



LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

October 26, 2009
5:45 p.m.

AGENDA

Clinton Place
Meal Site

1. Call of Roll.
2. Approve Minutes of the September 28, 2009 Board of Commissioners Meeting.
3. Receive Comments from Tenants and Public.

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

4. FINANCIAL REPORTS

- A. Receive September 2009 Public Housing Financial Reports.
- B. Receive September 2009 Clinton Place Financial Reports.
- C. Receive Section 8 2009 Third Quarter Program 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. Receive Executive Director's Report.
 - Update on Comprehensive Energy Audit.
 - Clinton Place Monitoring Review.
 - Third Quarter Demographic Report.
- B. Receive Background Information on LDCHA Employee Performance Incentive Fund.
- C. Resolution 1042: Approve Submission of the Application to HUD for the Renewal of the HOPE Building Program.
- D. Resolution 1043: Amend Resolution 1032 LDCHA ARRA Procurement Policy to Include Other Special Provisions Required by the Program.
- E. Consider Approving December 24th as a Holiday for LDCHA Staff.

6. REGULAR AGENDA

- A. Consider Changing Date of December 2009 Board Meeting.
- B. Receive Cost Benefit Analysis of and Implications for Increasing the Agency's Share of Health Premiums from 50 to 60 percent.
- C. Receive Update Report on the Planned Operational Details of the Homeless Prevention and Rapid Rehousing Program.
- D. Receive Report on Historical Trends in Homelessness in Lawrence and its Implication for Future LDCHA Housing Programs.



7. CALENDAR AND ANNOUNCEMENTS

Clinton Place Management Review is taking place on October 27.

8. Adjournment

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

September 28, 2009
5:45 p.m.

Edgewood Homes
Conference Room

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:

Charlie Dominguez
Brenda O'Keefe
William Fleming
David Clark

Commissioner Hack arrived at 5:49 p.m. Also present were Edgewood Homes residents Becky Leslie, Lynda Lund, Pat Benabe, Marilyn Thunder Hawk, and Sandra McCarren, and LDCHA staff members Heather Hoy, Carrie Lindsey, Ruth Lichtwardt, and Barbara Huppee.

2. Approve Minutes of the August 24, 2009 Board of Commissioners Meeting.

Commissioner Dominguez moved to accept the minutes as presented. Commissioner Fleming seconded. The motion passed unanimously.

3. Presentation on the Open Meetings Law – Toni Wheeler.

Ms Wheeler was delayed due to traffic conditions. Chairman Clark moved her presentation to follow the financial reports.

4. Receive Comments from Tenants and Public.

There were no comments from the tenants present.

5. FINANCIAL REPORTS

A. Receive August 2009 Public Housing Financial Reports.

Executive Director Huppee presented the reports, which show that August brings the agency 67% through the budget year with total rental income 3% above projections at 70%. Interest income continues to run under budget projections at 19%. Other income from tenant work order damages and late fee charges are over budget projections at 79%. 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 6% over budget projections at 73%. Operating subsidy shows is at 73%. Total operating receipts are at 70% through the budget year.

On the expense side, total administrative expenses are running 1% under budget projections at 66%. Total utilities show we are running under budget projections at 55%. Total ordinary maintenance and operations are running under budget projections at

65%. Protective Services are 3% under budget projections at 64%. Total general expenses (which include insurance, PILOT and collection losses) are running under budget projections at 56%. Total operating expenses are running 6% under budget projections at 61%.

As of August reporting period the agency shows a total of \$1,402,479.00 in operating income and \$1,144,772.00 in operating expenses with an operating surplus of \$257,707.00.

Commissioner O'Keefe moved to accept the August Public Housing financial reports as presented. Commissioner Fleming seconded. The motion passed unanimously.

B. Receive August 2009 Clinton Place Financial Reports.

Executive Director Huppee presented the reports, which show that August brings Clinton Place Apartments to 67% 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 68%. As of 08/31/09 there were 56 units under lease. Interest income is running over budget projections at 230%. Revenue from laundry income is running 17% over budget projections at 84%. Other revenue from tenant work order damages as well as late fee charges are running under budget projections at 36%. Total Operating income from all sources is running 1% over budget projections at 68%.

On the expense side, office salaries show we are 1% over budget projections at 68% through the budget year. 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%. Again this will come in line as we continue throughout the budget year. Total operating expenses are running 18% under budget projections at 49%.

As of the August reporting period Clinton Place shows a total of \$228,356.00 in operating income and \$124,604.00 in operating expenses with an operating surplus of \$103,752.00.

Commissioner Hack moved to accept the August Public Housing financial reports as presented. Commissioner O'Keefe seconded. The motion passed unanimously.

C. Presentation on the Open Meetings Law – Toni Wheeler.

Toni Wheeler, Director of Legal Services for the City of Lawrence, passed out printed information and gave a brief presentation on the Kansas Open Meetings Law, the history and reasoning behind it, and clarified the parameters of staying within the law when using electronic communication. She answered questions from the Commissioners and residents present. The Board and residents thanked her for the interesting and informative presentation.

6. CONSENT AGENDA

- A. Resolution 1040: Receive and Approve FFY 2010 Fair Market Rents and Adjust Payment Standards for Tenant Based Rental Assistance Programs.

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

7. REGULAR AGENDA

- A. Resolution 1041: Approve Submission of LDCHA 2010 MTW Annual Plan, the 2010 Capital Fund Plan, 2009, 2008 Capital Fund Performance and Evaluation Reports and the 2007 Capital Fund Final Performance and Evaluation Report and their Submission to HUD.

Executive Director Huppee presented the 2010 MTW Annual Plan and attached reports, explaining that it was the same plan as approved in draft form by the Board at the August meeting with the addition of the recommendations made by the Board at that time and the results of the Public Hearing which was held September 14. Ms Huppee provided an expanded explanation of several areas of the Plan, including the updated budget with the recently awarded HPRP funds and just-released 2009 Capital Fund allocation upon which the 2010 estimates are based.

Commissioner Dominguez moved to approve submission of the 2010 MTW Annual Plan to HUD. Commissioner Hack seconded. The motion passed unanimously.

- B. Receive Update Report on City's Application Submission for Homeless Prevention and Rapid Re-housing under the Stimulus Program.

Executive Director Huppee informed the Board that the \$648,000 which the agency will receive through the City of Lawrence for HPRP is approximately 29% of the amount that the city had applied for.

Although the formula for the final funding has yet to be developed, under the previously discussed formula this amount of money could serve 56 households under Homelessness Prevention and 25 households under Rapid Rehousing over the next year. The smaller amount awarded means the agency will finish the program in 24 months instead of 30 months as originally envisioned. The details are still a work in progress and no money will be released by the state to any of the applicants until all go through a training program in mid- October, meaning the earliest the funds will be released is likely November.

Commissioner Fleming asked how this program would affect other agency programs and the participants in them. Ms. Huppee explained that persons receiving housing subsidies through federal programs were by definition already in affordable housing and are therefore not eligible for these programs. Commissioner Dominguez asked about federal laws or regulations regarding eligibility of Douglas County residents only, expressing concern that courts or other agencies from outside the county might send applicants here for services. Heather Hoy, e-Housing Coordinator, explained that the submitted application for the grant specified that only Douglas County residents would be eligible. Mr. Dominguez asked that all information disseminated about the program emphasize the residency requirement to forestall applications by non-

residents. Ms Huppee asked if there were any other information the Board would like staff to prepare. Mr Dominguez expressed interest in receiving a report on broader homelessness issues within the county and how they will be affected by the e-Housing Connection.

Commissioner O'Keefe expressed concern that as word spreads about these programs, potential applicants might purposely stop paying rent to become eligible for assistance. Ms Hoy briefly outlined some of the parameters of the program and screening criteria; the program is designed to assist those who are unable to pay rent as opposed to those who choose not to. Ms Huppee emphasized that everyone in the program must meet with a housing case manager.

Mr Dominguez asked if this was a shift in emphasis for the federal government's funding priorities. Ms Huppee replied that going back at least 10 years, two major HUD initiatives been on homelessness prevention and home ownership. Ms Hoy and Ms Huppee also gave a brief explanation of the "housing first" model as practiced in some communities.

Commissioner Fleming asked about possible coordination with the Salvation Army. Ms Huppee explained that the agency has a memorandum of understanding with them and that they provide case management for the agency's homeless transitional housing program.

Mr Dominguez made a motion that staff return with the information spelling out the details of the e-Housing Connection and a report on broader issues related to homelessness in the community. Commissioner Hack seconded. The motion carried unanimously.

C. Receive Update Report on Agency Health Insurance.

Commissioner Hack recused herself from the discussion.

Executive Director Huppee reviewed the report given the Board at the last meeting regarding the rise in agency staff health insurance premiums and the new second option with a higher deductible which allowed the premium to stay flat. As requested by the Board, the agency did a survey of the employees who are not currently on the agency's health insurance plan to see if they would choose to take the insurance if the agency paid 60% of the premium rather than the current 50%. Only 3 staff members were declining coverage due to cost, all others had insurance from other sources. At the end of the open enrollment period a total of 29 employees opted for the agency plan; one person left the plan and two people who were previously insured elsewhere joined the agency plan. Ms Huppee further broke down the number of employees who opted for the higher deductible plan, the additional cost for those who remained on the lower deductible plan with the higher premium, and the total additional premium cost to the agency. The 3 staff members who had elected not to take insurance still elected not to take it and said they would still not take it if the agency paid 60% of the premium.

Commissioner Fleming expressed ongoing support for the agency picking up 60% of the premium and asked Ms Huppee's opinion on it. Ms Huppee replied that what the agency is currently doing is not industry standard; industry standard is for the company to pay all or part of the single premium and the employee pays the difference

for family coverage. She asked that the agency be allowed to run some numbers on the financial impact and present them to the Board before the Board makes a decision.

Mr Fleming made a motion to direct staff to calculate and provide information on the cost impact to the agency of paying for 60% of the share of the current premium. Chairman Clark seconded the motion. The motion passed with four votes, Commissioner Hack abstaining.

8. CALENDAR AND ANNOUNCEMENTS

The quarterly Landlord Luncheon and training program will be at noon on September 29th at Edgewood Homes.

The letter of intent has been signed with Siemans for energy performance contracting and the first meeting will be October 2nd at 10 am at Edgewood Homes. The Board is invited to attend. Siemans will be presenting their schedule and the details of the procedures of the energy audit, and their time frame.

The annual employee appreciation luncheon will be October 22 at Jade Mongolian Barbecue and will again be in concert with the agency's United Way campaign. The Board is invited to attend.

EXECUTIVE SESSION

A. Conduct Executive Director's Annual Performance Evaluation.

Chairman Clark recessed the Regular meeting at 7:05 p.m. to conduct the Executive Director's annual performance evaluation in Executive Session. The Board reconvened into Regular Session at 7:22 p.m. Ms Huppee received an "outstanding" rating and was awarded a 2.5% merit supplement.

9. Adjournment.

There being no further items of business, Commissioner Fleming moved to adjourn. Commissioner O'Keefe seconded. The meeting was adjourned at 7:24 p.m.

Chairman

Secretary

Attest

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
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AGENDA ITEM 4A: Receive September 2009 Public Housing Financial Reports.

CURRENT ISSUE:

September brings the agency 75% through the budget year with total rental income continuing to run over budget projections at 79%. Interest income continues to run under budget projections at 20%. Other income from tenant work order damages and late fee charges are over budget projections at 88%. 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 7% over budget projections at 82%. Operating subsidy shows we are at 82%. In addition, the final proration announced for cycle year 2009 is 88.42% of full funding eligibility or \$696,178.00. The amount of subsidy contained in the budget, upon which this report is based on is 86.2% of the initial 2009 operating subsidy calculation of \$738,822.00 (before HUD adjustments) or \$636,865.00. This final proration amount is \$59,313.00 more than what is contained in the budget and will be included in the budget revision which is typically brought to the board in December. Total operating receipts are at 78% through the budget year.

On the expense side, total administrative expenses are running 1% under budget projections at 74%.

Total utilities show we are running under budget projections at 61%.

Total ordinary maintenance and operations are running under budget projections at 73%.

Protective Services are 3% under budget projections at 72%.

Total general expenses (which include insurance, PILOT and collection losses) are running under budget projections at 65%.

Total operating expenses are running 6% under budget projections at 69%.

As of the September reporting period the agency shows a total of \$1,575,902.00 in operating income and \$1,288,220.00 in operating expenses with an operating surplus of \$287,682.00.

BOARD ACTION REQUIRED:

Receive Report.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
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AGENDA ITEM 4B: Receive September 2009 Clinton Place Financial Reports.

CURRENT ISSUE:

September brings Clinton Place Apartments to 75% through the budget year. Total rental revenue from both income sources (tenant rental income and HUD operating subsidy combined) shows as running 3% under budget projections at 72%. This is because there was a delay in the September HUD subsidy payment of \$16,872.00. The property was under contract renewal and has been approved by HUD. In addition, the September HUD subsidy (which was received in October) will be reflected in next month's financial reports. Interest income is running over budget projections at 358%. However this has a coding error in it as the September laundry income was coded to this line by mistake. Our fee accountant will correct this with next month's reports. Revenue from laundry income continues to show as running over budget projections at 84%. Other revenue from tenant work order damages as well as late fee charges are running under budget projections at 39%. Total operating income from all sources shows as running 3% under budget projections at 72% (again, because of the delay in the September HUD subsidy payment).

On the expense side, office salaries (account 6310) show we are 3% over budget projections at 75% through the budget year due to overtime hours worked which was necessary for inventory purposes. Heating and cooling repairs (account 6546) shows as being over budget projections at 201%. This is due to the replacement of a furnace and air conditioning unit in an apartment. This needs to be recoded to the replacement reserve account (account 6546.2). Property and liability insurance (account 6720) is running over budget projections at 117% (recall this is due to an overall increase from the 2008 premium (upon which the amount projected in this budget was originally based). Fidelity bond insurance (account 6721) show we are at 100%. This will come in line as we continue throughout the budget year. Total operating expenses are running 24% under budget projections at 51%.

As of the September reporting period Clinton Place shows a total of \$239,743.00 in operating income and \$140,990.00 in operating expenses with an operating surplus of \$98,753.00. However, when including the September HUD subsidy payment of \$16,872.00 the property would show an operating surplus of \$115,625.00.

BOARD ACTION REQUIRED:

Receive Report.

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AGENDA ITEM 4C: Receive Section 8 2009 Third 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 9 months of monthly allocations from HUD totaling \$2,901,968.00 (this is on line with budget actual). A total of \$55,383.00 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 \$38,194.00. Total operating receipts earned through 09/30/09 is \$2,995,545.00.

On the expense side, a total of \$443,401.00 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 5,329 Section 8 units under lease through September. This is an aggregate total of 592 units under lease on the first day of each month. A total of \$2,181,601.00 has been paid year-to-date for Housing Assistance Payments (HAP).

Year-to-date a total of \$62,544.00 has been paid under the expanded RSO & Homeownership program; a total of \$40,375.00 under the Housing Connection program and \$2,901.00 under the Douglas County Prisoner Re-Entry Program. This is a total of \$105,820.00 for these three initiatives (all new initiatives) approved in the 2009 MTW annual plan which are being paid for from MTW reserves.

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As of the September reporting period the MTW program has \$2,995,545.00 in operating income and \$2,730,822.00 in total operating expenses (Administrative, Housing Assistance Payments, expanded RSO/Homeownership, e Housing Connection and the Douglas County Prisoner Re-entry Program) with an operating surplus of \$264,723.00.

BOARD ACTION REQUIRED:

Receive report.



**QUARTERLY REPORT ON DEMOGRAPHICS OF LDCHA PROGRAMS
OCTOBER 2009**

Total Number of Units Under Lease: 1071

Number of Section 8 Units	593
Number of Section 8 Portable Vouchers Administered	0
Number of Disaster Housing Assistance Program Units	1
Number of Public Housing Units	356
Number of HOME Units	54
Number of Sec. 8 New Construction (Clinton Place)	57
Number of Supported Housing Program Units	6
Number of Affordable Elderly Units (Peterson II not vouchers)	4

Number of MTW households 395

Head of Household Information

Number of Male Heads of Household	333
Number of Female Heads of Household	739
Number of Couples	64

Number of Family Members 2075

Number of Children	771
Average Age of Children	8
Avg Number of Family Members/Household	1.93

Number of Households by Race/Ethnicity

White	823	77%
Black	145	14%
Native American	66	6%
Asian	11	1%
Mixed	26	3%
Hispanic	43	4%
Non Hispanic	1028	96%

Families With Gross Household Income Below 50% of Area Median Income:	984	92%
Families With Gross Household Income Below 80% of Area Median Income:	87	8%

LDCHA Active Tenants by Head of Household Status

Active Residents	Total	Percent	*Section 8 Vouchers	Percent	+Public Housing & Affd. Elderly	Percent	HOME	Percent	Sec 8 New Const	Percent	Supp. Hsgn	Percent
Program Total	1071	100%	594	55%	360	34%	54	5%	57	5%	6	1%
Elderly Heads of Household	311	29%	131	22%	143	40%	0	0%	37	65%	0	0%
Non Elderly Disabled Heads of Household	376	35%	255	43%	62	17%	34	66%	19	33%	6	100%
Non Elderly Non Disabled Heads of Household	384	36%	208	35%	155	43%	20	37%	1	2%	0	0%

***Includes Portable Vouchers Administered for Other Housing Authorities, DHAP Vouchers, AND Douglas County Reentry Program Vouchers.**

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

LDCHA Waiting List Figures by Head of Household Status

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

Applicants on Waiting Lists	Total	%	General Housing	%	Babcock Place & Peterson Acres	%	Hmlss Trnstnl Hsng & Bert Nash Trnstnl Hsg	%	Clinton Place	%	Supported Hsng	%
Total Applicants on Waiting List	508	100%	364	72%	72	14%	62	12%	10	2%	0	0%
* Elderly Heads of Household	72	14%	32	9%	33	46%	0	0%	7	70%	0	0%
* Non Elderly Disabled Heads of Household	134	26%	98	27%	23	32%	10	16%	3	30%	0	0%
* Non Elderly Non Disabled Heads of Household	302	59%	234	64%	16	22%	52	84%	0	0%	0	0%

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



**Executive Director' Report
October 26, 2009 Board Meeting**

Comprehensive Energy Audit

Siemens held an organizational meeting with staff October 2 to discuss the details and timeframe for the energy audit. They requested an expansive list of information and data including utility consumption data for the past 4 years along with similar data reported annually to HUD, current published utility rates, utility organization and metering systems for each utility per property, mechanical prints, equipment inventory with specifications for stoves, refrigerators, domestic hot water heaters and furnaces, population studies for the past 4 years, budget and audit data, current preventive maintenance schedules, and tenant paid utility schedules.

Energy audit property inspections began October 19 and will run through October 29. Siemens has targeted November 16 for completion of the audit with a presentation to the board at the November meeting.

Clinton Place Monitoring Review

The Kansas Housing Resources Corporation is the contracting agency for HUD that conducts annual performance monitoring reviews of HUD Multifamily developments. They will be conducting a one day monitoring review of Clinton Place October 27.

Third Quarter Demographic Report

The third quarter demographic report for all LDCHA housing programs is attached. This does not include the e-Housing Connection. As of October 19, e-Housing has housed 22; 19 are on the waiting list; of this number 10 are actively searching; 25 have been found ineligible. The reasons for ineligibility are: not homeless, not a Douglas County resident, criminal history.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
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AGENDA ITEM 5B: Receive Background Information on LDCHA Employee
Performance Incentive Fund

BACKGROUND:

Since 1999 the board has been rewarding employees at the end of the year for the achievement of financial and program goals that are established in the annual budget and written management performance standards. The awards are similar to profit sharing used in the private sector. The program is called the Employee Performance Incentive Fund and was established to recognize the collective performance of staff. The amount of the award is determined by the amount of income that exceeds the residual receipts established in the public housing operating budget for the given year. This amount is then matched with Section 8 funds. The board capped the amount of excess public housing residual receipts that could into the fund in any given year at \$40,000, thereby creating a maximum fund of \$80,000 when the Section 8 match is added.

The board determines the fund in November of each year. In November 2008 the board approved the full \$80,000 in Employee Performance Incentive Awards to 38 employees. Employees receive equal shares times the number of hours worked in the year. The maximum number of shares is 2080. Last year each share was worth \$1.05. The maximum award per employee was \$2,197, less taxes and deductions. The awards are distributed in December.

BOARD ACTION:

Information only

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
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AGENDA ITEM 5C: Resolution 1042: Approve Submission of the Application to HUD
for the Renewal of the HOPE Building Program

BACKGROUND:

The LDCHA operates a Supportive Housing Program for the chronically homeless. Hope Building is a permanent supported housing program for chronically homeless individuals with disabilities that targets persons with mental illness and substance disorders. The program is in its fifth year of operation. It was originally funded by a 3-year grant from HUD's Continuum of Care Homeless Assistance Programs. LDCHA was been awarded a one-year renewal in 2008. Services to Hope Building residents are provided by the Bert Nash Community Mental Health Center and DCCCA. The LDCHA employs a Supported Housing Specialist who does daily program operation and management.

The Hope Building program is located at 834 Kentucky Street, which is leased from a private landlord with grant funds. It houses six individuals. The 2009 grant award was for \$100,797 which includes a \$13,067 agency match which is provided from MTW reserves.

CURRENT ISSUE:

The application due date for Continuum of Care Assistance Programs is November 9. The Hope Building program will end January 31, 2010. To continue the program we must apply for a one-year renewal of funding. 2010 funding is expected to be level with 2009. Again there is a cash match requirement. The current required match is \$13,067. This represents a 20% match of service expenditures or \$8,424 and a 25% match of expenditures for operations, or \$4,643. As with the original grant, it is proposed that Section 8 reserves be used to meet the matching requirements.

BOARD ACTION:

Approve Resolution 1042 if appropriate

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AGENDA ITEM 5D: Resolution 1043: Amend Resolution 1032 LDCHA ARRA Procurement Policy to Include Other Special Provisions Required by the Program.

BACKGROUND:

In March HUD published PIH notice 2009-12 which required housing authorities to amend their standard procurement policies in order to expedite and facilitate the use of stimulus funds related to the Capital Fund Grant Program. The notice directed agencies to label their revised policy as the Capital Fund Stimulus Grant Procurement Policy. On March 23 the board approved Resolution 1032 per PIH 2009-12.

CURRENT ISSUE:

HUD recently notified agencies that they were to further amend their policies to specify the "Buy American" requirements of Section 1605 of the Recovery Act as well as other provisions. The attach policy revision contains the language now required for HUD for expenditure of stimulus money under the public housing Capital Fund Program. The agency received \$747,109 in Capital Fund stimulus money to carry out major improvements to our public housing stock.

This amended policy statement must be submitted to HUD for its record.

BOARD ACTION:

Approve Resolution 1042.

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March 23, 2009, Resolution 1032

Amended:

October 26, 2009, Resolution 1042

Capital Fund Stimulus Grant Procurement Policy

Except as provided for below, consistent with HUD PIH Notice 2009-12, all requirements listed within the LDCHA's current Procurement Policy shall remain in effect for any procurement executed by the housing authority with the exception of the following procurements carried out with ARRA Capital Fund monies:

- A. **Small Purchases.** For Capital Funds awarded under the American Recovery and Reinvestment Act of 2009, small purchase shall be defined as the procurement of goods, services, supplies and other property that do not cost more than \$100,000. Under small purchase procedures price and rate quotations shall be obtained from an adequate number of qualified sources.

For purchases over \$100,000, seal bid (formal advertising) procedures will be followed.

- B. **Origin of Manufactured Products.** All products (supplies, materials and equipment) secured under individual procurement transactions exceeding \$100,000 must be manufactured in America. The Authority will retain on file evidence demonstrating compliance with this provision.
- C. **Inapplicability of State and local laws.** State and local laws do not apply to procurement transactions under this section.
- D. **Use of the Non-Competitive Method of Procurement.** The need to expend grant funds is considered a public exigency by HUD; and the Authority may use this declaration as the basis for using the non-competitive proposals method of procurement in accordance with the standards set forth under Part E of its standard Procurement Policy.
- E. **Eligibility of Expenses.** The Authority may not use grant funds to support housing operations. Prohibited purchases include, but are not necessarily limited to: management improvements, including training, travel, salary costs, maintenance programs, occupancy programs, social services, consulting services (other than architectural, engineering and other types of services related to physical improvements); office equipment and furniture; and maintenance equipment.

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AGENDA ITEM 5E: Consider Approving December 24 as a Holiday for LDCHA Staff.

BACKGROUND:

Most years the Board grants either December 24 or December 26 as a holiday depending upon where in the week December 25 falls. The board has done this every year when the dates have fallen in a manner that would create a three or four day weekend.

CURRENT ISSUE:

This year Christmas falls on a Friday, therefore the Board is being asked to grant Thursday December 24 as an agency holiday. Allowing December 24 as a holiday would create a four day weekend for agency staff.

BOARD ACTION:

Approve December 24 as an agency holiday if appropriate.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
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AGENDA ITEM 6A: Consider Changing Date of December Board Meeting.

BACKGROUND:

The time of the LDCHA Board of Commissioners meeting is established in the By-laws, below:

Article III, Section 2. Regular Meetings. Monthly meetings shall be held on the fourth Monday of each month at 5:45 p.m. at the regular meeting place of the Authority, provided that the Board may adopt another hour, date, and place for meeting by majority vote. All meetings shall be held in accordance with the provisions of the Kansas Open Meetings Act.

CURRENT ISSUE:

Per the By-laws the December 2009 meeting is currently scheduled to be held on December 28. This is the Monday immediately following Christmas weekend. The Board may want to consider changing this.

The third Monday is December 21; the school holiday starts Monday the 21st. The December meeting always has year-end financial closeout activities requiring Board action.

BOARD ACTION:

Change December meeting date if appropriate.

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AGENDA ITEM 6 B. Receive Cost Benefit Analysis of and Implications for Increasing the Agency's Share of Health Premiums from 50 to 60 percent.

BACKGROUND:

In August the Board was informed that the agency's health care costs were going up 11.5 percent in October for the same benefit plan. 50 percent of the premiums are paid by the LDCHA with 50 percent being paid by the employee.

For the 2009-2010 plan year the insurance company offered two health care options - the current plan with a \$1000 deductible or a higher \$1500 deductible at a cost level with the current premium. The 11.5 percent increase was for the health care plan with the \$1000 deductible.

Twenty-eight of 40 employees were enrolled in the agency's health care plan in August. Of the remaining employees all but three were enrolled in health care plans elsewhere. The three that were not enrolled stated that they could not afford the premium. The Board expressed concern about employees going without health insurance and asked what the outcome would be if the agency paid 60 percent of the employee's health care premium.

Following the August meeting staff polled those employees who were enrolled elsewhere and the three who declined health insurance altogether, and inquired if they would take the agency's health care coverage if the agency paid 60 percent of the premium. The three who declined insurance the past year said they would not take it in the new year if the employee's share was reduced to 40 percent.

At the close of the open enrollment period 29 of 41 employees elected to take the agency's health care insurance. Of that number 16 elected to take the higher deductible and hence experienced no increase in their premium for 2009-2010. Thirteen elected to take the lower deductible, or the same benefit plan, and will pay a 5.75 percent higher premium beginning in October. Of the remaining 12 employees, all but 3 have coverage elsewhere.

Following this discussion the Board again expressed concern about employees going without health care coverage and said that it wanted to study the impact of the agency increasing its cost coverage to 60 percent of health care premiums. The Board asked staff to bring information on this back to it at the November meeting.

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CURRENT ISSUE:

Attached is a chart showing the direct impact of a cost saving on individual employees if the agency paid 60% of their health care premiums. Since health care premiums are pre-taxed the direct cost to the employee is actually 90% of their share of the premium. The chart shows the employee's savings whether or not they will experience an increase in premiums this year. Employees who elected to take the higher deductible will experience no increase in their premiums. For 2009-2010, 13 employees will experience a 5.75 percent increase in their premium before pretax. After pretax their actual increase will be 5.17 percent.

This chart and discussions on health care coverage relate only to health care premiums. The discussion has not taken up costs related to dental insurance for which the agency also pays 50% of the premium.

Following the chart is a sheet which aggregates savings to the employee and costs to the agency, and identifies future issues and unknowns that will impact costs to the agency.

BOARD ACTION:

Receive report. Discussion for future action.

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General Information and Considerations in Evaluating Whether the Board Should Amend the Agency's Personnel Policy to Increase the Agency's Share of Employee Health Care Premiums to 60 Percent.

For the 2009-2010 plan year for Medical Insurance the monthly premium is \$11,440.79 of which the employee and agency equally pay \$5720.39, or 50 percent.

In the 2008-2009 Plan year the monthly premium was \$10,597 or 9.26 less than the current year. The cost was 4.63 percent less for the employee and agency each.

Earlier staff had reported that the rate increase for the 2009-2010 plan year was an 11.5% increase. The 9.26 increase is the average increase. Only those employees that chose the lower deductible experienced an increase in their premium. Thirteen (13) of 16 employees elected the lower rate and experienced the 5.75 % higher premium cost. The remaining 16 did not experience an increase.

The aggregate monthly increase in the premium this year over last is \$843.40 or \$421.70 for the agency and employee each.

Looking at the 2009-2010 health care premiums only, if the agency increased its share of the cost to 60%, its share would rise from \$68,644.64 to \$82,373.64, or **13,728.96**; the amount of savings to the employee.

The increases in premiums for employees are spread across a number of employees while the increases to the agency are whole.

Decreasing the employees' share to 40% of the premium would be an average new saving per employee of **\$39.45** monthly before pretaxing.

The costs reported above are for the current year. It is impossible to predict the impact on the agency over time because future health care costs cannot be known.

The future costs to the agency will also be based on the number of employees who take the coverage. If that number increases and health care costs rise, as they will, the financial impact on the agency will rise geometrically and not mathematically. In the current year there are 2 more employees taking insurance than last year.

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The above information does not consider the cost of dental insurance for which the agency's share is 50%. The monthly premium for dental insurance is \$5,297 of which the agency pays \$2,649 and employee pays \$2,649. Thirty-four (34) employees take the dental insurance. Their average monthly cost is \$78/mo before pretaxing.

Prior to 2001 the agency did not pay any of the premium cost for dental insurance. In that year the board amended the personnel policies adding dental coverage to the employee's benefit package.

Considering changes in dental coverage if the board amended the policy to cover 60% of dental premium costs the agency's share for the current year would increase from \$31,782 to \$38,138 or **\$6,356**. The monthly effect of this on the employee is a \$15.57 reduction before pretaxing.

The combined increase in costs to the agency if it increased its share for medical and dental coverage to 60% based on current conditions is **\$20,048.96**, \$13,728.96 for medical and \$6,356 for dental.

The average monthly savings for employees who take medical only would be \$39.45 or \$473.40 annually before pretaxing, or **\$35.50** monthly and **\$426.06** annually after pretaxing.

For employees who take both medical and dental coverage the average monthly savings would be \$55.02 monthly or \$660.24 annually before pretaxing and \$49.51 monthly and \$594.12 annually after pretaxing.

Considerations:

The cost of medical insurance coverage has been the fastest growing sector in our economy. Health care premiums have increased 131% in the past decade. Income has risen 38 during that same period.

In the last three years the LDCHA medical insurance premiums have risen 41 percent.

It's not possible to predict the impact of this change on the agency or programs over time, even next year.

Once a policy is amended to increase benefits to employees it is very difficult to decrease or eliminate the benefit without a cost including the intangible cost to the agency of creating ill will among employees.

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Increasing the share of the agency's health insurance premiums increases the agency's administrative expense ratio when securing federal discretionary grants. There is a salary cap on many federal and foundation grants. It will be necessary for the agency to pick up salary costs above the cap.

In discussing this with employees they state that they do not favor this change at the expense of a reduction or loss of a COLA increase, or elimination of the Employee Performance Incentive Fund. The Incentive Fund award, if it is awarded, exceeds the savings that would accrue to employees if the agency paid 60 percent of the medical insurance premium.

Analysis of 10 Percent Reduction in 2009-2010 Medical Insurance Premiums on Staff

	Total Premium	Employee Share at 50%	Employee Share at 40%	Month Difference	Annual Difference	Annual Difference after Pretax
Single LD	264.22	132.11	105.68	26.43	317.16	285.44
Single HD	240.68	120.34	96.27	24.07	288.84	259.95
Employee/Spouse LD	554.87	277.43	217.94	59.49	713.88	642.49
Employee/Spouse HD	505.43	252.71	202.17	50.54	606.48	545.83
Employee/Child LD	502.02	251.01	200.80	50.21	602.52	542.26
Employee/Child HD	457.30	228.65	182.92	45.73	548.76	493.88
Employee/Family LD	819.09	409.54	327.63	81.91	982.92	884.62
Employee/Family HD	746.11	373.05	299.44	74.61	895.32	805.78

LD: Lower Deductible of \$1000

HD: Higher Deductible of \$1500

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
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AGENDA ITEM 6C: Receive update Report on the Planned Operational Details of the Homeless Prevention and Rapid Rehousing Program.

BACKGROUND:

The city was notified in late September that it was selected as the entity to administer the Homelessness and Rapid Re-Housing program to Douglas County residents in conformance with the program design and implementation strategy established by the LDCHA in the city's grant application. The original grant application was for \$2.2 million of which \$648,000 was awarded. The contract for this grant is between the city and the state. Funds will flow from the state to the city to the LDCHA. The LDCHA will have participant and financial reporting requirements which will flow through the city up to the state.

CURRENT ISSUE:

Attached is the Operations Plan for this program in conformance with the city's contract. A statewide training program will be conducted by the state in Salina October 22. City and LDCHA staff will attend. Information related to technical elements of the program including funding, reporting and start dates will be presented. Based upon the requirements set out by the state the Operations Plan may change.

A tentative schedule for implementation of the program is difficult to establish before hearing from the state on its requirements and plan for distribution of funds.

A November 12 meeting with the local social service network (see operations plan) is scheduled prior to implementation. After the October 22 training and prior to November 12, the Operational Plan will be distributed to the social service network for information and to receive questions and feedback. The agency would like to implement the program November 16 but that will be determined by what is learned at the October 22 training.

BOARD ACTION:

Information and discussion.



Homelessness Prevention and Rapid Re-Housing Operations Plan

The total budget for the Homelessness Prevention and Rapid Re-Housing program is \$648,000, 29% of the original request of \$2.2 million. Of the amount, 2.5%, or \$17,149, is for administration of the program. The LDCHA will use administrative funds for audit, and administrative expenses of the business office associated with payment processing and financial reporting.

The remaining \$630,851 will be used for Direct Client Services (rent assistance, utility assistance, security deposits, utility deposits, rent arrears, utility arrears) and direct and indirect costs to cover the case management services, inspection, rent reasonableness determinations, and federal Homeless Management Information System reporting required of the program.

Operational Timeframe:

Because of the reduced grant award this program will operate for 24 months instead of 30. The state has established targeted expenditure benchmarks for grantees. A grantee that does not meet the benchmark will have funding reallocated. There may be a future opportunity to receive reallocated funds which would allow the LDCHA to serve more families and/or extend the program beyond 24 months.

Homelessness Prevention and Rapid Re-Housing Requirements:

By federal regulation the HPRP program is a program to help stabilize families in their housing, or to rapidly re-house homeless families, then help them become stabilized in their housing. Assistance is restricted to those families that can demonstrate that, with the receipt of these funds, they can be stabilized in housing. The family must meet the test question posed by the federal legislation: "But for this money would this family be homeless?" Families that face eviction for violations other than rent and utility arrearages, such as disturbances and criminal activity, will not be eligible to receive these funds even if they were in arrears since their other behaviors impede their ability to become stabilized in housing. The program requires housing case management as a condition of a household's receipt of funds. No funds will be distributed on behalf of a client who has not met the requirement for case management services. In addition no funds may be paid directly to a client. All funds must be paid to a third party.

Staffing Plan to Meet Program Requirements:

Given the reduced grant award, the LDCHA's objective is to put as much money into cash benefits for clients as possible. Therefore, to meet the requirements of the program for case management services, HMIS reporting, inspections and rent reasonableness determinations, the agency will draw upon its organizational capacity, staff experience and expertise by utilizing existing staff from Resident Services, General Housing, Program and Property Management, e-Housing, and the Business office by reassigning, redefining, or adding duties. No new staff will be hired for this program.

The e-Housing Coordinator will take over the direction and implementation of the HPRP program and coordinate all program and staffing operations. This position is funded under the MTW program. The e-Housing case manager who was hired in a temporary position last spring has moved over to HPRP. The clinical social worker who does case management in the Resident Services Department will move over to HPRP. These two positions will be paid for by the HPRP grant.

The agency's current Renter Education program, which is an 8 hour instructional program for prospective tenants with negative residential history, will be redesigned and condensed into a 2 hour session, offered bi-monthly, that will be required of recipients receiving homelessness prevention funds. This instructional program will be called the Housing Stabilization Session. Personnel and non personnel costs will be reimbursed by the HPRP program.

Data collection for income eligibility and eligibility determinations will be carried out under the agency's normal procedures by the General Housing department and reimbursed by the HPRP grant.

Rent Reasonableness determinations and health and safety property inspections will be conducted by the Program Property and Management Department and reimbursed by the HPRP funds.

Federal reporting through HMIS will be carried out by the Resident Services and reimbursed by the grant.

All payment processing, financial reporting and audit functions will be carried out by the Business Office, and reimbursed as administrative costs to the grant.

Rapid Re-Housing Component of Program:

The Rapid Re-housing component of the grant will be operated in conformance with the program model established for the e-Housing Connection. All eligibility, program guidelines, and systems developed for the the e-Housing Connection will be used under

the Rapid Re-Housing component. This component will continue to be referred to as the e-Housing Connection. The eligibility worksheet for this component is attached.

The target will be to serve 70 families over the 24 months. Each family will be eligible to receive a maximum of \$2000 in assistance for the life of the program, and case management will be limited to three months once the family is under contract. The family will be automatically referred to one of the LDCHA's permanent housing programs. A total expenditure of \$140,000 will be targeted for this component. In order to assure the funds will last for 24 months and that quality case management will be provided, it may be necessary to limit the number of families that are assisted by the e-Housing Connection each month. The \$2000 limit may be adjusted depending upon the number of families in need and the types of needs encountered. Eligibility activities include security deposit, utility deposits, utility arrearages, rent, and motel vouchers in extreme cases of emergency while a family awaits a placement.

Homelessness Prevention Component of the Program

Under this component the target will be to serve at least 178 families over the 24 months. Each family will be eligible to receive a maximum of \$1500 over the lifetime of the program. This amount may change depending upon the number that apply. The only case management that is required is an initial consultation with a housing case manager. The total amount to be spent for Homelessness Prevention will be \$265,000.

In order to help stabilize the family in housing it will be required to attend the 2 hour housing stabilization class which will include but not be limited to information related to housing stabilization, credit counseling, household budgeting. This will be a bi-monthly class.

Client Eligibility requirements for Homelessness Prevention Fund

The following criteria have been established for eligibility for Homelessness Prevention funds:

- Only Douglas County residents are eligible for funds
- Households may not be a recipient of any other ARRA fund programs that provide rent or utility assistance.
- Must be under 50% Area Median Income.
- Cannot be a recipient of Section 8, Public Housing, or any other federally subsidized housing program.
- Must have employment or sufficient income (may be unemployment) to pay rent within 30 days of the landlord receiving the rent arrears payment.

- Units must meet rent reasonableness standards.
- Must be in for arrearages for utilities or rent.
- Must have received an eviction notice or be under threat of eviction and be able to provide documentation.
- The landlord must certify that the tenant is under a written lease or rental agreement.
- The landlord cannot be a first degree relative by blood, marriage, or law.
- The tenant must be in good standing with their landlord other than rent or utility arrears.
- The debt must be current (within 90 days of the application.)
- The landlord must demonstrate a history of lease enforcement and must be able to certify if requested through the payment ledger.
- There is a maximum lifetime benefit of \$1500 per family for Homelessness Prevention recipients.
- There will be a preference (points) for families with children.
- There will be an intake form on-line (electronic) and all fields are required to be filled out for processing.
- The Homelessness Prevention funding recipients must complete a 2 hour housing stabilization class.
- There will be income eligibility verifications.
- Clients will be determined eligible for the funds *only if they will become homeless but for this assistance.*
- Required documentation to receive e-Housing Connection or Homelessness Prevention funds will be: 1) a photo identification for each adult in the household; 2) Social Security cards for all members of the household; 3) proof of residency (see e-Housing Connection eligibility requirements); 4) documentation of income or employment.

Outreach and Networking

Income eligible residents of Douglas County may apply. County-wide outreach will be through local social service agencies, schools and general news media. Information will be given to each school in the county for publication. Press releases will be issued to general news outlets. The LDCHA formed a special coalition of social service agencies under the e-Housing Connection. This coalition, consisting of the Bert Nash Center, Independence Inc, the Salvation Army, OARS, Success by Six, ECKAN, WTCS, DCCA Family Preservation, and the Ballard Center, will be used to help monitor need and direct applicants to the funding. The LDCHA will hold regular meetings with these agencies to monitor local need and to identify program elements and procedures that should be modified.

Applications:

Applications will be available on line at www.ldcha.org. The applications will be time/date stamped and processed in the order they are received. The application process and service delivery mode is designed to take two weeks from receipt of application to payment of funds. All eligibility decisions will be communicated in writing. Applicants found ineligible will be informed of the specific reason(s) for the ineligibility decision. Applicants found ineligible may reapply

e-Housing Connection Eligibility Check List

Household Name: _____

Date of Referral: _____

Referral Agency/Contact: _____

- The family does not presently have permanent housing.

Indicators:

1. Eviction within two weeks from a private dwelling (includes housing being provided by family or friends – high overcrowding will also be considered);
2. Pending foreclosure of rental housing;
3. Sleeping in an emergency shelter;
4. Sleeping in a place not meant for human habitation;
5. Victims of domestic violence.

- The family does not have means to provide their own temporary housing.

Indicators:

1. Sudden and significant loss of income;
2. Sudden and significant increase in financial obligations;
3. Chronic health issues;
4. Young head of household (under 25 with children or pregnant);
5. Extremely low income (less than 50% of AMI);
6. Credit problems preclude obtaining housing;
7. Significant amount of medical debt;
8. Current or past involvement with child welfare/foster care;
9. Homeless in last 12 months.

- Local shelter facilities are not suitable temporary housing options for the family.

Indicators:

Family of more than one that includes a minor child.

- The family, with stabilization through case management and support services, will be able to secure and successfully maintain permanent housing.

Indicators:

1. Previous residential history indicates that nonpayment of rent was the reason for eviction.
2. Successful experience with housing authority programs requiring case management;
3. Successful participation in service provider case plan;
4. Ability to follow instructions as evidenced by e-Housing Connection referral process.
5. Evidence of the ability to maintain the terms of a lease agreement through stable housing that lasted a minimum of 12 months in the last three years.
6. Head of household has employment or recent employment history would indicate that through case management could obtain employment within 60 days.

- The family does not meet the federal definition of a chronically homeless individual.

Indicators:

The federal definition of a chronically homeless person is "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, or has had at least four episodes of homelessness in the past three years." Other housing programs are available for the chronically homeless through the LDCHA.

- Financial and Criminal Background check does not indicate history that would prevent the family from participating in a federally funded public housing program

Indicators:

1. Manufacture/distribution of methamphetamine;
2. Registered sex offender;
3. Debt to any housing authority (can be repaid to qualify.)

- The family has been verified to be residents of Douglas County, Kansas.*

Indicators:

The following will be considered verification of residency:

- ▶ Current lease for an address in Lawrence or Douglas, County Kansas;
- ▶ Current driver's license with local address;
- ▶ The following will be considered verification of working in Douglas County: Statement of current or guaranteed future employment from an employer located in Douglas County.

Based on the information provided by the Service Provider Agency and the checks performed by LDCHA, this family has been determined to be:

- Eligible for the e-Housing Connection program.
- Ineligible for the e-Housing Connection program.

e-Housing Connection

Date

This client is eligible for the e-Housing Connection program for 30 days from the date of eligibility determination, or _____. On or before this date, the client must be reevaluated for eligibility by the e-Housing Connection through an interview with the service provider. If it is determined the client is no longer eligible, they will be removed from the e-Housing Connection referral list and will be ineligible for any funds associated with the program. No client is eligible for the program for more than six months from the original date of eligibility. All clients must agree to an exit interview from the program.

* HOME funds and City of Lawrence General Fund Outside Agency funds are reserved for residents of Douglas County and are restricted to lease agreements signed within the City of Lawrence.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
October 26, 2009

AGENDA ITEM 6D: Receive Report on Historical Trends in Homelessness in Lawrence
and its Implication for Future LDCHA Housing Programs.

BACKGROUND:

At the September meeting the board directed staff to prepare a report on the broader issues related to homelessness in the community and the implication of this for future LDCHA housing programs given that the city received only 20 percent of its request under the Homelessness and Rapid re-Housing program.

CURRENT ISSUE:

Attached is a report that looks at the recent history of the community in addressing homelessness over the years and the actions of the LDCHA in response to these issues including the specific housing programs and actions the agency undertook.

This report is best called a preliminary report because it does not analyze the specific LDCHA's housing programs, changes in those programs over the years to address homelessness, and the impact of those changes on specific populations such as families.

The scope of the research for what is provided was extensive and staff simply could not complete the report in its entirety by the October meeting date. The question of the impact on populations is an important one which the board will want answered in order to inform its decisions going forward as to the provision of additional housing and housing assistance.

The report is presented in timeline format. It covers 24 years of activity in this community and presents a historical perspective on community activities and actions

BOARD ACTION:

Discussion on the report and additional information needed to complete the report.

A Historical Perspective on the Lawrence-Douglas County Housing Authority's Involvement with Homelessness Issues

This report is in response to a request from the LDCHA Board of Commissioners to provide an overview of the history of homelessness in our community, the involvement of LDCHA programs and policies to address the issue, and to draw conclusions about the future about the involvement of LDCHA programs with the issue of homelessness.

Based on research of the involvement of LDCHA over the last twenty-five years, the overall conclusion that can be drawn for the Lawrence-Douglas County Housing Authority Board of Commissioners is that LDCHA has been responsive to providing assistance to meeting the needs of the homeless population in Lawrence. This has been done in a variety of ways including: 1) a variety of collaborative partnerships with social service agencies in our community in applying for and administering funds targeted at homeless individuals and families; 2) implementing and or amending policies that give preference to homeless families and individuals; 3) having staff lend expertise, time, and knowledge of low-income populations and federal housing policies and procedures to every homeless task force or advisory committee that has been appointed in the last twenty-five years; 4) using agency resources and funding to support innovative programming focused on assisting the homeless.

This timeline of events will cover the early 1980s through today, and will include national economic trends, community-wide efforts to address the issue throughout the last 25 years, and the specific efforts by LDCHA and its board to address the needs.

1886 – The Salvation Army begins helping the poor in Lawrence (the date is correct.)

February, 1985 – the LHA Board of Commissioners adopts Resolution 299 resolving that the LHA must decline requests for emergency housing in public housing units. Families and individuals seeking emergency housing should be referred to local social service agencies such as Salvation Army, WTCS, or Headquarters, and the family or individual can apply for Housing Authority programs and go through regular eligibility screenings.

The **McKinney-Vento Homeless Assistance Act of 1986** that provides federal money for shelter programs, was the first significant federal legislative response to [homelessness](#), and was passed and signed into law by [President Ronald Reagan](#) on [July 22, 1987](#). The McKinney Act originally had fifteen programs providing a spectrum of services to homeless people, including the Continuum of Care Programs: the Supportive Housing Program, the Shelter Plus Care Program, and the Single Room Occupancy Program, as well as the Emergency Shelter Grant Program. It established the Interagency Council on the Homeless (later called the [Interagency Council on Homelessness](#)) ^[3]. The legislation has been amended several times since it was first written and enacted.

The preamble to the legislation states: Congress finds that-- (1) the Nation faces an immediate and unprecedented crisis due to the lack of shelter for a growing number of individuals and families, including elderly persons, handicapped persons, families with children, Native Americans, and veterans; (2) the problem of homelessness has become more severe and, in the absence of more effective efforts, is expected to become dramatically worse, endangering the lives and safety of the homeless; (3) the causes of homelessness are many and complex, and homeless individuals have diverse needs; (4) there is no single, simple solution to the problem of homelessness because of the different subpopulations of the homeless, the different causes of and reasons for homelessness, and the different needs of homeless individuals; (5) due to the record increase in homelessness, States, units of local government, and private voluntary organizations have been unable to meet the basic human needs of all the homeless and, in the absence of greater Federal assistance, will be unable to protect the lives and safety of all the homeless in need of assistance; and (6) the Federal Government has a clear responsibility and an existing capacity to fulfill a more effective and responsible role to meet the basic human needs and to engender respect for the human dignity of the homeless. (b) **Purpose-** It is the purpose of this chapter-- (1) to establish an Interagency Council on the Homeless; (2) to use public resources and programs in a more coordinated manner to meet the critically urgent needs of the homeless of the Nation; and (3) to provide funds for programs to assist the homeless, with special emphasis on elderly persons, handicapped persons, families with children, Native Americans, and veterans. (www.wikipedia.org.)

June, 1988 – the LHA Board of Commissioners adopts **Resolution 363** to establish priorities for Housing Applicants under federally mandated preference rule. The federally mandated preference included giving preference to homeless applicants.

July, 1988 – Richard Settlemire (9 years old) is murdered by a transient homeless man named John William in Lawrence.

January, 1990 – the Salvation Army opens Safe House to provide temporary housing for up to 19 homeless people a day. It closes in March of 1991 due to a lack of funding.

1991 – The Lawrence Salvation Army Emergency Shelter begins operations, inebriated guests are banned, and criminal background checks are performed on any individual seeking shelter after 10:30 PM at the Law Enforcement Center.

October, 1991 – Nationwide recession, the Salvation Army sees a significant increase in the number of homeless needing shelter.

1992 – LHA begins operating housing programs for homeless individuals and families using **\$300,000 in State HOME TBRA funds**. Since its beginning, 781 families and individuals have been housed successfully. Of these families, 483, or 62% were homeless. This averages 30 homeless families per year that were housed under the program. See attachment # for a summary of the grants received since 1992. LDCHA has received more than \$4.6 million in

State and City HOME funds over the last 17 years. **The average cost is \$5,890 per family housed through these programs.**

May, 1992 – The City of Lawrence City Commission begin to address housing concerns and developing remedies for the following concerns in the community: 1. housing in Lawrence is plentiful, but too expensive; 2. shelters are needed for the homeless, battered women, and the increasing mentally ill population; 3. conditions in some existing housing are intolerable; 4. residents are discriminated against on the basis of race, gender, disabilities when trying to obtain housing as well as financial help from lenders.

1994 – 1998 – LHA added 72 units to its overall number of administered units for Section 8 and Public Housing; 230 units split between three tax credit projects were constructed.

1994 – The Lawrence City Commission appoints a Housing Study Group to study housing in Lawrence. Out of that Housing Study Group the Action Plan for Housing Report was produced, and the following structure was developed in order to improve the coordination and delivery of housing services to the citizens of Lawrence.

Some suggestions from the HSG:

1. Create a Housing Trust Fund and a Housing Advisory Council. HAC would advise and guide the City Commission regarding the implementation of housing policy and needed changes. The HTF would be used to facilitate the acquisition, rehabilitation, and development of affordable housing and fund support services necessary to maintain independent living in the community.
2. City should work in partnership with the community to identify and secure funds to develop housing and housing support services for populations identified as needing both housing and housing support services. This includes the elderly, frail elderly homeless families, people with physical and mental disabilities, people with severe and persistent mental illness, and people with AIDS. The recommendation includes a provision of Section 8 certificates and vouchers for these populations.
3. Encourage public and private partnerships for affordable housing.

July, 1994 – the LHA Board of Commissioners adopts **Resolution 544** approving the agency's application for 50 Section 8 vouchers for Homeless Persons with disabilities.

December, 1994 – the LHA Board of Commissioners adopts **Resolution 570** giving local preference (Douglas County Residency) for Section 8 programs and Public Housing programs.

February, 1995 – The Housing Advisory Council is officially formed by the City of Lawrence – LDCHA Executive Director Barbara Huppee is appointed to a three year term. Part of the structure of the new plans for addressing housing needs in the community is for the Lawrence Housing Authority to meet annually with the Lawrence City Commission to discuss the City's comprehensive housing policy and the LHA's goals and objectives.

1995 – Much debate surrounds the construction of Westgate Apartments at 6th and Wakarusa Drive, a tax credit property, due to the concerns about concentrating low-income families in one place. 162 units are slated to be built.

1995 – The Drop-In Center, a day shelter for against inclement weather for individuals experiencing homelessness is established.

May, 1996 – LHA adopts **Resolution 613** for an application for Supportive Housing and Shelter Plus Care Homeless Assistance in connection with the Bert Nash Community Mental Health Center. The application was not funded.

August, 1996 - The four groups who advise the City on housing policy (Housing Advisory Council, Community Development Block Grant (CDBG) Advisory Committee, Practitioners Panel, and Community Development Block Grant Review Board) met jointly with City staff to develop consensus goals and priority. The groups recommended that the City adopt goals and make spending decisions based on the theme of helping each citizen of Lawrence **Step up to Better Housing**. Four categories of needs emerged: emergency housing, transitional housing, permanent housing and revitalized neighborhoods.

The groups believed that all citizens would benefit from a coordinated approach to housing. The potential gains include enhanced property values, stronger, safer neighborhoods and economic development resulting from investment. In the interim, the four groups have become three, (Housing Advisory Council and CDBG Advisory Committee), and they still make recommendations within this framework. The Strategy, used to frame Lawrence housing policies, is reviewed each year by the City Commission and is included in the Annual Update of the Consolidated Plan.

Participating Groups

HAND Advisory Committee

The eleven member HAND AC develops and proposes HAND strategy and policy and reviews Housing Code and Environmental Code appeals. In addition, they make recommendations to the City Commission on the allocation of CDBG and HOME funds.

Practitioner's Panel

The twenty-seven member Panel shares information on housing programs, services and needs and makes recommendations to the HAND Advisory Committee for carrying out strategy.

Community Development Block Grant Review Board

The GRB reviews and acts on housing rehabilitation request, including hearing appeals. The GRB has seven members

The recommendations in the **Step Up to Better Housing** were:

Emergency Housing

Temporary options for immediate, safe shelter for people who are homeless. Some shelters to serve specific groups.

Needs

- Year-round, 24-hour emergency shelter with appropriate services.
- Emergency housing for families.
- A larger shelter for battered women and their children.
- Shelter with peer support for people with severe and persistent mental illness.

Strategies

- Consider emergency shelter needs when investing available funds.
- Seek private and public funds to strengthen Lawrence emergency shelters.
- Endorse expansion efforts of well-managed existing shelters.

Traditional Housing

Housing and services designed to promote residential stability, increase skills, enhance self-determination and move people who are homeless to permanent housing within 24 months.

Needs

- Short term housing units and services.
- Respite housing for people with mental illness.

Strategies

- Seek private and public funds to develop transitional housing in Lawrence.
- Consider transitional housing needs when investing available funds.
- Endorse efforts to develop transitional housing in Lawrence.
- Secure more tenant based rental assistance.
- Encourage landlords to accept tenants who receive rental assistance.

Community Groups

- United Way
- Service Providers
- Neighborhood Associations

Permanent Housing

A variety of ownership and rental choices including permanent supportive housing arrangements.

Needs

- Low-income homebuyer and rental assistance.
- Programs to help sustain homeownership.
- Public and private policies that promote permanent housing for people with low income and people with disabilities.

Strategies

- Continue to invest funds for homebuyer assistance.
- Consider supportive service needs for low-income elderly and persons with disabilities when investing available funds.
- Continue to invest funds in rehabilitation, weatherization and emergency loans.
- Secure more tenant based rental assistance.
- Encourage landlords to accept tenants who receive rental assistance.

- Encourage landlords to accept tenants with low, stable incomes and good rental histories.

Revitalized Neighborhoods

- Continued revitalization in target neighborhoods.
- Continued environmental code enforcement.
- Education for homeowners and renters.

Strategies

- Promote neighborhood improvement.
- Improve existing housing stock.
- Encourage neighborhood associations.
- Define sidewalk fund procedures.
- Improve mobile homes and mobile home parks.
- Support public/private partnerships.
- Continue crime prevention.
- Insure that housing complies with the Uniform Housing Code.
- Favor mixed-income development.
- Meet American Disabilities Act and Fair Housing Act requirement.

October, 1996 – LHA Board of Commissioners adopts **Resolution 624** abolishing the federal preferences for Public Housing and Section 8, which includes the preference for homeless families. The Resolution establishes a preference for working families.

October, 1996 – Kansas Department of Social and Rehabilitative Services implements new federal initiatives to reform public welfare by requiring that all families work and limiting lifetime participation in welfare to five years (Welfare to Work.)

March, 1997 – Topeka State Hospital for the chronically mentally ill and the Winfield State Hospital for the developmentally disabled closed returning a number of previous residents to the area.

June, 1998 – LHA Board of Commissioners approves **Resolution 668** for a joint application with the Salvation Army to provide Section 8 assistance for transitional housing for homeless persons.

2000 – The Drop-In Center secures a permanent location at 214 W. 10th Street and more services are offered.

2001 – The Lawrence Coalition for Homeless Concerns operates the Emergency Shelter in the gymnasium of St. John's elementary school, and then formed the Lawrence Open Shelter, Inc. for individuals that no other shelter would serve.

May, 2003 – The Task Force on Homeless Services is formed to study the problems of homelessness in Lawrence and gaps in homeless services and make recommendations to the City Commission on ways to address problems. (For the purposes of this study, the focus of the problem was on street homelessness.)

2003 – The Lawrence Open Shelter and the Drop-In Center combine to form the Lawrence Community Shelter to address the needs of those experiencing homelessness or who are at risk of becoming homeless. The newly merged shelter offers assistance to 1,012 individuals, 80% (810) of whom were homeless. The Shelter, located at 944 Kentucky and officially opened on December 8, 2003 and has been operating since then.* <http://www.lawrenceshelter.org/>

November, 2004 – Salvation Army kicks off the private phase of a \$4.5 million capital campaign for a Shelter to house the homeless.

January, 2005- LDCHA announces it has received \$328,928 for the HOPE Building Program to serve 10 chronically homeless individuals. Since it began, of the 42 participants in the program, 50% were not Douglas County residents when they were accepted into the program, 30% were Douglas County residents prior to becoming homeless, and staff were unable to determine where 20% of the individuals were from.

May, 2005 – The Salvation Army announces it will serve as a transitional housing facility for people on parole from state prisons – they quickly disclaim the idea.

June, 2005 – The Salvation Army begins public fundraising for its new Shelter at 19th & Haskell. It is intended to be a temporary residence where the homeless will be allowed to live and work on plans to get back on their feet.

June, 2005 – **The City of Lawrence Task Force on Homeless Services** reports out on its findings to the City Commission. The task force identified the following gaps in homeless services:

- Mental Health In-patient Services
- Permanent Transitional Housing for Persons Released from the State Mental Hospital
- Permanent 24 hour Emergency Shelter for individuals and families with structured living and daily activities
- Additional Transitional Housing
- Coordination of Service Providers
- Coordination of Information on Local Homeless Individuals (HMIS)
- Comprehensive Case Management Services
- Long Term Outreach to the Homeless
- Social Detoxification Program
- Reliable and Consistent Transportation
- Homeless Prevention Services
- Job Readiness Training and Preparation
- Business Network to Establish Job Opportunities
- Life Skills Training

- Peer Support and Adult Mentoring
- Landlord Mentoring and Support Assistance
- Clear Policy Guidelines for Police Officers and City Officials
- Law Enforcement Training on Handling Persons with Mental Health or Substance Abuse Problems
- Medication Cost Assistance
- Payee Services

During the two years the Task Force operated a number of independent critical events occurred that affected homeless services and programs. Some of these events were outgrowths of the Task Force's influence. Others were not. Many things that occurred helped improve and expand homeless services or created a direction for implementation of the Task Force's recommendations. These outcomes or events are indicators that the environment that existed in the community pre Task Force creation is not the same as exists today.

- A Deepened Communication and Coordination between Homeless Service Providers
- Pursuit of Solutions and Realignment of Services by Homeless Service Providers – The Housing Authority offered to amend the definition of homeless to expand eligibility for the City HOME Transitional Housing Program to families that are “doubled-up.”
- The Loss of a Major Homeless Program Service Grant and the Funding of a New One
- The Closing of the LMH Inpatient Mental Health Unit
- Homeless Service Providers Willingness to Assume Responsibility to Implement or Attempt to Implement Task Force Recommendations

Based upon its study and review the Task Force found that:

- The homeless population has stabilized over the years to between 150-200 persons. Chief among their problems are mental illness and substance abuse.
- Local homeless services are geared to individuals and not families.
- Local shelters are not sufficient to meet the needs of the homeless population.
- The Salvation Army's future shelter and temporary housing program will help serve needs of homeless families as well as individuals.
- There is no formalized directed approach for moving homeless people to housing.
- Central to moving homeless to housing is mental health and case management services.
- There is no community inpatient mental health unit to address crisis problems of the general community let alone the homeless.
- The Bert Nash Center is responsible for implementing integration and treatment plans for Douglas County residents released from the state mental hospital, yet the community has no temporary housing to assist in their reintegration.
- There is no social detoxification program in the community.

The Task Force Recommends Six Major Initiatives to Help Address the Community's Homeless Problems. These Six Initiatives are Spelled Out in the Full Task Force Report. The Initiatives fall into the Following Categories:

- Mental Health Service Plan

The City Commission Request the Lawrence Memorial Hospital to Reopen the Crisis Mental Health Inpatient Unit

An Emergency Outreach Team be Developed and Funded which would Include Medical and Clinical Staff to Address Physical Health, Mental Health, and Substance Abuse for Persons Experiencing Homelessness

Additional Housing be made Available for Persons Released from the State Mental Health Hospital who have no Home

Social Detoxification Services be Provided, such as those Currently Provided by DCCCA in Wichita

The City of Lawrence Develop Clear Policy Guidelines and Provide Training for Police Officers on Appropriate Intervention with Persons Suffering from Mental Illness

■ Emergency and Shelter Services Plan

Our Community Make Available an Emergency Shelter with Separate Accommodations for Individual Males, Individual Females, Families and Teens as well as Individuals who are Intoxicated or Have Substance Abuse Problems

Emergency Shelter Facilities should Include Beds, Showers, Daily Meals, Laundry Facilities, Day-Rooms, Gender Separation, Provision of Basic Clothing and Short-and-Long-Term Storage of Personal Items

Scope of Shelter to be Provided in the Community Should Include Additional Transitional Housing/Residential Centers

The Shelter Program Should Consist of Relief and Rehabilitation Program Models that Include Heavy Reliance upon the Case Management Teams

■ Case Management Plan for the Community

Four New Case Managers be Employed to Work with Individuals Experiencing Homelessness and Those At-Risk for Homelessness

One New Outreach Caseworker be Employed to Work with Individuals Experiencing Homelessness and Those At-Risk for Homelessness

Case Managers Carry Out Duties under the Relief and Rehabilitation Shelter Model for Serving the Homeless

Housing Management Information System (HMIS) be Implemented As Soon As Possible

A 24/7 Information Hotline be Established for Homeless and Low Income/Near Homeless Individuals and Families in Need of Assistance

■ Housing Program Plan

The City Continue to Provide HOME Funds to the Lawrence-Douglas County Housing Authority for its Transitional Program for the Homeless

The Lawrence-Douglas County Housing Authority Expand its Targeted Eligible Population for HOME Transitional Housing to Include the Precariously Housed and Families that are "Doubled-Up"

The City Purchase Land/Property For Affordable Rental Housing Development

The Lawrence-Douglas County Housing Authority Endeavor to Expand its HOPE Building Program to Serve the Chronically Homeless Who May Not Have Dual Diagnosis

■ Jobs Programs Plan

A Meeting be Convened of Agencies Willing to Assist in Job Readiness Efforts

A meeting be Convened with Downtown and Area Businesses to Discuss Possible Partnerships and Working with Candidates as they are Identified and Ready to Enter the Workforce

A Meeting be Convened with Appropriate City Departments to Determine Possible Temporary and Full-Time Job Opportunities that are a Match to the Candidates from the Jobs Program

City Provide Funding for Work-Related Costs. Such Costs may Include Transportation, Steel-Toed Shoes, Safety Glasses, Safety Gloves and Hard Hats, etc...

■ Community Quality of Life Plan

A Community Commission on Homelessness be Established to Work With Existing Service Providers and Agencies to Facilitate and Make Recommendations to the City Commission Regarding the Implementation of this Plan

A Community Cooperation Committee be Formed to Address Common Concerns Regarding Homelessness Issues. This Committee should Provide a Vehicle for Communications Among all Aspects of our Community Regarding these Issues

To Be Included in the Work of These Committees is a Review of Existing Ordinances with Police Department Guidance to Address Nuisance and Problem Behaviors as well as Safety Concerns. Existing Ordinances Should be Enforced and New Ordinances Should Be Developed to Address the Impact of Homelessness on Quality of Life Issues

This Community Should Approach Homelessness and Homeless Services With the Goal of Ending Chronic Homelessness Within 10 Years. Homeless Services and Programs Begun Under This Plan Should Evolve and Change As Research, Treatment and Service Approaches, Initiatives, and Funding Change. With This Goal in Mind the Community Commissions Should Continually Monitor the Impact and State of Homelessness in Lawrence and Advise Service Providers, the Community, and the City Commission On How Well We Are Meeting the Objectives Under This Plan and Areas Where Changes May Be Indicated.

November, 2005 – Salvation Army dedicates its site at 19th and Haskell and announces they have raised \$1.2 million of the \$3.5 million needed for the facility.

January, 2006 – Following the recommendations of the Task Force on Homelessness the City Commission funds the Bert Nash Homeless Outreach Team with general funds.

June, 2007 – Community Commission on Homelessness adopts Housing Vision (attached.)

April, 2008 – The LDCHA submits a proposal for emergency temporary housing for homeless families called “The e-Housing Connector.” The proposal is adopted by the CCH and LDCHA agrees to run the program within existing funds. No funds are allocated for rent subsidy or other assistance.

2008 Waiting List Data – Data from all 2008 waiting lists shows that individuals dropped from the Homeless Transitional Waiting List were dropped for three main reasons: 1) did not respond to purge letter (25%); 2) did not schedule a final application interview (22%); 3) returned mail (13%). Criminal history or previous was not an issue for the majority of applicants on the list. This data goes to the issue of trying to serve the homeless when they do not have a permanent address.

January, 2009 – The e-Housing Connection program begins through LDCHA.

March, 2009 – The LDCHA Board of Commissioners approves using \$10,000 in City HOME funds for Security Deposits for e-Housing Families.

May, 2009 – The LDCHA Board of Commissioners approves using \$13,600 in City Outside Agency Funds for limited rental subsidy for e-Housing Connection Families.

September, 2009 – The City of Lawrence is awarded \$648,000 in Homelessness Prevention and Rapid Re-Housing funds through the American Recovery and Reinvestment Act funds. The Lawrence-Douglas County Housing Authority is chosen to administer the program for the City.

October, 2009 – The Community Commission on Homelessness updates the Housing Vision to increase the number of units needed in an emergency shelter based on 2009 information from social service agencies serving Lawrence homeless.