no other items of business, Commissioner O'Keefe moved to adjourn. Chairman Fleming seconded. The meeting adjourned at 7:17 pm.

Chairman

Secretary

Attest

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
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AGENDA ITEM 4A: Receive July 2009 Public Housing Financial Reports.

CURRENT ISSUE:

July brings the agency 58% through the budget year with total rental income 3% above projections at 61%. Interest income continues to run under budget projections at 18%. (Recall this is due to varying maturity dates on CD investments as well as the low interest rate yield on our public housing checking account and capital market investments). Other income from tenant work order damages and late fee charges are over budget projections at 73%. Other income sources (which include cell tower revenue, laundry commission, bus transportation donations as well as reimbursements for salary allocations under the Capital Fund grant) are running 8% over budget projections at 66%. Operating subsidy shows we are at 63%. Total operating receipts are at 61% through the budget year.

On the expense side, total administrative expenses are running 1% over budget projections at 59%.

Total utilities show we are running under budget projections at 46%.

Total ordinary maintenance and operations are running under budget projections at 57%.

Protective Services are 2% under budget projections at 56%.

Total general expenses (which include insurance, PILOT and collection losses) are running under budget projections at 51%.

Total operating expenses are running 4% under budget projections at 54%.

As of July reporting period the agency shows a total of \$1,229,572.00 in operating income and \$1,005,846.00 in operating expenses with an operating surplus of \$223,726.00.

BOARD ACTION REQUIRED:

Receive Report.

Public Housing Income and Expenses YTD 2009

August 24 2009

	Income	Expenses
January	\$ 167,304	\$ 115,127
February	171,810	159,738
March	172,515	129,755
April	173,482	150,040
May	192,355 (subsidy adj)	134,021
June	177,283	149,526
July	174,279	167,639 (3 payrolls)
TOTAL	\$1,229,028	\$1,005,846

December 2008

	Income	Expenses
December 2008	\$ 199,501	\$ 248,954
		37,975 (payroll accrual)
		49,808 (accts Payable)
		27,017 (utility accruals)
		\$ 114,800

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

CURRENT ISSUE:

July brings Clinton Place Apartments to 58% through the budget year. Total rental revenue from both income sources (tenant rental income and HUD operating subsidy combined) is running 2% over budget projections at 60%. As of 07/31/09 there were 56 units under lease. Interest income is running over budget projections at 199%. Revenue from laundry income is running 11% over budget projections at 69%. Other revenue from tenant work order damages as well as late fee charges are running under budget projections at 33%. Total Operating income from all sources is running 2% over budget projections at 60%.

On the expense side, office salaries show we are over 3% over budget projections at 61% through the budget year (this 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). In addition, recall that there were some overtime hours spent getting the inventory completed for the capital and non-capital items located at the property. Property and liability insurance is running over budget projections at 98% due to an overall increase from the 2008 premium (upon which the amount projected in this budget was originally based). Fidelity bond insurance shows we are at 100% and will come in line as we continue through the budget year. Total operating expenses are running 17% under budget projections at 41%.

As of the July reporting period Clinton Place shows a total of \$200,858.00 in operating income and \$106,118.00 in operating expenses with an operating surplus of \$94,740.00.

BOARD ACTION REQUIRED:

Receive Report.

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AGENDA ITEM 4C: Receive Section 8 2nd Quarter Program Report.

BACKGROUND:

The LDCHA Section 8 MTW annual budget is \$3,869,290.00. The Section 8 MTW program consists of 591 units. The program receives monthly allocations from HUD.

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 6 months of monthly allocations from HUD totaling \$1,934,645.00 (this is on line with budget actual). A total of \$36,924.00 has been received year-to-date for the Family Self Sufficiency and Homeownership Coordinator grants. Recall this is a separate HUD allocation; the total amount of the 2009 award for both these grants is \$73,842.00. Interest earned on operating reserve investments to date is \$33,374.00. Total operating receipts earned through 06/30/09 is \$2,004,943.00.

On the expense side, a total of \$284,062.00 has been paid year-to-date for administrative expenses. Again, these are for expenses directly related to the operational cost of running the Section 8 program.

The program had a total of 3,550 Section 8 units under lease as through June. This is an aggregate total of 592 units under lease on the first day of each month. A total of \$1,449,489.00 has been paid year-to-date for Housing Assistance Payments (HAP).

Year-to-date a total of \$36,640.00 has been paid under the expanded RSO & Homeownership program and \$18,006.00 under the Housing Connection program. This is a total of \$54,646.00 for these two new initiatives which were approved in the 2009 MTW annual plan and are being paid for from MTW reserves.

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As of the June reporting period the MTW program has \$2,004,943.00 in operating income and \$1,788,197.00 in operating expenses (Administrative, HAP, expanded RSO/Homeownership and e Housing Connection expenses) with an operating surplus of \$216,746.00.

BOARD ACTION REQUIRED:

Receive report.

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Year-to-date a total of \$36,640.00 has been paid under the expanded RSO & Homeownership program and \$18,006.00 under the Housing Connection program. This is a total of \$54,646.00 for these two new initiatives which were approved in the 2009 MTW annual plan and are being paid for from MTW reserves.

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As of the June reporting period the MTW program has \$2,004,943.00 in operating income and \$1,788,197.00 in operating expenses (Administrative, HAP, expanded RSO/Homeownership and e Housing Connection expenses) with an operating surplus of \$216,746.00.

BOARD ACTION REQUIRED:

Receive report.

AGENDA ITEM 5A : Resolution 1037: Approve Continuation of LDCHA as Contract Administrator for the Bert Nash HOME Tenant Based Rental Assistance Program Grant.

BACKGROUND:

Since 1994, the LDCHA has administered HOME Tenant Based Rental Assistance (TBRA) grants for the Bert Nash Community Mental Health Center's Community Support Services (CSS) program. These grants are part of the LDCHA Transitional Housing program. HOME program regulations limit TBRA assistance to 24 months. The Bert Nash CSS program provides case management and other services to persons with severe and persistent mental illness. The tenant can use the rent subsidy for a maximum of 24 months and must be a CSS client in good standing throughout that time. HOME TBRA tenants can also apply for one-time grants to cover a security deposit and initial utility service deposits. Families or individuals who are also eligible for LDCHA rental units through our General or Senior Housing programs can have their deposits paid by HOME funds.

HOME TBRA tenants admitted to Transitional Housing are screened for General Housing eligibility after 18 months and if they meet General Housing eligibility criteria are transferred into permanent housing, usually a Section 8 Housing Choice Voucher, within 24 months. In this way the HOME program has been a feeder program for the Section 8 voucher program. HOME TBRA grants have a 24-month obligation period and an additional 12-month spend down period.

Summaries of the HOME TBRA grants the LDCHA has administered for the Bert Nash Center and all HOME TBRA grants are attached.

CURRENT ISSUE:

The State of Kansas has notified the LDCHA that applications for 2009 HOME funds are due by August 26, 2009. Bert Nash Center staff meets regularly with the LDCHA Director of Housing Assistance to coordinate administration of the HOME grants. Staff from both agencies have determined that current funding will not be sufficient to house families and individuals currently on the waiting list. There are also families in the Bert Nash CSS program that are in need of housing assistance that have not yet been referred to the waiting list. We anticipated applying for the maximum available.

The 2008 CSS HOME TBRA grant became available in January, 2009 and funds are fully obligated. The 2007 CSS HOME TBRA grant is still in operation and funds are fully obligated. The 2006 grant will close the end of 2009. There are currently 23 individuals under subsidy contract in CSS HOME TBRA funds. There are no families issued from

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the HOME CSS waiting list as all funds are fully obligated. There are 9 families and/or individuals on the HOME CSS waiting list.

BOARD ACTION REQUIRED:

Review and vote on Resolution.

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State of Kansas HOME TBRA Grants to the LDCHA as Contract Administrator for the
Bert Nash Community Mental Health Center

<i>GRANT YEAR</i>	<i>GRANT AMOUNT</i>	<i>HOUSEHOLDS SERVED</i>	<i>INDIVIDUALS SERVED</i>	<i>HOMELESS HOUSEHOLDS</i>	<i>HOMELESS INDIVIDUALS</i>
1993	\$300,000	70	107	30	42
1997	\$225,000	41	59	24	34
1999	\$100,000	47	66	28	33
2001	\$75,000	22	23	17	17
2002	\$100,000	20	23	12	15
2004	\$100,000	20	28	9	9
2005	\$100,000	14	16	9	11
2006	\$100,000	9	16	5	11
2007	\$100,333	6	8	5	7
2008	\$100,000	13	14	1	1
TOTALS	\$1,300,333	262	360	140	180

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HOME TBRA GRANT SUMMARY

All HOME TBRA grants to the LDCHA

SOURCE YEAR	CITY TO LDCHA	STATE TO LDCHA	STATE TO BERT NASH & LDCHA	TOTAL
1992		\$ 300,000.00		\$ 300,000.00
1993			\$ 300,000.00	\$ 300,000.00
1995	\$200,000.00			\$ 200,000.00
1996		\$ 48,922.00		\$ 48,922.00
1997	\$150,000.00		\$ 225,000.00	\$ 375,000.00
1998*	\$150,000.00			\$ 150,000.00
1999	\$150,000.00		\$ 100,000.00	\$ 250,000.00
2000	\$150,000.00			\$ 150,000.00
2001	\$150,000.00		\$ 75,000.00	\$ 225,000.00
2002	\$164,000.00		\$ 100,000.00	\$ 264,000.00
2003	\$290,000.00			\$ 290,000.00
2004	\$222,530.00		\$ 100,000.00	\$ 322,530.00
2005	\$200,000.00		\$ 93,081.00	\$ 293,081.00
2006	\$200,000.00		\$ 100,000.00	\$ 300,000.00
2007	\$218,569.00		\$ 100,333.00	\$ 318,902.00
2008	\$292,610.00		\$ 100,000.00	\$ 392,610.00
TOTAL	\$2,537,709.00	\$348,922.00	\$1,293,414.00	\$3,887,435.00

* Start dedication of City HOME for Homeless Transitional Housing.

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AGENDA ITEM 5B: Receive Report on Annual Agency Health Insurance
Renewal

BACKGROUND:

The agency's health insurance renews on October 1. Each year the agency compares bids from several health insurance providers with the assistance of an insurance broker. Last year the LDCHA chose to remain with its current carrier Coventry, which had offered the smallest premium increase at 8.8% for 2008-2009.

CURRENT ISSUE:

This year Coventry has proposed a premium increase of 23%. We have requested that our broker negotiate for a lower premium and continue to compare bids from other companies. We will be meeting with her on this issue on Friday August 21 and will have a more complete report to present to the Board at the meeting.

For a single employee, the current premium is \$236.90; for employee plus spouse, \$497.49; for employee plus children, \$450.11; and for employee plus family, \$734.39. The LDCHA pays ½ the cost of the premium and the employee the other half.

BOARD ACTION:

Discussion and Information.

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AGENDA ITEM 6A: Resolution 1038: Authorize the Executive Director to Sign a Contract with Siemens Building Technologies, Inc. to Conduct an Investment Grade Energy Audit if Appropriate.

BACKGROUND:

Last winter the board authorized the executive director to proceed with engaging an energy services company (ESO) to conduct a comprehensive, agency wide investment grade energy audit under HUD's Energy Performance Contracting program (EPC). Under Energy Performance Contracting a housing authority contracts with an ESO to conduct a comprehensive energy audit. Based on the audit findings the ESO develops a comprehensive program detailing the energy conservation measures the agency should undertake to improve energy performance and the guaranteed savings that the improvements will yield. If the agency accepts the plan the ESO then carries out the specified physical, mechanical and appliance improvements called for in the audit. The project is a turnkey project wherein the ESO carries out the energy improvements in a compressed amount of time. If the agency rejects the plan, it then pays the ESO for the audit.

Housing Authorities can pay for the energy improvements through a bank loan, self funding, or a combination of both; which is then paid back by the energy savings. The ESO certifies to the amount of savings the improvements will yield. If the amount is not reached the ESO pays the difference. The HUD incentive to housing authorities to engage in Energy Performance Contracting is that HUD does not reduce the amount of utility reimbursement the agency will receive in its future operating subsidy as the agency's utility consumption goes down. (About one-third of the amount of operating subsidy an agency receives from HUD is to pay for energy costs. If consumption goes down operating subsidy goes down. If a housing authority undertakes comprehensive energy improvements outside of energy performance contracting, it loses subsidy as its consumption goes down..)

Energy performance contracting requires HUD preapproval which was secured in late winter. The agency developed an RFP which HUD also had to approve. The RFP was issued in May with a July 10 submission deadline. ESC's were invited to an informational meeting and property tour June 8.

Three companies attended-Siemens, Johnson Bros., and the Demby Group. Two companies, Siemens and the Demby Group submitted proposals which were reviewed by a committee consisting of Commissioner Dominguez, Barbara Huppee and Suzanne Kerich. Only Siemens met the technical qualifications. They were invited to interview August 12 which was attended by 5 Siemens officials and Commissioner Dominguez, Barbara Huppee and Suzanne Kerich.

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CURRENT ISSUE:

Siemens is a leading company doing investment grade energy audits for both public housing authorities and other public entities. The interview session was informal. The five principles represented the different areas that are involved in energy auditing and performance contracting from accounting to energy engineering to baseline matrices and management, to HUD coordination. This would be a long term relationship lasting the length of the contract which would run from 12 to 20 years depending on the energy improvements that are made should the board move forward with the improvements after the audit is complete.

Cursory discussion was held on how Siemens would measure and report savings over the contract. Also discussed was the procedures they follow to meet HUD regulations. This would be a HUD approved turnkey project where Siemens would be the general contractor and contract out the agreed to improvements. HUD must approve the ESO that the LDCHA uses.

The cost of the audit to the LDCHA is \$7,500 if we decide not to move forward with the improvements. The actual cost of the audit however is \$57,916 which will be folded into the contract if the board does move forward with the improvements.

Attached is a copy of the Letter of Intent and excerpts from Siemens' proposal.

BOARD ACTION:

Discussion. Approve Resolution 1038 if appropriate

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AGENDA ITEM 6B: Receive Recommendation from Resident Advisory Council to use \$250,000 in MTW Reserves to Add Additional Units of Tenant Based Rental Assistance (TBRA) this Fiscal Year.

BACKGROUND

Housing authorities are required to have a Resident Advisory Council (RAC) to provide advice on housing policies especially those affecting residents. The RAC is most active during the Annual Plan planning process which runs from June-August. It is a HUD requirement the RAC have input into the annual plan. The RAC meets regularly with the Executive Director during this period to review current plan activities and make recommendations for continued and/or new activities for the new plan year.

In developing its Annual Plan a housing authority is expected to look at its two major roles - its internal role as administrator and manager of its current housing programs and services, and external role of assessing and meeting local affordable housing need.

CURRENT ISSUE

The RAC has made several recommendations which are included in the proposed 2010 Annual Plan. (See Agenda item 6C.) In addition, in reviewing current waiting list data against the approved 2009 activities, the RAC desired to make a recommendation to the board to immediately allot \$250,000 in Moving to Work (MTW) funds to generate new units of tenant based housing assistance this current year.

For information purposes, \$250,000 would serve an average of 45-50 households for one year. On average, the agency spends \$4000-\$7000 per household in rent subsidy. The General Housing waiting list has 435 households on it as of this writing. The Homeless Transitional waiting list (a long established housing program not to be confused with our housing resource the e-Housing Connection), has 51 households on it. If the board issued any new housing assistance it would take 60-120 days for a household to lease up.

Attached is information from the June 2009 meeting packet on the subject of the expenditure of MTW funds this current year for housing and other activities. This is being included again for your information. The June information also serves as background for board action on the 2010 Annual Plan. The draft plan is presented under Agenda Item 6C which follows this item.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
August 24, 2009

(Regarding action the board took in June on the expenditure of MTW funds, it approved \$5,390 in MTW funds for summer youth activities but took no action on the other items which included \$11,225 for equipment replacement, \$32,280 for resident employment and training programs, and \$6,540 for elderly and disabled resident services. The resident services activities have been included in the 2010 Draft Annual Plan. The equipment replacements will be funded with capital improvement funds.)

The board has taken up discussion on using MTW funds for additional units of housing or assistance a number of times, including a study session last February; but has not made any decision on the issue.

BOARD ACTION

Discussion and action as appropriate. The board can defer action to discussion of the 2010 Annual Plan under item 6C.

Lawrence-Douglas County
Housing Authority



2010
MOVING TO WORK
DRAFT
ANNUAL PLAN



The Lawrence-Douglas County Housing Authority

BOARD OF COMMISSIONERS

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Sandra Bradshaw, Elderly Housing Director

Doug Mole, Maintenance Director

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The Lawrence-Douglas County Housing Authority

The Lawrence-Douglas County Housing Authority (LDCHA) was created in 2001 through the merger of the Lawrence Housing Authority (KS053) and the Douglas County Housing Authority (KS160). The predecessor, Lawrence Housing Authority, was created in 1968 under the Kansas Municipal Housing Act as an independent agent of the City of Lawrence charged with developing, operating and managing low rent housing for the low income population of Lawrence, Kansas. The Douglas County Housing Authority was created in 1983 by the Douglas County Commission for the purposes of administering the Section 8 Certificate Program in Douglas County Kansas. Through an Administrative Agreement between the City of Lawrence and Douglas County, the Lawrence Housing Authority was designated as the administering agency for the Douglas County Housing Authority program. With the passage of the Quality Housing and Work Responsibility Act of 1998, the dual administrative nature of the Lawrence Housing Authority became impractical given the new annual planning and board requirements placed upon housing authorities. Thus on January 1, 2001, through a joint resolution of the City of Lawrence and Douglas County, and with the approval of HUD, the two housing authorities merged as KS053. KS160 was abolished.

The LDCHA is governed by a five member board of commissioners, two appointed by the Douglas County Commission and three by the Mayor of the City of Lawrence. The Resident member is an appointee of the City of Lawrence.

The LDCHA was constituted with the powers to:

- Plan, construct, maintain, operate and manage low rent housing developments of the City of Lawrence and Douglas County Kansas;
- Enter into contracts with federal, state, or local governments for funds to plan develop, support, construct, acquire or provide housing and housing developments for the low income;
- Enter into public and private joint ventures
- Enter into cooperative agreements with other incorporated jurisdictions of Douglas County to carryout affordable housing plans and developments for the low income in those jurisdictions.

The primary roles of the housing authority are as a housing developer and provider. Presently the LDCHA operates 8 different types of affordable housing programs. Included in the role of housing provider is the responsibility to provide effective and equitable management services and to maintain and steward the agency's real estate portfolio.

The LDCHA partners and collaborates with other local agencies to provide housing assistance to special populations including special needs and homeless populations.

The LDCHA operates programs that support economic uplift of its tenant population through a comprehensive program of resident services including homeownership programs. The resident services programs also include services to facilitate healthy families and healthy aging in place.

The LDCHA follows business and fiscal policies that strive to achieve long term financial viability and solvency.

Organizational Structure

The LDCHA is divided into seven departments: 1. Administration and Business, 2. Maintenance Operations, 3. Capital Fund Program, 4. General Housing Program, 5. Senior Housing Program, 6. Multifamily Housing, and 7. Resident Services. The LDCHA employs 39 staff and operates combined budgets in excess of \$7 million.

The LDCHA has been a designated *High Performer* agency by HUD for its public housing program since 1992 and for its Section 8 programs since the inception of the Section 8 Management Assessment Program.

MOVING TO WORK

The LDCHA was selected by HUD as one of 23 housing authorities to participate in the Moving to Work Demonstration program in 1998. The Congressionally mandated demonstration was established to test new models for delivering public housing and Section 8 assistance. Congress established three objectives for the demonstration:

1. Reduce cost and achieve greater cost effectiveness in Federal Expenditures;
2. Give incentives to families with children whose head of household are either working, seeking work, or are participating in job training, education or other programs that assist in obtaining employment and becoming economically self sufficient;
3. Increase housing choice for low income families

The LDCHA signed its first five year MTW Contract with HUD March 30, 1999. The agency began implementation of the program June 1, 1999.

The agency objectives that were established to meet the Congressional goals were:

1. Abolish the public housing and Section 8 program administrative structure and create a new program of housing assistance called General Housing assistance which combines the family housing units of the public housing and Section 8 TBRA.
2. Change or eliminate four basic federal rules under the 1937 Housing Act that contradict customary social and economic norms and create administrative expense. These rules presently form the structure of the public housing and Section 8 programs. The new changes will include:
 - The institution of suitability criteria as a part of eligibility criteria
 - The definition of countable income and adjusted income
 - The establishment of the concept of annual rent and the abolishment (with some exceptions) of interim re-examinations
 - Sweeping and comprehensive changes in the rent structure
3. Establish a rent structure that provides affordability while it:
 - Values the unit
 - Creates disincentives not to work
 - Motivates families to work
 - Establishes meaningful minimum and maximum rents
 - Increases PHA income thereby reducing federal subsidy or increasing housing assistance without additional subsidy

4. Increase Housing Choice:

- For all Section 8 participants increase housing choice by permitting full discretion as to location size and cost without regard to local Fair Market Rents.
- For public housing residents of Edgewood Homes, increase housing choice by vouchering out up to 50 percent of the units over a 3 year period freeing units to rent to moderate income families thus creating a mixed income development. This was later dropped.

5. Increase usage of existing federal funds.

- Increase public housing rental income by \$150,000 per year.
- Free \$500,000 per year of Section 8 subsidy.
- Using these amounts to serve an additional 100 low income families without additional federal subsidy.

6. Expand by at least 100 percent, the family self sufficiency program to require participation of non-exempt public housing and Section 8 families.

7. Provide homeownership opportunities for approximately 422 families including, but not limited to, automatic selection for the local Tenant to Homeowners Program and a \$3000 down payment match with local HOME funds.

The above objectives created a locally driven housing program that continues to reflect community needs and values.

The 1999 MTW agreement established the specific authorizations or activities granted the LDCHA to carry out the stated objectives.

Established as a five year demonstration, the agency's MTW agreement was extended three times in 2004, 2005, and 2006. In 2007 HUD restructured the MTW program and standardized the individual agreements that MTW participating agencies each had with HUD. In April 2008 the agency signed a new 10 year standardized agreement extending the program to 2018. The new agreement provided new expanded authorities for many housing authorities.

In its 2009 MTW Annual Plan the agency sought and received HUD approval to initiate several new changes to its MTW program under these expanded authorities. These were to:

Conduct annual recertifications every second year for MTW households at maximum rent or at 50% AML.

Revise the homeownership program to create equity between public housing and Section 8 MTW by eliminating the escrow requirement and replacing it with a matching grant up to \$3000 for all MTW participants that purchase a home.

Revise the definition of countable income to exclude the income of adult children between the ages of 18 and 21. However all able bodied adults between the ages of 18 and 21 must meet the work requirement. Revise the definition of countable income by abolishing the 12-12-48 month income exclusion for affected public housing and Section 8 tenants.

Establish the LDCHA as a single fund agency and use MTW reserves to:

Add additional housing units either through acquisition, new construction or by increasing the number of housing choice voucher units;

Use up to \$58,000 to fund a new housing initiative called the Housing Connector, a temporary transitional housing program for homeless families;

Allot sufficient funds to provide five units of rental assistance to be used in collaboration with the Douglas County jail for its prisoner re-entry program.

Expand Resident Services to provide a mandatory orientation for all new incoming residents.

Expand Resident Services to provide individual case management for all households with income below 40% AMI to reduce barriers to employment and underemployment, in order to maximize the household's potential for securing worthwhile long term employment.

2010 MTW Annual Plan

Overview of the Agency's 2010 MTW Goals and Objectives

For 2010 the LDCHA intends to retain all its existing, previously approved goals, objectives and activities as referenced above and to add three new objective.

Previously Approved Objectives and Activities Retained in 2010

- Retain the current MTW rent structure rents as established in 2009

Bedroom Size	Minimum	Maximum
1 Bdrm.	\$175	\$405
2 Bdrm.	205	465
3 Bdrm.	245	535
4 Bdrm.	265	620
- Retain the work requirement for all non elderly non disabled adults age 18 and over.
- Retain the same eligibility and suitability eligibility criteria to all public housing and Section 8 applicants.
- Retain the combined Section 8 and Public Housing waiting lists under the General Housing Program.
- Retain annual fixed rents for MTW households.
- Retain restrictions on Section 8 Portability.
- Retain the down payment match under the homeownership program.
- Retain rent loss protection for Section 8 landlords.
- Retain the current Hardship Policy.
- Retain the objective of moving all MTW households up the economic ladder where household income rises to at least 50% Area Median Income (AMI) over time.
- Retain the expand Resident Services initiatives to provide a mandatory orientation for all new incoming residents.
- Retain the expand Resident Services initiative to provide individual case management for all households with income below 40% AMI to reduce

barriers to employment and underemployment, in order to maximize the household's potential for securing worthwhile long term employment.

- Retain conducting annual recertifications every second year for MTW households at maximum rent or at 50% AMI.
- Retain the definition of countable income to exclude the income of adult children between the ages of 18 and 21. Retain the requirement that all able bodied adults between the ages of 18 and 21 meet the work requirement. Retrain the definition of countable income that abolishes the 12-12-48 month income exclusion for affected public housing and Section 8 tenants.
- Retain the LDCHA as a single fund agency and uses of funds to

Add additional housing units either through acquisition, new construction or by increasing the number of housing choice voucher units;

Continue funding the e-Housing Connector, an emergency transitional housing program for homeless families;

Continue to fund five units of rental housing assistance in collaboration with the Douglas County jail for its prisoner re-entry program.

New 2010 MTW Goals and Objectives

(Proposed) Apply MTW initiatives to elderly and disabled heads of household by conducting annual recertifications every second year for public housing residents.

(Proposed) Use \$5,000 in MTW funds to test a one year pilot program that will provide matching funds to MTW households that need down payment assistance to purchase a vehicle in order to obtain or retain employment.

(Proposed) Use \$51,000 in MTW funds to provide employment related services to MTW households including activities related to the provision of self-sufficiency and other services, employment counseling, education and training including youth services in conjunction with permitting the head of household to seek, obtain or retain employment.

(Suggested) Use MTW funds to fund up to \$ (amt to be decided) in energy conservation improvements. The LDCHA will undertake Energy Performance Contracting in 2010. The agency will enter into a contract with an Energy Services Company in September 2009 to conduct a comprehensive investment grade energy audit. The audit report will not be available until after the submission of the 2010 MTW Annual Plan. Upon receipt of the audit report and with the decision to proceed with energy conservation improvements and upgrades, the Board of Commissioners

will have to decide whether to self fund or finance the improvements. Since energy conservation improvements and upgrades are allowable expenditure of MTW funds the agency seeks approval to use reserves to fund all or part of the improvements up to as determined by the board of commissioners.

II. General Housing Authority Operating Information

A. Housing Stock Information

Public Housing

The LDCHA has 367 units of public housing across 7 developments constructed between 1972 and 1995. The agency will use its 2010 Capital Funds grant exclusively for improvements to these developments. The agency anticipates major expenditure for upgrades at turnover to the interiors of all its developments to include new kitchens and baths. In addition the agency anticipates the possible expenditure of funds for energy conservation projects based on the results of an energy conservation audit. The agency will begin to undertake initiatives that are identified in the Capital Fund Physical Needs Assessment required of the 2009 AARA Capital Fund program. This needs assessment has been delayed at HUD's direction pending its issuance of guidance.

The agency will not add or remove any public housing units in 2010.

The agency has two public housing developments that are designated as senior housing. These are Babcock Place (KS053002) and Peterson Acres (KS053008). These properties were first designated in 2002 and were renewed for a two year period in January 2009.

Section 8 Tenant Based Rent Assistance

The LDCHA has 592 authorized units of Section 8 tenant based rent assistance.

In 2009 5 MTW Housing Choice vouchers were authorized. (2010 held for Board Decision)

In 2010 no Housing Choice Voucher units will be project based.

All public housing and Section 8 Housing Choice Voucher units are in the agency's MTW program. However elderly and disabled households are exempt from the MTW rent sliding scale structure and work requirement.

B. Leasing Information Planned

The LDCHA leasing plan for 2010 is to lease 592 authorized units of Section 8 Housing Choice vouchers monthly and to have under lease 95 percent of the agency's public housing units under lease in every month. LDCHA public housing

units are vacant during the turnover process. The agency has established authorized reasons for vacancy days that were approved by HUD in its 2007, 2008 and 2009 annual plans and is included in the 2010 plan. They are as follows:

The Kansas Residential Landlord Tenant Act requires all lease holders to give 30 days notice of termination of the lease. This state law notice provision creates a 30 day delay from when a tenant accepts a public housing unit to when they can take occupancy. Vacancy days created by this state law provision have been approved in subsequent annual plans and is included again in this plan.

In addition, 40 percent of the LDCHA public housing stock is designed for and occupied by the elderly. Frequently multiple unplanned vacancies occur without notice when these residents pass away or vacate to go to a nursing home. These occurrences result in a backlog of units that must be turned over. Multiple vacancies that occur in elderly developments for these reasons are a condition beyond the ability of the agency to control. The cause for these vacancies has been approved as authorized vacancy days in previous annual plans and is included again in this plan.

C. Waiting List Information

LDCHA does not anticipate any changes in the waiting list and plans no change in its waiting lists. The LDCHA has two site based waiting lists for its elderly public housing developments at Babcock Place, (KS053002), and Peterson Acres, (KS053008). It has a combined waiting list for its public housing family housing developments and its Section 8 HCV program which is called the General Housing waiting List. This latter waiting list is a creation of the MTW program.

Presently there are 426 households on the **General Housing** waiting list in the following bedroom sizes:

0 bedroom size-20 1 bedroom-182 2 bedroom-139 3 bedroom-47 4 bedroom-36
5-bedrooms and over-2

III. Non-MTW Related Housing Authority Information

A. Planned Sources and Uses of Other HUD or Other Federal Funds

The LDCHA operates five other housing programs besides the public housing and Section 8 TBRA programs.

The largest is a 58 unit Section 8 project based multi family development for the elderly which was purchased by the agency in late 2006. The agency owns a second smaller 8 unit senior development that is fully handicapped accessible. This development is unsubsidized and operates under a below market rate rent structure.

Another is a 15 unit TBRA program funded by the State of Kansas with state HOME funds. The grantee for this program is the Bert Nash Mental Health agency. The

LDCHA administers the program on behalf of the Bert Nash Center. Admission is restricted to Bert Nash clients.

The LDCHA also operates a 25 unit TBRA program funded annually by the city of Lawrence's HOME allocation. This program is restricted to homeless families and individuals who do not otherwise qualify for public housing or Section 8 assistance. In both the Bert Nash program and the City HOME program, participants must enter into a support service agreement and participate in the activities contained in the agreement. Participants have up to two years to meet the qualifications for public housing or Section 8 assistance. At the end of the two year period they are transferred to either public housing or Section 8 assistance if they meet the eligibility qualifications, or, if not, their assistance is terminated.

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

The LDCHA is the administrating agency in the City's \$2.25 million application to the state for funding under the Homelessness Prevention and Rapid Re-housing stimulus program. If funded this 30 month grant will provide \$1 million in rent and utility arrearages for 400 families to prevent homelessness and another \$693,000 in rent and utility subsidies to rapidly re-house 176 homeless families in Lawrence and Douglas County. The rapid re-housing program will be executed through the agency's e-Housing Connection which is funded with MTW funds.

IV. Long Term MTW Plan

The agency's long term MTW plan is to continue moving families to work and up the economic scale to where household income is at least 50% AMI. In so doing the agency will continue to move families to homeownership, and create additional housing opportunities for families. The agency will continue to look to ways to reduce administrative burden and to apply the new and expanded MTW authorities to the elderly and disabled households including the possibility of an alternative rent structure beyond what is included in this plan. A major long term goal will be to pursue an affordable alternative rent structure that decouples rent from income.

V. Proposed 2010 MTW Activities: HUD Approval Requested

A. Describe each proposed MTW activity

A. Activity 1: Conduct annual recertifications every second year for Elderly and Disabled Households residing in public housing.

The LDCHA will amend its Public Housing Admissions and Continued Occupancy Policy, (ACOP) and its Public Housing Methods of Administration (MOA) to provide for bi-annual recertifications of Elderly and Disabled Households. Annual recertifications are administratively burdensome to residents and the agency. Each annual recertification takes an average 4 hours staff time to process and another 2-3 hours of resident time to gather and organize information. Universally residents report that the annual recertification process is a burden. There are 208, or 56 percent, of the agency's public housing residents that are elderly or disabled heads of households. At resident meetings elderly and disabled participants have voiced their frustration and dislike over the annual recertification process. Elderly and disabled households that contain a non elderly nondisabled member governed by the MTW rent structure and work requirement would be governed by those policies. The agency proposes to pilot this change with public housing residents initially with the expectation of extending it to Section 8 participants in the future.

While elderly and disabled residents highly favor this change one concern is the issue of increases in medical expenses occurring in the first 12 month period following recertification. This issue will be addressed as follows in the agency's ACOP and MOA policies.

Every elderly and disabled household will be notified 12 months following their most recent recertification that they may request to be recertified if their medical expenses have increased by 10% in the previous 12 months. These households will be given the option to undergo a full annual recertification which will include not only counting all medical expenses but increases in annual income and assets as well.

B. Relationship of Activity 1 to Statutory Objective:

This activity relates to statutory objective two. Conducting bi-annual recertifications will reduce costs and achieve greater cost effectiveness. This change also constitutes a rent reform initiative.

C. Anticipated Impact of Activity on the Stated Objectives:

The reduction in staff time spent on conducting annual recertifications is a reduction in expenses. Over time this reduction might translate into a reduction in staffing. However at this time the intent is to use the time freed up by not doing annual recertifications to improve the quality and efficiency of the recertification process by conducting interviews with households.

D. Baseline, Proposed Benchmarks, and Metrics to Assess Outcomes, including Anticipated Schedule.

Presently there are 208 (56%) public housing households that are elderly or disabled heads of household. Staff spends 832 hours conducting annual recertifications for this population and the tenants spend another 500 hours. Staff time should be able to be reduced by over 400 hours by doing only 104 recertifications yearly. The agency will consider the number of households recertified and staff hours saved to be the benchmarks for this activity. This activity will be assessed annually through agency tenant data and staff time reports. In addition since the change will permit staff to enhance the recertification process by going to direct in-person interviews, it is expected that the accuracy and quality of the information received will be improved through person-to-person interview process.

E. Data Collection Process and Proposed Metrics to Measure how this activity will achieve the Statutory Objectives.

Staff time studies will be conducted to determine the number of hours saved.

F. Statutory Authorization for the Activity.

Attachment C: Section C- Authorizations Related to Public Housing

4. Initial, Annual, and Interim Review Process

The Agency is authorized to restructure the initial, annual and interim review process in the public housing program in order to affect the frequency of reviews.

This authorization waives certain provisions of sections 3(a)(1) and 3(a)(2) of the 1937 Act and 24 C.F.R. 966.4 and 960.257, as necessary to implement the Agency's Annual MTW Plan.

Attachment C: Section D- Authorizations Related to the Section 8 Housing Choice Vouchers

1. c. Operational Policies and Procedures

The Agency is authorized to define, adopt, and implement a reexamination program that differs from the reexamination program currently mandated in the 1937 Act and its implementing regulations. *This authorization waives certain provisions of Section 8(o)(5) of the 1937 Act and 24 C.F.R. 982.516 as necessary to implement the Agency's Annual MTW Plan.*

A. Activity 2: Allocate \$5000 in funds from the Single Fund MTW budget for a pilot program for working families participating in the MTW work and rent structure for a one-time automobile purchase down payment match program not to exceed \$500 per household in order for a family to obtain or retain employment.

One of the barriers that families face in obtaining and retaining employment is reliable transportation. While Lawrence has a public transportation system, the hours of operation and bus schedule frequently do not meet the needs of many working households. In addition many families grapple with having to get children to day care centers that can be across town from their place of employment. This further makes the use of public transportation impractical. One reason why low income families

cannot secure financing for a vehicle is because of the lack of a down payment or sufficient down payment required by the loan company. This pilot program will not only help families obtain or retain employment, it will also help families become more self sufficient by having the means to transport family members wherever life demand dictates.

B. Relationship of Activity 2 to Statutory Objective

This activity relates directly to statutory objective 2: Give incentives to families with children whose head of households are either working, seeking work, or are participating in job training, education, or other programs that assist in obtaining employment and becoming economically self sufficient.

C. Anticipated Impact of Activity 2 on the Stated Objective

Owning a vehicle will provide the family with the means to work. This will create economic stability for the family and move them toward economic self sufficiency.

D. Baseline, Proposed Benchmarks, and Metrics to Assess Outcomes, including Anticipated Schedule.

There is no baseline for this activity. It is anticipated that 10 families will be served in the plan year. To assess the outcome both financial and participant data will be actively kept and reported monthly.

E. Data Collection Process and Proposed Metrics to Measure how Activity 2 will Achieve the Statutory Objectives

Participant data will be kept monthly. The agency also keeps data on the families that participate in the agency's family self sufficiency program. Any family that receives a matching loan will be a participant in the agency's FSS program and receive case management services. Income and employment records are kept on these families including annual increases or decreases in household income from employment.

F. Statutory Authorization for the Activity.

Attachment C: Section B.1. b. iii. Single Fund Budget with Full Flexibility

This authorization waives certain provisions of Sections 8 and 9 of the 1937 Act and 24 C.F.R. 982, and 990 as necessary to implement the Agency's Annual MTW Plan.

b. The Agency may use MTW Funds for any eligible activity under Sections 9(d)(1), 9(e)(1) and Section 8(o) of the 1937 Act. Within the scope of the permissible eligible activities, the Agency can carry out the purposes of the MTW Demonstration

Program to provide flexibility in the design and administration of housing assistance to eligible families, to reduce cost and achieve greater cost effectiveness in Federal expenditures, to give incentives to families with children where the head of household is working, 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 to increase housing choices for low-income families, through activities that would otherwise be eligible under sections 8 and 9 of the 1937 Act, including, but not limited to, the following activities:

iii. The provision of housing or employment-related services or other case management activities, such as housing counseling in connection with rental or homeownership assistance, energy auditing, activities related to the provision of self-sufficiency and other services, employment counseling, education, training and other services related to related to assisting tenants ...pursuant to this section.

A. Activity 3: Allocate \$51,000 in funds from the Single Fund MTW budget to provide employment related services to MTW households including activities related to the provision of self-sufficiency and other services, employment counseling, education and training including youth services in conjunction with permitting the head of household to seek, obtain or retain employment.

Presently there are 385 households participating in the MTW program of which 176 have active Family Self Sufficiency cases with the Resident Services Offices. One of the stated goals of the 2009 Annual Plan that is carried over into the 2010 Annual Plan is to reduce the barriers to employment and underemployment in order to maximize a household's potential for securing worthwhile long time employment. The profile of most of these families shows a lack of education and training that attributes to the household's inability to obtain meaningful employment. In addition households lack the resources, and there is a lack of community resources, that would permit the household to obtain the education or training.

Customary employment opportunities in Lawrence for LDCHA residents include certified nursing and medical assistance positions, computer skills and mechanics, technical drafting, welding, and the new field of "green technology" jobs. There are also a number of training opportunities that focus on soft skills development that include workplace behavior skills such as punctuality, attendance, appropriate attire, attire, customer service, and phone skills. This activity would pay for 20 residents to obtain professional certifications and employment in employment areas that include but are not limited to the above areas.

In addition this activity would provide funding for summer youth programs in order to permit the head of household to retain employment over the summer.

B. Relationship of Activity 3 to Statutory Objective

This activity relates directly to statutory objective 2: Give incentives to families with children whose head of households are either working, seeking work, or are participating in job training, education, or other programs that assist in obtaining employment and becoming economically self sufficient.

C. Anticipated Impact of Activity 3 on the Stated Objective

Education and job training programs leading to professional certification will help the individual secure and retain meaningful employment with long term growth opportunities. This will create economic stability for the family and move them toward economic self sufficiency.

D. Baseline, Proposed Benchmarks, and Metrics to Assess Outcomes, including Anticipated Schedule.

There is no baseline for this activity. It is anticipated that 20 families will be served in the plan year. To assess the outcome both financial and participant data will be actively kept and reported monthly. In addition another 20 children will be assisted over the summer thereby permitting the head of household to retain employment.

E. Data Collection Process and Proposed Metrics to Measure how Activity 3 will Achieve the Statutory Objectives

Participant data will be kept monthly. The agency also keeps data on the families that participate in the agency's family self sufficiency program. Income and employment records are kept on these families including annual increases or decreases in household income from employment.

F. Statutory Authorization for the Activity.

Attachment C: Section B.1. b. iii. Single Fund Budget with Full Flexibility

This authorization waives certain provisions of Sections 8 and 9 of the 1937 Act and 24 C.F.R. 982, and 990 as necessary to implement the Agency's Annual MTW Plan.

b. The Agency may use MTW Funds for any eligible activity under Sections 9(d)(1), 9(e)(1) and Section 8(o) of the 1937 Act. Within the scope of the permissible eligible activities, the Agency can carry out the purposes of the MTW Demonstration

Program to provide flexibility in the design and administration of housing assistance to eligible families, to reduce cost and achieve greater cost effectiveness in Federal expenditures, to give incentives to families with children where the head of household is working, 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 to increase housing choices for low-income families, through activities that would otherwise be eligible under sections 8 and 9 of the 1937 Act, including, but not limited to, the following activities:

iii. The provision of housing or employment-related services or other case management activities, such as housing counseling in connection with rental or homeownership assistance, energy auditing, activities related to the provision of self-sufficiency and other services, employment counseling, education, training and other services related to assisting tenants ...pursuant to this section.

VI. Ongoing MTW Activities: HUD Approval Previously Granted

The activities described below were approved in 1999 under the LDCHA original MTW contract.

The signed Statement of MTW Authorizations executed between HUD and the LDCHA in March 1999 described the activities that the housing authority was authorized to carry out under the MTW program. These included the following:

- The MTW Plan applies to all public housing and tenant based Section 8 assistance.
- All non elderly/non disabled families with an adult age 62 and younger must participate in the MTW program. Certain exemptions to this requirement apply.
- In determining eligibility to receive tenant based Section 8 assistance and public housing the LDCHA will apply the same suitability requirements currently used to determine eligibility for public housing.
- The LDCHA will employ a new rent policy with minimum and maximum rents based on the value of the unit being rented. Tenants participating in the MTW rent structure will pay either the minimum rent, 30% percent of their adjusted gross income or the maximum rent. Minimum and maximum rents will be based upon the number of bedrooms in the rented units.
- Minimum, maximum rents and payment standards will be adjusted annually throughout the terms of the demonstration.
- All MTW families will have a mandatory tenant contribution to rent equal to the greater of the minimum rent for the unit size, 30% of monthly adjusted income up to the maximum rent for the unit size rented.
- Rent loss protection will be paid to private sector landlords in cases where an MTW household is evicted for nonpayment of rent equal to up to two months unpaid tenant rent in the event that the security deposit is not sufficient to cover the unpaid rent.
- Tenant rent and assistance payments will be determined at the time the family enters the MTW program and will remain in effect until the household's annual recertification which will be at the anniversary date of their lease.
- The LDCHA will not conduct interim recertifications for tenant contributions to rent except in cases of hardship or where the family's MTW eligibility status changes.
- Section 8 portability is restricted. MTW families may not move outside the LDCHA's jurisdiction except if the family applies for and receives an exception from this rule as a reasonable accommodation for a disability or other good

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

- The LDCHA will maintain one waiting list for all public housing and Section 8 programs except for developments where occupancy is restricted to the elderly. Applicants will be offered the first available form of assistance. An applicant who rejects two offers of assistance will be dropped from the waiting list. Families who accept an offer of assistance will be removed from the waiting list.
- Adults age 18 and over must work, attend school or participate in work related activities.
- A family may transfer between Section 8 assistance and public housing as described in the LDCHA's Transfer Policy.
- Families who have an annual gross income that exceeds 50% of the area median income will be offered an opportunity to join the homeownership program. Families who do not join the homeownership may remain in their rental unit until their gross annual income reaches 80% AMI at which time they become responsible for paying the full contract rent. When a family gross annual income reaches 100% AMI they must pay rent under income based regulations.
- A family's housing assistance will be suspended and they will be required to pay the full contract rent for their unit if the family refuses to participate in the Family Self Sufficiency Program, fails to meet the work requirement, fails to pay rent to the owner, or fails to correct serious program or lease violations provided that all applicable laws are followed. Families that have their housing assistance suspended will have 30 days to correct the violation before termination action will begin. Termination actions will be in conformance with the agency's grievance policy.
- The LDCHA will develop a series of resident self sufficiency programs to replace the mandatory Family Self Sufficiency Program. These programs include a Renter Certification Program, a Family Focus Program (subsequently referred to as FSS), and Preparation for Homeownership.

All the above changes were executed and are operational today.

The following activities were first approved in the agency's 2009 MTW Annual Plan.

The agency was approved as single fund agency with the authority to combine its public housing operating subsidy, public housing capital fund and Section 8 Housing Choice Voucher assistance into a single agency wide funding source and to use these funds overall administration of the agency's housing programs and to carry out the approved activities of the MTW demonstration program as described in this plan. Using these funds the agency is authorized to:

- Add additional housing units either through acquisition, new construction or by increasing the number of housing choice voucher units;
- Expand Resident Services to provide mandatory orientation for all new incoming residents.
- Expand Resident Services to provide individual case management for all households with income below 40% AMI to reduce barriers to employment and underemployment, in order to maximize the household's potential for securing worthwhile long term employment.
- Revise the Agency's Homeownership program to create equity between public housing and Section 8 TBRA MTW households by eliminating the escrow requirement and replacing it with a matching grant up to \$3000 for all MTW households that purchase a home.
- Use up to \$58,000 from the single fund MTW budget to fund a new housing initiative called the e-Housing Connection, a temporary transitional housing program for homeless families and individuals.
- Allocate funds from the Single Fund MTW budget to provide five units of tenant based rent assistance to be used in partnership with the Douglas County Sheriff's Department Corrections Division for their prisoner re-entry program.

With the exception of adding additional units all of the other activities have been implemented.

In addition to the above the following initiatives were approved for the first time in the agency's 2009 MTW Plan and have been implemented.

- Conduct annual recertifications every second year for MTW households at maximum rent or at 50% AMI.
- Revise the definition of countable income under the LDCHA's existing MTW plan to exclude the earned income of adult children between the ages of 18 and 21. This activity pertains to adult children who are not full time students.
- Revise the definition of countable income to include income presently disallowed under the 12:12:48 regulations.

In 2010 the LDCHA does not propose any changes to the previously approved MTW initiatives listed above

G. Hardship Policy

Resolution 696 dated May 25, 1999 as amended by Resolution 745 dated October 24, 2000, established the agency's MTW Rent Hardship Policy as stated:

An MTW household may be certified to a lower rent amount in the MTW rent structure, but never lower than the minimum rent for their bedroom size due to a loss of income due to circumstances beyond the household's ability to control. Such conditions include temporary medical condition that prevents an adult family member from working when loss of employment income is not covered by paid medical benefits; loss of employment due to reduction in force or closure of the place of employment where employment income loss is not covered by severance or separation benefits. The hardship rent will be in place for 90 days after which the rent will revert to the annual rent in existence before the hardship was granted. If a hardship is granted a second hardship cannot be requested until 12 months following the conclusion of the previous hardship.

VII Sources and Uses of Funding

The 2010 sources of funding that the LDCHA anticipates remain unchanged over past years with the exception of the receipt of stimulus funds under Homeless Prevention and Rapid Re-housing. Funding sources and amounts are based on the most recently approved federal allocations. Only anticipated 2010 allocations for multiyear grants are presented.

MTW Programs

Public Housing Programs

Public Housing Operating Subsidy:	\$ 651,017
Public Housing Rental Income:	1,244,202
Public Housing Non Dwelling/Other Rental Income:	33,890
Public Housing Interest Income:	52,400

Capital Fund: 590,226

Section 8 Tenant Based Rent Assistance Program

Section 8 TBRA Allocation:	3,869,290
Section 8 TBRA Interest:	66,748
MTW Funds	306,000

Non MTW Programs:

HUD Funded Resident Services Programs:

RSDM Family and Homeownership:	125,000
RSDM Family:	20,830
Public Housing FSS	62,852
Section 8 TBRA FSS	73,842
Neighborhood Network	8,333

State of Kansas HOME TBRA:
(Restricted to the Clients of the Bert Nash
Mental Health Agency) 100,000

City of Lawrence HOME TBRA: 150,000

Continuum of Care Permanent Supportive Housing
(6 Units under annual renewal) 100,804

Multifamily Project Based Section 8: (58 Units of senior housing) Rental income and HAP subsidy	\$332,580
LDCHA Owner Property (8 Units non subsidized below market rent for seniors)	45,480
 <u>2010 Proposed Grant Submissions</u>	
Homelessness Prevention and Rapid Re-housing:	901,572
Total 2010 Projected Sources	\$8,735,066

Planned Uses of 2010 Funding

The LDCHA intends to use funds in 2010 for the intended purposes of the specific federal, state, local and resident services programs even though we will operate our Public Housing, Section 8 assistance, and Capital Fund as a single fund budget with full flexibility to carry out the authorized activities as previously approved. The agency will not reduce the number of public housing and Section 8 assisted units it has in 2010. Any increased housing or development will be paid for through MTW funds. Public Housing, Section 8 and Capital funds will be used to pay for the administrative operational, and maintenance costs and capital fund improvements of the respective programs.

Beginning in 2010 the agency will use MTW funds in the amount of \$56,000 for new resident services activities.

MTW FUNDS

SOURCES OF FUNDS	January 2009 – December 2010
Public Housing Interest Income	\$ 52,400
Public Housing Non Dwelling / Other Rental Income	33,890
Public Housing Operating Subsidy	651,017
Section 8 TBRA Allocation	3,869,290
Public Housing Rental Income	1,244,202
Capital Fund	590,226
MTW Fund	306,000
Section 8 TBRA Interest Income	66,748
TOTAL SOURCES OF FUNDS	\$ 6,813,773
USES OF FUNDS	
Previously Approved Initiative	\$ 5,686,202
2010 New Initiative	56,000
2010 Capital Fund	590,226
TOTAL USES OF FUNDS	\$ 6,332,428

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AGENDA ITEM 6C: Receive Preliminary 2010 Annual Draft MTW Annual Plan for Review and Comment.

BACKGROUND:

Federal regulations require that each housing authority develop annual plan that describes the program and activities it will carry out in the next fiscal year. Because the LDCHA is a Moving to Work Demonstration (MTW) agency the annual plan requirements differ from non MTW agencies in that the focus of the plan is on the specific MTW activities that the agency will undertake using its regulatory waiver authority. As an MW agency the LDCHA has broad powers to waive public housing and Section 8 regulations in setting program policy and in administering the programs in order to test new models for delivering public housing and Section 8 assistance. In addition the agency has the authority to combine its public housing and Section 8 funds and to use these funds for a number of purposes not permitted non MTW agencies.

Although granted broad waiver authority, if an MTW agency wishes to undertake a new activity it must secure HUD approval through the annual plan process. The agency does not need to seek authority annually from HUD for previously approved activities, but it must include those activities in its annual plan.

The annual plan must be developed with the input of the Resident Advisory Council, must be distributed for public comment 30 days prior to a public hearing on the plan, which must be held at least 14 days before it is approved by the board.

The draft plan was distributed for public comment August 13. The public hearing will be held September 14 at 5:30 pm at Edgewood Homes. At the September 28 meeting you will receive any comments that are received and can choose to make changes in the plan based upon those comments. The plan is due to HUD by October 15.

CURRENT ISSUE:

The attached plan follows the required HUD format. It contains seven sections. An eighth section containing standard HUD certifications and the Board Resolution approving the plan will be added.

The board will be most interested in Section V which contains the new MTW activities that are either suggested or proposed for 2010. Detailed descriptions of these begin on page 14 of the plan and include the following:

New 2010 MTW Goals and Objectives

(Proposed) Apply MTW initiatives to elderly and disabled heads of household by conducting recertifications every second year for public housing residents.

(Proposed) Use \$5,000 in MTW funds to test a one year pilot program that will provide matching funds to MTW households that need down payment assistance to purchase a vehicle in order to obtain or retain employment. (RAC recommendation)

(Proposed) Use \$51,000 in MTW funds to provide employment related services to MTW households including activities related to the provision of self-sufficiency and other services, employment counseling, education and training including youth services in conjunction with permitting the head of household to seek, obtain or retain employment.

(Suggested) Use MTW funds to fund up to \$ (amt to be decided) in energy conservation improvements. The LDCHA will undertake Energy Performance Contracting in 2010. The agency will enter into a contract with an Energy Services Company in September 2009 to conduct a comprehensive investment grade energy audit. The audit report will not be available until after the submission of the 2010 MTW Annual Plan. Upon receipt of the audit report and with the decision to proceed with energy conservation improvements and upgrades, the Board of Commissioners will have to decide whether to self fund and/or finance the improvements. Since energy conservation improvements and upgrades are allowable expenditure of MTW funds the agency seeks approval to use reserves to fund all or part of the improvements up to _____ as determined by the board of commissioners.

The above describes the new activities. The board has been moving forward with Energy Performance Contracting. The *suggested activity relating to energy performance contracting* is for the board's consideration in order to reduce the debt that will be incurred in undertaking energy conservation improvements.

The agency will retain all the previously approved MTW activities which appear on pages 9 and 19 of the plan document.

BOARD ACTION:

Review and discuss proposed 2010 MTW Annual Plan. Decide if the board wants to use MTW funds for additional housing/housing assistance and/or energy conservation improvements. The agency has \$2.2 million in MTW reserves and \$1 million in public housing reserves. The use of these funds is regulated by HUD and subject to recapture if left idle. The board should spend down a portion/combination of the funds in the 2010 plan above the \$250,000 required to fund the continuation of the 2009 initiatives and the \$56,000 requested for the new 2010 initiatives.

This plan is before the board for discussion and input. It will come back to the board in September for final approval following the public hearing.

Report on the e-Housing Connection

The e-Housing Connection is a resource operated by the LDCHA that matches homeless families and individuals with a landlord willing to rent to them for a temporary period of time until the family/individual becomes stabilized. The target population is the non-chronically homeless for whom the Community Shelter is not suitable.

When the program was originally designed, the LDCHA viewed the Housing Connection as a computerized database of information that contained addresses, descriptions of property, and terms of offer that a private sector individual would be willing to make available to temporarily house a homeless family.

After a series of interviews with landlords, the idea for a database of properties soon needed to be adjusted to be more of an informational listserv, where the Connection would be made by describing a family in need to landlords willing to receive e-mails from the Connection. The homeless individual or family may not access the Connection directly. Access is through a local support service agency after the homeless individual or family becomes a client of the agency and enters into a written support service and case management plan. Following this the case manager contacts the Connection. The Connection then matches the needs of the client with a landlord(s) whose units/terms and conditions meets those of the client.

The match information is given to the case manager who contacts the client and the landlord(s) and affects a suitable match. After a landlord and client mutually agree to the match, the case manager prepares a temporary housing agreement, and oversees the client's move into the unit. The case manager submits a copy of the temporary housing agreement to the Connection together with the case management contact information for the client.

The Connection then maintains a file and flags the client's file for review every 30 days from the time they are determined eligible for the program, and prior to the termination date of their temporary housing agreement. At that time the case manager is contacted and asked to provide written updated information on the client's housing plans following termination of the agreement. Based on the information the match process for the client is started again, or, if the client obtains permanent housing, the client is removed from the database.

Following this the landlord is contacted and asked if he/she will continue to list the property with the Connection. If at any time during the term of the temporary housing agreement, the client or the landlord terminates the agreement, the Connection is notified by the case manager.

The e-Housing Connection is not a housing program but a resource through which a homeless individual or family secures a temporary housing assignment. This temporary housing assignment constitutes the CCH's Temporary Housing Program.

Target Population

The Housing Connection is targeted to homeless families who are in need of emergency housing for whom a homeless shelter is not suitable. The temporary housing program originally envisioned by the CCH and facilitated through the Connection placed no eligibility or suitability criteria on the individual or family who may receive a temporary housing assignment through the Connection.

This program is not intended to serve the chronically homeless population. It is directed at families who do not presently have permanent housing but who, with stabilization through case management and support services, will be able to secure permanent housing in three-to-six months and successfully maintain that housing.

Lessons Learned

For the first five months of operation most of the families that were seen had never accessed social services before, many had income, but had fallen on difficult financial times due to medical related issues, job loss, or a combination of the two. We quickly learned that there was a need for financial resources for security deposits, utility deposits, and rent assistance in order for a family to be rapidly re-housed. To address this \$10,000 in unobligated HOME TBRA funds were reprogrammed for security and utility deposits to provide \$500 grants per family.

There was also a need for rent assistance for which these funds could not be used. To address this the City Commission approved the programming of \$13,200 in outside agency funds for rent assistance.

With the exception of the need for financial support, in the first months of operation the program evolved as envisioned, enhanced by the fact that many of the first participants became eligible and received Transitional Housing vouchers.

The flood gates opened when the Salvation Army closed its shelter and hard to house families had no place to go. Local social service agency case managers and the homeless outreach workers began referring a variety of families, many of who the program was not intended to serve including those who were not homeless but looking for more affordable living arrangement, those who are working and tried to use the connection as an apartment locator, those with such terrible housing histories, including past landlord debts, that they will never be able to be housed, those with violent criminal histories, and those who live or lived outside of Douglas County before becoming homeless.

Staff was swamped with these referrals. Adjustments were put in to place which are still taking hold. These include the establishment of more defined eligibility criteria which requires that all applicants be Douglas County residents immediately before becoming homeless; past residential and criminal history indicates that the family can be housed

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and that through case management the family can become stabilized in their housing; that the family does not have the financial means to provide their own housing.

Further, staff is communicating with and conducting in-service training for local social service agencies to further clarify the purpose and intent of the Connection. Staff has made a conscious decision in order to maintain the integrity of the program and the reputation of the agency that the e-Housing Connection be used for its intended purpose; and that it does not go the way of the former H2H program. This was homeless-to-housing program that provided landlords with security deposit and rent money. All those housed were terminated leaving the landlords with huge damages and debts.

Staff views the e-Housing Connection as a community experiment. It is too early to know if it will be able to meaningfully address the housing needs of the targeted homeless population. It will not be able to serve hard-to-house homeless families with terrible residential or violent criminal histories. They are part of a population that landlords will never rent to regardless. In this regard the e-Housing Connection has been successful to date in informing discussions about the design of a new homeless shelter and the question of whether the new shelter should be designed to accommodate homeless families. Staff is meeting with shelter staff to brief them.

e--Housing Connection Data:

Total Number of Eligible Families Waiting for Housing on Referral List:	13
Total Number of Families Leased-Up and/or Receiving Public Housing or HOME TBRA vouchers:	12
Total Number of Referrals Dropped or Ineligible:	21
Total Number of Pending Referrals:	3

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AGENDA ITEM 6D: Receive Update report on the e-Housing Connection

BACKGROUND:

The agency began operation of the e-housing connection in January 2009. The e-Housing Connection grew out of the city's housing vision which identified the need for emergency temporary housing for homeless individuals and families for whom the Community Shelter is not suitable. Staff periodically provides update reports to the board on the Connection.

CURRENT ISSUE:

The attached report provides background information on the Connection, the target population, changes in the population that is applying, adjustments staff have made as the program has evolved, general staff assessment, as well as the numbers served.

BOARD ACTION:

Receive report. Discussion.

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AGENDA ITEM 6E: Receive Update Report on City's Application Submission for
Homeless Prevention and Rapid Re-housing under the Stimulus
Program

BACKGROUND:

In June the board approved the agency as the lead agency in the City's application to the state for Homelessness Prevention and Rapid- Re-housing grant (HPRP), subject to review of the funding and requirements when the information became available. The state received \$8.3 million for this stimulus program. It was known that the timing of the issuance of the state's RFP did not permit this item to come back to the board prior to the application submission date since the board did not meet in July.

The state issued its guidelines July 17. The city's internal deadline was July 31. The application which was sent to the state by the city is attached. The LDCHA is the lead agency.

HPRP is a housing program with two arms. One is to provide financial assistance to landlords and utility companies for rent and utility arrearages to prevent households from becoming homeless. The other is to provide rent and utility assistance to landlords and utility companies to help families and individuals who are homeless to be rapidly re-housed. Assistance is available for motel vouchers as well. No financial assistance may be paid directly to a household.

This is a HUD funded stimulus program and there are several requirements that mirror the Section 8 program. One is the requirement that, for both rapid re-housing and homeless prevention, the sub grantee must carry out HUD rent reasonableness determinations and property inspections. Another requirement is that income eligibility determinations be conducted on each applicant.

Also required under the instructions is a housing case management component that must focus exclusively on the changes in household behavior necessary to allow a household to get and keep housing; as opposed to single issue case management that drug abuse, mental health and other support service agencies might focus on with an individual or family.

Another strongly stated requirement of the program is that only those households that can be stabilized in housing (with these funds) are eligible for the program. In determining eligibility the instructions directs the sub grantee to assess the applicant's likelihood of being stabilized in housing by asking, "would this individual or family be homeless but for this assistance." The agency's application contains an instrument to measure this.

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The total state allocation is \$8.3 million. The city's application is for \$2.253 million over 30 months. It proposes to serve 400 households under homeless prevention and 176 households under rapid re-housing using the e-Housing Connection model. The number of households is based on a survey of need conducted of the local social service agencies.

The application calls for the hiring of 5.25 positions (4 housing case managers) for the duration of the 30 month program. Only Douglas County residents would be eligible for services under both components.

While this program requires the hiring of staff it does not require any changes in the agency's role, functions or activities as it already conducts all the activities required of the program. Any hires under this program will be time-limited positions that would terminate at the end of the program.

CURRENT ISSUE:

The specific budget and program details are provided in the application document which is attached. All communities are eligible to apply including Wichita, Topeka, and Kansas City. It is not expected that the state will fully fund this application and that funding changes will be negotiated. Funding decisions are expected to be made by September 25. The program start date is October 1. All funds must be expended by March 2, 2012.

BOARD ACTION:

Discussion

Landlord Summit

Date: August 26, 2009

Time: 11:30 AM – 1:30 PM

Location: Maceli's

Sponsored by: The City of Lawrence Planning and Development Services and the Lawrence-Douglas County Housing Authority

Agenda

- 11:30 AM Welcome/General Statement of about the importance of affordable housing and the need for Section 8 landlords. – Mayor Rob Chestnut
- 11:35 AM Purpose of the meeting, outline of program – Barbara Huppee, Executive Director, LDCHA
- 11:40 AMLunch
- 12:05 PM Barbara Huppee, Executive Director - LDCHA mission and programs, including the benefits of participation and dispelling the myths of participation in public housing programs.
- 12:15 PM Panel Discussion – Milton Scott, Program and Property Management Director, LDCHA - Moderator
Barbara Huppee, Executive Director
Margene Swarts, Assistant Director, Planning and Development Services Department – Update on the Community Commission on Homelessness vision; where we are/where we are going and an overview of NSP funds, CDBG funds, and the application for HPRP.
Hayley Travis, Tenants to Homeowners – Section 8 Landlord, experience with program
Shannon Oury, Attorney, Stevens & Brand – Legal issues related to landlord participation in LDCHA programs
Heather Hoy, e-Housing Connection Program Coordinator
- 12:45 – 1:15 PM
OPEN DISCUSSION AND QUESTIONS ABOUT HOUSING ISSUES FROM THE LANDLORDS – PANEL ANSWERS QUESTIONS
- 1:20 PM Explanation of Section 8 program participation process (landlord packets) and demonstration of how to use Social Serve.com – Charlotte Knoche, General Housing Assistance Director, LDCHA
- 1:30 PM Wrap-up and comment card request – Heather Hoy, e-Housing Program Manager, LDCHA and adjourn.