

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



**MOVING TO WORK  
ANNUAL PLAN**

*Fiscal Year 2010-2011*

**LINCOLN HOUSING AUTHORITY**  
**NE002**

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This Moving to Work (MTW) Annual Plan is prepared in accordance with the "Amended and Restated Moving to Work Agreement" between the Department of Housing and Urban Development and Lincoln Housing Authority. This agreement was signed by both parties in April, 2008 and extends the MTW program until the end of the housing authority's 2018 Fiscal Year. The required elements of the Annual MTW Plan are detailed in HUD Form 50900 published July 24, 2008 (OMB Control Number: 2577-0216 Expiration Date: 8/31/2011).

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## I. Overview

The Lincoln Housing Authority is one of 30 housing authorities across the country participating in the U.S. Department of Housing and Urban Development (HUD) Moving to Work demonstration program. Originally authorized under the Omnibus Consolidated Rescissions and Appropriations Act of 1996, the MTW program offers public housing authorities the opportunity to design and test innovative, locally-designed housing and self-sufficiency strategies. The statutory goals of the MTW demonstration are:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures
- Give incentives to families with children where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.

Lincoln Housing Authority and HUD entered into a five-year MTW Agreement in May, 1999. This agreement was amended several times to extend the demonstration program. In 2008, a new Amended and Restated MTW Agreement was signed. This new agreement extends the MTW demonstration at Lincoln Housing Authority until 2018. Among the many changes in this new agreement were changes in the reporting requirements and the design and content of the Annual Plans and Reports.

Lincoln Housing Authority has a distinct number of goals and specific objectives that are integral to our success as a Moving To Work housing authority. These goals have been integral to our MTW program since the beginning and will continue to be a focal point for the duration of our MTW agreement.

### GOAL I

Increase the number of Section 8 Housing Choice Voucher and Public Housing participants working or making progress towards educational goals, work experience, and self-sufficiency.

### GOAL I OBJECTIVES:

- Provide incentives for able-bodied participants to work or seek self-sufficiency through job training or education. Also provide disincentives to able-bodied participants who choose not to work, seek job training, or further education.
- Form community and state partnerships to provide needed programs and services that encourage participation in recognized self-sufficiency programs.

## GOAL II

Reduce administrative costs and achieve greater cost effectiveness in federal housing assistance expenditures while ensuring the continued integrity of the program.

### GOAL II OBJECTIVES:

- Simplify the operation of the Section 8 Housing Choice Voucher program and the Public Housing program with the purpose of reducing calculation errors, staff review time, and program administrative costs.
- Work with landlords, housing participants, and human service organizations to identify areas of needed change in the operation of the Section 8 Housing Choice Voucher program and the Public Housing program.

## GOAL III

Expand the spatial dispersal of assisted rental units and increase housing choices for voucher holders.

### GOAL III OBJECTIVES:

- Provide incentives to seek housing opportunities outside areas of low-income concentration.
- Create affordable housing opportunities in growth areas of the community.

## ONGOING MTW INITIATIVES

The Lincoln Housing Authority will continue to implement the following HUD-approved initiatives:

- Rent Reform Initiatives
  - Reduce annual and interim reexaminations
  - Implement minimum rent policies and 27% TTP requirements
  - Calculate annual income using Minimum Earned Income (MEI)
  - Cap rent burden at 50% (voucher only)
  - Implement average utility allowances bedroom size (voucher only)
  - Implement biennial reexaminations for elderly & disabled households
- Other Initiatives
  - Restrict portability (voucher only) as a result of work requirements
  - Implement voucher inspection waiver for properties meeting HQS at initial inspection

## II. General Housing Authority Operating Information

### A. HOUSING STOCK INFORMATION

#### Number of Public Housing Units At the Beginning of the Year

Lincoln Housing Authority currently has 320 public housing units.

PROJECT	OCCUPIED UNITS	DESCRIPTION
<b>AMP 1</b>		
MAHONEY MANOR	120	Elderly\Near Elderly
<b>AMP 2</b>		
HALL	23	Scattered Site Family
HANSEN	48	Scattered Site Family
LARSON	24	Scattered Site Family
PEDERSON	24	Scattered Site Family
P30	30	Scattered Site Family
<b>AMP 3</b>		
F39	39	Scattered Site Family
A12	12	Scattered Site Family
<b>TOTAL UNITS</b>	<b>320</b>	<b>Public Housing</b>

No changes are planned in the number of public housing units.

#### General Description of any planned significant capital expenditures by development

Lincoln Housing Authority anticipates \$524,476.00 for capital expenditures through the Capital Fund Grant program.

See Appendix C:

Annual Statement/Performance and Evaluation Report (HUD 50075.1)

Capital Fund Program----Five Year Action Plan (HUD 50075.2)

**Summary of Lincoln Housing Authority ARRA Activities**

The Lincoln Housing Authority received \$674,919.00 in Capital Fund Formula Grant funding under the auspices of the American Reinvestment and Recovery Act of 2009. Almost half of the funds (\$327,848.00) are being used to install fire sprinklers in Mahoney Manor, a 120 unit high-rise apartment building for seniors. The project is scheduled to be complete at the end of February, 2010. Other funds have been used to install new roofs on 13 scattered site single-family houses (\$49,120.00), insulate 39 scattered site housing units (\$17,035) and install new tubs/showers in 30 scattered site duplexes (\$71,777.00). All three of these projects are complete. Underway, but temporarily delayed due to winter weather conditions, is the installation of roofs on another 24 scattered-site single-family houses (\$87,000). The remaining funds will be used to repair concrete at scattered sites (\$41,310.00) and pay architectural fees and administrative costs

**Description of any new public housing units to be added during the year by development (specifying bedroom size):**

None

**Number of units to be removed from the inventory during the year by development specifying the justification for the removal:**

No dwelling units will be removed.

**Number of Housing Choice Vouchers (HCV) units authorized:**

Lincoln Housing Authority is authorized for:

- MTW Vouchers: 2864 Housing Choice Vouchers
- Non- MTW Vouchers: 20 Mainstream Housing Opportunity Vouchers
- 35 Housing Choice Vouchers for the HUD-Veterans Affairs Supportive Housing (VASH) program

**Pending Authorization:**

In cooperation with the Nebraska Department of Health and Human Services, Lincoln Housing Authority submitted an application for 100 Family Unification Program (FUP) vouchers. A funding announcement is anticipated for July, 2010. FUP vouchers will be used to promote family unification of families for whom the lack of adequate housing is a primary factor in the separation, or the threat of separation, of children from their families and to youths 18 to 21 years old who left foster care at age 16 or older and lack adequate housing. If FUP vouchers are awarded, Lincoln Housing Authority will administer them in accordance with the MTW agreement.

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

Lincoln Housing Authority anticipates awarding 20 Project-Based HCV units through an “other competition” process as described in the project-based regulations. These vouchers will be tied to a Low Income Tax Credit project, Creekside Village, which was awarded tax credits by the state of

Nebraska. The purpose will be to promote voucher utilization and expand housing choices for persons with disabilities. The project will be required to provide an on-site supportive services plan.

Crossroads House is a seven story building located at 1000 "O" Street in downtown Lincoln. The residential portion of the building has been owned by LLSCF Housing Limited and managed by Lincoln Housing Authority. Housing is provided for seniors age 55 and older. The units are all one bedroom apartments and were operated as Tax Credit Units for the past 15 years. Lincoln Housing Authority will acquire Crossroads House in January, 2010 and plans to study the Crossroads House project as a site for project-based vouchers and to report to the Board. If the Board approves project-based vouchers, the housing authority will use its Attachment C. D.7.a. authorization to project-base vouchers for 58 one-bedroom units. As a tax credit project, Crossroads House will continue to be subject to ongoing occupancy and rent restrictions for a 15 year compliance period. There are currently 78% of the units occupied by voucher holders. Converting to project-based voucher will enhance the financial stability of the project and expand housing choice for persons who are elderly, near elderly, or disabled. Through a contract with the Lincoln Area Agency on Aging, the project will have an ongoing case management and supportive services program.

## **B. LEASING INFORMATION**

### **Anticipated PH leased in the Plan year:**

Lincoln Housing Authority has 320 public housing units and anticipates all 320 units will be leased with an average occupancy of 98% and a unit turnaround rate of 20 or less days per vacancy. Average turnover has been 67 units per year.

### **Anticipated HCV leased in the plan year:**

All together, Lincoln Housing Authority has 2,919 vouchers (both MTW and non-MTW) and anticipates all units will be leased with an average occupancy of 98%.

### **Description of anticipated issues related to any potential difficulties in leasing units (HCV or Public Housing):**

#### **Public Housing:**

Lincoln experiences a soft rental market with increased demands for higher level of amenities. This makes it more difficult to rent some public housing units including some 0-bedroom units at Mahoney Manor.

#### **Housing Choice Voucher:**

As funding allows, the HCV program expects to lease up 2,864 vouchers each month under the MTW program.

An additional 20 non-MTW vouchers will be leased under the Mainstream Housing Opportunity Program with budget authority through April 30, 2011. There are also 35 vouchers under the Veteran Affairs Supportive Housing (VASH) program which will not be under the MTW program.

Lincoln Housing Authority has applied for 100 vouchers under the Family Unification Program. It is anticipated that it will take an extended time period to fully lease the vouchers based on the timing of referrals from the Department of Health and Human Services as well as the normal lease-up issues and delays that can occur.

Anticipated issues in leasing units:

- Rising utility costs will decrease the amount of housing assistance to apply towards to contract rent resulting in fewer affordable units available to participants
- Not enough funding to support 100% lease-up with a payment standard at 100% of the Fair Market Rent level could result in leasing less than 100% of the voucher allocation
- Increased property owner foreclosures resulting in decreased in owner participation and increased emergency re-locations for voucher participants

In addition, families are finding it difficult to secure a rental unit because they do not have funds for security deposits. Those with poor rental histories are also having increased difficulty in securing a unit. Lincoln Housing Authority manages a homeless deposit assistance program funded by the City of Lincoln through their CDBG funds. The Authority is also working in partnership with other human service agencies to promote tenant training through an established curriculum entitled “RentWise.” Several landlords have offered incentives to graduates of the RentWise program. Some examples of incentives are reduced deposit, reduced rent, and waiver of application fees.

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

There are currently no project-based vouchers at this time and none will be in use at the start of the Plan year.

**C. WAITING LIST INFORMATION**

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

No changes are anticipated in waiting list policies.

Since beginning MTW, LHA has maintained a higher priority for selection to applicants who are currently eligible for one or more preferences. A family qualifying for one preference is given the same priority as a family qualifying for two preferences.

Housing Choice Voucher Preferences:

Primary Preferences

- Homeless
- Displaced by Disaster

- Displaced by Domestic Violence
- Certain Military Households
- Participants in Employment First or other Approved Self-Sufficiency Program

#### Secondary Preference

- RentWise Graduates

#### Public Housing Preferences:

- Homeless
- Displaced by Disaster
- Displaced by Domestic Violence
- Working Family (includes elderly or disabled except at Mahoney Manor)

The housing authority continues to partner and collaborate with Nebraska's Welfare to Work program by providing a preference to participants in Employment First. This partnership and others help focus participants on activities that promote education and employment to help achieve self-sufficiency. The preferences have also helped ensure the housing needs of extremely low income households are met.

Effective January 1, 2009, the housing authority adopted a weighted preference in the voucher program. The weighted preference is given to graduates of the RentWise tenant education series. The RentWise program is provided by the Lincoln RentWise Network in which the housing authority has a lead role in coordinating enrollment. Members of the RentWise Coalition include numerous agencies and landlords as well as the University of Nebraska Cooperative Extension which plays a key role in program outcomes and evaluation.

#### **Description of anticipated changes in the numbers of families on the waiting list(s) and/or opening and closing of the waiting list(s):**

Approximately 3,300 families remain on the HCV waiting list with over a two-year waiting period before they reach the top of the waiting list. The waiting list is partially purged on a monthly schedule. The waiting list remains open with an average of 200 new applicants received per month.

There is increased demand for affordable housing due to lost household incomes and/or substantial increase in basic household expenses, it is anticipated the waiting list will grow with the wait time longer than 24 months for non-preference families, elderly and disabled. Lincoln Housing Authority is currently using 100% of allocated funds but the allocation is not sufficient to use 100% of the vouchers authorized by HUD.

### III. Non-MTW Related Housing Authority Information

This Section III is optional for the MTW Annual Plan. Lincoln Housing Authority elected to include the following description of other housing owned and/or managed by the agency to meet the needs of families with children as well as elderly and disabled individuals. These properties are geographically dispersed throughout the city and will serve households with income levels from moderate to extremely low.

**TABLE OF OTHER HOUSING OWNED OR MANAGED**

<b>Project</b>	<b>Location</b>	<b>Units</b>	<b>Type</b>
Arnold Heights	Northwest Lincoln and Scattered Locations	467	Affordable Market Rates; Owned by Lincoln Housing Authority. Two units have been used as a neighborhood library and are being converted back to accessible residential units.
Lynn Creek	9 <sup>th</sup> Street and Garber Avenue	16	Affordable Market Rates–Income restricted (<80% of median income); Owned by Lincoln Housing Authority
Northwood Terrace	23 <sup>rd</sup> and Y Streets	77	Affordable Market Rents–Income restricted (<80% of median income); Owned by Lincoln Housing Authority
Heritage Square	23 <sup>rd</sup> and W Streets	47	Affordable Market Rents–Income restricted (<80% of median income); Owned by Lincoln Housing Authority
Wood Bridge (LHA)	22 <sup>nd</sup> Street and Pine Lake Road	17	Affordable Market Rents–Income restricted (<100% of median income); Owned by Lincoln Housing Authority
		17	Below Market Rents–Income restricted (<60% of median); Owned by Lincoln Housing Authority
		----- 34	Total Units
Wood Bridge (Limited Partnership)	22 <sup>nd</sup> Street and Pine Lake Road	48	Tax Credit Project----Income restricted (<60% of median); Managed by Lincoln Housing Authority
		48	Affordable Market Rents–no income restrictions; Managed by Lincoln Housing Authority
		----- 96	Total Units
Summer Hill Townhomes	56 <sup>th</sup> Street and Union Hill Road	20	Tax Credit Project----Income restricted (<60% of median); Managed by Lincoln Housing Authority
		20	Affordable Market Rents—Income restricted (<100% of median income); Managed by Lincoln Housing Authority
		----- 40	Total Units

Summer Hill Apartments	56 <sup>th</sup> Street and Union Hill Road	48	Affordable Market Rents—Income restricted (<100% of median income); Owned by Lincoln Housing Authority
		48	Below Market Rents—Income Restricted (<60% of median); Owned by Lincoln Housing Authority
		----- 96	----- Total Units
Crossroads House	1000 “O” Street	58	Tax Credit Project acquired by Lincoln Housing Authority January, 2010----Income restricted (<60% of median).
Burke Plaza	6721 L Street	91	Section 8 New Construction; Owned by Lincoln Housing Authority
New 32	Scattered Sites	32	Section 8 New Construction; Owned by Lincoln Housing Authority
Prairie Crossing	35 <sup>th</sup> Street and Yankee Hill Road	33	Affordable Market Rents—Income restricted (<100% of median income); Managed by Lincoln Housing Authority
		43	Tax Credit Project Rents (<60% of median); Managed by Lincoln Housing Authority
		----- 76	----- Total Units
Mod. Rehab.	Scattered Sites	10	Moderate Rehabilitation Program
<b>TOTAL</b>		<b>1,130</b>	<b>Units Owned and/or Managed</b>

Mod. Rehab.	Scattered Sites	10	Moderate Rehabilitation Program
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**NARRATIVE DESCRIPTION OF OTHER HOUSING UNITS**

Arnold Heights (467 dwelling units)

The Arnold Heights Subdivision is located in northwest Lincoln and consists of two, three, and four-bedroom duplexes and single-family homes built in the late 1950's. The units were acquired by the housing authority from the federal government in 1970 as a purchase of former air-base housing. Lincoln Housing Authority’s ownership represents approximately 47% of the housing in the subdivision. The balance is a mix of owner-occupied and privately owned rental housing. The remaining units are leased as affordable housing and consist of spacious two, three and four bedroom duplexes and single-family houses.

This project also includes 11 units in scattered locations in other parts of the city.

Lynn Creek (16 units)

Lynn Creek Apartments are located in the Belmont area at North 9th Street and Garber Avenue. Built in 1994/1995, all units are two bedroom apartments located in one of two brick buildings. Detached garages are available for rent. The Authority purchased Lynn Creek from an estate in 2000.

Northwood Terrace Apartments (77 units)

Located at 23rd and “Y” Streets Northwood Terrace offers one, two and three bedroom apartments. A coin-operated laundry facility and playground are on site. Built in 1969, the Authority purchased the project from five insurance companies in 1973.

In 1999, LHA converted an apartment and a no-longer-used community space at Northwood Terrace to an early child care facility operated by a non-profit agency. This facility was closed in 2007 due to loss of funding but the housing authority will consider proposals for future use of the building.

Heritage Square Apartments (47 units)

Located at 23rd and “W” Streets, Heritage Square offers studio, one, two and three bedroom apartments located in one of two secured access buildings with a laundry facility and playground on site. Built in 1972-73, the project was acquired from the U.S. Department of Housing and Urban Development after the previous owners defaulted on the mortgage in 1975.

Wood Bridge Apartments and Townhomes (130 units)

Wood Bridge is located in south Lincoln at South 22nd Street and Pine Lake Road. Built in 1998, the project consists of two bedroom apartments and three bedroom townhouses with full basements and attached garages. The Authority-owned portion of the Wood Bridge project consists of 16 two bedroom apartments and 18 townhouses. The remaining 96 units are owned by a Nebraska limited partnership, Wood Bridge Limited Partnership. The Authority manages all 130 units. The project is a mixed-income development. Half of all units are market rate; the other half are tax credit (reduced rent) units. Detached garages are available for an extra monthly fee.

The Wood Bridge development also includes a clubhouse/leasing office, a laundry/maintenance facility and playground equipment.

Summer Hill Apartments and Townhomes (136 units)

Summer Hill is located in south Lincoln at South 56th Street and Union Hill Road. Built in 2004, Summer Hill consists of 40 three bedroom townhouses with full basements and attached garages. The townhomes are owned by Summer Hill Limited Partnership and managed by Lincoln Housing Authority. Summer Hill also consists of 96 two bedroom apartments owned and managed by Lincoln Housing Authority. The project is a mixed-income development.

The Summer Hill development also includes a clubhouse/leasing office, a laundry/maintenance facility and playground equipment.

Crossroads House (58 units)

Located in downtown Lincoln at 1000 “O” Street, Crossroads House is a seven story building in

downtown Lincoln. The residential portion of the building has been owned by LLSCF Housing Limited and managed by Lincoln Housing Authority. Housing is provided for seniors age 55 and older. The units are all one bedroom apartments and have been operated as Tax Credit Units. Beginning January, 2010, Lincoln Housing Authority will own Crossroads House.

Crossroads House is staffed with a half-time resident services specialist who works with residents to provide a variety of educational, social, recreational and support services. Residents who are frail or disabled are eligible for additional support services through a program contract between LHA and the Lincoln Area Agency on Aging which has its main offices across the street from Crossroads House. Also across the street is the Downtown Senior Center which offers a variety of programs including a senior dining program.

See section on Project-Based Vouchers.

#### Burke Plaza (91 units)

Located at 6721 "L" Street, Burke Plaza is a seven story brick building which provides housing for seniors and persons with disabilities. It was built in 1978 and is part of the Section 8 New Construction Program. All units are one bedroom. This project continues to receive funding under the Section 8 New Construction program from HUD; contracts are renewed on an annual basis.

Burke Plaza is staffed with a full time resident services specialist who works with residents to provide a variety of educational, social, recreational and support services. The residents are also served by the Congregate Housing Services Program (CHSP) through a grant from HUD to the Lincoln Area Agency on Aging. The building is also staffed by a full time maintenance and repair worker.

#### New 32 Units (32 units)

Constructed in 1980 under the Section 8 New Construction Program, these units consist of four single family homes and 28 duplexes. The total project consists of 16 two bedroom units and 16 three bedroom units. This project continues to receive funding under the Section 8 New Construction program from HUD; contracts are renewed on an annual basis.

#### Prairie Crossing Apartments and Townhomes (76 units)

Prairie Crossing is located in south Lincoln at South 33rd Street and Yankee Hill Road. Prairie Crossing is owned by Prairie Crossing Limited Partnership and is managed by Lincoln Housing Authority. Completed in December, 2008, Prairie Crossing is a mixed income development with 20 three-bedroom townhomes with attached garage and full basement and 56 apartments (12 one-bedroom and 44 two-bedroom). Eighteen detached garages are available at additional cost. Prairie Crossing features a playground and basketball court. The clubhouse/leasing office has a fitness room, great room, kitchenette and outdoor patio with grill

## **NARRATIVE DESCRIPTION OF NON-DWELLING PROPERTIES**

### Main Office

Lincoln Housing Authority's central office is located at 5700 R Street, Lincoln, Nebraska. This facility houses the administrative offices as well as offices for project-based and tenant-based housing programs, tenant services, human resources, business and finance, planning and development, and computer and network systems.

### LHA Maintenance Facility

The housing authority's primary maintenance facility is located at 4721 N.W. 48th Street. This location houses the maintenance inventory, vehicles, equipment, and staff. The maintenance facility was remodeled and modernized in 2008.

### Carol M. Yoakum Family Resource Center

LHA built the Carol M. Yoakum Family Resource Center in Arnold Heights in 1995. The roughly 6,600 square foot facility houses a child care facility (operated by a separate non-profit agency), health clinics, a computer center, food and nutrition programs, adult basic education program, police sub-station and meeting room space available for family support and educational programs. Through staff at the center, LHA also serves as the lead agency for a community learning center program in the nearby elementary (K thru 6) school.

### Lincoln Army Air Field Regimental Chapel

Adjacent to the Yoakum Family Resource Center is the Lincoln Army Air Field Regimental Chapel. LHA makes the chapel available for use by the general public.

### Arnold Heights Branch Library

For more than 30 years, LHA provided both sides of a duplex residential building to house the Arnold Heights Public Branch Library. This building was replaced with a new public library in the fall of 2009. The new public library was integrated with a new elementary school being which opened for the 2009-2010 school year. The duplex will be restored to residential use and will be remodeled to meet accessibility standards. These units will be rented as part of the Arnold Heights inventory described earlier.

### Crossroads House (commercial)

Lincoln Housing Authority owns commercial office space located on the first floor of Crossroads House, 1000 "O" Street. This was, at one time, an office location for the housing authority but staff were moved to the R Street location to reduce operating expenses. Part of the space is currently rented to a non-profit agency. The housing authority also owns a two-level parking garage at this location. Monthly parking spaces are rented to the residents of Crossroads House and the general public.

#### **IV. Long-term MTW Plan**

The Lincoln Housing Authority has participated in the HUD Moving To Work Demonstration program since 1999. Lincoln's Moving To Work program has concentrated its efforts in the following long-term operational vision for the MTW program.

- Retain program flexibility to meet the many changes encountered in program funding, local housing market conditions, and the needs of the families and individuals participating in Lincoln's Moving To Work program.
- Continue to seek ways to simplify and streamline the Section 8 Housing Choice Voucher program and Public Housing programs while protecting the integrity of the program and accepting accountability for administrative requirements. The Section 8 Housing Choice Voucher program is needlessly complicated for participants, landlords, and implementing staff. The complexity of the system results in several areas where errors occur with substantial frequency. Tenants are confused about deductions allowed and disallowed and how their portion of rent is determined. Landlords are frustrated by the amount of paperwork and complex rules and regulations that the landlord must follow to be paid. The complexity is limiting needed landlord participation. Lack of housing choices results when landlords refuse to participate.
- Continue to promote opportunities for tenant self-sufficiency either through education or meaningful work experience. The need for lower-income participants to complete their education and expand their work experiences will provide a solid base for continued success in their personal and family development.
- Continue the various community partnerships required to enhance participant opportunities in expanding family support services such as social services, education, transportation, and health care programs.

## **V. Proposed MTW Activities: HUD approval requested**

No new MTW initiatives are proposed for FY 2010- 2011.

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

- A. Activities Continued from Prior Plan Year(s)
- B. Update on the Status of Activity

### RENT REFORM INITIATIVES

#### ACTIVITY

Interim Reexaminations (HCV & PH Programs)

Effective Date: July 1, 1999

#### DESCRIPTION

The housing authority has continued the following policy for interim re-examinations.

Income increase: If the family's income increases without a change in family composition, then LHA will wait until the annual re-examination to re-determine any possible rent increase. Families who report zero income will be required to report income changes at their quarterly certification and rents will be changes accordingly.

Income decrease: LHA will review with the family if there are other related changes which should be considered when determining the rent adjustment. LHA will not lower rent for payments due to a temporary loss of income of one month (30 days) or less duration. If a family member has reduced or terminated employment income, LHA will make the rent decrease 90 days after the decrease in income occurred or after all verifications are received to redetermine eligibility, whichever is the latest.

#### UPDATE ON STATUS OF ACTIVITY

The Quality Housing and Work Responsibility Act (QHWRA) of 1998 incorporated the Lincoln Housing Authority's MTW initiative on interim reexaminations. The housing authority continues to implement the policy of decreasing rent 90 days after a decrease in income has occurred. With new data collection procedures in place, we are currently seeing that more than half of the households who experience the 90 day delay end up with no subsequent decrease in rent. The households have been able to restore the decreased income through new employment or other sources.

## ACTIVITY

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

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

## DESCRIPTION

1. All subsidized households are responsible to pay the owner a minimum of \$25.00 for tenant rent. The higher of the TTP minus the utility allowance or \$25.00 is used to determine the tenant rent to the owner. This requirement is waived as a hardship if the head of household is disabled and has a current Social Security application pending.
2. Total Tenant Payment (TTP) is determined on 27% of gross income with no allowable deductions.
3. In implementing the above, a hardship policy was created for tenants who were adversely affected. Details for the hardship policies are found in the Admissions and Continued Occupancy Plan and Section 8 Administrative Plan found in Tab 1 and Tab 2 of this MTW Plan

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

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

## UPDATE ON STATUS OF ACTIVITY

Lincoln Housing Authority continues to transition to this new rent system and collecting data on its impact. While the new way of calculating rent is simpler, additional staff time has been

given to tenant education. A hardship policy has been implemented and a number of households have benefitted from the hardship policy. Data is being collected on this as well.

The transition to the new rent formula has been successful. Tenants and landlords alike find the program easier to explain and understand and are often able to accurately calculate their own tenant payment. The hardship policy has been used to alleviate any steep increases in rent. In January, 2010, there were 44 public housing tenants and 96 housing choice voucher participants benefitting from the hardship policy associated with the 27% gross income without deductions MTW policy. There were 5 public housing tenants and 239 housing choice voucher participants paying the \$25 minimum rent. There were 25 housing choice voucher households receiving hardship exemptions from the minimum rent.

## ACTIVITY

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

Effective Date for A: July 1, 1999

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

## DESCRIPTION

### A. Minimum Earned Income

LHA will include a minimum amount of earned income when calculating Annual Income whether or not a family is working. The minimum amount of earned income for families with one eligible adult will be based on 25 hours per week of employment at the federal minimum wage. The minimum amount of earned income for families with two or more eligible adult members will be based on 40 hours per week of employment at minimum wage. LHA will count the higher of the Minimum Earned Income (MEI) or the actual earned income for the household. The minimum earned income will be added to any unearned income the family receives. Eligible adults are persons 18 years of age or older who do not qualify for an exemption from the MEI. All adults in the household must be exempt in order for the household to be exempt from the minimum earned income requirements. LHA has 8 categories of exemptions such as illness, elderly or disabled, students, caretakers, and participants in approved self-sufficiency programs.

### B. Calculation of Asset Income

For households with total assets for which the face value is equal to or greater than \$5,000, asset income will be based on the HUD passbook rate multiplied by the face value. Verification requirements are modified to allow as first level of acceptable verification the household provided documents such quarterly or end of year statements

For assets under \$5,000 in face value, first acceptable verification level is self-certification of face value and income. The income will be excluded if total assets are under \$5,000.

C. LHA will utilize Enterprise Income Verification (EIV) as the first level of acceptable verification. In lieu of third party verifications, tenant provided documents would be second level of acceptable verifications for the following situations:

Earned Income: three months pay statements (pay stubs)

Social Security Income: the last Social Security Statement issued to the household by the Social Security Administration.

D. LHA will not implement regulatory provisions related to Eamed Income Disregard income exclusions, imputed welfare income, and student earned income exclusions for adults 22 and older.

### UPDATE ON STATUS OF ACTIVITY

The MEI has been a part of the housing authority's MTW program from the beginning. There has been some discussion among staff and with the Resident Advisory board about increasing the number of hours per week that would be used to calculate the MEI, but changes to the federal minimum wage had the same effect as increasing the number of hours used to calculate the MEI.

Federal Hourly Minimum Wage:		<u>Annual MEI</u> <u>at 25 hours/week</u>	<u>Annual MEI</u> <u>at 40 hours/week</u>
Prior to July 24, 2007	\$5.15	\$6,695	\$10,712
Effective July 24, 2007	\$5.85	\$7,605	\$12,168
Effective July 24, 2008	\$6.55	\$8,515	\$13,624
Effective July 24, 2009	\$7.25	\$9,425	\$15,080

LHA implemented the asset income and verification initiatives in 2008. Staff report they are saving a significant amount of processing time because of these initiatives and a database has been developed to collect data to compare processing time for MTW participants versus non-MTW participants. Data is also now being collected to look at the length of time households are subject to the MEI requirement and the reason they are released from the requirement. One mitigating factor related to the MEI initiative is the change in minimum wage over the past several years. This may be a factor in the increase in participants affected by MEI.

There are a number of exemptions to the MEI initiative and LHA reviewed those with the Resident Advisory Board. Minor changes were made to the exemptions as well as some clarifying language on the self-sufficiency exemption.

## ACTIVITY

Rent Burden (HCV Program)

Effective Date: February 1, 2008

### DESCRIPTION

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

### UPDATE ON STATUS OF ACTIVITY

When starting MTW in 1999, the housing authority elected to have no cap on rent burden in order to give maximum choice to voucher participants. However, an increasing number of households have been putting their housing in jeopardy because their housing choice required 60%, 70% or more of their household income. Given this trend, the housing authority in consultation with the Resident Advisory Board felt a rent burden cap was needed but elected to go higher than normal HUD rules.

It has been interesting to note the response of participants in the VASH or Mainstream Programs. Participants and their advocates have complained that the standard 40% cap is too restrictive and have, at times, requested a MTW voucher instead of VASH or Mainstream. Also, these participants and their advocates find the regular voucher rules confusing and complex and genuinely appreciate the relative simplicity of the MTW voucher program.

## ACTIVITY

Average Utility Allowances (HCV Program)

Effective Date: July 1, 1999

### DESCRIPTION

LHA uses one standard utility allowance per bedroom size and will not issue utility reimbursement checks or payments. The utility allowances are calculated annually using the current average utility cost per number of bedrooms per unit.

### UPDATE ON STATUS OF ACTIVITY

Since 1999, the average utility allowance has been part of the MTW program. Voucher

participants continue to appreciate the simplicity of average utility allowances as it helps them to know the amount of rent assistance they can expect when searching for a unit as well as target rent to achieve. They can also understand the value of finding units that are energy efficient or with landlord paid utilities.

Anecdotal reports shows strong tenant & landlord support for the average utility allowance. The average utility allowance allows us to better communicate with tenants, landlords, and advocacy groups. Administrative costs have been saved by not issuing utility reimbursement checks or payments.

## OTHER INITIATIVES

### ACTIVITY

Restricted Portability (HCV Program)

Effective Date: July 1, 1999

### DESCRIPTION

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

### UPDATE ON STATUS OF ACTIVITY

The housing authority has had several fair housing complaints regarding our restricted portability but all determinations at this time have shown that the housing authority did not discriminate in denying requests to port. Most complaints come from households who initially ported into Lincoln. Prior to porting into Lincoln, the housing staff educates and warns the household about Lincoln's restricted portability. Data shows that most requests for portability are approved.

### ACTIVITY

Annual Inspection Waiver  
(HCV Programs)

Effective Date: April 1, 2009 (New Admissions)  
July 1, 2009 (Current Households)

### DESCRIPTION

To encourage participating landlords and tenants to maintain their units in compliance with Housing Quality Standards (HQS), the required annual inspection will be waived for one year if the annual inspection meets 100% HQS upon first inspection at initial or annual inspection. All units will be inspected at least every other year. This initiative will also allow inspections to coincide with the next annual reexamination date rather than HUD's interpretation that

inspections be conducted within 364 days of the previous inspection. This interpretation resulted a schedule to reinspect every 10 months to ensure compliance with the interpretation of “every 364 days.” Special inspections will continue to occur as determined by LHA.

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

This is a new initiative and data shows that 55% of housing units are passing inspection at the first inspection. This equals 142 units per month which should have a significant impact on future inspection rates. We continue to track data on this initiative and it will not be fully implemented until 2010.

#### **MTW next inspection date policy:**

Starting with voucher participant’s who had a July 1, 2009 next annual re-examination date, LHA began conducting annual Housing Quality Standard (HQS) unit inspections on a yearly basis in accordance with the participant’s next annual re-examination date rather than 364 days from the last inspection date. In order to transition the annual inspection dates to coincide with annual re-examination date, some units required a duplicate annual inspection during the implementation period of July 1, 2009 through June 30, 2010. If a voucher participant was placed on a biennial re-examination schedule under Moving to Work policy, their unit was still inspected by the next year’s re-examination date even if their annual re-examination was being by-passed due to their status as an elderly, disabled or hardship household. All units newly admitted to the voucher program with an April 1, 2009 effective date were automatically assigned their next unit inspection based on their next annual re-examination date. The unit annual inspection date set by the participant’s annual re-examination date will be fully implemented by June 30, 2010. Voucher participants and landlords have been extremely understanding during this transition period and have so far expressed extreme satisfaction with coinciding the annual re-exams with the annual inspections. Since the next re-exam date is pre-established, both participants and landlords like the ability to pre-plan for upcoming unit inspections within a two month window. They have also expressed appreciation and understanding that annual inspections will actually be performed on a yearly basis rather than every ten months thus eliminating two inspections occurring during the same calendar year. Administrative cost savings is planned to begin in July 2010 when this initiative is fully implemented.

**MTW inspection incentive policy:** Starting on or after April 1, 2009, if any annual or initial “pick-up” voucher unit inspection was conducted and the unit met 100% Housing Quality Standard (HQS) compliance at the first unit inspection, the voucher participant’s annual HQS inspection for this unit was waived for the following year. If at any time the unit requires a special inspection, the “waived” annual inspection is forfeited and the next annual inspection is completed by the tenant’s next annual re-examination date. The MTW inspection incentive policy provides tenants and owners the opportunity to be rewarded for maintaining their assisted units in 100% Housing Quality Standard (HQS) compliance, by having the required HQS annual inspection by-passed for one year. This policy will not be fully implemented until June 30, 2010

when 100% of the participating MTW voucher units will have been inspected through either a new admission or annual inspection. Some of the administrative cost savings should begin in April 2010 as annual inspections begin to be waived but more significant cost savings should be reflected starting in July 2010 after the policy has been fully implemented for all voucher units. LHA is monitoring the impact of this policy through a variety of measurement such as; 1) number of annual voucher program inspections completed, 2) the percentage of annual HQS inspections passing at the first inspection and 3) the number of complaint inspections.

As part of this initiative, the housing authority has revised the Request for Tenancy Approval form. The Landlord Advisory Committee was intensely involved in revising the form and gave input to revisions in several meetings. The revised form highlights the inspection incentive and has been simplified and both tenants and landlords will find it more logical and user-friendly. A copy of the revised form is provided in the Appendix B.

## **ACTIVITY**

Biennial Re-Exams for Elderly or Disabled Households  
(HCV and PH Programs)

Effective Date: April 1, 2009 (New Admissions)  
July 1, 2009 (Current Households)

## **DESCRIPTION**

LHA will conduct a reexamination of an elderly or disabled household at least every two years. An elderly or disabled household is any family where the head or spouse (or sole member) is at least 62 years of age or a person with a disability.

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

All other household compositions will continue with an annual reexamination.

## **UPDATE ON STATUS OF ACTIVITY**

The housing authority implemented this activity for all eligible households. In order to balance workloads, voucher households were assigned to have their next “annual” review in one year or two years from their last annual review. The assignment was based on the last digit (even or odd) of the head’s social security number. Thereafter, the reviews will be biennial. Public housing tenants were automatically assigned to a biennial review from the date of their last annual review. In addition, all households who were in the hardship category for the simplified rent calculations, i.e. 27% of gross income, were also set for a biennial review two years after their last annual review. In effect, this extends their time to benefit from the hardship policy. Anecdotal response is that tenants appreciate the change to biennial reviews. However, we are

concerned about the response from tenants after two years. Rather than two smaller increase in rent every year, they may experience one larger increase every two years.

**C Anticipated Changes, Modifications, or Additions to Attachment C Authorizations**

Not Applicable

**D. Description of Outside Evaluations**

In October, 2003, the University of Nebraska completed a study on Tenant/Client Participation in the MTW Demonstration Project. This publication has previously been provided to HUD.

No additional outside evaluations are planned at this time.

## VII. Sources and Uses of Funding

The planned sources and uses of funds for fiscal year 2010-2011 for the Lincoln Housing Authority are estimated based on past experience and anticipated federal funds.

- A. Planned Sources and Uses of MTW Funds
- B. Planned Sources and Uses of State or Local Funds
- C. Planned Sources and Uses of the Central Office Cost Center (COCC)

Note: See Appendix C for Capital Fund Program Report and Plan

<b>Financial Resources: Planned Sources and Uses of Funds April 1, 2010 to March 31, 2011</b>						
<b>MOVE TO WORK PROGRAM</b>						
<b>Sources</b>	<b>TOTAL</b>	<b>PUBLIC HOUSING</b>	<b>SECTION 8 HCV</b>	<b>OTHER PROGRAMS</b>	<b>CENTRAL OFFICE COST CENTER</b>	<b>USES OF FUNDS</b>
<b>FEDERAL GRANTS</b>						
-Public Housing Operating Subsidy	\$575,000	\$575,000				Public Housing Operations
-Public Housing Capital Grant	\$533,000	\$533,000				Public Housing Capital Improvements
-Public Housing Fss Ross Grant	\$50,000			\$50,000		FSS Coordinantor
-Section 8 Housing Assistance	\$12,536,000		\$11,800,000	\$736,000		Housing Assistance Payments
-Section 8 Administrative Fees	\$1,622,000		\$1,585,000	\$37,000		Section 8 Operations
-HCV FSS Coordinator	\$59,160			\$59,160		FSS Coordinator
-Home Funds	\$25,000			\$25,000		Security Deposit Assistance
<b>RENTAL INCOME</b>						
-Dwelling Leases	\$5,690,000	\$1,040,000		\$4,650,000		Operations
-Parking Garages	\$72,100			\$72,100		Operations
<b>OTHER INCOME</b>						
-Interest	\$286,000	\$11,000	\$50,000	\$225,000		Operations
-Tenants	\$164,000	\$42,000	\$20,000	\$102,000		Operations
-Other - Laundry, Etc.	\$58,750	\$25,250	\$6,000	\$27,500		Operations
-Direct Reimbursements	\$505,000			\$505,000		Reimbursement of Expenses
-Grants	\$24,000			\$24,000		Services

CENTRAL OFFICE COST CENTER						COCC
-Management Fee	\$1,177,000			\$168,000	\$1,009,000	Operations
-Bookkeeping Fee	\$375,940			\$19,500	\$356,440	Operations
-Asset Management Fee	\$130,200				\$130,200	Operations
-Capital Improvements Fee	\$147,930				\$147,930	Administer Capital Improvements
-Fees for Service	\$1,899,030				\$1,899,030	Service Expenses: Central Maintenance, Inspections, and Intake
-Direct Reimbursements						
<b>TOTAL SOURCES</b>	\$25,930,110	\$2,226,250	\$13,461,000	\$6,700,260	\$3,542,600	

**Disclaimer:** The information contained in this "Planned Sources and Uses of Funds" are only estimates. The HUD funding has not yet been determined. Also, the estimates in this report were prepared prior to the completion of the Housing Authority Budget and are not taken from a Board Approved operating budget.

The Lincoln Housing Authority (LHA) has adopted cost accounting and financial reporting methods that comply with OMB Circular A-87, OMB Circular A-133, and generally accepted accounting principles (GAAP). LHA's budgeting, accounting and financial management comply with the requirements of HUD's property-based/asset management requirements. LHA does retain full authority to move MTW funds and project cash flow among projects, without limitation, under its asset management program.

LHA utilizes four methods for allocating costs to projects.

**Direct Costs:** Expenditures are matched as closely as possible to the various projects. Direct expenses, expenses that are clearly associated with a given project, are charged directly to that project.

**Fee Approach:** LHA assesses fees to the various projects for the purpose of operating a central office cost center. Each project pays management fees, bookkeeping fees, asset management fees, and grant management fees (as they pertain to each project) into the central office cost center. LHA utilizes the HUD published fee schedule.

**Fee for Service Approach:** The LHA maintains a central maintenance facility as many of its properties are scattered houses and duplexes located throughout the city. A work order is prepared for each job charging an hourly fee for actual time spent on the job. Material costs are also recovered on the job work order.

**Indirect Cost Allocation:** LHA allocates inspection and intake costs each month. Inspection and

intake expenses are accumulated each month and allocated to the projects based on the projected number and type of inspections (for inspection costs) and the projected number of units leased (for intake costs).

The following parts of Section VII of the Annual MTW Plan are **NOT APPLICABLE** to Lincoln Housing Authority:

- D. Alternative Fee and/or Cost Allocation Methodology
- E. Description of Single-Fund Flexibility

The following parts of Section VII of the Annual MTW Plan are **OPTIONAL** and Lincoln Housing Authority elected not to provide these sections:

- F. Reserve Balances at Beginning of Plan Year
- G. Sources and Uses by AMP

## **VIII. Administrative**

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

See Appendix A

### **B. Planned or Ongoing Agency-directed Evaluations of the Demonstration**

Not Applicable

### **C. Violence Against Women Act (VAWA)**

Lincoln Housing Authority's program policies and procedures intend to support or assist victims of domestic violence, dating violence, sexual assault, or stalking. The following policies or activities have been established in the Section 8 Administrative Plan to support these victims.

- LHA collaborates with all domestic violence agencies. Paper and on-line housing applications are made available at the local shelter. Domestic violence staff is provided an opportunity to be trained by LHA staff on how to complete on-line applications. The use of on-line applications allows the applications to be expedited and allows the victim to stay in their secured environment.
- A preference is established for the Housing Choice Voucher waiting list for domestic violence victims.
- The domestic violence victim retains their voucher during a household separation.
- Housing Choice Voucher participants are able to port-out their vouchers out of the LHA jurisdiction for domestic violence or other safety reasons.
- Families are allowed to transfer their voucher from the contracted unit during a 12-month period if the family is fleeing for their safety which requires relocation.
- LHA reviews police activity in all units owned by LHA or assisted by Section 8 monthly to determine the need for family support services. A LHA Family Support Worker will contact the victim to assist with obtaining the appropriate resources.
- Through the City of Lincoln's Urban Development Department, LHA provides security deposit assistance to homeless domestic violence victims that are voucher participants.
- Through the Housing Choice Voucher program, a Homeless program has been established with homeless agencies. The local domestic violence agency is a committee member and case manager for this Homeless program. The Domestic Violence case manager provides referrals to the program. This program allows the victim to receive a specialized voucher and provide supportive assistance to stabilize the family.
- During Housing Choice Voucher program admissions, eligibility re-certification and

transfer, participants are notified of the VAWA of 2005 and provided the HUD form 50066, Certification of Domestic Violence, Dating Violence or Stalking.

- 100% of the participating landlords were notified of the VAWA statements added to their Housing Assistance Payment contract via newsletter and mailing of contract amendments.

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

See Appendix D

**E. Admissions and Continued Occupancy Plan**

See Appendix E

**F. Section 8 Administrative Plan**

See Appendix F

## **IX. Appendices A - F**

- A. Annual MTW Certifications of Compliance
- B. Request for Inspection and Unit Information Form
- C. Capital Fund Program
  - Annual Statement/Performance and Evaluation Report
  - Five Year Action Plan
- D. Resident and Public Comment and Agency Response
- E. Admissions and Continued Occupancy
- F. Section 8 Administrative Plan

# **Appendix A**

**Board Resolution Adopting  
the  
Annual MTW Plan Certification of Compliance**

HOUSING AUTHORITY  
OF THE  
CITY OF LINCOLN, NEBRASKA

**RESOLUTION NO. 768**

APPROVING THE LINCOLN HOUSING AUTHORITY  
MOVING TO WORK ANNUAL PLAN  
SUBMITTAL FOR FY 2010

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

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

WHEREAS, the Lincoln Housing Authority has prepared such a plan in accordance with HUD's rules, regulations and guidance; and

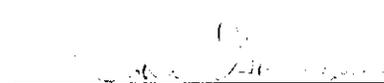
WHEREAS, HUD requires the LHA Board of Commissioners to certify that the MTW Plan was prepared in compliance with HUD regulations; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Lincoln that the FY 2010 Annual Moving To Work Plan is hereby approved for submittal to HUD; and

BE IT FURTHER RESOLVED by the Board of Commissioners that the Chairperson of the board is authorized to sign the HUD-required certifications of compliance to be submitted to HUD in conjunction with the FY 2010 Annual Moving To Work Plan submittal.

Dated this 7<sup>th</sup> day of January, 2010.

  
\_\_\_\_\_  
Jan Gauger, Chairperson

ATTEST:

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

**Annual Moving to Work Plan  
Certifications of Compliance**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**Certifications of Compliance with Regulations:  
Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning 4/1/2010 hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

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

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

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

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

Housing Authority of the  
City of Lincoln, Nebraska

NE002

PHA Name

PHA Number/HA Code

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

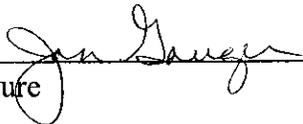
Jan Gauger

Name of Authorized Official

Chair, Board of Commissioners

Title

Signature



01/07/2010

Date

# **Appendix B**

Request for Inspection and Unit Information Form

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



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

Owner:

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

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

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

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

Fax (402) 434-5502

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

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

## Owner Information Only

**Lease Information**

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

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

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

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

**Payment Information**

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

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

**Inspection Incentive**

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

<b>Office Use Only</b>	Inspection Date: _____
	Time: _____
	Inspector: _____
	Tenant name: _____



**Unit Information**

**Address of Unit to be rented**

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

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

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

**Unit information**

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

**Unit Type:** Check one

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

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

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

**Check box**

**Who pays?**

**Fuel type?**

Heating	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Cooling	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Other Electric	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Cooking	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Water Heating	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	<input type="checkbox"/> Natural gas <input type="checkbox"/> Electric <input type="checkbox"/> Other _____
Water/Sewer	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	
Trash collection	<input type="checkbox"/> Tenant <input type="checkbox"/> Owner	

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

**Check box**

**Who provides?**

What utility does it use?

- Gas  Electric

Range/Stove	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant
Refrigerator	<input type="checkbox"/> Owner <input type="checkbox"/> Tenant

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

- Dishwasher   
  Disposal   
  Washer   
  Dryer   
  Microwave   
  Garage

**Are you related to any household member who will be residing in the unit?**

- Yes     No

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

**Is this unit federally subsidized by another program?**

- Yes     No

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

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

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

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

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

Address and unit number	Rent amount	Date lease/rent started



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

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

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

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

<b>Owner Name:</b>
<b>Owner Social Security Number or Federal ID number:</b>

**ESTIMATE ONLY!**

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

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

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

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

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

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

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

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

Initial \_\_\_\_\_ (a) Presence of lead-based paint or lead-based paint hazards (check one below):  
 Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).  
 Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

Initial \_\_\_\_\_ (b) Records and reports available to the lessor (check one below):  
 Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).  
 Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

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

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

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

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

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

### **Certification of Accuracy**

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

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

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

# Appendix C

## Capital Fund Program

Annual Statement/Performance and Evaluation Report

and

Five Year Action Plan

<b>Part I: Summary</b>	
<b>PHA Name: Housing Authority of the City of Lincoln, Nebraska</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: NE26P002501-10 Replacement Housing Factor Grant No: Date of CFFP:
<b>FFY of Grant: 2010</b> <b>FFY of Grant Approval: 2010</b>	

**Type of Grant**  
 Original Annual Statement       Reserve for Disasters/Emergencies       Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:       Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	52,447			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	31,500			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	432,300			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

<b>Part I: Summary</b>					
<b>PHA Name: Housing Authority of the City of Lincoln, Nebraska</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: NE26P002501-10 Replacement Housing Factor Grant No: Date of CFFP:		<b>FFY of Grant:2010</b> <b>FFY of Grant Approval: 2010</b>	
<b>Type of Grant</b>					
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no:     )</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	8,229			
20	Amount of Annual Grant:: (sum of lines 2 - 19)	524,476			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	28,800			
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.

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

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

<b>Part II: Supporting Pages</b>								
PHA Name: Housing Authority of the City of Lincoln, NE			<b>Grant Type and Number</b> Capital Fund Program Grant No: NE26P002501-10 CFFP (Yes/ No): Replacement Housing Factor Grant No:			<b>Federal FFY of Grant: 2010</b>		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA/WIDE	Administration	1410		52,447				
HA/WIDE	Fees and Costs	1430		31,500				
002 MMA	Update/Replace Building Trash Compactor	1460	1	19,500				
004 HANSEN	Replace Siding and Building Sill Plate	1460	48	384,000				
005 LARSON	Replace Air Conditioners	1460	24	28,800				
HA/WIDE	Contingency	1502		8,229				

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

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



<b>Part III: Implementation Schedule for Capital Fund Financing Program</b>					
PHA Name: Housing Authority of the City of Lincoln, Nebraska				<b>Federal FFY of Grant: 2010</b>	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates <sup>1</sup>
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
HA/WIDE ADMIN	12/31/2012		12/31/2013		
HA/WIDE FEES	12/31/2012		12/31/2013		
002 MMA	12/31/2012		12/31/2013		
004 HANSEN	12/31/2012		12/31/2013		
005 LARSON	12/31/2012		12/31/2013		

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



**Capital Fund Program—Five-Year Action Plan**

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

<b>Part I: Summary</b>						
PHA Name/Number Lincoln Housing Authority (NE002)		Locality (City/County & State) Lincoln, Lancaster County, Nebraska			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY _2010_____	Work Statement for Year 2 FFY _____2011____	Work Statement for Year 3 FFY ____2012_____	Work Statement for Year 4 FFY ____2013_____	Work Statement for Year 5 FFY ____2014_____
B.	Physical Improvements Subtotal	Annual Statement	395,700	404,500	423,000	429,500
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration		52,447	52,447	52,447	52,447
F.	Other		76,329	67,529	49,029	42,529
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		524,476	524,476	524,476	524,476
L.	Total Non-CFP Funds					
M.	Grand Total		524,476	524,476	524,476	524,476

<b>Part I: Summary (Continuation)</b>						
PHA Name/Number Lincoln Housing Authority (NE002)		Locality (City/county & State) Lincoln, Lancaster County, Nebraska			<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
A.	Development Number and Name	Work Statement for Year 1 FFY __2010__	Work Statement for Year 2 FFY ____2011____	Work Statement for Year 3 FFY __2012____	Work Statement for Year 4 FFY ____2013____	Work Statement for Year 5 FFY ____2014____
	HA/WIDE ADM	Annual Statement	52,447	52,447	52,447	52,447
	HA/WIDE FEES		31,500	31,500	31,500	31,500
	002 MMA		193,000	71,000	96,000	58,000
	003 HALL		30,000	13,000	10,000	49,000
	004 HAN		33,000	71,500	0	93,000
	005 LAR		8,000	13,000	72,000	30,300
	006 PED		44,700	39,000	72,000	27,100
	009 P-30		47,000	23,000	25,000	18,800
	011 A-12		12,000	21,000	0	16,800
	013 F-39		28,000	153,000	148,000	136,500
			479,647	488,447	506,947	513,447

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY <u>2010</u>	Work Statement for Year <u>2</u> FFY <u>2011</u>			Work Statement for Year: <u>3</u> FFY <u>2012</u>		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
<b>See</b>	<b>002 MMA</b>			<b>002 MMA</b>		
<b>Annual</b>	Carpet Halls & Paint		40,000	Comm. Room Remodel		50,000
<b>Statement</b>	Replace Refrigerators	30	21,000	Replace Ranges	60	21,000
	Remodel Bathrooms	30	215,000			
	<b>003 HALL</b>			<b>003 HALL</b>		
	Paint Foundations	23	12,000	Concrete		13,000
	Concrete		18,000			
	<b>004 HAN</b>			<b>004 HAN</b>		
	Concrete		12,000	Concrete		22,000
	<b>005 LAR</b>			Replace A/C	33	49,500
	Concrete		8,000	<b>005 LAR</b> Concrete		13,000
	<b>006 PED</b>			<b>006 PED</b>		
	Replace Decks	7	8,400	Replace A/C	14	21,000
	Paint Foundations	24	12,300	Concrete		18,000
	Concrete		9,000	<b>009 P-30</b> Concrete		23,000
	<b>011 A-12</b>			<b>011 A-12</b> Concrete		21,000
	Concrete		12,000	<b>013 F-39</b>		
	<b>013 F-39</b>			Concrete		38,000
	Concrete		28,000	Interior Slabs		115,000
	Subtotal of Estimated Cost		\$395,700	Subtotal of Estimated Cost		\$404,500

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>						
Work Statement for Year 1 FFY ____2010____	Work Statement for Year ____4____ FFY ____2013____			Work Statement for Year: ____5____ FFY ____2014____		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See	<b>002 MMA</b>			<b>002 MMA Washers</b>	6	9,000
Annual	Seal & Stripe Lots	2	16,000	Dryers	6	9,000
Statement	Conv. Efficiency Apts.	16	80,000	Emergency Call System	1	40,000
	<b>003 HALL</b>			<b>003 HALL Concrete</b>		11,000
	Concrete		10,000	Attic Insulation	23	9,200
	<b>005 LAR</b>			Replace Decks	23	28,800
	Roofs	24	72,000	<b>004 HANSEN Concrete</b>		21,000
	<b>006 PED</b>			Replace Furnaces	48	72,000
	Roofs	24	72,000	<b>005 LAR Concrete</b>		8,700
	<b>009 P-30</b>			Attic Insulation	24	9,600
	Tuck Point Brick	30	25,000	Tuck Point Brick	24	12,000
	<b>013 F-39</b>			<b>006 PED Concrete</b>		9,100
	Repair Foundations	3	50,000	Attic Insulation	24	9,600
	Roofs	14	98,000	Replace Decks	7	8,400
				<b>009 P-30 Concrete</b>		6,800
				Attic Insulation	30	12,000
				<b>011 A-12 Concrete</b>		12,000
				Attic Insulation	12	4,800
				<b>013 F-39 Roofs</b>	12	84,000
				Replace basement windows	21 units	52,500
	Subtotal of Estimated Cost		\$423,000	Subtotal of Estimated Cost		\$429,500

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

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

**Part I: Summary**

PHA Name: Housing Authority of the City of Lincoln	Grant Type and Number: NE26P002501-09 Capital Fund Program Grant No: Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2009 FFY of Grant Approval: 2009
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Type of Grant  
 Original Annual Statement      Reserve for Disasters/Emergencies      Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12/31/09      Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)	53,319	52,447	52,447	137.83
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	50,000	35,000	31,500	6,807.96
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	403,000	415,000	62,743	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b>	<b>Grant Type and Number</b> Capital Fund Program Grant No: NE26P002501-09 Replacement Housing Factor Grant No: Date of CFFP:	<b>FFY of Grant:</b>		<b>FFY of Grant Approval:</b>	
LHA				2009	2009
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)	26,876	18,217	0	0
20	Amount of Annual Grant:: (sum of lines 2 - 19)	533,195	524,476	146,690	6,945.79
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures			38,000	0
<b>Signature of Executive Director</b> <i>Nancy B. Prady</i>			<b>Signature of Public Housing Director</b>		
<b>Date</b> 2-8-2010			<b>Date</b>		

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

Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Lincoln			Grant Type and Number Capital Fund Program Grant No: NE26P002501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA/Wide	Administration	1410		53,319	52,447	52,447	137.83	on going
HA/Wide	Fees and Costs	1430		50,000	35,000	31,500	6,807.96	on going
002 MMA	Remodel Bathrooms	1460	50	225,000	234,744	0	0	on going
003 Hall	Replace Concrete	1460		6,000	12,043	12,043.80	0	on going
	Replace Retaining Walls	1460		12,000	12,000	0	0	on going
004 Han	Replace Concrete	1460		6,000	1,185	1,185.40	0	on going
005 Lar	Install HC Access	1460		38,000	3,256	3,256	0	on going
	Replace Concrete	1460		6,000	11,590	11,590.90	0	on going
006 Ped	Replace Concrete	1460		0	2,063	2,063.40	0	on going
009 P-30	Replace Concrete	1460		6,000	15,428	15,428.60	0	on going
	Install Retaining Walls	1460		20,000	5,513	0	0	
011 A-12	Replace Concrete	1460		6,000	0	0	0	
	Replace Decks	1460		22,000	22,000	0	0	
012 F-39	Replace Concrete	1460		6,000	17,174	17,174.90	0	on going
	Repair Foundations	1460		50,000	81,815	0	0	
HA/Wide	Contingency	1460		26,876	18,217	0	0	

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

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

**Part I: Summary**

PHA Name: Housing Authority of the City of Lincoln	Grant Type and Number Capital Fund Program Grant No. NE26S002501-09 Replacement Housing Factor Grant No. Date of CFFP:	FFY of Grant: FFY of Grant Approval: 2009
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Type of Grant  
 Original Annual Statement       Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending: 12/31/09       Revised Annual Statement (revision no: )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit	0	67,491	41,062	728.44
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	16,175	20,255	20,255	20,036.60
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	657,000	586,920	552,780	410,621.14
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

**Part I: Summary**

PHA Name: Lincoln Housing Authority  
 Grant Type and Number: NE26S002501-09  
 Capital Fund Program Grant No:  
 Replacement Housing Factor Grant No:  
 Date of CFFP:  
 FFY of Grant: 2009  
 FFY of Grant Approval:

Type of Grant  
 Original Annual Statement  
 Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending: 12/31/09  
 Revised Annual Statement (revision no: )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,724	253	0	0
21	Amount of line 20 Related to LBP Activities	674,919	674,919	614,097.00	431,386.18
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	45,000	17,035	17,035	17,035

Signature of Executive Director: *[Signature]* Date: 2-8-2010  
 Signature of Public Housing Director: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Part II: Supporting Pages**

PHA Name: Housing Authority of the City of Lincoln		Grant Type and Number Capital Fund Program Grant No: NE26S003501-09 CFPP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 2009			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA/Wide	Administration	1410		0	67,941	41,062	728.44	on going
HA/Wide	Fees and Costs	1430		16,175	20,255	20,255	20,036.60	on going
002 MMA	Install Firesprinklers	1460		450,000	327,848	327,848	285,805.60	on going
003 Hall	Replace Roofs	1460	24	0	87,000	87,000	0	on going
004 Han	Replace Roofs	1460	13	72,000	49,120	49,120	49,120	complete
009 P-30	Replace Tub/Showers	1460	30	90,000	71,777	71,777	58,660.54	complete
013 F-39	Install Attic Insulation	1460	39	45,000	17,035	17,035	17,035	complete
HA/Wide	Contingency	1502		1,724	523	0	0	

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

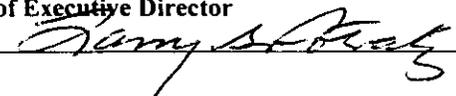
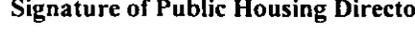
<sup>2</sup> To be completed for the Performance and Evaluation Report.

<b>Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of Lincoln		<b>Grant Type and Number</b> Capital Fund Program Grant No: NE26P002501-08 Replacement Housing Factor Grant No: Date of CFFP:			<b>FFY of Grant:</b> <b>FFY of Grant Approval:</b>  08
<b>Type of Grant</b> <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/09 <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit	49,493	53,319	53,319	53,319
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	30,000	73,850	73,850	72,872.63
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable	365,600	393,380	352,186.12	344,986.12
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

<b>Part I: Summary</b>					
<b>PHA Name:</b>	<b>Grant Type and Number</b>	<b>FFY of Grant:</b>			
LHA	Capital Fund Program Grant No: <b>NE26P002501-08</b> Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: <b>08</b>			
<b>Type of Grant</b>					
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: <b>12/31/09</b>		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	29,844	12,646	0	0
		474,937	533,195		
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
		245,000	127,796.58		
<b>Signature of Executive Director</b>		<b>Date</b>		<b>Signature of Public Housing Director</b>	
		2-8-2010			
				<b>Date</b>	

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

Part II: Supporting Pages								
PHA Name: Housing Authority of the City of Lincoln			Grant Type and Number Capital Fund Program Grant No: NE26P002501-08 CFFP (Yes/ No): Replacement Housing Factor Grant No:			Federal FFY of Grant: 08		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
HA/Wide	Adminisrration	1410		49,493	53,319	53,319	53,319	
HA/Wide	Architectural & Engin. Fees	1430		30,000	52,250	52,250	52,222.62	
HA/Wide	Capital Needs Assessment	1430		20,000	20,650	20,650	20,650	
002 MMA	Replace Main Boilers	1460	2	175,000	91,110	93,001.87	93,001.87	complete
	Replace Air Handler	1460	1	70,000	0	0	0	revised
	Replace Comm. Room Roof	1460	1	0	20,514	20,514	20,514	complete
003 Hall	Replace Storm Doors	1460	26	0	8,784	8,784.77	8,784.77	complete
004 Han	Replace Interior Doors	1460	915	98,600	120,730	160,645.54	160,645.54	complete
	Replace Storm Doors	1460	4	0	1,795	1,795.21	1,795.21	complete
005 Lar	Replace HC Ramps (Concrete)	1460	6	10,000	36,030	36,030	36,030	complete
	Install Roll-in Showers HC	1460	1	12,000	7,200	7,200	0	on going
	Replace Storm Doors	1460	30	0	7,042	7,042.21	7,042.21	complete
006 Ped	Replace Storm Doors	1460	10	0	2,650	2,650.19	2,650.19	complete
009 P-30	Replace Storm Doors	1460	7	0	1,612	1,611.99	1,611.99	complete
011 A-12	Replace Storm Doors	1460	1	0	295	294.54	294.54	complete
013 F-39	Replace Storm Doors	1460	50	0	12,615	12,615.80	12,615.80	complete
HA/Wide	Contingency	1502		29,844	12,646	0	0	on going

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

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

# **Appendix D**

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

## PUBLIC PROCESS

The draft FY 2010-2011 Moving To Work Annual Plan was completed before publication of the public hearing notice in the Lincoln *Journal-Star*. The public hearing notice for the public hearing scheduled for December 10, 2009 was published on November 9, 2009. The notice included ten (10) public sites where the draft FY 2010 Moving To Work Annual Plan was available for review. Additionally, the Annual Plan was posted on the Lincoln Housing Authority's website.

A second public notice, as a reminder, was published on December 3, 2009.

The draft Plan was also reviewed by the Lincoln Housing Authority's Resident Advisory Board. This board consists of 22 tenants appointed by the LHA Board of Commissioners. The first meeting of the Resident Advisory Board was held on Monday, November 2, 2009, and the second meeting of the Resident Advisory Board was held on Monday, November 16, 2009. Enclosed are the minutes of both Resident Advisory Board meetings.

While many comments were made by the members of the Resident Advisory Board, no negative comments or comments requiring substantial change were received about LHA's Moving To Work plan. There was discussion by the board about occupancy policies in public housing and housing choice voucher programs with board members encouraging more flexibility by the housing authority. Comments were also received at the board meeting on the need for more parking at high rise apartment buildings. Management was concerned about the stress of capital improvement projects in occupied units but board members expressed support for moving ahead with planned projects.

No written public comments were received or given at the public hearing held on December 10, 2009.

**Resident Advisory Board**  
**Minutes of Meeting**  
**November 2, 2009**  
3:00 p.m. to 5:00 p.m.  
Lincoln Housing Authority  
5700 "R" Street  
Lincoln, Nebraska

Members Present: Talal Alkaragoly, Donnell Brien, Samuel Brown, Joanna Cromer, Sabrina Dockter, Karla Herrera-Hernandez, Sharon Kelly, Jacki Maynez, Velda McNitt, David Robb, Jerry Roberts, Don Spies, John Tut, Phyllis Vensky, Joy Ward.

Members Absent: Rose Elembo, Michael Kaasch, Amira Mathlif, Lucia Morgan, Rabbecca Seaman, Daniel Wall.

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

- I. **Welcome and Introductions.** All members present introduced themselves adding comments about "windows". Larry Potratz welcomed all to the Resident Advisory Board and explained that it consists of a group of volunteers that are tenants and/or recipients of housing assistance within the Lincoln Housing Authority (LHA). LHA has many policies in place that dictate the way its programs operate. LHA is somewhat unusual in that it is a housing authority that has extraordinary powers to change the rules and regulations compared to others through the Moving To Work (MTW) demonstration program. LHA is one of 30 housing authorities throughout the United States that participates in the MTW program. LHA is a governmental body created by the City of Lincoln under state law. Everything it does is governed by state law and federal rules and regulations. It is closely monitored by the U. S. Department of Housing and Urban Development (HUD).
  
- II. **Overview of the Purpose of the Advisory Committee.** The purpose of the Advisory Board is to review LHA's current policies and to make suggestions on possible changes to policies or express concerns about the way the programs are being operated. LHA welcomes all suggestions. Resident Advisory Board members are appointed by the LHA Board of Commissioners; the board is looking forward to any input provided by the Resident Advisory Board members on current programs and how they are operated. LHA will respond to major items brought up during the meetings that require some type of response, and those responses will be made formally as a part of the Annual Plan. As a Moving To Work community, LHA is required to prepare an Annual Plan and lay out different parts of the program that will be operated during the next fiscal year which begins April 1, 2010. Resident Advisory Board meetings are held during November; a public hearing will be held before the LHA Board on December 10, followed by formal approval of the Plan on January 7, 2010. The Plan is then sent forward to HUD where it is reviewed including all comments made by the Resident Advisory Board members; it is then either approved or sent back to LHA with suggested changes. Last year, the Plan was approved unchanged even though there were many major initiatives included which were implemented during the year. No major new initiatives are planned for the upcoming fiscal year, but comments are needed and welcomed about past initiatives and how they affect participants.

**III. Reimbursement Forms for Child Care and Transportation.** Amy Wagner handed out transportation and child care reimbursement forms to the group and thanked all for volunteering their time to provide feedback and comments.

A group photo of the Resident Advisory Board was then taken by Chuck Green of NewsLink that will be printed in the December edition of the *LHA Today* newsletter.

**IV. Intro and Overview of LHA.** Chris Lamberty, Assistant Director, provided a brief overview of the scope of what the Housing Authority does and the different programs and properties involved. A booklet entitled "*Housing Programs and Rental Properties*" was handed out to all members; this is the booklet given to all applicants as it gives an overview of each of the main programs offered. LHA is a housing organization geared towards providing low-income housing throughout the community. This is done through two main ways—through the (Section 8) Housing Choice Voucher program or through properties owned or managed by LHA throughout the city of Lincoln. LHA is not one, single program—it's not a "one-size fits all"; there is not one single income guideline, and there is not one simple eligibility criteria. All of the programs and all of the properties have different income guidelines and different eligibility criteria. LHA tries to provide a variety of properties and programs that meet the needs of most of the people served.

- ✓ Section 8 Housing Choice Voucher program is the largest program offered serving approximately 2,900 households in Lincoln; participants rent from a landlord and pay a portion of the rent based on income (LHA pays the remaining amount each month). This is a federal program where LHA receives money from HUD each month to make the payments to landlords and is a great way to provide affordable housing throughout the city.
- ✓ Family Public Housing program includes 232 units of single-family houses scattered throughout the city of Lincoln and is a federally-funded program through HUD; the residents pay 27% of their monthly income towards rent and utilities, and HUD basically pays the rest.
- ✓ Arnold Heights is an interesting, unique neighborhood for the city of Lincoln (former Air Base housing). LHA still owns approximately 500 units in the neighborhood which are rented as affordable housing. The units are not funded by HUD and rents must pay for operations. Rents are not based on income (flat monthly rent), but the units are nice properties that are affordable with reasonable rents charged.

LHA has worked hard to make sure it is has properties in all four quadrants of the city and not just one particular area. The agency feels strongly that properties should be scattered all around the city and provide housing opportunities throughout the city.

- Apartment complexes include Lynn Creek Apartments (9<sup>th</sup> & Garber), Northwood Terrace and Heritage Square (23<sup>rd</sup> & "W" Streets)—affordable rental housing with no HUD funding.
- Prairie Crossing, Wood Bridge and Summer Hill. Approximately 15 years ago, LHA decided to start using the federal tax credit program to develop new affordable housing which allows private investors to invest in affordable rental housing and receive tax credits in return for making those investments. LHA purchased land in south Lincoln 15 years ago which has since been developed into Prairie Crossing Apartments and Townhomes at 33<sup>rd</sup> and Yankee Hill Road, Wood Bridge Apartments and Townhomes at 22<sup>nd</sup> and Pine Lake Road, and Summer Hill at 56<sup>th</sup>

and Union Hill Road. Each of the properties is a mixed-income development with approximately half of the units available for lower-income individuals that must meet certain income guidelines with reduced rents; the remainder of the units are available at a higher rent or market-based rent.

- Senior communities include Mahoney Manor, Burke Plaza and Crossroads House. Each of the properties were developed using different housing programs which means they all have different eligibility requirements and different rent structures. Mahoney Manor is public housing funded by HUD; residents pay rent based on their income. Burke Plaza is also HUD funded through a different program, and residents pay rent based on their income. Crossroads House is a tax credit property; there is no HUD funding so residents pay a flat monthly rent although the majority of the current tenants have vouchers so rent is actually based on income.

Another handout was provided listing programs offered by LHA through partnerships with other agencies to support families and individuals who are homeless. Support services are provided in-house at Burke Plaza, Crossroads House, and Mahoney Manor. A Resident Services Specialist at each building provides support and assistance, offers activities, and helps with individual problems. LHA also has a relationship with Aging Partners (LIFE Office) which provides two case managers to the three elderly buildings, meal programs, assistance with transportation, housekeeping and personal care assistance for people who are more frail or disabled.

LHA offers a voluntary Family Self-Sufficiency program with the goal that the participants work on education or other issues so they can become better prepared for a job, new job, or better job and become self-sufficient. The Family Support program provides help to families and individuals for whatever needs to be done to help. This year, there have been many bedbug issues; this is a difficult problem to deal with and becoming more and more common.

Doug Marthaler provided information about the Lease Purchase program, services offered at the Carol Yoakum Family Resource Center and Arnold School Community Learning Center, and the Nutrition Education program.

- V. Distribution of Moving To Work (MTW) Annual Plan; Overview of MTW Demonstration.** Doug Marthaler explained that in 1996, HUD published a request for proposals with three goals in mind: 1) what housing authorities could do to achieve greater administrative efficiencies in how programs are run; 2) how could housing authorities encourage families to move towards self-sufficiency or become employed; and 3) to achieve greater efficiencies in cost. LHA submitted a proposal and was one of 23 original housing authorities in the United States to be selected to implement the demonstration program called "Moving To Work" (MTW). HUD allows MTW agencies to change the HUD rules in any way to achieve the overall goals of the program. LHA has established a set of initiatives to help achieve those established goals. Initially, MTW was a five-year demonstration program followed by a one-year extension, two-year extension, and now an extension until 2018. HUD wants to test ideas and encourages participating agencies to come up with new ideas. There are now 30 housing agencies out of 3,400 in the country that are participating in MTW. The Resident Advisory Board has an opportunity to tell LHA what it should try to implement and what new ideas to consider.

- VI. Review and Discussion of Major MTW Initiatives.** Current initiatives of MTW were explained by Chris Lamberty, and apply only to the Housing

Choice Voucher program (with the exception of 55 vouchers in the VASH program for veterans and the Mainstream voucher program for disabled) and to the public housing program (scattered-site family housing and Mahoney Mahoney). LHA implemented, on April 1, 2009, a MTW policy called the "inspection incentive" (does not apply to public housing). LHA wanted to reward people for having their units ready and always meeting Housing Quality Standards. If the unit passes on the first inspection, one year of inspections can be skipped (inspected every other year). Between 50% and 60% of the units will pass on the first inspection. If a complaint inspection is needed, the incentive inspection incentive is voided and the unit must be inspected each year.

Another new initiative implemented effective July 1, 2009 was the transition to biennial re-examinations (public housing and Housing Choice Voucher programs) for elderly or disabled participants. Approximately one-half of the 2,864 vouchers issued are held by elderly or disabled individuals. Seanna Collins, Tenant-Based Housing Manager, explained this process to the group.

A committee member asked about a Title V government program called "Experience Works" for individuals 55 and older and how it affects housing assistance. LHA would verify and exclude this job training income.

MTW allows LHA to experiment with the rent structure. Normally, the rent structure in a federal housing program where participants pay rent based on their income, the rent is paid based on 30% of total income less certain allowed deductions (medical, child care, etc.). The system is very complicated for both the housing agency and the participant. Under MTW, LHA eliminated all deductions and established rent based on 27% of income. Previous Resident Advisory groups discussed this initiative in depth for several years. Basically, 27% was considered to be close to "revenue neutral" and essentially would not cost the government any more money. A hardship policy was developed based on feedback from the Resident Advisory group to help individuals with a very high deduction level. LHA received very little feedback from participants on such a substantial change in how rent is calculated. The change relieves staff time tremendously in verifying deductions and calculating rents, and helps eliminate errors. Mahoney Manor residents seem to understand the change now with no negative comments once the calculations were explained to them.

Another question raised by an advisory board member was, "With the economic conditions the way they are now, is HUD still helping as much as they have in the past, or are they cutting back, also?" Mr. Potratz commented that there is more money being allocated to HUD for various housing programs than at any other time, however, LHA was notified that it would have a severe reduction in funding (approximately \$500,000 less than received last year). LHA contacted HUD and staff at the National Association of Housing and Redevelopment Officials (NAHRO) who contacted members of Congress to let them know what a serious problem this under-funding would cause to many communities. An additional \$450,000 was received in emergency funding from HUD so no voucher-holders were terminated from the program.

Utility allowances and how target rents are calculated was discussed by the group. Utility allowances are updated at least annually or whenever overall utilities increase or decrease by 10%. Other policies implemented include minimum earned income (work requirement) which encourages work for individuals who are receiving housing assistance. This work requirement has been incorporated into the program for the past ten years through the rent calculation structure.

Question was raised about what brought about the changes in bedroom/household size requirements (pertains to voucher program only). This change was necessary so LHA could serve the same number of families with the amount of funding received from HUD per voucher. When funding was cut, this was a way to serve the same number of families. LHA can control its costs several ways and the bedroom size is one of the most cost-saving ways; the other is through target rents or payment standards used in the voucher program.

The waiting list for the Housing Choice Voucher program currently has approximately 3,700 applicants (2 to 2 ½ years). Some landlords do not want to participate in the Section 8 program strictly because of the paperwork involved and the inspections required. LHA works with nearly 1,000 landlords. Average income for a participant in the voucher program is \$10,000 to \$11,000 per year.

**VII. Proposed Policy Changes.** *Carried over to November 16, 2009 meeting.*

**VIII. Capital Fund Plan for Public Housing.** *Carried over to November 16, 2009 meeting.*

Marilyn Crawford, Recording Secretary

**Resident Advisory Board  
Minutes of Meeting  
November 16, 2009  
3:00 p.m. to 5:00 p.m.  
Lincoln Housing Authority  
5700 "R" Street  
Lincoln, Nebraska**

Members Present: Samuel Brown, Joanna Cromer, Rose Elemba, Karla Herrera-Hernandez, Sharon Kelly, Jacki Maynez, Velda McNitt, Jerry Roberts, Don Spies, Phyllis Vensky, Daniel Wall, Joy Ward.

Members Absent: Talal Alkaragoly, Donnell Brien, Sabrina Dockter, Michael Kaasch, Amira Mathlif, Lucia Morgan, David Robb, Rabbeca Seaman, John Tut.

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

**I. Welcome and Introductions (Reimbursement Forms for Child Care and Transportation)**

All in attendance introduced themselves. Amy Wagner provided child care and transportation reimbursement forms to those requesting them. Larry Potratz commented that the Capital Fund Plan would be reviewed at the end of the meeting which pertains to public housing tenants only (200 scattered-site units and Mahoney Manor). Resident Advisory Board members not living in those units would be free to leave prior to discussing that agenda item. The Capital Fund grant is money that is given to LHA by HUD specifically limited to use in modernizing public housing units. The stress of all of the construction work completed over the last few years and continues to be done at Mahoney Manor is an issue that staff would like to discuss with the Resident Advisory Board members that live in the building.

**II. Proposed Policy Changes**

✓ **Admissions and Continued Occupancy Policy**

✓ **Section 8 Administrative Plan**

At the last meeting, a review was given on activities by the agency over the last few years under authority given by the Moving To Work demonstration program. There are two main policy documents that govern programs for the Housing Authority that were reviewed during the meeting including proposed changes to the documents. The changes are not major compared to policy changes approved over the last few years and basically only technical corrections or alterations.

The Admissions and Continued Occupancy Policy governs properties owned and/or managed by LHA. The document specifies who is eligible, how applications are taken, what waiting lists are maintained, how units are offered from the waiting list, when or why LHA might terminate a lease, when annual re-certifications are completed, and states the rules and regulations involved in how the properties are managed. The document is available to the public on LHA's website at [www.L-housing.com](http://www.L-housing.com) and in the lobby area of the

5700 R Street office. This policy is what LHA uses to try to be consistent in applying policies in different situations and is approved by the LHA Board of Commissioners as the basis for how rules are applied and the basis for which LHA communicates with the tenants.

Highlighted changes proposed for this year include:

- ✓ There has always been a requirement by HUD to provide Social Security numbers with some exceptions. Now, if someone is eligible for housing assistance in a HUD program, everyone in the household must provide a Social Security number (no exceptions). (Applies to Section 8 Administrative Plan as well.)
- ✓ Preferences on the waiting list for HUD properties remain unchanged (homeless; displaced by fire, flood or storm; displaced by domestic violence; or working family), however, definitions have been updated to “tighten up” the preferences). An amendment was proposed to the definition of displacement to include a three-month time frame (something recent or continuing or that occurred within the last three months). (Also applies to the Section 8 Administrative Plan.)
- ✓ Rent policies developed under the Moving To Work program are different from HUD policies. Minimum earned income (MEI) is the work requirement where people receiving housing assistance who are able to work should be working at least 25 hours per week at minimum wage; that amount is counted into the household income whether or not actually working. Exceptions to that requirement have been updated and modified and were reviewed with the group.

*Question was raised with regard to self-sufficiency. If someone finishes the term of their contract (five years) and are given the escrow money, but do not wish to buy a house, what else can the money be used for?* The goal of the Family Self-Sufficiency program is that people will go from unemployment or underemployment and increase their earned income. As an incentive, HUD created an escrow account so that when a participant’s earned income goes up and their rent increases, LHA saves part of that money in a savings account. If all of the goals are completed, the participant gets to receive the saved money for completing the program. Originally, when HUD created the program, it was to be used for a downpayment on a home, but for the past 15 years, HUD has stated that participants can choose to do whatever they want with it. Amounts that people have received from the escrow accounts range from a few hundred dollars up to \$15,000. For graduates from the self-sufficiency program, LHA does provide downpayment assistance if they want to purchase a house, and will loan people up to \$3,750 to use as down payment money with no interest charged and no re-payment required until the home is sold. HUD has two goals for the FSS program that must be completed in order to “graduate” and receive the escrow money: (1) the head of household must seek and maintain (full-time) employment; and (2) all family members must be independent of federal welfare assistance for the past twelve months.

- ✓ Asset income calculation rules have been changed by exempting assets under \$5,000. Clarifying language has been added for the purpose of life insurance policies (cash value) and real estate (equity only). Clarifying language was also added to the re-examination section and reporting household changes to ensure the agency is consistent in how the requirements are applied. The importance of obtaining prior approval when adding adults to the household is that LHA needs to go through a process of screening criteria to ensure that person can be added (approval of landlord, criminal history checks, etc.). LHA receives approximately 90 complaints per month about unauthorized individuals living in assisted units.

*Question was raised about friends or relatives visiting from other countries--what is the maximum length of time they can stay?* If proof can be provided that they live somewhere else and they are a visitor only, under the Section 8 program, lease requirements would need to be met. If someone

stays one or more nights per week on a continuous basis, they are considered to be residing in the unit. Visitors should be able to prove that they have a residence at another location.

- ✓ Discussion followed about temporarily versus permanently absent household members and how they fit into the various categories (children vs. adults treated differently). Complications develop with adults working outside the city or country. The policy change helps to make it clear that they are just temporarily absent and all of their income will still count toward the household income. If someone is gone from their unit for longer than 60 days, assistance can be terminated or a tenant may be notified that their lease is terminated for vacating and/or abandoning the unit (other than hospitalization).

A Resident Advisory Board member commented that LHA should be more clear and up-front with people about what the rules are and that the rules need to be more flexible. It was felt that sometimes the rules need to be different for different cultures. Others expressed appreciation for the rental assistance and felt that if someone receives governmental assistance, they need to follow the rules without exception. People can choose whether or not they want to participate in the program. One commented that some of the people that immigrate to the United States expect a lot more out of America than people that are born and raised in the United States. There must be some sort of rules and stipulations or the program would become so comfortable, why would anyone want to leave it, or no one new would ever be able to receive assistance.

Chris Lamberty commented that the group had eloquently summarized the balancing act that LHA attempts to make when writing policies. LHA always wishes it could be more flexible with a lot of things, but circumstances do not allow that flexibility (some political). With over 3,500 families and individuals waiting on the list for a Housing Choice Voucher, it is difficult to continue to help people that bend or break the rules. If relatives are going to stay for an extended period of time, they should be added to the household and then removed when they return home.

- ✓ LHA has always had a prohibition against sex offenders renting from the agency; language was added to clarify the description. The federal government states that assistance cannot be provided to anyone on a lifetime sex offender registry, although the State of Nebraska does not maintain a "lifetime" sex offender registry (only Level I, Level II, Level III with Level III being public information). The previous policy stated that Level III sex offenders are not eligible for housing assistance; recently, the State of Nebraska made a change to its registration as "lifetime". The policy has been amended to read, "if they are on any state sex offender registry, they are not eligible for housing assistance".

The Section 8 Administrative Plan guides the Housing Choice Voucher program with further clarification of policies and procedures explained to the group. Inspection clarifications regarding "pass-through" rooms and the requirement that all utilities must be on when a unit is inspected were discussed. A revised Request for Tenancy Approval (RFTA) form has been developed with assistance from the Landlord Advisory Group to replace the current, very difficult to complete HUD form. HUD language was added to the policy that if for some reason, a person ends up owing the Section 8 program or LHA money due to overpayment in housing assistance, the debt is reported to a website managed by HUD and other housing authorities can look up participant's for debts owed. A section has been added for project-based vouchers which are actually attached to specific units. The program is very similar to Burke Plaza or New 32 units where LHA would choose units to run their own waiting list and eligibility requirements; rent would be based on income. LHA would like to take 80 vouchers and utilize them as "project-based".

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

Mr. Potratz encouraged members to read as much as possible to help understand the Plan and policies. Minutes of both meetings will be prepared and given to the LHA Board of Commissioners so they are aware of items discussed. Additionally, members are encouraged to write letters if there are issues they feel strongly about or if there are any concerns with the Plan. LHA staff will respond to all letters which will also be presented to the Board of Commissioners. The LHA board will meet again on January 7, 2010; based on comments received at the December 10, 2009 public hearing, the board may give direction to staff to make changes to the final Plan. Resident Advisory Board members were invited and encouraged to attend the public hearing on Thursday, December 10 at 5:30 p.m.

### **IV. Announcements**

- ✓ **Written comments on the Plan must be received by LHA by 1:00 p.m. on December 10, 2009.**
- ✓ **Public hearing on the Plan will be held at 5:30 p.m. on December 10 at 5700 "R" Street.**

### **V. Review of One and Five-Year Capital Fund Plan**

The Capital Fund grant funding only applies to public housing (200 scattered site units and Mahoney Manor). New, larger showers with new shower valves are needed at Mahoney Manor and were included in the 2009 Plan. Toilets may also be replaced with high-rise, water-saving toilets, and lavatories and faucets replaced. The community bathrooms on each floor will continue to be operational and will be upgraded in future years (will focus on individual apartments first). The Capital Fund is funded by Congress every year with the amount unknown until funding actually goes through and is allocated by HUD. A five-year plan must be developed assuming LHA will be allocated some unknown dollar amount (allocation for 2010 is still unknown). In looking at the cost estimates for larger showers and other plumbing upgrades, there is not enough money available to do all of the work with the 2009 funding. It will probably take some time and will be messy, but should be a good improvement in the long run. No announcement has been made at Mahoney Manor yet about the bathroom remodeling plans, and a meeting would be held in advance to review plans with the residents. Another item to be replaced at Mahoney Manor in the future is the trash compactor (original from 1972). Hansen houses (48 units) need to have siding and deteriorating sill plates replaced.

A Mahoney Manor resident commented that carpet should not be used on the first floor when replaced; should use tile instead. The possibility of replacing ranges and refrigerators at Mahoney is also included in the Plan in future years. Community room remodel (lighting, flooring, tables/chairs configuration) is also in the Plan for several years down the road. Handicapped parking at Mahoney Manor is very limited. LHA owns vacant land to the west of the building which may be utilized by possibly building an assisted living facility where residents that could no longer live independently at Mahoney Manor would move to an assisted living facility on the same site. Now, however, the parking requirements for staff in an assisted living facility would be greater than what could be accommodated. More investigation will be done, but the possibility exists of using the vacant land for additional parking. Conversion of efficiency apartments to one-bedroom units is still included in the Plan if needed (two apartments have been completed). The emergency call system may be replaced in conjunction with the bathroom remodeling project. A different type of wireless alarm would be installed in the apartment so if accidentally activated, the resident would be the first to know.

Staff asked for suggestions on how to minimize the stress of construction on residents at Mahoney Manor. Conscientious workers are critical to the success of a remodeling project.

A 20-year capital improvement plan has been developed for Crossroads House. Roof replacement is needed at Crossroads House next year although not a part of the Capital Fund. Security cameras in the hallways were recommended by a resident, and turn off half of the hallway lights at night to save electricity although security and safety issues would need to be addressed. Community space at Crossroads is okay, but banquet space is needed for a lot more activities. Key problems are encountered with the first floor space; residents would like to have it be on a card key system so it could be used as a second community room and make the door handicapped accessible. Door openers are needed on both entry doors.

No further meetings are planned for the Resident Advisory Board until next year.

Marilyn Crawford, Recording Secretary

# **Appendix E**

## **TAB 1**

### **Admissions and Continued Occupancy Plan**

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# **Appendix F**

## **TAB 2**

### **Section 8 Administrative Plan**

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