



LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING

January 25, 2021
5:30 p.m.

AGENDA

via Zoom
Web Conferencing

1. Call of Roll
2. Approve Minutes of the November December 21, 2020 Board of Commissioners Meeting
3. Receive Comments from Tenants and Public

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

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

4. CONSENT AGENDA
 - A. Resolution 2021-01: Approve 2021 Building Independence Inc. (BIND) Budget
 - B. Resolution 2021-02: Approve 2021 Application for HOME Tenant Based Rent Assistance
 - C. Receive Quarterly Demographics Report
5. REGULAR AGENDA
 - A. Executive Director's Report
 - B. Resolution 2021-03: Approve Energy Performance Contract Loan Payment
 - C. Resolution 2021-04: Review and Approve Revised Pet Policy
 - D. Resolution 2021-05: Adopt Tenant Selection Plan and Update on Project Based Vouchers per MTW Activity 18-1 for The Cottages at Green's Lake
6. CALENDAR AND ANNOUNCEMENTS
 - Executive Director will be out of the office January 29 – February 1
 - Staff will be out of the office on February 15 for the President's Day holiday
7. Adjournment



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

December 21, 2020
5:30 p.m.

via Zoom
Web Conferencing

1. Call of Roll

Due to the ongoing COVID-19 pandemic, the meeting was conducted via Zoom video conference. Chair Powers called the meeting to order at 5:30 pm. Upon call of roll, the following Commissioners responded present:

Maria Duran
Walter Meyer, Jr.
Ellen Paulsen
Joshua Powers

Commissioner Davison was absent by prior arrangement. Also present were member of the public Dava Spohn, and LDCHA staff members Beverly Hyatt, Ruth Lichtwardt, and Shannon Oury.

2. Approve Minutes of the November 23 Board of Commissioners Meeting

Commissioner Meyer moved to approve the Minutes as presented. Commissioner Paulsen seconded. The motion passed unanimously.

3. Receive Comments from Tenants and Public

Mr. Dunn wished everyone a happy holiday, and that he wanted to express his appreciation to Niki Fincham, Beth Martinez and Audrey Schilling, the LDCHA staff he works with most often, for their helpfulness to him and to his tenants. He said he looks forward to regular inspections resuming next year, as he thinks some of his tenants pay more attention to the words of the LDCHA inspectors than they do his when he brings up inspection-related issues.

Chair Powers thanked Mr. Dunn for his comments.

4. CONSENT AGENDA

- A. Receive November 2020 Public Housing Financial Reports
- B. Receive November 2020 Clinton Place Financial Reports
- C. Receive November 2020 Section 8/VASH Program Report
- D. Resolution 2020-26: Write Off Capital Inventory

Mr. Dunn requested explanation of Agenda Items 4C and 4D. Executive Director Oury explained that 4C is the report of the Section 8 & VASH financials for November. The good news is that there is currently a large operating surplus. The program is currently leased at

98%, and more vouchers have recently been issued. HUD is also allowing LDCHA to access some of its reserves from previous years. This year will end on a very positive financial note.

Mr. Dunn asked if the change in Presidential administration is also going to result in a change in leadership at HUD and how that will impact the Section 8 budget. Ms. Oury said it will not impact the Section 8 funding right away. She mentioned that normally there is a written funding update included in the Executive Director's Report, but at the time the packet went out there was no information. Just this morning, Congress agreed on a funding bill, and it leaves HUD funding basically flat. Current HUD Secretary Ben Carson will be replaced, and President-Elect Biden's nominee is Marcia Fudge. Ms. Oury said Ms. Fudge is apparently a supporter of the SNAP program.

Ms. Oury gave a synopsis of Agenda Item 4D, which is just the annual write-off of broken and obsolete inventory. Much of it is electronics and goes to the electronic recycling events held by the City.

Commissioner Meyer moved to approve the Consent Agenda as presented. Commissioner Paulsen seconded. The motion passed unanimously.

5. REGULAR AGENDA

A. Executive Director's Report

Executive Director Oury reported on the funding in the 2021 budget bill which is expected to pass the House around 10:00 pm tonight. Specifics are not known yet except that funding is likely to stay even with 2020 funding.

The Auditor RFP was sent out and responded to, and the agency's current audit firm of Niewedde & Wiens had the lowest bid, so will remain as auditor. A contract has been executed.

Ms. Oury said the search has continued to fill the position of Director of General Housing. There is a candidate who has been through three rounds of interviews and who has received very positive feedback. The candidate is currently in the private sector and the beginning salary level which is mandated by the LDCHA personnel policy is below what this candidate would likely require. Ms. Oury requested permission from the Board to negotiate with a higher beginning salary. There were several questions from the Board.

Commissioner Paulsen moved to allow Ms. Oury to step up to a salary level 10 for negotiation with this candidate. Commissioner Meyer seconded. The motion passed unanimously.

Ms. Oury reported on funding for the New Horizons vouchers. The County recently funded the program \$100,000, and there is a pending request before the Affordable Housing Advisory Board for \$50,000, which would require the approval of the City commission.

The ConnectHome fiber installation project at Edgewood Homes is underway. There will be a “final splice” ceremony. Ms. Oury has reached out to the Journal-World and is hoping to get some publicity about this project. Coincidentally, the Senior Resource Center is giving 15 tablets away to seniors through a grant, and several seniors at Edgewood have already received theirs.

The final two items are the letter attached to the Board packet which confirms the LDCHA has met all the statutory requirements of the MTW program, and that Mayor Finkeldei has appointed Ms. Oury for another 3-year term on the Affordable Housing Advisory Board.

B. Resolution 2020-27: Approve 2020 Public Housing Operating Budget Revision #1

Executive Director Oury said this might be the latest the agency has found out its final funding. It is late December, and the LDCHA has just been informed of what the funding is for the year which is about to be completed. The good news is that funding is positive, and several items which have been on staff wish lists for a long time are able to be purchased. One item is a golf cart, which will be used to transport people and items around Edgewood Homes, saving considerable wear and tear on the maintenance truck fleet for these short trips. Because so many households lost jobs due to the pandemic, rental income is down considerably, but there is more than enough COVID funding from HUD to make up the deficit.

Commissioner Duran moved to approve Resolution 2020-27 as presented. Commissioner Meyer seconded. The motion passed unanimously.

C. Discuss Executive Director Employment Contract and 2020 Merit Pay

Chair Powers said that because this item had been discussed in depth at the last meeting, he did not feel that the background on this issue needed to be reviewed again. However, based on previous discussion regarding the outstanding job performed by Executive Director Oury, he believes the consensus was to award a 3% merit increase.

Commissioner Paulsen moved to award a 3% merit increase to Ms. Oury. Commissioner Meyer seconded. The motion passed unanimously. Mr. Powers said Ms. Oury had handled a very difficult year with aplomb and he believed the merit increase was well deserved.

Commissioner Meyer moved to extend Ms. Oury’s contract for three years, from January 15, 2021 to January 15, 2024. Commissioner Paulsen seconded. The motion passed unanimously.

There was some discussion of how HUD determined caps for Executive Director compensation, and how the funding of ED salaries works at the much larger agencies.

D. Update to COVID-19 Waivers and Response

Executive Director Oury reported that HUD has extended waivers and use of COVID funding through 2021. She thanked the Board for allowing the use of Other Paid Time (OPT) when staff or their family were exposed to COVID and they were able to stay home without fearing loss of income. The agency is starting to re-instate some suspended activities such as inspections, while keeping within Douglas County health guidelines.

6. CALENDAR AND ANNOUNCEMENTS

There were no announcements.

7. Adjournment

There being no further items for discussion, Commissioner Duran moved to adjourn the meeting. Commissioner Paulsen seconded. The meeting adjourned at 6:09 pm.

Chair

Secretary

Attest

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
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AGENDA ITEM 4A: Resolution 2021-01: Approve 2021 Building Independence III (BIND) Budget.

BACKGROUND:

Building Independence III (BIND) is a Section 811 PRAC property located at 501, 503, 505 and 507 North Street in Baldwin City, Kansas. The property is owned by the Bert Nash Mental Health Center and operates under an annual Housing Assistance Payments (HAP) contract with the Department of Housing and Urban Development. The Lawrence-Douglas County Housing Authority is the owner's Management Agent responsible for all aspects of administration, management, operations and maintenance. The LDCHA took over full administration of this project beginning in 2011. Admission to the property is restricted to persons who receive a referral from Bert Nash and are chronically mentally ill.

CURRENT ISSUE:

The FY 2021 Building Independence III (BIND) Operating Budget projects total revenues of \$23,020 and total expenses of \$23,350.

OPERATING REVENUES

Total Operating Revenues are broken down as follows: Tenant Rental Income at \$3,950 and HUD Tenant Assistance Payments (HAP Subsidy) at \$19,000. There are no vacancies expected for FY 2021. The projected full occupancy rate of 100% is based on the properties total gross rent potential for FY 2021 in the amount of \$22,950 ($\$478 \times 12 \text{ months} \times 4 \text{ units} = \$22,950$).

Projected Interest Income earned in the Replacement Reserve account (5430) is \$10 and the Residual Receipts Reserve account (5440) is also \$10. These projections are based on current market interest rates as well as prior year activity. In addition, projected interest income in the Replacement Reserve account (5430) shows an overall decrease of \$30 or \$10 for FY 2021 (when comparing to FY 2020). In FY 2021 LDCHA anticipates requesting prior HUD approval to transfer a total of \$3,130 from the Replacement Reserve account to the General Operating account (the purpose will be explained further in this write up). Lastly, the Residual Receipts account (5440) shows an overall decrease of \$150 or \$10 for FY 2021 (when comparing to FY 2020).

As of 12/31/20 FYE the property's Residual Receipts account had a total of \$19,269. This was the amount (after LDCHA received HUD's prior approval to transfer a total of \$2,525) to replace rotted and decorative wood work on the building's exterior Pillar's. On 01/06/21 HUD emailed an official letter from Headquarters stating their intent to recapture \$19,243 from the property's residual receipt account. This is the amount of the property's residual receipts amassed from the property's prior fiscal year end

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operating surpluses. Because of this we expect to earn a minimal amount of interest income under both the Replacement Reserve and Residual Receipt accounts.

Other Revenue – Tenant Charges (5920) is \$50 for FY 2021. This is a projection for tenant charged work orders, any tenant caused damages at move-out as well as late fee charges.

OPERATING EXPENSES

Total Operating Expenses are broken down as follows: Total Administrative Expenses of \$3,940; Total Utilities of \$0; Total Operating and Maintenance Expenses of \$11,180, Total Taxes and Insurance of \$7,270 as well as the monthly Reserve for Replacement Deposit of \$960 (annually at \$80 per month X 12 months which is a HUD requirement).

Overall, there is a projected decrease of \$6,630 or \$23,350 in total operating expenses when comparing to the FY 2020 budget estimate of \$29,980.

Administrative Expenses

Total Administrative Expenses project an overall decrease of \$160 or \$3,940 for FY 2021 (when compared to FY 2020).

Most of this is under Office Expenses (6311) with an overall decrease of \$100 or \$20 for FY 2021 (when compared to FY 2020). This budget line item is a projection for forms, stationery, office supplies, postage and copying expenses.

Legal Expense (6340) projects an overall decrease of \$150 or \$0 for FY 2021 (when compared to FY 2020). This budget line is for legal counsel. We do not expect to have any legal expenses for BIND in FY 2021.

Miscellaneous Administrative Expenses (6390) shows an overall increase of \$60 or \$820 for FY 2021 (when compared to FY 2020). This budget line item is a projection based on prior year activity as well as known costs and contract amounts for the following: Copy Machine Service, IT Computer Consultant, Annual Financial Submission (AFS), Internet and Landline Phone connections as well as Records Retention costs for monthly purge related mostly to tenant files under the agency's records retention policy.

Utility Expenses

Total Utilities show an overall decrease of \$340 or \$0 for FY 2021 (when compared to FY 2020). Utilities are a projection based on prior year consumption and experience (when tenants vacate and utilities convert back to the owner). There are no vacancies anticipated for FY 2021.

Operating & Maintenance Expenses

Total Operating & Maintenance Expense projects an overall decrease of \$6,700 or \$11,180 for FY 2021 (when compared to FY 2020).

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Maintenance Expenses – Payroll (6510) shows an overall decrease of \$160 or \$3,360 (when compared to FY 2020). This is a projection based on actual salaries which include a 1.5% Cost of Living Adjustment (COLA) as well as up to a 2.5% merit pay increase for FY 2021. Merit pay increases are based on an employee's annual performance review (for two staff members assigned and allocated to this property. These two positions are the Inventory Control/Procurement Clerk allocated @ 1% as well as the Capital Funds Specialist allocated @ 5%.

Maintenance Contracts (6520) project an overall decrease of \$1,020 or \$1,990 for FY 2021 (when compared to FY 2020). This budget line is based on contracted maintenance costs for pest control, quarterly and seasonal mowing as well as the annual fire inspections which includes the extinguisher inspections. In addition, projections are based on known contract amounts as well as prior year activity for the seasonal mowing contract.

Heating & Cooling Repairs (6546) show an overall increase of \$1,000 for FY 2021 (when compared to FY 2020). This is based on the cost of materials and labor for HVAC repairs (should the need arise). Recall, all four HVAC units were replaced in the summer of 2019.

Miscellaneous Operating & Maintenance Expenses (6590) show an overall decrease of \$6,490 or \$3,130 for FY 2021 (when compared to FY 2020). This is for the following necessary work items needed at BIND: Installation of a Retaining Wall around the North Shed (estimated cost is \$2,930) as well as installation of Carbon Monoxide Detectors in all four units (estimated cost is \$200). In addition, LDCHA must have HUD's prior approval to complete any of these types of necessary work items as well as transferring funds from both the Replacement Reserve or Residual Receipts account. HUD requires a minimum balance of \$4,000 (\$1,000 per unit) to remain in the Replacement Reserve account at all times. As of 12/31/20 the Replacement Reserve account balance was \$8,236. The balance in the Residual Receipts account was \$19,269 (before HUD recapture of funds that must be sent back to them in the amount of \$19,243).

OPERATING SURPLUS/(DEFICIT)

Overall, for FY 2021 Building Independence III projects total operating revenues of \$23,020 and total operating expenses of \$23,350 with a projected operating deficit of \$330. This is before the transfer of \$3,130 from the Replacement Reserve account (for the above necessary work items again that require prior HUD approval). When looking at this, the property would then show an estimated operating surplus of \$2,800 at 12/31/21 FYE.

BOARD ACTION:

Approve Resolution 2021-01.

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RESOLUTION 2021-01

BE IT RESOLVED that the Board of Commissioners of the Lawrence-Douglas County Housing Authority (LDCHA) approves **Resolution 2021-01, Approve 2021 Building Independence Inc. (BIND) Operating Budget**, as presented to the Board of Commissioners this 25th day of January, 2021.

NOW THEREFORE the Board of Commissioners does hereby approve Resolution 2021-01.

FY 2021 BUILDING INDEPENDENCE III (BIND – PHA 16)
BUDGET PROJECTIONS AND EXPLANATIONS AS FOLLOWS:

REVENUE PROJECTIONS:

#5120/5121: Total Rent Revenue – Tenant Portion and HUD Subsidy Combined - \$22,950: Based on occupancy projections with no anticipated vacancies in FY 2021. (Contract Rent of \$478 X 4 unit's X 12 months = \$22,950). In addition, the tenant portion of rent revenue (BLI 5120) is based on 30% of the program participant's adjusted gross income.

#5430: Financial Revenue – Project Operations - \$10: This is a projection of interest income to be earned in FY 2021 (based on current market interest rates). This projection is for interest earned in the property's Replacement Reserve account. In addition, the Replacement Reserve account is a HUD requirement. A total of \$80 per month must be deposited into this account monthly. Funds cannot be moved from this account without prior approval from HUD.

#5440: Financial Revenue – Residual Receipts - \$10: This is a projection of interest income to be earned in FY 2021 (based on current market interest rates). This projection is for interest earned in the property's Residual Receipts account (amassed from the property's prior fiscal year end operating surpluses). In addition, the Residual Receipts account is a HUD requirement and funds can't be moved from this account without prior approval from HUD.

#5920: Other Revenue – Tenant Charges - \$50: This is a projection of 2021 income for tenant charged work order damages as well as late fee charges.

EXPENSE PROJECTIONS:

#6203: Conventions and Meetings - \$0: Anticipated training costs for staff registration fees to conferences and training seminars necessary to learn regulatory changes for multi-family PRAC 811 housing programs. This also includes reimbursement at a rate of \$0.56 cents per mile (consistent with the IRS rate for 2021 business related travel reimbursement when an employee uses his or her personal vehicle).

#6311: Office Expenses - \$20: Based on a projection for forms, stationery, office supplies, postage and copying expenses.

#6320: Management Fees - \$2,450: The LDCHA took over full administration of this property beginning in FY 2011. This amount is for management fees @ \$204 per month (paid to LDCHA at \$51 per month X 4 units X 12 months = \$2,450).

#6340: Legal Expense – Project - \$150: This account varies annually and is a projection based on activity. The 2020 hourly rate for legal counsel is \$150.

#6351: Bookkeeping Fees/Accounting Services – \$650: LDCHA has a Fee Accounting service at \$54 per month. The agency is MRI Real Estate Software (formerly Lindsey & Company located in Searcy, Arkansas). This cost is for a three-year contract with an effective date of 01/01/20 – 12/31/22.

#6390: Miscellaneous Administrative Expenses - \$820: Annual projections for the following Administrative Contracts:

Copy Machine Service (Century Business)	40
IT Computer Consultant (MRI Real Estate Software)	20
IT Computer Consultant (Action Technologies)	20
Annual Finance Submission (MRI Real Estate Software)	500
Internet Connections (MIDCO)	110
Landline Telephone Costs (MIDCO)	80
Records Retention Purge (Shred-It)	<u>50</u>
Total Miscellaneous Administrative Contracts:	\$820

#6450: Electricity - \$0: Projection based on full occupancy (anticipating no vacancy's in 2021).

#6451: Water - \$0: Projection based on full occupancy (anticipating no vacancy's in 2021).

#6452: Gas - \$0: Projection based on full occupancy (anticipating no vacancy's in 2021).

#6453: Sewer – \$0: Projection based full occupancy (anticipating no vacancy's in 2021).

#6510: Maintenance Expenses – Payroll - \$3,360: Projection based on actual salaries which include a 1.5% Cost of Living Adjustment (COLA) as well as up to a 2.5% merit pay increase for FY 2021. Merit pay increases are based on an employee's annual performance review (for two staff members assigned and allocated to this property). These positions are:

Inventory Control/Procurement Clerk (Maintenance Department allocated @ 1%)
Capital Funds Specialist (Administrative Office allocated @ 5%)

#6515: Maintenance Materials – Supplies - \$1,600: Projection based on the cost of ordinary maintenance materials for the property which include the following: cleaning and sanitizing supplies, light bulbs, gasoline as well as plumbing parts necessary to carry out routine maintenance operations. This budget line also includes the estimate replacement cost of one hot water heater (should the need arise). All hot water heaters, stoves and refrigerators are all 2013 or newer. HUD requires appliances to be Energy Star certified which reduces the operating cost energy efficiency with a higher rated performance.

#6520: Maintenance Contracts - \$1,990: Annual projections for the following Maintenance Contracts:

Pest Control Service for Sentron Bait Stations (Mid West Pest Control)	400
Quarterly Lawn Treatment Applications (TruGreen Processing)	210
Seasonal Mowing (Phillip Snodgrass DBA Stars & Stripes)	1,260
Annual Fire Inspections including Extinguishers (Cintas Fire)	<u>120</u>
Total Maintenance Contracts:	\$1,990

#6525: Garbage and Trash Removal - \$0: Projection based on full occupancy (anticipating no vacancy's in 2021).

#6546: Heating and Cooling Repairs - \$1,000: Projection based on the cost of materials and labor for Heating and Cooling repairs (should the need arise). All four HVAC units were replaced in the summer of 2019.

#6548: Snow Removal - \$100: Estimate is based on the cost of extraordinary maintenance materials (related specifically to snow removal) such as the cost of sand and ice melt.

#6590: Miscellaneous Operating & Maintenance Expenses - \$3,130: The following are estimated costs for necessary work items to be completed in FY 2021 (with HUD's prior approval):

Installation of Retaining Wall around the North Shed	2,930
Installation of Carbon Monoxide Detector's	<u>200</u>
Total Miscellaneous Operating & Maintenance Expenses:	\$3,130

#6710: Real Estate Taxes - \$4,060: Projection is based on the most recent property taxes paid in 2020 for the cost of property taxes at 501, 503, 505 and 507 North Street in Baldwin City, KS. The agency has applied for a property tax exemption and still waiting to hear back on the status of the waiver submitted to the Douglas County Appraisers office.

#6720: Property & General Liability Insurance - \$1,940: Projection is historically based on the most recent fire and extended coverage premium paid (or the property's required risk policy for the premium period 08/01/20 through 07/31/21).

#6723.2: Employee Benefits - \$940: Projection is based on the employer's share of all required salary payroll taxes for Social Security (7.65%), Unemployment (0.10%) and KPERS (9.87%). This also includes (the allocated % of the Inventory Control/Procurement Clerk as well as the Capital Fund Specialist's position assigned to this property). The employer rates are as follows: 65% employer contribution for the employee's medical insurance including 35% employer contribution for any dependent coverage. In addition, the employer pays 50% coverage towards an employee's dental insurance Tier selection.

#6727: Director's & Liabilities Insurance - \$330: Projection is historically based on the most recent Director's & Liabilities coverage premium paid (or the property's required risk policy for the premium period 08/01/20 through 07/31/21).

#6890: Deposit Required for Replacement Reserves - \$960: The monthly cost of the Replacement Reserve is \$80 per month X 12 months = \$960 (which is a HUD requirement).

BUILDING INDEPENDENCE III (BIND)				
OPERATING BUDGET FOR FYE 12/31/21				
<u>OPERATING INCOME:</u>				
ACCT. #	ACCOUNT DESCRIPTION	2020 BUDGET	2021 BUDGET	INCREASE/DECREASE
5120	Rent Revenue - Gross Potential	3,970.00	3,950.00	-20.00
5121	HUD Subsidy	18,970.00	19,000.00	30.00
TOTAL RENT REVENUE:		22,940.00	22,950.00	10.00
<u>OTHER INCOME:</u>				
5430	Financial Revenue - Project Operations (Interest)	40.00	10.00	-30.00
5440	Financial Revenue - Residual Receipts (Interest)	160.00	10.00	-150.00
5920	Other Revenue - Tenant Charges	50.00	50.00	0.00
TOTAL OTHER INCOME:		250.00	70.00	-180.00
TOTAL REVENUE:		23,190.00	23,020.00	-170.00
<u>OPERATING EXPENSES:</u>				
<u>ADMINISTRATIVE EXPENSES:</u>				
ACCT. #	ACCOUNT DESCRIPTION	2020 BUDGET	2021 BUDGET	INCREASE/DECREASE
6203	Conventions & Meetings	0.00	0.00	0.00
6210	Advertising & Marketing	0.00	0.00	0.00
6250	Other Renting Expenses	0.00	0.00	0.00
6310	Office Salaries	0.00	0.00	0.00
6311	Office Expenses	120.00	20.00	-100.00
6320	Management Fees	2,450.00	2,450.00	0.00
6330	Manager or Superintendent Salaries	0.00	0.00	0.00
6331	Administrative Rent Free Unit	0.00	0.00	0.00
6340	Legal Expenses	150.00	0.00	-150.00
6350	Audit Expense	0.00	0.00	0.00
6351	Bookkeeping Fees/Accounting Services	620.00	650.00	30.00
6370	Bad Debts	0.00	0.00	0.00
6390	Miscellaneous Administrative Expenses	760.00	820.00	60.00
6391	Experience Awards	0.00	0.00	0.00
TOTAL ADMINISTRATIVE EXPENSES:		4,100.00	3,940.00	-160.00
<u>UTILITY EXPENSES:</u>				
6450	Electricity	120.00	0.00	-120.00
6451	Water	40.00	0.00	-40.00
6452	Gas	110.00	0.00	-110.00
6453	Sewer	70.00	0.00	-70.00
TOTAL UTILITIES:		340.00	0.00	-340.00
<u>OPERATING & MAINTENANCE EXPENSES:</u>				
6510	Maintenance Expenses - Payroll	3,520.00	3,360.00	-160.00
6515	Maintenance Materials - Supplies	1,630.00	1,600.00	-30.00
6520	Maintenance Contracts	3,010.00	1,990.00	-1,020.00
6525	Garbage & Trash Removal	0.00	0.00	0.00
6546	Heating & Cooling Repairs	0.00	1,000.00	1,000.00
6548	Snow Removal	100.00	100.00	0.00
6590	Misc Operating & Maintenance Expenses	9,620.00	3,130.00	-6,490.00
TOTAL OPERATING & MAINTENANCE EXPENSES:		17,880.00	11,180.00	-6,700.00

ACCT. #	ACCOUNT DESCRIPTION	2020 BUDGET	2021 BUDGET	INCREASE/DECREASE
<u>TAXES & INSURANCE EXPENSES:</u>				
6710	Real Estate Taxes	3,860.00	4,060.00	200.00
6720	Property & General Liability Insurance	1,900.00	1,940.00	40.00
6721	Public Officials & Employee Crime Insurance	0.00	0.00	0.00
6722	Workers Compensation	0.00	0.00	0.00
6723	Employee Benefits - Administrative	0.00	0.00	0.00
6723.2	Employee Benefits - Maintenance	630.00	940.00	310.00
6727	Director's and Liability Insurance	310.00	330.00	20.00
TOTAL TAXES & INSURANCE:		6,700.00	7,270.00	570.00
6890	Deposit Required for Replacement Reserves	960.00	960.00	0.00
TOTAL COST OF OPERATIONS:		29,980.00	23,350.00	-6,630.00
<u>OPERATING SURPLUS OR (DEFICIT)</u>		-6,790.00	-330.00	6,460.00
<u>Transfer from Replacement Reserve Account (after HUD approval)</u>			<u>3,130.00</u>	
<u>OPERATING SURPLUS OR (DEFICIT) after Transfer of funds</u>			<u>2,800.00</u>	
<u>* BLI 6590 (Misc Operating & Maintenance Expenses)</u>				
Prior HUD approval is required before work items can begin. In addition, PHA will request				
a total of \$3,130 to be moved from the Properties Replacement Reserve account for FY 2021 work items.				
HUD requires a minimum balance of \$4,000 (\$1,000 per unit) in BIND'S Replacement Reserve account.				
As of 12/31/20 the balance in both accounts were as follows:				
Replacement Reserves = \$8,235.76				
Residual Receipts = \$19,268.77				

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AGENDA ITEM 4B: Resolution 2021-02: Approve 2021 Application for City HOME
Tenant Based Rent Assistance Funds

BACKGROUND:

Since 1995 the LDCHA has been receiving HOME Tenant Based Rent Assistance funding from the City to provide transitional housing assistance to the homeless and hard-to-house. The annual grants, which are for a two-year period each, have ranged from \$150,000 to \$300,000. The program is operated similarly to the Section 8 program except that LDCHA is able to serve homeless and at-risk families and individuals, and combines needed housing and case management services.

LDCHA operates this program in partnership with the following agencies which provide the support services: Bert Nash Community Mental Health Center; Catholic Charities of Northeast Kansas; Cottonwood, Inc.; Douglas County Sheriff's Reentry Program; ECKAN; Family Promise of Lawrence; Heartland Community Health Center; Independence, Inc.; Lawrence Community Shelter; and Willow Domestic Violence Center. See Transitional Housing program description.

LDCHA maintains a separate waiting list for this program and normally serves about 20 to 25 households per year when fully funded at \$300,000. For 2019, the amount was \$233,446, and in 2020 was \$250,000.

CURRENT ISSUE:

This year the application was released near the end of December and the deadline is February 1. This request will go to the Affordable Housing Advisory Board in March. LDCHA is applying for \$300,000 to continue the Transitional Housing program. Staff requests the approval of this resolution to allow staff to submit the 2021 application.

BOARD ACTION:

Review and approve Resolution 2021-02 if appropriate.

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January 25, 2021

RESOLUTION 2021-02

BE IT RESOLVED that the Board of Commissioners of the Lawrence-Douglas County Housing Authority (LDCHA) approves **Resolution 2021-02, Approve 2021 City HOME Application**, as presented to the Board of Commissioners this 25th day of January, 2021.

NOW THEREFORE the Board of Commissioners does hereby approve Resolution 2021-02.



City of Lawrence

PLANNING & DEVELOPMENT SERVICES

Application Packet
HOME Investment Partnerships Program (HOME)
Grant for Program Year 2021

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City of Lawrence

PLANNING & DEVELOPMENT SERVICES

1 Riverfront Plaza, Suite 320
P.O. Box 708
Lawrence, KS 66044

www.lawrenceks.org/pds

Phone 785-832-7700
Tdd 785-832-3205
Fax 785-832-3110

December 28, 2020

Dear Applicant:

The City of Lawrence, through the Community Development Division of the Planning & Development Services Department, invites non-profit and for-profit organizations to submit applications for projects to be funded through the HOME Investment Partnerships Program (HOME) as part of the 2021 Annual Action Plan. Funds are awarded by the U.S. Department of Housing and Urban Development and must be used for an eligible activity established by Congress for the program.

The 2021 Annual Action Plan will include projects to be undertaken during the program year beginning August 1, 2021 through July 31, 2022. Projects and programs undertaken must address a priority need set forth in the 2018-2022 Consolidated Plan.

For Program Year 2021, the City anticipates available HOME funding to be approximately \$445,000 plus any program income and/or reallocation of previous unused grant funds. Actual award figures from the federal government should be available in March 2021. However, the final entitlement amounts may be significantly less than prior years, depending on federal budget decisions. As permitted by HUD, a restricted portion of HOME funds can be used for staff administrative and planning costs (up to 10% of HOME grant).

City staff will assist the Affordable Housing Advisory Board (AHAB) in the allocation recommendation process. The City will accept applications for funding beginning December 29, 2020 through February 1, 2021 at 5:00 pm. **No applications will be accepted after February 1, 2021.**

New and returning applicants are **REQUIRED** to attend one of three online proposal review meeting. The proposal review meetings will allow applicants to ask specific questions with regard to their proposal's eligibility for HOME funding and whether their proposed project will further implement the 2018-2022 Consolidated Plan's goals and objectives. The proposal review meetings will be held on **January 12, 2021 at 2 p.m., January 13, 2021 at 5:30 p.m., and January 15, 2021 at 10 a.m.**; registration will be required for these meetings.

Thank you for your interest in the City's HOME program. If you have questions about the application process or wish to discuss a specific funding proposal, please do not hesitate to contact Community Development staff at (785) 832-7700.

Sincerely,

Danelle Walters
Community Development Manager
Planning and Development Services



We are committed to providing excellent city services that enhance the quality of life for the Lawrence Community

Application Quick Facts

- All applicants will be **REQUIRED** to attend one of three online proposal review meetings to discuss the application process, ask questions with regard to their proposal's eligibility for funding, and discuss Environmental Review requirements.
- Register below for one of the required online proposal review meetings:
 - **Tuesday, January 12, 2021 at 2 p.m. – [Register Here](#)**
 - **Wednesday, January 13, 2021 at 5:30 p.m. – [Register Here](#)**
 - **Friday, January 15, 2021 at 10 a.m. – [Register Here](#)**
- The application deadline is 5:00 pm on February 1, 2021. No applications will be accepted after February 1, 2021.
- Only completed applications received by the deadline will be considered.
- All CDBG applications must meet a defined national objective and be an eligible activity under program guidelines to be considered.
- All HOME applications must be an eligible activity under program guidelines and enforce the required period of affordability based on the program type and the amount of HOME funds invested.
- All programs/activities receiving HUD funding require approval of an environmental review under 24 CFR Part 58 **before** HUD funds may be committed for the project. In addition, until the City has completed the environmental review process under the regulation, neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit non-HUD funds on or undertake an activity or project that would limit the choice of reasonable alternatives. Actions that limit the choice of reasonable alternatives include acquisition, leasing or disposition of real property, and repair, rehabilitation, construction or demolition.

Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at www.lawrenceks.org/pds/cdbg. To ensure public transparency, the City of Lawrence utilizes online mechanisms for their deliberation process.

Submit one electronic copy in Microsoft Word or .pdf format via email to dwalters@lawrenceks.org (required attachments may be submitted in Word or .pdf format) of your proposal by **5:00 p.m. February 1, 2021.**

Community Development Division, Development Services
1 Riverfront Plaza, Suite 320
Lawrence, KS 66044

HOME FACT SHEET

Introduction

The City of Lawrence, KS receives a HOME Investment Partnerships Program grant annually from the U.S. Department of Housing and Urban Development (HUD). The HOME Investment Partnerships Program (HOME) provides formula grants to eligible State and local governments to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing for very low-income and low-income families. Generally, HOME funds must be matched by nonfederal resources. State and local governments that become participating jurisdictions may use HOME funds to carry out multi-year housing strategies through acquisition, rehabilitation, and new construction of housing, and tenant-based rental assistance. Participating jurisdictions may provide assistance in a number of eligible forms, including loans, advances, equity investments, interest subsidies and other forms of investment that HUD approves. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

The City of Lawrence, through the Affordable Housing Advisory Board (AHAB), uses a competitive application process to fund HOME programs and activities. To help potential applicants determine whether or not their project might be eligible for a grant, it is important to be familiar with the basic requirements of the HOME program. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (see Contractual Requirements).

Eligible Activities

HOME funds may be used by a participating jurisdiction (PJ) to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; to provide tenant-based rental assistance, including security deposits; to provide payment of reasonable administrative and planning costs; and to provide for the payment of operating expenses of community housing development organizations. The housing must be permanent or transitional housing. The specific eligible costs for these activities are set forth in [24 CFR 92.206 through 92.209](#). The activities and costs are eligible only if the housing meets the property standards in [92.251](#) upon project completion.

Some special conditions apply to the use of HOME funds. PJs must match every dollar of HOME funds used (except for administrative costs and CHDO predevelopment loans for projects that do not move forward) with 25 cents from nonfederal sources, which may include donated materials or labor, the value of donated property, proceeds from bond financing, and other resources. The match requirement may be reduced if the PJ is distressed or has suffered a Presidentially declared disaster. In addition, PJs must reserve at least 15 percent of their allocations to fund housing to be owned, developed, or sponsored by experienced, community-driven nonprofit groups designated as Community Housing Development Organizations (CHDOs).

PJs must ensure that HOME-funded housing units remain affordable in the long term (20 years for new construction of rental housing; 5-15 years for construction of homeownership housing and housing rehabilitation, depending on the amount of HOME subsidy). PJs have two years to commit funds (including reserving funds for CHDOs) and five years to spend funds. HOME-assisted rental housing must comply with certain rent limitations. HOME rent limits are published each year by HUD. The program also establishes [maximum per unit subsidy limits](#) and [maximum purchase-price limits](#).

2020 Adjusted CDBG/HOME Income Limits effective July 1, 2020

The income limits that determine who is considered to have low- and moderate- incomes are shown below:

These limits will be adjusted by HUD each year; each grant agreement will contain an updated Client Eligibility Form listing the current values to use for the applicable program year.

It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their HOME funded activities. Failure to do so will result in activities being ineligible for reimbursement. Included in this document is a sample Client Eligibility Form which can be used for this documentation.

Family Size	30% Limits	Very Low Income	60% Limits	Low Income
1	\$18,550	\$30,950	\$37,140	\$49,500
2	\$21,200	\$35,400	\$42,480	\$56,600
3	\$23,850	\$39,800	\$47,760	\$63,650
4	\$26,500	\$44,200	\$53,040	\$70,700
5	\$28,650	\$47,750	\$57,300	\$76,400
6	\$30,750	\$51,300	\$61,560	\$82,050
7	\$32,900	\$54,850	\$65,820	\$87,700
8	\$35,000	\$58,350	\$70,020	\$93,350

Community Development Block Grant (CDBG)/HOME Client Eligibility Form

Organization:									
Name:									
Home Phone:				Address:					
Work Phone:				City:					
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Head of Household: Yes <input type="checkbox"/> No <input type="checkbox"/>			Disabled? Yes <input type="checkbox"/> No <input type="checkbox"/>		Elderly? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Names of Others living in Household				Sex M/F	Age	Relationship to Applicant		Elderly?	Disabled?
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
								<input type="checkbox"/>	<input type="checkbox"/>
Race				Hispanic?	Race				Hispanic?
<input type="checkbox"/> American Indian or Alaska Native				<input type="checkbox"/>	<input type="checkbox"/> American Indian or Alaska Native and White				<input type="checkbox"/>
<input type="checkbox"/> Asian				<input type="checkbox"/>	<input type="checkbox"/> Asian and White				<input type="checkbox"/>
<input type="checkbox"/> Black or African American				<input type="checkbox"/>	<input type="checkbox"/> Black or African American and White				<input type="checkbox"/>
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander				<input type="checkbox"/>	<input type="checkbox"/> American Indian or Alaska Native and Black or African American				<input type="checkbox"/>
<input type="checkbox"/> White				<input type="checkbox"/>	<input type="checkbox"/> Other <input type="checkbox"/> Russian				<input type="checkbox"/>
Total Household Income – Circle One:									
Please circle number in Household:		1	2	3	4	5	6	7	8
Please circle income for number in family:									
30% Limits	0-\$18,550	0-\$21,200	0-\$23,850	0-\$26,500	0-\$28,650	0-\$30,750	0-\$32,900	0-\$35,000	
Very Low Income	\$18,551-\$30,950	\$21,201-\$35,400	\$23,851-\$39,800	\$26,501-\$44,200	\$28,651-\$47,750	\$30,751-\$51,300	\$32,901-\$54,850	\$35,001-\$58,350	
60% Limits	\$30,951-\$37,140	\$35,401-\$42,480	\$39,801-\$47,760	\$44,201-\$53,040	\$47,751-\$57,300	\$51,301-\$61,560	\$54,851-\$65,820	\$58,351-\$70,020	
Low Income	\$37,141-\$49,500	\$42,481-\$56,600	\$47,761-\$63,650	\$53,041-\$70,700	\$57,301-\$76,400	\$61,561-\$82,050	\$65,821-\$87,700	\$70,021-\$93,350	
Not Low Income (Enter Total Household Income)									
I certify that to the best of my knowledge, all statements made on this document are true and correct. I understand that it may be a federal crime to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code.									
Signature_____						Date_____			

City Policies and Priorities for HOME Grants

In addition to the HOME requirements, the City of Lawrence has developed policies and priorities to guide its use of HOME funds. These policies and priorities are based on requirements for the HOME program along with local needs and funding priorities.

Policies

- Grantees who receive funds in one year are not guaranteed future funding, future funding is dependent on many factors including performance;
- Throughout the affordability period, the HOME-assisted housing must be occupied by income-eligible households:
 - Rental Housing: When a unit becomes vacant during the affordability period, the subsequent tenant must be income-eligible and must be charged the applicable HOME rent.
 - Homebuyer assistance: If a home purchased or built with HOME assistance is sold during the affordability period, resale or recapture provisions apply to ensure the continued provision of affordable ownership.
- Specific eligible and prohibited activities are identified under [§ 92.205 to 92.214](#).

Priorities

Funding priority will be given to activities that:

- provide for a permanent period of affordability;
- provide services that respond to critical, identifiable and unmet needs;
- addresses one of the outcome areas identified in the [City's Strategic Plan](#);
- addresses priority needs outlined in the [Consolidated Plan](#);
- have a high benefit to low-income persons;
- are clearly defined as to scope, location, need, budget, goals, beneficiaries and means for evaluation of program progress, with evaluation criteria that are specific, measurable, and realistic;
- present a reasonable, sound budget and have a clear sustainability plan that is consistent with the budget and that demonstrates that the applicant has the capacity and the capability to implement the proposed plan successfully;
- maximize the use of outside funds (non-HOME or other City funds);
- support or coordinate with other community development efforts; and
- provide a housing or neighborhood benefit as described in the ["Step Up to Better Housing"](#) strategy.

Application Review and Recommendations

Applications for grants are accepted by Community Development on an annual, cyclical basis. The deadline date for submission of applications is February 1, 2021. Projects submitted after the deadline will not be considered for review.

All applications are initially reviewed by the staff of Community Development to determine eligibility under HUD's criteria and conformance with the City's CDBG/HOME funding policies and priorities. HOME applications are then reviewed and scored by the Affordable Housing Advisory Board (AHAB), and CDBG applications are reviewed and scored by city staff.

Applications recommended for funding will be forwarded to the City Commission. The City Commission will make the final selection of those activities and projects to be funded with CDBG/HOME funds. The City Commission will review the proposed activities in the annual Action Plan in May of each year. The approved Action Plan will be submitted to HUD for approval, with the grant funds being available after the beginning of August.

Contractual Requirements

Each grantee selected to receive funds is required to sign a grant agreement with the City. No costs incurred prior to the execution of an agreement with the City are reimbursable. Under City policies and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

1. After an application is approved for funding, a grant agreement will be prepared by the City. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries.
2. Each agency receiving funding will conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq., as amended), the Fair Housing Act (42 USC 3601-20), Age Discrimination Act of 1975 (42 USC 6107-07) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and will affirmatively further fair housing.
3. Each agency receiving funding is required to provide meaningful access to Limited English Proficient (LEP) persons and thus comply with Title VI regulations forbidding funding recipients from restricting an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program or from utilizing criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin (24 CFR 1.4).
4. The Subrecipient hereby assures and certifies that it will comply with the regulations, policies, guidelines, and requirements with respect to the acceptance and use of Federal funds for this federally assisted program. Also, the Subrecipient gives assurances and certifies with respect to the grant that:
 - a. The grant will be conducted and administered in compliance with:

- i. 2 CFR Part 230 (cost Principles for Non-Profit Organizations) and 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)
 - ii. Public Law 88-352 and Public Law 90-284; affirmatively furthering fair housing; Executive Order 11063, as amended by Executive Order 11259, and implementing regulations contained in 24 CFR Part 107
 - iii. Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto
 - iv. Labor standards requirements as set forth in 24 CFR 570.603, 24 CFR 92.354 and HUD regulations issued to implement such requirements
 - v. Employment and contracting opportunities as set forth in Executive order 11246, as amended by Executive Order 12086, and implementing regulations issued in 41 CFR, Chapter 60
 - vi. Lead-based paint requirements as set forth in 24 CFR 570.608, 24 CFR 92.355 and HUD regulations issued to implement such requirements
 - vii. Use of debarred, suspended, or ineligible contractors or subrecipients as set forth in 24 CFR 570.609, 24 CFR 92, 2 CFR 2424 and HUD regulations issued to implement such requirements
 - viii. Conflict of interest requirements as set forth in 24 CFR 570.611, 24 CFR 92.356 and HUD regulations issued to implement such requirements
- b. No member, officer or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his / her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this certification.
 - c. Subrecipient will give authorized representatives of the City, the Division of Legislative Post Audit, the Secretary of HUD, the Inspector General of the United States, or the U.S. General Accounting Office HUD, the Comptroller General, or any authorized representatives, access to, and the right to examine all records, books, papers, or documents related to the grant.
 - d. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

CDBG/HOME APPLICATION INSTRUCTIONS

DO I HAVE TO ATTEND A PROPOSAL REVIEW MEETING?

Yes, all CDBG/HOME Applicants will be **REQUIRED** to attend one of three online proposal review meetings to discuss the new application process, ask questions with regard to their proposal's eligibility for funding, and discuss Environmental Review requirements. The proposal review meetings will be held on **January 12, 2021 at 2 p.m., January 13, 2021 at 5:30 p.m., and January 15, 2021 at 10 a.m.**; registration will be required for these meetings.

HOW DO I REGISTER FOR AN ONLINE PROPOSAL REVIEW MEETING?

Below are the registration links for each meeting. If you are having difficulty with the links below, please contact our office.

- **Tuesday, January 12, 2021 at 2 p.m. – [Register Here](#)**
- **Wednesday, January 13, 2021 at 5:30 p.m. – [Register Here](#)**
- **Friday, January 15, 2021 at 10 a.m. – [Register Here](#)**

ARE THERE SUBMISSION REQUIREMENTS THAT I SHOULD KNOW ABOUT?

1. The application is available in the Development Services office or online at <http://lawrenceks.org/pds/CDBG>.
2. Attend a REQUIRED online proposal review meeting.
3. Submit a separate application for each project for which you are requesting funding.
4. Only complete applications received by the deadline will be considered for funding and reviewed. Use the Attachments Checklist included in this application packet to help ensure that your application is complete.
5. Incomplete applications will be returned to the applicant. An applicant will be given seven calendar days to provide missing information for applications that are substantially complete but have minor omissions. Examples of minor omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered or failure to submit a budget or requested attachments.
6. Applicants must use the required forms, including the appropriate budget template.

WHERE SHOULD I SUBMIT MY APPLICATION? IS THERE A DEADLINE?

Submit one electronic copy of your proposal in Microsoft Word or .pdf format via email to dwalters@lawrenceks.org by **5:00 p.m. February 1, 2021.**

Community Development Division, Planning and Development Services
1 Riverfront Plaza, Suite 320
Lawrence, KS 66044

WHAT IF I HAVE QUESTIONS?

Staff of the Community Development Division encourages your questions and are available to provide technical assistance over the telephone or in person. You may contact us by calling (785) 832-7700.

City of Lawrence CDBG/HOME Programs Grant Application

Revised 12/2020

Organization Name:	Lawrence-Douglas County Housing Authority		
Mailing Address:	1600 Haskell Ave. Lawrence, KS 66044		
Agency Address (if different than above):			
DUNS Number:	837496447		
Contact Name:	Gallal Obeid	Phone:	785-830-2243
Contact Title: Director of Operations			
Email: gobeid@ldcha.org		Website:	ldcha.org
<p>Organization Mission Statement:</p> <p>To preserve and expand affordable housing and provide opportunities for participants to thrive through services and partnerships.</p> <p>Vision Statement:</p> <p>To transform lives through accessible, affordable housing opportunities for all Douglas County Residents.</p>			
Proposed Program or Activity Name: Transitional Housing - TBRA			
Proposed Program Address: 1600 Haskell Ave. Lawrence, KS 66044			
<p>Brief summary of Proposed Program or Activity:</p> <p>This application requests funds for tenant-based rental housing assistance to meet the Transitional housing need for the City's homeless and hard to house population. Funds under this project are used to provide both rent subsidies and utility and security deposits to private landlords on behalf of low income households experiencing homelessness, or deposit only assistance to this target demographic.</p>			
Funding Requested:	\$ 300,000		
Request is:	94.4%	% of project budget and	3 % of organization budget
Which National Objective will be met? (Page 3 above)		Tenant Based Rental Assistance for Transitional Housing	
Which Local Priority will be met? (Page 8 above)		Transitional Housing	
<p>Certification:</p> <p>"I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided is true and correct. I also certify that I am officially authorized to represent the submitting organization by its governing board in the filing of this application."</p>			
Signature: <i>Gallal Obeid</i>			Date: 1/21/2021
Print Name and Title: Gallal Obeid, Director of Operations			
FOR COMMUNITY DEVELOPMENT STAFF USE ONLY			
Date Received:	Application :	Complete <input type="checkbox"/>	Incomplete <input type="checkbox"/>
Received by:			
Method Received:	Mail <input type="checkbox"/>	Hand Delivery <input type="checkbox"/>	Electronic <input type="checkbox"/>

City of Lawrence CDBG/HOME Programs Grant Application

Revised 12/2020

I. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

II. Program/Activity Budget

Please provide an itemized budget detailing **all program/activity expenses** on the attached Proposed Project/Activity Budget template.

Any proposal containing repair, rehabilitation, improvements, construction, demolition, acquisition or disposition of real property must include a detailed description including:

- project location and scope
- line-item budget
- bid proposals including labor and materials
- timeline for program/activity

Proposed Project/Activity Budget

Explanation should describe how you arrived at amounts. See example.
If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
City Transitional Program	Rental/Deposit Assistance	306,000		
PERSONNEL				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			
Director of General Housing	37.27*2080*.03		2325.65	
Occupancy Specialist	23.75*2080*.03		1482.00	
Housing Inspector	19.40*2080*.03		1210.56	
Director of Property and Program Management	38.95*2080*.03		2430.48	
Director of Finance	47.23*2080*.03		2947.15	
Business Office Assistant	20.18*2080*.03		1259.23	
Director of Operations	38.46*2080*.03		2399.90	
Other (specify below)				
Employee Benefits (fringe 25% of 3%)	14054.97*.25		3513.74	
COMMUNICATIONS				
Telephone				
Printing				
Postage				
Publicity				
Other (specify below)				
Administrative Contracts				
Audit Fees				
SUPPLIES				
Office				
Equipment				
Space Rental				
OTHER COSTS (specify below)				
TOTALS		300,000	17,568.71	317,568.71

Any proposal containing repair, rehabilitation, improvements, construction, demolition, acquisition or disposition of real property must include a detailed description including:

- project location and scope
- line-item budget
- bid proposals including labor and materials
- timeline for program/activity

Category	Description	0 points	1-3 points	4-6 points	7-9 points	10 points	Points Possible	Score
Coordination of Efforts	Partnership(s) with other agencies to expand or enhance services; Proposed project should not duplicate services of another provider	Duplicates services of another provider				No duplication of services		
Priorities	Addresses one of the outcome areas identified in the City's Strategic Plan							
Priorities	The proposed project addresses a priority need outlined in the Consolidated Plan							
Past Performance	Expended program funds, met goals, exhibited compliance with reporting and monitoring. (Applicable to previously funded grantees)							
Diversification of funds	The requested amount is what percentage of the proposed project's budget. Requested funds should not be the sole source of funding for a project or used in place of other available public or private funding sources. An agency should demonstrate a commitment of other cash funds and/or in-kind resources (i.e. labor, materials) which are specific to a proposed project.	Requested funding is higher than 50% of budget				Requested funding is less than 20% of budget		
Quantifiable Outcomes	Are the expected outcomes in the project clearly defined and quantifiable?							
Need for service	Proposed project is based on a clearly defined need and urgency and supported with documentation							
Capacity and experience	Length of time in operation, projects of similar complexity, resources available and ready to manage the proposed project, resources available and ready to sustain project, experience in managing grant funding, including sound management and financial systems							
Project readiness/viability	Project complexity, resources ready, realistic objectives, completion timeframe, is another city department or advisory board approval needed							
Project description	Applicant provides a clear description of the scope of the project and details the specific tasks/activities to be accomplished.							
Target population	Percentage of low- and moderate-income population (< 80% AMI) served by the proposed project							
Cost reasonableness	The amount of funding requested compared with the number of beneficiaries to be served.	High cost per proposed beneficiary				Low cost per proposed beneficiary		
Sustainability	Is the proposed project able to sustain itself without these funds in the future?	Will require same level of grant funding to sustain program in future.				Sustainability plan indicates no future grant funding will be needed		

ATTACHMENT CHECKLIST

Please complete and submit this checklist with a copy of the following documents, if applicable.

Please place all attachments at the end of the application. Indicate on the checklist if the document is attached.

- ☐ Grant Application
- ☐ Narrative
- ☐ Officers and board members listing including names, titles, addresses, and principal occupations of all members
- ☐ Most recent annual report
- ☐ Complete itemized budget (using attached budget template)
- ☐ Limited English Proficiency Plan for your organization
- ☐ Other City department approval (if required for the specific program/activity)

2021 City of Lawrence CDBG/HOME Programs Grant Application

I. Narrative

1. What is the situation, problem or opportunity this grant will address?

This grant will address the housing needs of individuals and families experiencing homelessness who need support services to become stably housed. Generally, participants in this program are not eligible for other local housing assistance. The Lawrence-Douglas County Housing Authority's (LDCHA) HOME TBRA Transitional Housing Program is the largest program in Lawrence that provides the opportunity for permanent housing assistance to homeless individuals and families. To qualify for the program, families must be homeless according to the federal definition of homelessness provided in 24 CFR 91.5 as follows: 1) Literally Homeless: individual or family who lacks a fixed, regular, and adequate nighttime residence; 2) Imminent Risk of Homelessness: individual or family who will imminently lose their primary nighttime residence; 3) Homeless youth, or families with children and youth; and 4) any individual or family fleeing or attempting to flee domestic violence.

This application, if granted, will serve approximately **20 households** experiencing homelessness **for 24 months** of rent assistance and deposits. There are currently 41 households on the waiting list for this program. The community anticipates the number growing as the dire outcomes of COVID-19 continue to expand.

2. How will this grant support the mission of the organization?

The LDCHA mission is to preserve and expand affordable housing and provide opportunities for participants to thrive through services and partnerships. The LDCHA is the public agency charged with developing and administering affordable rental housing programs to address the needs of low-income persons. HOME TBRA funds will be used to provide rent and deposit assistance for Transitional Housing or for deposit-only assistance to enable eligible households experiencing homelessness to lease a unit. This program directly impacts several city outcome areas:

- Strong, Welcoming Neighborhoods;
- Safe and Secure;
- Prosperity and Economic Security.

This program recognizes and helps achieve the city's strategic outcomes, by affording households experiencing homelessness access to not only **safe, secure and affordable housing for 24 months**, but an effective program that gives these households supportive services and the opportunity to achieve permanent housing assistance through LDCHA's regular Housing Choice Voucher Program.

3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification).

This request will be able to support rent and deposit assistance for approximately **20 households per year for two years**. The average household size ranges from 2-3. Since 2014, a total of 237 individuals were served through the city's transitional program (106 adults and 131 children). At the successful completion of 24 months of transitional rent assistance, eligible families are

2021 City of Lawrence CDBG/HOME Programs Grant Application

transferred to a permanent voucher through the Housing Choice Voucher (HCV) program also known as Section 8. This provides the opportunity for permanent affordable housing for each household. These projects will be carried out in conformance with the existing agency procedures for family public housing, the HCV program and the Moving to Work (MTW) Program. For rent assistance, at application, admissions, and annually thereafter all beneficiaries must declare their total household composition, income, list income sources, and provide documentation which is then verified by LDCHA staff.

High Benefit to Low-Income Households: 100% of the families and individuals served (25) are low income. Currently 97% of households have income below 30% of Area Median Income (AMI), 3% are below 50% of AMI.

The next 20 households on the waitlist have a total of **38 individuals (18 children)** with all having an **AMI below 30%**. In addition, **45% of these households are our BIPOC neighbors**.

4. What resources are currently available to dedicate to the program, including staff, volunteers, existing funds and community partners?

This program is carried out in conformance with existing agency procedures for the public housing and Section 8 HCV and the MTW program. These program functions are shared by three LDCHA departments, General Housing (7) and Program and Property Management (3), and the Resident Services Office (6), for a total of 16 staff. In 2012 LDCHA created a housing stabilization initiative through its MTW Plan called Homeless to Housed which enabled the hiring of a Support Services Coordinator to provide case management for Transitional Housing participants who do not receive case management from a community provider, and to maintain a referral program for homeless families. Additionally, LDCHA plans (2021) to hire a Landlord Liaison to further assist households with finding housing and expanding our network of landlords who accept Section 8 Vouchers.

Coordinate with Other Community Development Efforts: The LDCHA has a long history of partnering with other agencies and entities in order to bring the full range of health, mental health, education, job preparedness and other human services to participants. These entities include 10 public and private organizations that provide services and/or funding to address the full scope of issues that confront individuals and families in the course of their lives. The Transitional Housing program participants will also have access to support services provided by 4 employees from LDCHA Resident Services Office and the Transitional Housing self-sufficiency plans administered by support service agencies listed below.

Demonstrate Fiscal Success of Program: The LDCHA has administered this program for more than 25 years, accounting for all funds. The LDCHA receives federal subsidies directly from HUD to support the rents of low income families participating in the Section 8 program and public housing. As administrators of various housing programs the LDCHA earns administrative fees from HUD which pays for the personnel and operational costs to run those programs. The agency operates in a fiscally conservative manner and has never completed a grant year or fiscal year with an operating deficit. The LDCHA has been designated a High Performing agency for 28 years, since 1992.

2021 City of Lawrence CDBG/HOME Programs Grant Application

This program serves as a highly collaborative project between the City of Lawrence and LDCHA, where its existence is largely due to the funding the City has provided through the HUD HOME program in prior years. This is one of the primary project being utilized to address the City's priority to provide transitional housing. This program not only serves as a platform for transitional housing, but it offers extremely low-income households (often at 30% or below AMI) the opportunity to attain permanent affordable housing assistance by transitioning to a Section 8 voucher. With a success rate of 84% this program is positively impacting the City of Lawrence's strategic plan.

5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?

The LDCHA provides rent assistance, security and utility deposits, while the partnering social service agencies provide the support services that a family or individual needs to help them overcome the problems that contributed to them becoming homeless in the first place. This collaboration of housing assistance and support services keeps a focus on the family and individual to encourage them to learn new skills and behaviors that will help them maintain stable housing. Considering that families and individuals who are homeless can have multiple issues, this approach has a greater success rate than in programs where no support services are offered. The HOME TBRA Transitional Housing Program is the only program in Lawrence that provides a clear route and opportunity for permanent housing to those experiencing homelessness.

The LDCHA collaborates with:

- Bert Nash Community Mental Health Center
- Catholic Charities of Northeast Kansas
- Cottonwood, Inc.
- Douglas County Sheriff's Reentry Program
- ECKAN
- Family Promise of Lawrence
- Heartland Community Health Center
- Independence, Inc.
- Lawrence Community Shelter
- Willow Domestic Violence Center

The LDCHA has been receiving HOME TBRA funds since 1995. Currently the 2018 grant is serving 16 households and the 2019 funds are currently supporting 10 households with 15 more searching to obligate 2020 funds. Since 2008, 214 households (with children) have been served by this program. 139 households successfully transferred from this program to permanent housing choice vouchers and 19 have exited the program favorably. LDCHA currently stands at an 84% success rate, making it one of the most successful programs for moving households from homelessness to secure, safe and affordable housing opportunities.

6. How will success be measured and how will you continue to fund this project once grant funds are expended?

Since this program was first funded by the city in 1995, LDCHA has measured success in several ways. First there is the lease-up rate. This program is always 100% leased up and grant funds fully obligated within six months of the award date.

The second measure of success is the number of families and individuals who keep and maintain their housing assistance. The success rate of households completing this program between 2008-2020 is 84%, which is the average success rate based on the number of families that successfully complete the 24-month program and transfer to permanent housing or exit favorably.

2021 City of Lawrence CDBG/HOME Programs Grant Application

LDCHA's HOME TBRA Transitional Housing Program is the only program in Lawrence that provides transitional housing with access to continued permanent housing assistance. HOME TBRA has always been a two-year time limited program. After successfully completing two years, if eligible, the household is transferred to the Section 8 program. If this grant is not renewed current participants would complete the program and be transferred to permanent housing. However, this would eliminate the agency's and community's primary homeless housing program. The LDCHA does not have a preference for families or individuals experiencing homelessness on its waiting list for its Section 8 or public housing program, and the average time an applicant stays on the LDCHA general waiting list is currently 18 to 24 months. Additionally, the HOME TBRA Program provides participants an opportunity to become eligible for the LDCHA's public housing or Section 8 programs when a household would otherwise not qualify.

7. What is the organization's timeline for achieving the objectives of the grant?

HOME TBRA rent assistance funds are time limited and usually sufficient to support a household for 24 months. All funds used for deposit only assistance are provided as a one-time grant. Funds are obligated within 6 months of the award date and often funds are expended within 2-3 years.

8. What other funding sources have been approached and what have the responses been?

The LDCHA receives federal rent subsidy directly from HUD to support the rents of low income families participating in the Section 8 program but the number of vouchers is static. The LDCHA makes frequent grant applications for additional tenant based rent assistance. In 2013, 2014, and 2015 LDCHA applied for Veterans Affairs Supportive Housing (VASH) vouchers, received and has issued 45 VASH vouchers in Douglas County. Between 2019-2020 LDCHA received an additional 60 Mainstream Vouchers, specific to households with an adult member who is non-elderly disabled. Additionally, with its MTW funds, the LDCHA created vouchers for special populations: 5 for Re-entry in partnership with the Sheriff's Department, 20 vouchers for victims of domestic violence, and 5 for youth exiting foster care. Additionally, at the request of the City and County in 2016, the LDCHA created and has administered a similar program (New Horizons) for families who are guests of the Lawrence Community Shelter, funded with special funds from the City of Lawrence/Affordable Housing Trust Fund and Douglas County.

While the LDCHA has been able to attain more funds and vouchers to support the community's high need for affordable housing, the need continues to grow, with a total of 471 households on LDCHA program waitlists. This transitional TBRA program has been crucial to those who are experiencing homelessness in Douglas County and offers a solution that both matches the city's priorities. These households rely on this program especially when they are ineligible for our general housing voucher program. This transitional program serves as a pathway to permanent housing support and with an 84% success rate these households are able to thrive in our community.

II. Proposed Project/Activity Budget

No administrative costs are charged to the grant by the LDCHA. The costs outlined in the Proposed Project/Activity Budget show the amount that LDCHA will contribute to the project.



**LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
2020-21**

Chair	Joshua Powers 4008 Sophora St. Lawrence, KS 66049 816-718-6300 joshua.c.powers@gmail.com	June 2023 (2 nd Term) City of Lawrence Appointee
Vice Chair	Jamie Davison 1320 N 1770 Road Lawrence, KS 66044 551-2806 (c) jamie.davison@intrustbank.com	June 2021 (1 st Term) Douglas County Appointee
	Maria Duran 1700 Massachusetts #317 Lawrence, KS 66044 303-720-5549 43momduran@gmail.com	June 2024 (2 nd Term) City of Lawrence Appointee
	Wallace W Meyer, Jr. KU School of Business 1654 Naismith Drive Lawrence, KS 66045 816-350-3503 (c) wmeyerjr@ku.edu	June 2022 (1 st Term) City of Lawrence Appointee
	Ellen Paulsen 733 New York St. Lawrence, KS 66044 785-312-0801 elnpaulsen@sbcglobal.net	June 2022 (1 st Term) Douglas County Appointee

Lawrence-
Douglas
County
Housing
Authority

2019 Annual Report



Moving to Work is Opportunity

The Lawrence-Douglas County Housing Authority (LDCHA) provides subsidized rental housing and rental assistance to low income households in Douglas County. In 2019, the LDCHA celebrated its 20th anniversary as a Moving to Work (MTW) agency. MTW allows the LDCHA to partner with families and provide opportunities that would otherwise not be available. A stable home is the foundation of our lives, and the central place where families build successful lives, economically, physically, emotionally, and socially. When housing costs are manageable, not more than 30% of a household income, families can focus on paying down debt, improving children's access to quality education and saving to buy a home. In Douglas County nearly half of all renters pay more than 30% of their income on housing. It is the LDCHA's mission to reduce this number by bringing more affordable housing opportunities to our community, and providing programs to help participants increase their self-sufficiency and lead healthy, productive lives.

In this report you will find information about the people we serve, the programs we administer, new housing opportunities and the success that families have had through MTW to become homeowners.

My sincere thanks to the LDCHA Board of Commissioners, and the staff of LDCHA for their dedication and commitment to the success of those we serve.


Shannon C. Oury
Executive Director



MOVING TO WORK IS **OPPORTUNITY**



The **LDCHA** has been providing opportunities for low-income households in its programs through the **Moving to Work (MTW)** demonstration program *since 1999*.

Goals of MTW:

1. **Reduce Cost** and achieve greater cost efficiency
2. **Increase Housing Choice** – provide more affordable housing opportunities
3. **Increase Self-Sufficiency** –
 - Work requirement for work able adults
 - Tenant programs at the Resident Services Office including Employment, Education, Home Ownership, Car Repair and the Full Circle Youth Program

The LDCHA is

- **Able to experiment** – the MTW program allows us to design programs and policies to meet local needs
- **A nationally recognized leader** as one of 39 MTW housing authorities in the country

In 2019 We Celebrated:

20 Years as an MTW Agency



Our 99th Homeowner

99 former Public Housing or Section 8 tenants have bought a house through our Home Ownership Program and left housing assistance

New Mainstream Vouchers

Bringing more affordable housing opportunities to Douglas County - LDCHA was awarded 19 new vouchers in 2019 and 27 for 2020



Cottages Groundbreaking

10 new Cottages are being built in partnership with Douglas County and Bert Nash as a permanent supportive housing component of the new Behavioral Health Campus

Who we assisted in 2019

1,416 Total Households
2,730 Total People
966 Children

Seniors

502 Households
\$16,477 average income
73% of households earned
30% or less of AMI*
19 were homeless at admission

Working Households

479 Households
\$25,112 average income
54% of households earned
30% or less of AMI
33 were homeless at admission

People with Disabilities

454 Households
\$13,864 average income
86% of households earned 30% or less
of AMI
75 were homeless at admission

* AMI - Area Median Income

Public Housing, Section 8, and MTW

Public Housing was built with HUD funding and continues to receive HUD subsidies. LDCHA owns these properties and is the landlord.

Section 8 voucher holders rent from private landlords and pay 30% of their income for rent. LDCHA pays the difference.

As an MTW agency, we have flexibility to create additional special use vouchers and non-HUD-funded housing for low income households.

Public Housing

Edgewood Homes, Babcock Park
Scattered Sites, Peterson Acres
Housing units: 369
2019 subsidy: \$938,982

Our Programs and Funding

New Horizons

For homeless families with children
Locally funded by City of Lawrence
and Douglas County grants.
Housing units: 8
2019 City grant: \$60,000
County grant: \$50,000

Section 8 & VASH

Section 8 vouchers: 732

VASH vouchers: 45

*VASH houses homeless
veterans*

2019 subsidy: \$5,718,294

Lawrence Expanded Housing

Rent based
on a sliding scale.
Housing units: 15
No federal subsidy

Transitional Housing

Combines vouchers &
supportive services for
homeless households

Bert Nash CSS:

2019 subsidy:
\$80,000

City HOME:

2019 subsidy:
\$233,446

Special Use Vouchers

*Douglas County
Re-Entry:*

5 vouchers

*Safe Housing:
20 vouchers*

Next Step:

5 vouchers

Total vouchers: 30
**2019 MTW reserves:
\$146,860**

HOPE House

Permanent
Supportive Housing
Housing units: 8
2019 grant:
\$102,497

Clinton Place

Senior apartment building
Housing units: 58
2019 Allocation: \$293,030

Resident Services Office



Full Circle Youth Program

Providing year round social, educational, health, and recreational opportunities for low income youth.

In April, Full Circle Tenant Services, Inc. received 501(c)3 status and will be the beneficiary of grants to support the program participants of the LDCHA through RSO.

Full Circle Tenant Services, Inc. received \$36,950 in grants.

108 youth participated in the Full Circle Youth Program.

Youth programming provided:

- \$15,000 for extracurricular scholarships
 - \$5,000 from the **Douglas County Community Foundation** for the Empower Me! grant program, which highlighted the benefits of extracurricular activities for at risk youth, including building social skills, problem solving, and hope for the future. Activities included driver's education, gymnastics, cheer, football, dance, and soccer
 - \$6,500 from the **Landen Lucas Foundation** for extracurricular sport scholarships
 - \$3,500 from the **Winter Family Fund** for additional extracurricular scholarships
- \$9,348 from the **Merc Round Up for Change** for healthy after school snacks
- \$2,500 from the **City of Lawrence Cultural Arts** program for the Edgewood Skate Park mural project





Adult programming included:

- \$2,100 from the **Fairy Godmother Fund** through the **Douglas County Community Foundation** for car repair assistance.
- \$3,000 through **GitHub's Connect to Complete** program for computers for tenants
- \$2,000 through the **MidCo Foundation** for computers for tenants
- \$1,000 through the **Capital Federal Foundation** for our Home Ownership Program
- \$2,000 through the **Lawrence Board of Realtors** for the SELF program, a women's group focused on life skills, self-care, and healthy relationships



Vehicle Repair Program

This provides up to \$500 to assist MTW households to repair vehicles used for transportation for employment and education. In 2019, **11** Section 8 households and **12** public housing households had a car repaired.

All households maintained employment because of the program.





Employment and Education

In 2019, RSO's two full time Employment Specialists served 325 unique individuals. Services included:

- resume writing and revision
- job application assistance
- interview preparation

In 2019 RSO provided financial assistance for:

- GED classes and exam fees
- Master's level social work exam
- Adult student supports:
 - K10 Connector bus passes for Johnson County Community College students, schools supplies and transcript fees
- Employment supports including interview clothing, required job clothing (scrubs, non-slip shoes, etc.), flash drives, and hygiene items
- Tenants to attend driving school and get their driver's licenses
- Childcare to support new employment for 5 households



Senior Housing

It was a busy year for residents of our Senior Housing properties, Babcock Place and Clinton Place. These are some of the activities they engaged in:

- Sewing pillows for Oncology Dept.
- Chair exercises
- Walking group
- Painting Classes
- Cooking classes
- Bread making
- Theater Lawrence



- Gaming
- Making ornaments
- Computer 101
- Intergenerational choir
- Book Club
- Lunch Out Group
- Making hand lotion

Alleviating Homelessness

Transitional Housing

These 3 programs combine 24 months of housing vouchers & supportive services to help overcome barriers. Successful households can receive a permanent housing voucher.

State HOME
In 2019:
10 households
77% success rate

City HOME
In 2019:
33 households
81% success rate

New Horizons
For families with children.
Locally funded by
City of Lawrence
and Douglas County
grants.
In 2019:
8 households
77% success rate

HOPE House

Permanent supportive
housing for homeless
individuals with mental
health or substance
abuse issues
In 2019:
7 households

VASH

Permanent housing for
homeless veterans
Funded through the
Veterans
Administration
In 2019:
52 households

Special Use Vouchers

Douglas County Re-Entry

For people released
from the County jail
who have no home to
return to
In 2019:
2 households

We use MTW reserves to fund these
vouchers in response to local needs.

Next Step
For youth aging out
of foster care
In 2019:
3 households

Safe Housing
To re-house survivors
of domestic abuse
In 2019:
18 households

Board of Commissioners



Joshua Powers
Chair



Jamie
Davison



Wallace
Meyer, Jr.



Maria Duran
Vice Chair



Dr. Ellen
Paulsen

LDCHA is governed by a 5-member citizen Board of Commissioners. Three are appointed by the City of Lawrence, two by Douglas County. At least one must be an LDCHA program participant. The public is invited to attend the monthly meetings.

LDCHA VISION
To transform lives
through accessible,
affordable housing
opportunities for all
Douglas County

LDCHA MISSION:
To preserve and expand
affordable housing and to
provide opportunities for
participants to thrive
through services
and partnerships.

Follow us on Facebook: [@ldcha785](#) [@fullcircle785](#) Website: ldcha.org

**LDCHA Language Assistance Plan
Resolution 2017-15
August 28, 2017**

Lawrence-Douglas County Housing Authority (LDCHA) is committed to ensuring equal access to its programs and services by all residents, regardless of primary language spoken. Title VI of the Civil Rights Act and Executive Order 13166 require recipients of federal financial assistance to take reasonable steps to ensure meaningful access to their programs and services by Limited English Proficient (LEP) persons. Persons who do not speak English as their primary language and who have a limited ability to read, write, speak, hear, or understand English can be considered LEP persons.

Goals of the Language Assistance Plan

The goals of LDCHA's Language Assistance Plan include:

- To ensure meaningful access to LDCHA's affordable housing programs by all eligible individuals regardless of primary language spoken.
- To ensure that all LEP individuals are made aware that LDCHA will provide free oral interpretation services to facilitate their contacts with and participation in Agency programs.
- To ensure that LDCHA staff are aware of available language assistance services and how these services need to be used when serving LEP individuals.
- To provide for periodic review and updating of language assistance plans and services in accordance with community needs.

LEP Individuals Who Need Language Assistance

The 2011-2015 American Community Survey found that English is spoken only or “very well” by 96.6% of Douglas County residents. Of those who speak another language, 67.2 also speak English “very well.” None of the most commonly spoken languages other than English approaches 5% or 1000 of eligible persons to be served or likely to be affected or encountered by LDCHA programs or staff.

Douglas County, Kansas	Estimated Population		Speak English only or speak English “very well”		Speak English “less than very well”	
Total Population 5 years & over	108,945	(X)	105,269	96.6%	3,676	3.4%
Speak only English	97,751	89.7%	(X)	(X)	(X)	(X)
Speak a language other than English	11,194	10.3%	7,518	67.2%	3,676	32.8%

Speak a Language Other Than English

Spanish	3,749	3.4%	2,660	71.0%	1,089	29.0%
Other Indo-European languages	2,273	2.1%	1,884	82.9%	389	17.1%
Asian & Pacific Island languages	3,735	3.4%	1,875	50.2%	1,860	49.8%
Other languages	1,437	1.3%	1,099	76.5%	338	23.5%

Source: U.S. Census Bureau, 2011-2015 American Community Survey 5-Year Estimates

Types of Assistance Needed by LEP Persons

While LDCHA staff very rarely encounter LEP persons, when they do it is at meetings, via written communications and phone calls where information is exchanged. Oral interpretation services may be needed for these contacts.

Language Assistance Provided

In order to promote equal access to LDCHA programs and services by LEP individuals, the LDCHA will implement the following language assistance services:

1. Identification of LEP Persons and Notices

Use of "I Speak Cards": In order to help identify LEP individuals and determine the appropriate language assistance, LDCHA posts and makes available "I Speak Cards" at its central office waiting room. Applicants, housing residents and Housing Assistance voucher participants can use these cards to indicate their primary language. LDCHA staff at the point of entry then makes appropriate arrangements for interpretation services, using a telephone interpretation service. These flash cards can be accessed at <https://www.lep.gov/ISpeakCards2004.pdf>.

Once a LEP individual's primary language is identified, LDCHA staff will assess the feasibility of providing written translation service and/or oral interpretation assistance.

Language Assistance Measures

1. Telephone Support: LDCHA uses the services of a professional telephone interpretation service whenever requested by an LEP individual and/or when an LEP person uses an "I Speak" card to signify that they speak a non-English language. When these contacts involve review of LDCHA forms and procedures, the agency will schedule the call so that the telephone translator has the opportunity to first review the relevant form or procedure. LDCHA will only utilize interpretation services which demonstrate a high degree of training and professionalization among the interpreter staff.

2. In the event LDCHA should receive a request for assistance in a language other than English, staff members will take the name and contact information of the person. If the person speaks Spanish, LDCHA may be able to use employees who speak Spanish as interpreters. For languages other than Spanish, LDCHA will use a free online written translator website or may contact a local volunteer, if one is available. The University of Kansas, through its various language departments, may also provide assistance. Finally, if the required language is not available and formal interpretation is required, staff shall use the telephone interpreter service, Language Line, at 1-800-752-6096
3. Use of other interpreters not provided by LDCHA: As noted above, LEP individuals are informed that the Agency can provide them with free access to oral interpretation services via telephonic oral interpretation as needed. If the LEP individual requests their own qualified, trained interpreter, this is allowed at the individual's own expense. Use of family members and friends, especially minor children, as interpreters is generally discouraged. Exceptions are made where the contact with the LEP person is of a routine nature, one that does not involve confidential matters, or significant/complex matters impacting the applicant or resident's housing status, rent payments, or lease compliance issues. Staff is advised to be alert to the potential for any conflict of interest or competency issues that may arise from the involvement of family or friends.
4. The LDCHA assessed the need for assistance to non-English speaking applicants in Douglas County, Kansas and determined that vital LDCHA documents be made available in Spanish to enable persons with limited English proficiency to access LDCHA programs. Basic LDCHA information handouts, residents' handbooks, contracts, and forms have been translated into Spanish and are available at the LDCHA Administrative Offices. LDCHA staff will obtain translations and translation services to assist applicants or program participants speaking languages other than Spanish through the appropriate University of Kansas language program office. Translation services are available when necessary through the LDCHA Resident Services Office.
5. If there is an expressed need for other translation methods such as Sign Language or Braille materials, LDCHA will determine the feasibility and possibilities of providing these services as well. LDCHA may be able to use certified staff members, or Independence, Inc. may be able to provide braille services and the LDCHA has an account for this service. Within its limited budget and capabilities, LDCHA pledges that it will, to the best of its abilities, provide meaningful access to all persons.
6. Outside of those services, because LDCHA staff is small and does not possess in-house translation capabilities or expertise, LDCHA staff can only assist LEP persons, but cannot accurately assess or guarantee the accuracy of translation services provided by others.

Staff Training and Coordination

LDCHA provides training on LEP awareness and required assistance actions under the Language Assistance Plan for employees. This includes:

1. **Mandatory trainings:** Scheduled for all employees to review the Language Assistance Plan elements, review procedures related to the LAP, and to inform staff of their responsibilities relative to LEP persons.
2. **LEP Coordinator:** LDCHA has a designated LEP Coordinator, who is responsible for updating the LEP analysis, addressing staff and public questions and other issues related to LEP matters.

Providing Notice to LEP Persons

LDCHA ensures that LEP persons are aware of the language services available to them by:

- Posting LEP notices in LDCHA's offices and on website, and
- Partnering with community agencies

LDCHA is in regular contact with local community agencies who work with LEP persons to inform them of the Agency's policies regarding language services to LEP persons; and to solicit their assistance and cooperation in communicating LDCHA's policies and providing assistance to LEP persons.

Monitoring and updating the Language Assistance Plan

On January 22, 2007, the U.S. Department of Housing and Urban Development (HUD) issued Final Guidance to recipients of HUD funding concerning compliance with the Title VI prohibition against national origin discrimination affecting LEP persons. HUD's Final Guidance defines a four-factor self-assessment method, which assists agencies receiving HUD funds in determining the extent of their obligations to provide LEP services.

Using the LEP self-assessment as a guide, the LDCHA prepared this Language Assistance Plan (LAP), which defines the actions LDCHA takes to ensure Title VI compliance with respect to LEP persons. The Agency will periodically review and update this LAP in order to ensure continued responsiveness to community needs and compliance with Title VI.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

AGENDA ITEM 4C: Receive LDCHA Quarterly Demographic Report

BACKGROUND:

Staff compiles a report of the demographics of the various LDCHA programs for each quarter of the fiscal year. This can be considered a snapshot of the programs when the report is compiled and may help to identify trends over time. The report includes the number of units under lease, basic household composition, household composition by race or ethnicity (this is voluntarily self-reported), income information, and the status of the heads of household of both current tenants and those on the waiting list. Pie charts have been included to better illustrate selected statistics.

CURRENT ISSUE:

The Quarterly Demographic Report is attached.

BOARD ACTION:

Receive report.

DEMOGRAPHICS OF LDCHA PROGRAMS

2020 Fourth Quarter

As of January 11, 2021

DESCRIPTION	TOTAL	PERCENT
Units Under Lease by Program		
Standard Section 8 Units and Port-Outs		
Section 8 Units	733	
Port-Outs	<u>5</u>	
Total Standard Section 8 Units and Port-Outs	738	58.5%
Section 8 Portable Vouchers Administered (Port-Ins)	0	0.0%
Public Housing Units	354	28.1%
HOME Units	34	2.7%
New Horizons	8	0.6%
Clinton Place Units	56	4.4%
HOPE Units	5	0.4%
Peterson Acres II (that are not vouchers)	8	0.6%
New Hampshire (that are not vouchers)	3	0.2%
Oak St (that are not vouchers)	1	0.1%
Douglas County Reentry Program Vouchers	2	0.2%
Baldwin Units	4	0.3%
Next Step Vouchers	2	0.2%
Mainstream Vouchers	29	2.3%
Safe Vouchers	6	0.5%
Project Able	<u>12</u>	1.0%
Total Units Under Lease by Program	1262 *	

*Only includes non-duplicated units under lease

All Active Tenants (Excludes Port-Outs)	1257
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Active Section 8 Tenants		
Section 8 Units: Non-VASH	691	
Section 8 Units: VASH	<u>42</u>	
Total Active Standard Section 8 Tenants	733	94.9%
Port-Ins	0	0.0%
Douglas County Reentry Program Vouchers	2	0.3%
Next Step Vouchers	2	0.3%
Safe Vouchers	6	0.8%
Mainstream Vouchers	<u>29</u>	3.8%
Total Active Section 8 Tenants	772	

MTW Households	426
Average Gross Income: MTW Rent Structure Households	\$25,377

Heads of Household by Gender		
Male	374	29.6%
Female	<u>888</u>	70.4%
Total by Gender	1262	

Couples	56
Family Members	2411

DEMOGRAPHICS OF LDCHA PROGRAMS

2020 Fourth Quarter

As of January 11, 2021

Children	845
Average Age of Children	9
Average Family Members/Household	2

Heads of Household by Race

White	889	70.4%
Black	227	18.0%
Indian/Alaskan	55	4.4%
Asian/ Hawaiian/Pacific Islander	19	1.5%
Mixed	64	5.1%
Other	7	0.6%
Declined to Report	1	0.1%
Total by Race	1,262	

Heads of Household by Ethnicity

Hispanic	70	5.5%
Non-Hispanic	1174	93.0%
Declined to Report	18	1.4%
Total by Ethnicity	1,262	

Household Gross Income by Area Median Income (AMI)

0% AMI To 30% AMI	917	72.7%
31% AMI To 50% AMI	259	20.5%
51% AMI To 80% AMI	77	6.1%
81% AMI To 99% AMI	8	0.6%
100% AMI And Over	1	0.1%
Total by AMI	1,262	

Gross Income Household Average: All Active Tenants	\$18,017
--	-----------------

Active Tenants by Head of Household Status

Status	*Section 8 Vouchers	Pct	Section 8 VASH	Pct	+PH & Affordable Elderly	Pct	HOME City / State / New Hor.	Pct	Clinton & BIN D	Pct	HOP E	Pct	Exp'd Housing ***	Pct	Total	Pct
Elderly	212	29%	18	43%	170	47%	2	5%	48	80%	0	0%	1	5%	451	36%
Non-Elderly, Disabled	298	41%	15	36%	65	18%	14	33%	12	20%	5	100%	2	5%	411	33%
All Other	217	30%	9	21%	127	35%	26	62%	0	0%	0	0%	16	84%	395	31%
Total	727	58%	42	3%	362	29%	42	3%	60	5%	5	0.4%	19	1.5%	1,257	100%

*Includes Port-Ins, DRP, DV, NS, Mainstream, but not Port-outs.

Add 5 Port Outs 1262

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

** Includes Units at Clinton Place and Bert Nash Building for Independence

*** (Exapnded Housing) Includes non-voucher units at Peterson Acres II, OAK and New Hampshire, Project Able

Waiting Lists by Head of Household Status*

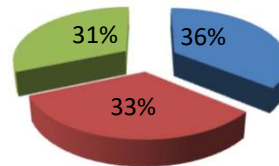
Status	General Housing & Incoming Portable Vouchers	Pct	Babcock Place & Peterson Acres	Pct	HOME City / State	Pct	Clinton & BIND	Pct	HOP E	Pct	Total	Pct
Elderly	72	17%	7	18%	56	30%	2	7%	0	0%	137	20%
Non-Elderly, Disabled	45	10%	6	15%	19	10%	7	26%	0	0%	77	11%
All Other	315	73%	26	67%	114	60%	18	67%	0	0%	473	69%
Total	432	63%	39	6%	189	28%	27	4%	0	0%	687	100%

*The above numbers are duplicated, there are 471 unduplicated households seeking housing assistance.

DEMOGRAPHICS OF LDCHA PROGRAMS
2020 Fourth Quarter
As of January, 11 2021

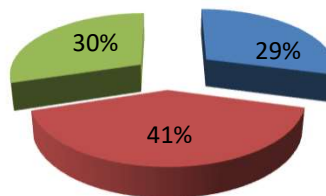
Active Residents By Elderly/Disabled Status
All Programs

■ Elderly ■ Non-Elderly, Disabled ■ All Other



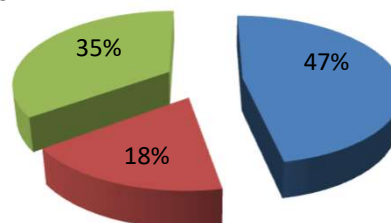
Section 8 Residents By
Elderly/Disability Status

■ Elderly ■ Non-Elderly, Disabled ■ All Other



Public Housing Residents By
Elderly/Disability Status

■ Elderly
■ Non-Elderly, Disabled
■ All Other



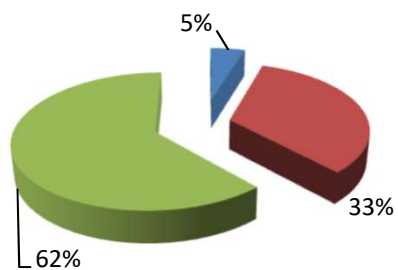
DEMOGRAPHICS OF LDCHA PROGRAMS

2020 Fourth Quarter

As of January 11, 2021

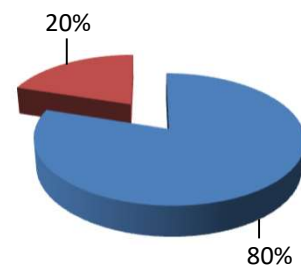
HOME Residents By Elderly/Disability Status

■ Elderly ■ Non-Elderly, Disabled ■ All Other



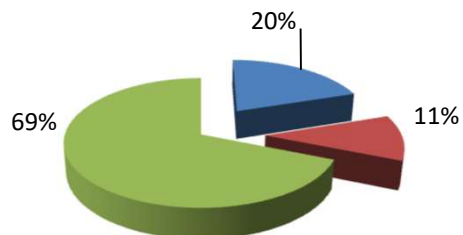
Clinton Place Residents By Elderly/Disability Status

■ Elderly ■ Non-Elderly, Disabled ■ All Other



Waiting List By Elderly/Disability Status

■ Elderly ■ Non-Elderly, Disabled ■ All Other



AGENDA ITEM 5A
Executive Director's Report

Funding Update

Public Housing Operating Fund

The 2021 Appropriations Act provides \$4.839 billion to support the operation and management of public housing. This is \$290 million more than FY 2020 funding. The LDCHA public housing program is currently being funded at 95.23% proration which is based on the final numbers from 2020. This may not be the final funding proration but it is good indication that the agency will have another positive funding year.

Exemption from Asset Management

As in past years, the Appropriations Act contains language that exempts PHAs that own and operate 400 or fewer public housing units from asset management requirements in connection with the Operating Fund rule. Congress has elected to continue this exemption each year since the language was first introduced. The LDCHA uses this exemption and each year it is put in the MTW Plan.

Public Housing Capital Fund

The 2021 Appropriations Act provides about \$2.765 billion for the Capital Fund. As the Act places the Capital Fund as a set-aside within the larger Public Housing Fund, programs previously treated as set-asides from the Capital Fund would no longer be considered direct Capital Fund set-asides. The Act provides \$19 million more in Capital Fund formula grants than FY 2020. The Act again includes hard-fought language that would require HUD to notify PHAs of their formula allocation within 60 days of enactment. The LDCHA should know our Capital Fund allocation by March 1, which would comply with that 60-day period.

Annual Contributions Contract (ACC)

In a key victory, the 2021 Appropriations Act continues to include an industry-drafted legislative block to HUD's attempt to unilaterally amend the ACC contract. The Act prohibits HUD from requiring or enforcing any changes to the terms and conditions of the ACC as a pre-requisite for PHAs to receive funding unless the changes are mutually agreed upon by HUD and the PHA. The Act stipulates that any amendments to the ACC would need the authorized signature of the chief executive of the PHA, and that HUD could not withhold funds to compel any amendments to be accepted by the PHA.

Section 8

The Section 8 portfolio did relatively well. Housing Choice Voucher (HCV) renewal Housing Assistance Payments (HAP) were funded at \$23.080 billion for 2021. This is \$1.578 billion more than the FY 2020 enacted level. The final enacted budget gives HUD the ability to prorate HAP allocations, including for MTW agencies, if necessary. The bill also states that HUD must notify PHAs of their annual budgets by the later of March 1, 2021 or 60 days after enactment, though HUD may extend this timeline with written notice given to the Congressional appropriation committees.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

Mainstream Vouchers: The final enacted budget allocates \$314 million for the renewal of mainstream vouchers, including their associated administrative fees. This is \$85 million more than the FY 2020 enacted amount.

New Director of General Housing Appointed

The Agency is pleased to announce that Heather McNeive has accepted the position of General Housing Director. Heather has worked for the LDCHA for nine years, the last five and a half as the Director of Resident Services Office. She has a Masters of Public Administration and a Six Sigma Yellow Belt Certification. She is the consummate team player. In 2013 she attended train and became a Certified Housing Choice Voucher and Public Housing Rent Calculation Specialist. She has cross-trained in the General Housing Department and has helped out on many occasions when there has been turnover in that Department. She indicated that she did not apply initially because she wanted to complete the ConnectHome fiber internet project which she conceived and executed for the agency.

EPIP

Each employees' EPIP is made up of 25% of an individual goal, 25% of a Department Team Goal and 50% of an Agency Goal. The Agency Goal requires a surplus in both the Public Housing and the Section 8 budgets for any EPIP award to be granted. Then 25% is based on the Agency's SEMAP (Section 8) and PHAS (Public Housing) scores as a high performing agency. The agency will not receive a SEMAP or a PHAS score in 2021 for its 2020 performance. Based on this staff is suggesting that each employee have an EPIP that allocates 50% on the individual goal and 50% on the Department Team Goal. This will increase the impact of any failure to meet a goal but it will maintain the motivational aspect of the EPIP.

Agency-50%
Financial Surplus: PH budget, matched by S8
SEMAP 25%
PHAS – 25%

2019 MTW Annual Report

The 2019 MTW Annual Report was submitted on March 25, 2020 to HUD, and on December 29th the agency received the attached letter from HUD's MTW office requesting several changes. Our response and the changes were submitted on January 12.

Resident Services Office Update

FSS Grant for Resident Services Staff

The LDCHA was notified on 12/21/20 that we were awarded a renewal Family Self-Sufficiency (FSS) grant in the amount of \$239,921 for the period of January 1, 2021 to December 31, 2021. This grant is used for salary and benefits for 5 members of staff at the

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

Resident Services Office for self-sufficiency goal coaching. This coaching includes: financial literacy, employment, education, the Home Ownership Program, and our Full Circle Youth Program. The LDCHA is the largest FSS program in Kansas and one of only 700 in the nation. Using our Moving to Work (MTW) flexibility to tailor the program to local needs, the LDCHA has been a leader nationally for innovative self-sufficiency programs since the FSS program started in 1999. This includes the car repair program, special deductions to encourage work, and work requirement for non-disabled adults.

ConnectHomeUSA Program Update

The ConnectHomeUSA program for Edgewood Homes tenants to connect to free high-speed internet is finishing up in the final weeks of January. The LDCHA invested in the infrastructure needed to build the fiber network using MTW funds and CDBG funds from the City of Lawrence. We are planning a Final Fiber Splice event with our partner RG Fiber on Friday, February 5th at 10 am via Zoom. Please see the attached invitation.

We have invited Deputy Regional Administrator, Bruce Ladd, to participate in that event. Additionally, we will be putting out the enclosed press release.



Emergency Rental Assistance

Background

The Coronavirus Response and Relief Supplemental Appropriations Act of 2021 included needed emergency rental assistance for households economically impacted by COVID-19. The package included \$25 billion for emergency rental assistance to be distributed and overseen by the U.S. Department of the Treasury. Funds will be sent to States and local jurisdictions to operate emergency rental assistance programs for local landlords and tenants. Each state, the District of Columbia and local jurisdictions of 200,000 or more people will receive direct funding from the Treasury Department. The Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, the Commonwealth of the Northern Mariana Islands, and American Samoa will share \$400 million of the funds. Indian Tribes that were eligible for last fiscal year's Native American Housing Block Grant program are also eligible for these rental assistance funds and will share \$800 million. NAHRO anticipates that the Treasury Department will provide additional guidance about the distribution and use of these funds in January 2021.

The coronavirus relief package includes \$25 billion to help households impacted by the COVID-19 pandemic

Public Housing Authorities (PHAs) will not be direct recipients of rental assistance funds from the Treasury Department. PHAs interested in assisting in the distribution of these rental assistance funds should contact the grantee (state or local jurisdiction) that serves their community to offer to act as a subgrantee.

Eligibility

Eligible households include families that have:

- Income below 80 percent of the area median income
- An obligation to pay rent
- A household member that has a reduction of income or other financial hardship due to COVID-19
- Experienced or are at risk of experiencing homelessness

Eligible uses of funds include payment of:

- Rent
- Rental arrears
- Utilities and home energy costs
- Utilities and home energy cost arrears
- Other expenses related to housing incurred due to COVID-19

Language in the bill notes that to the extent feasible, an eligible grantee shall ensure that any rental assistance provided to an eligible household is not duplicative of any other Federally funded rental assistance.

The local emergency rental assistance programs must have an application process that prioritizes families that are 50 percent or below area median income or households where one or more individuals within the household are unemployed as of the date of the application and have not been employed for 90 days preceding the date of the application. States and localities will be able to create additional preferences in the distribution of rental assistance.

No more than 10% of the amount paid to a state or locality can be used for administrative costs to carry out the program.

Nothing in the Emergency Rental Assistance program shall be construed to invalidate any otherwise legitimate eviction outside of the Centers for Disease Control (CDC) eviction moratorium, which has been extended until January 31, 2021.

Payments

Landlords or property owners may apply on behalf of their residents or tenants may apply on behalf of themselves. If a landlord or property owner applies, tenants must cosign the landlord's application and the landlord must inform the tenant that the landlord applied. Any funds the landlord receives must be applied to the tenant's rental obligations.

Assistance received by households cannot be used to determine eligibility to other federal assistance programs

Direct payments will be made to the landlord or utility company unless the landlord or utility provider does not agree to accept such payments. In these instances, the direct payment will be made to the eligible household for the purpose of making payments to the landlord or the utility provider.

Assistance received by households cannot be used to determine eligibility for other federal assistance programs and will not be taxable to the household.

Length of Program

Funds remain available through December 31, 2021

Funds will remain available through December 31, 2021. Assistance shall not be provided to a household for more than 12 months, except that households may receive an additional 3 months to ensure housing stability, subject to funding availability. Should households have rental arrears, assistance to reduce these arrears must be made prior to committing assistance towards the household's prospective rent.

Eviction Moratorium

The CDC Eviction Moratorium is extended through January 31, 2021

The emergency coronavirus relief bill also includes an eviction moratorium extension. Specifically, the current Centers for Disease Control and Prevention (CDC) Eviction Moratorium will be extended to Thursday, January 31, 2021. All aspects of the CDC Eviction Moratorium will remain in place. Current tenant declarations will remain in effect until January 31, 2021 and new tenant declarations may be provided to landlords until January 31, 2021.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

HUD Comments on Lawrence-Douglas County Housing Authority's FY 2019 Annual MTW Report, submitted 3/25/2020

December 29, 2020

- 1) **Cover** – Great cover featuring resident's successes. The submission date is missing for the FY19 Report.
→ Please provide initial submission date (3/25/2020) and the revision date on the cover.

Corrected.

Section I – Introduction

No comments.

Section II – General Operating Information

- 2) **General Comment:** The tables often indicate "N/A" when the field should be "0".
→ Please update the tables from "N/A" to "0" in the report.

Corrected.

- 3) **Page 6: Leasing Information:** The local, nontraditional homeownership field number of households occupied/leased should be 72, not N/A, since the number of households served is 6 and 72 divided by 12 months equals 6. Once making this update the totals need to be updated. The local, nontraditional category table figures should match the totals provided for each category in the previous table.
→ Please update the report.

Corrected.

- 4) **Pages 8-9: Statutory Objectives and Requirements:** The 75% of Families are Very Low-Income Requirement table shows that 71 are local non-traditional (LNT) households, however, this is the same number that was reported in the property-based LNT households in the table on page 6. This is a reminder that the table on pages 8-9 should reflect only new admissions and include households that receive LNT housing assistance across all LNT categories.
→ Please follow this guidance in future reports.

Corrected.

Section III – Proposed MTW Activities

No comments

Section IV – Approved MTW Activities

- 5) **Page 13: Activity 16-1, Safe Housing Program** – LDCHA should move the “significant changes” to “non-significant changes.” Significant changes are only those that are made via an amendment to the MTW plan or as a repropose activity in the next MTW plan.
→ Please update the report.

Corrected.

- 6) **Pages 15-16: Activity 16-2, Next Step Vouchers** – The text in the “significant change” describes a change that was made in 2018. As in the previous comment, the significant changes belong in an amendment to the MTW plan or as a repropose activity. Please move this text to the “update” section since it didn’t happen in the plan year.
→ Please update the report.

Corrected.

- 7) **Page 23: Activity 10-1, Conduct Biennial Recertification for Elderly and Disabled Public Housing and Section 8 Households** – Section “iii” Actual Non-Significant Changes is missing from activity.
→ Please update the report to include section “iii”.

Corrected.

Section V – Sources and Uses of Funding

No comments.

Section VI – Administrative

- 8) **Page 51:** The following are missing and should be provided per the form 50900:
- A description of any HUD reviews, audits and/or physical inspection issues that require LDCHA to take action in order to address the issue.

Corrected.

- Evaluation results and if there are none, state this.

Corrected.

- Address MTW Energy Performance Contract (EPC) Flexibility Data or if there is none, state that this is not applicable.
→ Please update the Report.

Corrected.



Lawrence-Douglas County Housing Authority and Local Internet Service Provider,
RG Fiber, Partner to Bring Free High Speed Internet to Edgewood Homes
Public Housing Tenants

January 19, 2021

ConnectHomeUSA is a movement to bridge the digital divide for HUD-assisted housing residents in the United States. The Lawrence-Douglas County Housing Authority (LDCHA) joined ConnectHomeUSA in 2018. To meet ConnectHomeUSA goals, the LDCHA teamed up with local internet service provider, RG Fiber.

The LDCHA is a **Moving to Work** (MTW) agency which allows for investment in tenant services to promote self-sufficiency. Through the MTW program, the LDCHA was able to invest in the infrastructure needed to bring the internet to every household in Edgewood Homes for free. Located at 1600 Haskell Avenue, Edgewood Homes is 130 public housing units with 287 tenants, including 136 children. RG Fiber is offering 150/150 Mbps to every Edgewood household.

The critical need for everyone to have access to high speed internet became clear in 2020 when the global Covid-19 pandemic hit. As schools, workplaces, and doctors' offices closed their doors, those without internet were left behind.

Edgewood tenants are so excited for the ConnectHomeUSA program:

"I am working from home due to Covid and my three kids are doing remote school. This will change our lives by allowing us to all be on the internet at once."

"This is going to save me over \$80 per month!"

About RG Fiber: Founded in 2014, RG Fiber has reimagined how world-class internet could be designed, built, and operated specifically for the millions of us who choose to live, work, and play in underserved small town communities throughout America. RG Fiber's software-driven technology manages the company's 100+ mile fiber network providing industry-leading reliability, speed, and affordability. Our mission is to end the digital divide and restore America's digital infrastructure leadership. Learn more about RG Fiber at rgfiber.com

Please join us for a ceremonial "Final Fiber Splice" Zoom event:
Friday, February 5th at 10 am.

Name of Press Contact for LDCHA:
Shannon Oury
Phone: 785 830-2250
Email: soury@ldcha.org

Press Contact for RG Fiber:
Mike Bosch
Phone: 785 594-5414
Email: mike@rgfiber.com

**THE LAWRENCE-DOUGLAS COUNTY
HOUSING AUTHORITY AND RG FIBER ARE
INVITING YOU TO A SPECIAL EVENT:**

FINAL FIBER SPLICE

Join us as we virtually celebrate the final fiber splice that connects our Edgewood Homes public housing families to free high speed internet.

FEBRUARY 5TH, 10 AM

VIA ZOOM:

[HTTPS://TINYURL.COM/Y3D8Z3E9](https://tinyurl.com/y3d8z3e9)

PASSCODE: 338877

FOLLOW US ON FACEBOOK:

@LDCHA785



**A ConnectHomeUSA partnership between the
LDCHA and RG Fiber**



ConnectHomeUSA



**LAWRENCE - DOUGLAS COUNTY
HOUSING AUTHORITY**



RG FIBER

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

Agenda Item 5B: Resolution 2021-03: Approve Energy Performance Contract
Loan Payment

BACKGROUND:

The Performance Assurance Guarantee ran from July 1, 2019 to June 30, 2020, and the final report shows that our actual savings from that time period were \$103,363. This amount exceeds the guaranteed amount of \$102,460. Attached is the executive summary of the Energy Guarantee Report.

CURRENT ISSUE:

The LDCHA is required to submit a certification to HUD that 75% of the actual savings from the Energy Performance Contract are used to repay the debt from the project. The payment according to the Loan Agreement is \$104,023.26, which exceeds the 75% requirement.

By April 30 of each year, we are also required to provide a Measurement and Verification Report (M&V), which is the Energy Guarantee Report, and the Add-On Subsidy. Both are attached. Staff has worked with Siemens to finalize all the documentation necessary to send the required reports to HUD and once the loan payment is approved we will be able to make the certification.

BOARD ACTION:

Approve the Energy Performance Contract Loan repayment in the amount of \$104,023.26.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

RESOLUTION 2021-03

BE IT RESOLVED that the Board of Commissioners of the Lawrence-Douglas County Housing Authority (LDCHA) approves **Resolution 2021-03, Payment of the Energy Performance Contract Loan in the amount of \$104,023.26**, as presented to the Board of Commissioners this 25th day of January, 2021.

NOW THEREFORE the Board of Commissioners does hereby approve Resolution 2021-03.

1. Executive Summary

Siemens Industry Inc. (Siemens) is pleased to provide Lawrence Douglas County Housing Authority (LDCHA) with this Annual Period 8 Performance Assurance Report. This report details the energy performance of the project implemented by comparing Annual Realized Savings to the Guaranteed Annual Savings for the current Annual Period. The Performance Contracting Agreement (Contract) guaranteed **\$102,460** in Savings for Annual Period 8. Annual Realized Savings for Annual Period 8 amounted to **\$103,363**, which included **\$103,363** in Measured & Verified Savings, **\$0** in Stipulated energy Savings, and **\$0** in Operational Savings. The total Annual Realized Savings for Annual Period 8 exceeded the Guaranteed Annual Savings by 1%, or **\$902**. Accumulated Realized Savings to date are the metric on which guarantee reconciliation relies and total **\$919,496**, which exceeds the Guaranteed Accumulated Savings to date of **\$777,070** by **\$142,426** or 18% (Table 1).

Table 1: Cost Savings by Annual Period

Annual Period	Verified Option A Savings	Verified Option C Savings	Annual Realized Savings	Guaranteed Annual Savings	Savings Excess/ (Shortfall)
Construction	\$20,478	\$69,418	\$89,896	\$48,111	\$41,785
1	\$31,684	\$69,967	\$101,651	\$80,533	\$21,118
2	\$33,567	\$77,775	\$111,342	\$83,352	\$27,990
3	\$34,742	\$78,237	\$112,979	\$86,269	\$26,710
4	\$35,958	\$61,545	\$97,503	\$89,288	\$8,214
5	\$37,216	\$55,231	\$92,447	\$92,413	\$34
6	\$38,519	\$57,887	\$96,406	\$95,648	\$758
7	\$39,867	\$74,043	\$113,910	\$98,996	\$14,914
8	\$41,263	\$62,100	\$103,363	\$102,460	\$902
Total	\$313,292	\$606,204	\$919,496	\$777,070	\$142,426

Annual Realized Savings in energy units achieved in Annual Period 8 include reductions in electric energy, natural gas, and water consumption (Table 2).

Table 2: Energy Savings for Annual Period 8

Savings Type	Electric Energy Savings (kWh)	Natural Gas Savings (CCF)	Water Savings (kGal)
Realized Savings	600,792	7,056	2,068
Guaranteed Savings	631,869	7,056	2,078
Variance	(31,077)	0	(9)

A list of the Facility Improvement Measures (FIMs) implemented as part of this project is presented below:

- Programmable / Limiting Thermostat (Common Areas)
- Lighting Retrofit
- Lighting Controls (Common Areas)
- Water Conservation
- Boiler Tune-up
- VSD Pump Retrofit
- Chiller Retrofit
- EMS/DDC Controls for MAU/FCU (Common Areas)
- Vending Machine Controls
- Attic Insulation

Lawrence Douglas County Housing Authority
Calculation of 2020 Resident Paid Add-on Incentive

					Natural Gas							Electrical							
AMP	Site	Site Name	Bedroom	# of Units	GAS	GAS	Consumption	Post	Rate	Gas	Monthly	ELECTRIC	ELECTRIC	Consumption	Post	Rate	Electric	Monthly	WATER
Number	Number		Size		Baseline	June, 2019	Savings	2019 (\$)		Savings	Gas Savings	Baseline	June, 2019	Savings	2019 (\$)		Savings	Elec	Baseline
					ccf / unit	ccf / unit	ccf/unit	Allowances	\$/ccf	\$ / PUM		kwh / unit	kwh / unit	kwh / unit	Allowances	\$/kwh	\$ / PUM	Savings	gal / unit
1	KS 53-1	Edgewood Homes	1 BR	26								277	203	74	23,184	\$39	\$0.1924	\$14.30	\$372
1	KS 53-1	Edgewood Homes	2 BR	56								323	239	84	56,394	\$43	\$0.1819	\$15.26	\$855
1	KS 53-1	Edgewood Homes	3 BR	36								373	277	95	41,194	\$48	\$0.1735	\$16.54	\$596
1	KS 53-1	Edgewood Homes	4 BR	12								435	318	117	16,885	\$53	\$0.1668	\$19.56	\$235
1	KS 53-3	Scattered Site	1 BR	4	35	35		\$38	\$1.095			271	206	65	3,140	\$39	\$0.1916	\$12.54	1,252
1	KS 53-3	Scattered Site	2 BR	11	44	44		\$43	\$0.986			319	243	77	10,146	\$44	\$0.1810	\$13.91	\$153
1	KS 53-3	Scattered Site	3 BR	5	53	53		\$49	\$0.913			371	278	92	5,533	\$48	\$0.1733	\$15.98	\$80
1	KS 53-4	Scattered Site	1 BR	1	35	35		\$38	\$1.095			271	206	65	785	\$39	\$0.1916	\$12.54	\$13
1	KS 53-4	Scattered Site	2 BR	19	44	44		\$43	\$0.986			319	243	77	17,525	\$44	\$0.1810	\$13.91	\$264
1	KS 53-4	Scattered Site	3 BR	4	53	53		\$49	\$0.913			371	278	92	4,427	\$48	\$0.1733	\$15.98	\$64
1	KS 53-4	Scattered Site	4 BR	2	66	66		\$56	\$0.848			437	315	122	2,932	\$53	\$0.1673	\$20.43	\$41
1	KS 53-6	Scattered Site	3 BR	17	58	54	4	\$49	\$0.910	\$4	\$68.34	360	276	84	17,064	\$48	\$0.1737	\$14.53	\$247
1	KS 53-6	Scattered Site	4 BR	5	68	63	5	\$54	\$0.860	\$4	\$21.85	466	326	141	8,450	\$54	\$0.1658	\$23.35	\$117
1	KS 53-6	Scattered Site	5 BR	1	77	71	6	\$59	\$0.828	\$5	\$4.90	506	354	152	1,827	\$57	\$0.1622	\$24.70	\$25
1	KS 53-7	Scattered Site	3 BR	22	58	58		\$51	\$0.886			386	283	103	27,206	\$49	\$0.1725	\$17.78	\$391
1	KS 53-7	Scattered Site	4 BR	3	67	67		\$56	\$0.843			448	321	127	4,568	\$53	\$0.1664	\$21.11	\$63
2	KS 53-8	Peterson Acres	1 BR	26	28	28		\$34	\$1.220			332	251	81	25,348	\$45	\$0.1790	\$14.54	\$378
			Total	250															\$3,942.66

Total Electric and Gas Savings per month =>	\$4,457
Months=>	12
Total Resident Paid Savings per year=>	\$53,481
2020 Add-on Subsidy=>	\$35,070
Difference =>	\$18,411



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

KANSAS/MISSOURI STATE OFFICE

REGION VII

Gateway Tower II, Room 200

400 State Avenue

Kansas City, KS 66101-2406

HUD Home Page: www.hud.gov

June 24, 2010

Barbara Huppee
Executive Director
Lawrence-Douglas County Housing Authority
1600 Haskell Avenue
Lawrence, KS 66044

Dear Ms. Huppee:

Our office has received your letter requesting our review and approval of the energy performance contract with Siemens. Based upon our review, HUD is approving the energy performance contract to install energy improvements at the following projects:

Project Number	Project Name	Site Name
KS053-1	Edgewood Homes	Edgewood Homes
		Scattered Sites
KS053-2	Babcock Place	Babcock Place
		Peterson Acres

Please ensure the following attachments replace those that are in either Binder # 1 or Binder # 2 of the ESA:

Attachment	Description	Binder Location
A	HUD Cost Summary Sheet	Binder #2, Tab 3 Binder # 2, Tab 10
B	HUD 52722 forms for Funding period 1/1/10 to 12/31/10	Binder # 1 rear Binder # 2 , Tab 4
C	Exhibit C-Performance Assurance	Binder # 2, Tab 10

The contract cost, term, HUD incentive and energy savings are noted in the following tables:

Contract Costs – Term	
Total Project Cost	\$1,570,334
Siemens Contract Cost	\$1,570,334
Contract Term	20 years

HUD Incentive	
Frozen Rolling Base	72.3%
Tenant Allowances	27.7%

Measurement & Verification Type	
Measured Savings	56.8%
Stipulated Savings	43.2%

1 st Year Anticipated Energy Savings	
Electrical Savings	\$61,605
Natural Gas Savings	\$9,541
Water Savings	\$21,660
Total Energy Savings	\$92,806
Note: Yearly energy savings are escalated, see cash-flow table below.	

Financial Summary	
Contract Cost	\$1,570,334
PHA Contribution(Moving to Work)	\$500,000
Loan Amount	\$1,070,334
Term (years)	20
Interest Rate	5.00%
Utility Rate Escalation	3.50%
Annual Fees Escalation	2.5%

Lawrence-Douglas HA
Cash Flow - 100%

Year	HUD Funding Year	Annual Energy Savings 3.5%	Escrow Earnings	Annual Debt Payment	Annual Fees M&V 2.5%	Replacement Costs	Annual Cash-Flow	Cumulative Cash-Flow
Construction		\$51,353	\$0	0	0		\$51,353	\$51,353
1	2011	\$92,806	\$0	\$101,853	\$13,500		(\$27,547)	\$23,806
2	2012	\$96,054	\$0	\$101,853	\$9,574		(\$15,373)	\$8,433
3	2013	\$99,416		\$101,853	\$6,178		(\$8,615)	(\$182)
4	2014	\$102,896		\$101,853	\$6,332		(\$5,290)	(\$5,471)
5	2015	\$106,497		\$101,853	\$6,491		(\$1,847)	(\$7,318)
6	2016	\$110,224		\$101,853	\$6,653		\$1,718	(\$5,600)
7	2017	\$114,082		\$101,853	\$6,819		\$5,410	(\$190)
8	2018	\$118,075		\$101,853	\$6,990		\$9,232	\$9,042
9	2019	\$122,208		\$101,853	\$7,165		\$13,190	\$22,233
10	2020	\$126,485		\$101,853	\$7,344	\$54,213	(\$36,925)	(\$14,692)
11	2021	\$130,912		\$101,853	\$7,527		\$21,532	\$6,840
12	2022	\$135,494		\$101,853	\$7,715		\$25,925	\$32,765
13	2023	\$140,236		\$101,853	\$7,908		\$30,475	\$63,240
14	2024	\$145,145		\$101,853	\$8,106		\$35,185	\$98,425
15	2025	\$150,225		\$101,853	\$8,309		\$40,063	\$138,488
16	2026	\$155,482		\$116,000	\$8,516		\$30,966	\$169,454
17	2027	\$160,924		\$120,000	\$8,729		\$32,195	\$201,649
18	2028	\$166,557		\$125,000	\$8,948		\$32,609	\$234,258
19	2029	\$172,386		\$130,000	\$9,171		\$33,215	\$267,473
20	2030	\$178,420		\$135,000	\$9,401		\$34,019	\$301,492
		<u>\$2,624,524</u>		<u>\$2,153,795</u>	<u>\$166,377</u>		<u>\$301,492</u>	

Notes:

- 1 88.5% of the projected cash flow is being used for payment of contract costs.
- 2 Any changes to this approved cash flow other than lower interest rates must be approved by HUD.

APPROVAL

Our approval of HUD incentives for this energy performance contract is based upon the contract's compliance with 24 CFR 990.185 regulations which require that reasonably anticipated energy cost savings be sufficient to fund the payments under this contract. Approval of the application of HUD incentives for this energy performance contract is subject to the following conditions and criteria below:

1. Frozen Rolling Base

a) Federal regulation 24 CFR 990.185(a)(1) states:

(1) Frozen rolling base.

- (i) If a PHA undertakes energy conservation measures that are approved by HUD, the Rolling base consumption level (RBCL) for the project and the utilities involved may be frozen during the contract period. Before the RBCL is frozen, it must be adjusted to reflect any energy savings resulting from the use of any HUD funding. The RBCL also may be adjusted to reflect systems repaired to meet applicable building and safety codes as well as to reflect adjustments for occupancy rates increased by rehabilitation. The RBCL shall

be frozen at the level calculated for the year during which the conservation measures initially shall be implemented.

- (ii) The PHA operating subsidy eligibility shall reflect the retention of 100 percent of the savings from decreased consumption until the term of the financing agreement is complete. The PHA must use at least 75 percent of the cost savings to pay off the debt, e.g., pay off the contractor or bank loan. If less than 75 percent of the cost savings is used for debt payment, however, HUD shall retain the difference between the actual percentage of cost savings used to pay off the debt and 75 percent of the cost savings. If at least 75 percent of the cost savings is paid to the contractor or bank, the PHA may use the full amount of the remaining cost savings for any eligible operating expense.
- (iii) The annual three-year rolling base procedures for computing the RBCL shall be reactivated after the PHA satisfies the conditions of the contract. The three years of consumption data to be used in calculating the RBCL after the end of the contract period shall be the yearly consumption levels for the final three years of the contract.

- b) The rolling base consumption level (RBCL) will be frozen starting in funding year 2011 at the following consumption levels:

Frozen Rolling Base – Baselines					
Jul-Jun 2006 / 2007 / 2008					
Project Number	Project Name	Site Name	Electric	Natural Gas	Water
			(kWh)	(Therms)	(Gallons)
KS053-1	Edgewood Homes	Edgewood Homes	118,744	72,471	6,524,966
KS053-2	Babcock Place	Babcock Place	1,156,050	39,440	3,440,666

- c) Initial Requirements – None.
- d) Yearly Reporting Requirements
 - i) The Lawrence Douglas County Housing Authority (LDCHA) shall prepare a separate HUD-52722 form for each AMP group /project and utility involved for the frozen rolling base incentive. The three-year rolling base will be frozen at the levels noted above. If the PHA has more than one contract, separate forms HUD-52722 must be prepared for the project(s) and utility (ies) under each contract. Separate forms HUD-52722 will be prepared for the duration of the contract period for each

contract. Instructions on the HUD-52722 form are to be followed in completing this form.

- ii) The LDCHA must certify yearly that at least 75% of the rolling base energy savings are being used to pay the debt service payment. Supportive documentation is to be provided the HUD Field Office with the certification.
- iii) The LDCHA will not be allowed to capture future HUD funded energy improvements in frozen baseline beyond the benefit that is currently allowed in the Operating Fund Program. The LDCHA will be required to provide energy calculations for all future energy improvements during the frozen baseline years.

2) Resident Paid Utilities

a) Federal regulations 24 CFR 990.185(a)(2) states:

(2) PHAs undertaking energy conservation measures that are financed by an entity other than HUD may include **resident-paid utilities** under the consumption reduction incentive, using the following methodology:

- (i) The PHA reviews and updates all utility allowances to ascertain that residents are receiving the proper allowances before energy savings measures are begun;
- (ii) The PHA makes future calculations of rental income for purposes of the calculation of operating subsidy eligibility based on these baseline allowances. In effect, HUD will freeze the baseline allowances for the duration of the contract;
- (iii) After implementation of the energy conservation measures, the PHA updates the utility allowances in accordance with provisions in 24 CFR part 965, subpart E. The new allowance should be lower than baseline allowances;
- (iv) The PHA uses at least 75 percent of the savings for paying the cost of the improvement (the PHA will be permitted to retain 100 percent of the difference between the baseline allowances and revised allowances);
- (v) After the completion of the contract period, the PHA begins using the revised allowances in calculating its operating subsidy eligibility; and
- (vi) The PHA may exclude from its calculation of rental income the increased rental income due to the difference between the baseline allowances and the revised allowances of the projects involved, for the duration of the contract period.

b) To simplify the yearly reporting requirements for this incentive, our office is approving an add-on subsidy to capture the yearly resident-paid utilities incentive for your Authority. The following process will be utilized to capture these utility savings.

1. An add-on subsidy would be provided the LDCHA on form HUD-52723, Section 3, line08.

- a. The add-on subsidy for the 1st year would be the annual debt service payment to pay for the energy conservation measures that are resident paid.

- b. The add-on subsidy for years 2 through 20 would be the 1st year add-on subsidy amount, escalated at a 3.5% utility escalation rate. The basis for this escalation is to allow the OHA to capture the full financial incentive for installation of energy conservation measures that are resident paid. This would allow the PHA to benefit financially for the resident paid utility improvements similar to the traditional rolling base and add-on subsidy incentives.
 2. Yearly the LDCHA will submit documentation to the HUD Field Office to verify that the utility savings are sufficient to pay for the add-on subsidy amount. If the utility savings are NOT achieved, then the LDCHA's operating subsidy would be decreased in the subsequent year to cover the difference.
 3. The HUD form HUD-52723, Section 3, Part B titled "Formula Income" is be completed as per the forms instructions.
- c) The following add-on subsidy will be provided the LDCHA.

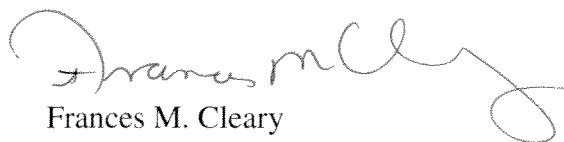
Resident Paid Utilities – Add-On Subsidy		
Year	Funding Year	Add-on Subsidy
		3.50%
1	2011	\$25,732
2	2012	\$26,633
3	2013	\$27,565
4	2014	\$28,530
5	2015	\$29,528
6	2016	\$30,562
7	2017	\$31,631
8	2018	\$32,738
9	2019	\$33,884
10	2020	\$35,070
11	2021	\$36,298
12	2022	\$37,568
13	2023	\$38,883
14	2024	\$40,244
15	2025	\$41,652
16	2026	\$43,110
17	2027	\$44,619
18	2028	\$46,181
19	2029	\$47,797
20	2030	\$49,470
		\$727,693

- 3) Order of Provisions - The contract must clearly state that in the event of a conflict between these General Conditions (HUD 5370) and the Specifications, the General Conditions shall prevail.
- 4) The following HUD forms are currently included in the contract. These forms must be filled out and signed by the contractor.
 - a) Form HUD 5370 (11/2006) - General Conditions for Construction Contracts- Public Housing Programs
 - b) Form HUD 5369-A (11/92) - Representations, Certifications, and Other Statements of Bidders, Public and Indian Housing Programs
- 5) Measurement and Verification (M&V)
 - a) Annual Report – The LDCHA shall provide a copy of their annual M&V report to HUD by April 30th of each year. The period of the measurement and verification shall coincide with the following:
 - i) Frozen Rolling Base Incentive - July 1st – Jun 30th utility reporting cycle.
 - ii) Third Party M&V Report – Resident Paid Utility Incentive – Jan 1st – Dec 31st Funding Year. The LDCHA is to provide an M&V report prepared by an independent third-party reviewer who is a licensed engineer in the State where the PHA resides. This savings verification report will compare the energy savings realized for the add-on subsidy approved, for the same time period, to determine if an offset against the PHA's operating subsidy eligibility for the PHA's next funding cycle is necessary pursuant to 24 CFR § 990.185(a)(3)(iii). The attached M&V Guidelines shall be used as the basis for this report (Attachment D).
- 6) If material changes to the approved contract affect the contract cost or contract savings to the LDCHA in an amount greater than 10% of the originally approved contract, the LDCHA must re-submit project documentation to HUD for approval.
- 7) Required Documentation:

Upon execution of the contract, the LDCHA is to provide HUD a signed copy of the Energy Service Agreement and the financing agreement.

We congratulate the LDCHA on this endeavor and wish your agency much success with this energy conservation effort. Should you have any questions or need further assistance, please contact Steve McWhinney, Facilities Management Specialist at (913) 551-5508.

Sincerely,



Frances M. Cleary

Deputy Director

Office of Public Housing

Attachments

A - HUD Cost Summary Sheet

B - HUD 52722 for Babcock Place and Edgewood Homes

C - Performance Contract Agreement

D - HUD Measurement and Verification Guidelines

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
August 23, 2010

Resolution 2010-19

**Terms and Conditions of Inter-Program Loan Agreement to Carry Out
Improvements under HUD Energy Performance Contracting**

Borrower Program: Lawrence-Douglas County Housing Authority Public Housing Program

Lender Program: Moving to Work Demonstration Program (MTW)

Purpose: To fund comprehensive energy conservation upgrades and improvements to the LDCHA's public housing developments under HUD Energy Performance Contracting per the terms of a contract with Siemens Technology dated June 30, 2010 as approved by the LDCHA Board of Commissioners and the Department of Housing and Urban Development June 22, 2010

Principal Amount: \$1,570,334.00 *Interest Rate:* 3% *Date of Loan:* August 1, 2010

This loan is designed consistent with the terms of the HUD approval letter dated June 22, 2010, authorizing the LDCHA to undertake comprehensive energy upgrades and improvements and to finance the costs of those improvements over 20 years with additional public housing operating subsidy that will be made available through a modified subsidy formula. Under this formula HUD will freeze the agency's utility consumption rates at pre energy improvement levels and use those higher rates in calculating that agency's annual operating subsidy. A PHA's public housing operating subsidy is calculated, in part, using an agency's annual utility consumption rates. Energy conservation improvements will result in lower consumption rates which in turn will reduce an agency's operating subsidy. Under Energy Performance contracting HUD will continue to use the higher pre-energy conservation improvement consumption rates and fund the LDCHA annually at these higher levels. The additional public housing subsidies the LDCHA receive annually using the higher rates will be used to repay the loan.

The amortization and payment schedule is attached and made a part of Resolution 2010-19. The first loan payment shall be made January 1, 2012. The final loan payment will be made January 1, 2031.

Amendments: Nothing in this loan agreement shall restrict or limit the Board of Commissioners from future action to amend this agreement by extending or forgiving the loan.


Brenda O'Keefe, Chair

8/23/10
Date

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
December 16, 2013

Resolution 2013-23

**First Amendment to the
Terms and Conditions of Inter-Program Loan Agreement to Carry Out
Improvements under HUD Energy Performance Contracting**

Borrower Program: Lawrence-Douglas County Housing Authority Public Housing Program

Lender Program: Moving to Work Demonstration Program (MTW)

Loan payments shall be made on January 31, after the date of the adoption of this First Amendment. The final loan payment will be made January 31, 2031.

All other terms and conditions of the Inter-Program Loan Agreement remain unchanged.

Adopted by LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY BOARD OF COMMISSIONERS through Resolution 2013-23.

Amortization Schedule

Principle: \$1,570,334.00 Interest Rate: 3%

Repayment Schedule: Balloon

Calculation Method: 365/360 U.S. Rule

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
1	01-01-2012	104,023.26	17,927.98	86,096.28	1,484,238.72
2	01-01-2013	104,023.26	45,145.59	58,877.67	1,425,361.05
3	01-01-2014	104,023.26	43,473.51	60,549.75	1,364,811.30
4	01-01-2015	104,023.26	41,513.01	52,510.25	1,302,301.05
5	01-01-2016	104,023.26	39,611.66	64,411.60	1,237,889.45
6	01-01-2017	104,023.26	37,652.47	68,370.79	1,171,518.66
7	01-01-2018	104,023.26	35,731.32	68,291.94	1,103,226.72
8	01-01-2019	104,023.26	33,556.48	70,466.78	1,032,759.94
9	01-01-2020	104,023.26	31,413.11	72,610.15	960,149.79
10	01-01-2021	104,023.26	29,204.56	74,818.70	885,331.09
11	01-01-2022	104,023.26	27,002.80	77,020.66	808,310.43
12	01-01-2023	104,023.26	24,586.11	79,437.15	728,873.28
13	01-01-2024	104,023.26	22,169.90	81,853.36	647,019.92
14	01-01-2025	104,023.26	19,680.19	84,343.07	562,676.85
15	01-01-2026	104,023.26	17,161.64	86,861.62	475,815.23
16	01-01-2027	104,023.26	14,472.71	89,550.55	386,264.68
17	01-01-2028	104,023.26	11,748.88	92,274.38	293,990.30
18	01-01-2029	104,023.26	8,942.20	95,081.06	198,909.24
19	01-01-2030	104,023.26	6,066.73	97,956.53	100,952.71
20	01-01-2031	104,023.35	3,070.64	100,952.71	0.00
TOTALS		2,080,465.29	510,131.29	1,570,334.00	

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

AGENDA ITEM 5C: Resolution 2021-04: Review and Approve Revised Pet Policy

BACKGROUND:

The Pet Policy regulates at which LDCHA properties households may have pets, the size and type of pet, and the fees/deposits charged. It must adhere to HUD regulations on animals in subsidized units, as well as the City's animal ordinances and laws on reasonable accommodation. The Pet Policy is included as an addendum to the LDCHA's Lease and is signed by all new residents at the time of move-in.

CURRENT ISSUE:

The Pet Policy has been reviewed and revised to ensure compliance with current laws and ordinances. Updates have also been incorporated for reasonable accommodation requiring an assistive animal.

BOARD ACTION:

Approve Resolution 2021-04 if appropriate.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

RESOLUTION 2021-04

BE IT RESOLVED that the Board of Commissioners of the Lawrence-Douglas County Housing Authority (LDCHA) approves **Resolution 2021-04, Review and Approve Revised Pet Policy**, as presented to the Board of Commissioners this 25th day of January, 2021.

NOW THEREFORE the Board of Commissioners does hereby approve Resolution 2021-04.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY

PET POLICY

Resolution 295	January 28, 1985
AMENDED BY:	
Resolution 454	September 23, 1991
Resolution 590	September 25, 1995
Resolution 648	October 21, 1997
Resolution 728	April 25, 2000
Resolution 2021-04	January 25, 2021

A. General

This policy made part of the Lease Agreement consistent with the code of the City of Lawrence (Ord. 9615) and implements provisions concerning ownership of animals at properties owned and operated by Lawrence-Douglas County Housing Authority (LDCHA). Except as permitted under Reasonable Accommodation, the following rules govern the keeping of pets in LDCHA rental housing units.

B. Permitted Animals

1. Cats are allowed only under the following conditions:
 - a. At Babcock Place, Clinton Place, Building Independence III, and Scattered Site properties, one domesticated indoor cat per apartment and one animal identified in either paragraph 3 or 4 below.
2. Dogs are allowed only under the following conditions:
 - a. At Babcock Place, Clinton Place, Building Independence III, and Scattered Site properties, one dog is allowed and size shall be determined by the renter's ability to pick the animal up in their arms unassisted and carry it out the door, but in no case will the animal weigh more than 60 pounds.
 - b. Residents may have one additional animal identified in either 3 or 4 below, but the second animal cannot be a cat.
 - c. At all other properties, dogs may be allowed as a Reasonable Accommodation for an assistive animal.

**** Dogs are not allowed at Edgewood Homes/ Hope House/ New Hampshire unless permitted as a Reasonable Accommodation for an Assistive Animal.**

3. Fish, small snakes, small lizards, small reptiles, and turtles are permitted in a tank that is no larger than 30 gallons.
4. One caged animal habitat, that houses no more than two animals, is allowed per apartment. Acceptable caged animals are, but not limited to:
 - Hamsters

- Gerbils
- Guinea pigs
- Rabbits
- Mice
- Rats
- Canaries
- Parakeets
- Finches
- Cockatiels
- Parrots

C. Prohibited Pets

Wild or dangerous animals as defined below are not allowed.

1. To own, possess, keep or harbor a dangerous or unlawful animal, or animal identified as not permitted by City of Lawrence (Ord. 9615)
2. Poisonous or deadly reptiles or insects.
3. Common farm animals, chickens, goats, pigs, bees, and the like.
4. Non-human primates.

D. Application

1. Households must submit a written request and complete an application/pet registration form and receive written permission from LDCHA Property Manager **before** an animal is brought home.
2. The household's written request must provide proof of the following:
 - a. A recent, clear photograph of the pet with the owner.
 - b. Evidence of up-to-date shot records and proof of neutering or spaying from a licensed veterinarian. All dogs, cats, and rabbits must be neutered before they are 6 months old.
 - c. If health problems prevent spaying or neutering within the above time frame, a veterinarian's certificate satisfactory to LDCHA will be necessary to allow the animal to live at the respective property.
3. The head of household must read and sign a copy of this policy for resident file acknowledging understanding of resident obligations for an animal permitted to reside at the respective property.
4. The household agrees to pay any damages caused by the animal, including costs for animal-related pest control.
5. At each annual re-certification, the resident will inform LDCHA of the status of the

pet, whether or not the pet is still in the home, and provide documentation from a licensed veterinarian that all shots are up to date.

E. Pet Deposit and Fee

1. One-half of the established security deposit shall be deposited in addition to the regular security deposit plus a nonrefundable fee of \$25.00. The deposit and fee must be paid in one full payment. This pet deposit shall be refunded upon move-out, or if the renter no longer owns a pet, if no damages have been caused by the pet.
2. Regarding Clinton Place Apartments and Building Independence III, the pet deposit is equal to one-half of the established current gross rent, not to exceed \$300.00. The above mentioned non-refundable fee of \$25.00 does not apply. The pet deposit may be paid in full if the tenant so chooses. If tenant elects to pay in installments, the initial deposit shall not exceed \$50.00, and the remaining balance may be paid in installments of not less than \$10.00 per month.

F. Rules for Pet Care on LDCHA Property

1. Dogs and cats shall wear a collar with current vaccination tag and owner ID tag.
2. Animals cannot be kept, bred, or used for any commercial purpose on LDCHA property.
3. Households must not permit any disturbance by an animal which could interfere with the quiet enjoyment of other households, whether by loud barking, howling, biting, growling, scratching, jumping, chirping, or other disruptive behaviors.
4. Animals must be restrained on a leash or in a cage at all times when on LDCHA property outside the owner's apartment.
5. LDCHA does not permit animals to remain outdoors without a household member or in an outdoor animal enclosure, including but not limited to, hutches, cages, dog houses, and pet runs. No animal may be tied or tethered outside.
6. In building elevators, animals must be on a short leash (the hand of the person accompanying the animal will hold the leash within four (4) inches of the collar) or carried.
7. With the exception of service animals, animals are not permitted in common areas, including but not limited to:
 - a. Community rooms
 - b. Laundry rooms
 - c. TV/Computer rooms
 - d. Administrative offices, lobbies, or other common areas
 - e. Libraries

- f. Other areas as determined by LDCHA
- 8. LDCHA may bar animals from other areas to accommodate tenants who have medically certified allergic or phobic reactions to specific animals. This is determined on a case-by-case basis.
- 9. Guests may not bring animals onto LDCHA property unless the animal is a service animal.
- 10. Animal sitting is not permitted.

G. Animal Waste and Sanitation

- 1. Foul pet odors or the presence of pet waste inside the unit is considered poor sanitation and will be treated as a lease violation. This includes dirty litter boxes. Dirty is defined as multiple waste products in the litter box or on the floor. All cats must be trained to use the litter box. Cat litter boxes must be regularly and frequently changed and disposed of by emptying in plastic bags for deposit in the appropriate containers.
- 2. Pet waste must be removed immediately from the dwelling, yard, or common space. Failure to do so will constitute a lease violation.
- 3. No waste product is to be flushed down a toilet.
- 4. The tenant shall be responsible for cleanup after their pet anywhere on LDCHA property including carrying a “pooper scooper” and/or disposable plastic bag anytime the pet is outside the apartment.

H. Community Safety and Animal Control

- 1. If animals are left unattended for twenty-four (24) hours or more, LDCHA may enter an apartment to place the animal in the care of the proper authorities.
- 2. Management may remove the pet from the dwelling in the event that death or inability to care for the pet makes this necessary.
- 3. Management has the right to ask proper authorities to remove a pet that is judged to be suffering from ill health and/or neglect.
 - a. LDCHA accepts no responsibility for animals removed under these circumstances.
 - b. Owners are responsible for any boarding or other fees incurred while the owner is absent.
- 4. If LDCHA determines that an animal is a nuisance or threat to the safety or security of tenants, guests, staff, or other property, LDCHA will require the household to remove the animal.

5. If the behavior of the animal is determined to be an imminent threat to the health and safety of any tenant, guest, or staff LDCHA may order the animal to be removed within twenty-four (24) hours.

I. Violations of Pet Rules

Violations of the Pet Policy constitute a violation of the lease agreement. When the Pet Policy Addendum to the lease is signed, the tenant agrees to follow the rules listed in the Addendum. Households that violate this Pet Policy are subject to the lease agreement. Violation of these rules will result in possible removal of the pet, notice to the tenant, and possible eviction.

- a. Any resident who has received one (1) warning and two (2) lease violations on any animal will be asked to remove the pet from the property. If the pet is not removed within the time period specified in the Lease Violation Notice, then the Lease will be terminated as repeated violations of material terms of the lease shall be defined as any three lease violations of the same provision of the Pet Policy Addendum, which occur within any consecutive 12-month period. Households must abide by the LDCHA Pet Policy, and the ordinances and code enforceable by the City of Lawrence.
- b. An animal owner must physically control or confine his/her animal during times when LDCHA employees, agents of LDCHA, or others enter the owner's apartment to conduct business, provide services, enforce lease terms, or for other reasons. Failure to do so will result in a Lease Violation being issued.

Acknowledgements

I / We understand that by signing this Pet Policy I / we agree to adhere to the LDCHA rules and regulations for responsible pet ownership. I / We also understand that any violation of this Pet Policy could result in our pet being removed from the unit as well as seriously jeopardize our tenancy with the Housing Authority.

Tenant Signature & Date

Tenant Signature & Date

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

AGENDA ITEM 5D: Resolution 2021-05: Adopt Tenant Selection Plan and
Update on Project Based Vouchers per MTW Activity 18-1
for The Cottages at Green's Lake

BACKGROUND:

During the planning stages for the Cottages, staff explored two ways to fund the operation. First was Project Basing Section 8 vouchers for some or all of the units. The agency adopted MTW Activity 18-1 for this purpose. The other option was to seek an expansion of the COC grant that funds the HOPE House to include these units.

Staff is pursuing the Project Based Voucher (PBV) option because the COC adopted a coordinated entry approach that prioritizes chronic homelessness. These units were designed for participants with Serious Persistent Mental Illness (SPMI). It was built as part of a Continuum of Care for participants who come out of treatment at the Recovery Center or Transitions. The PBV option will allow the flexibility to partner with Bert Nash to focus this population and the close proximity to 24-7 staffing at the adjoining Transitions will provide the needed ongoing support for the tenants at the Cottages.

CURRENT ISSUE:

There are several steps required to have the LDCHA create PBV vouchers. Attached is a PBV Timeline. The first is that we have to own the units which includes a public housing authority with the right to lease the units. As soon as the occupancy certificate is issued, the agency will make the final payment to Douglas County and will have the right to lease the units and act as the owner.

At that point, staff will bring a resolution to the Board that selects the Cottages for the assigning of 8 units of PBV. The other two units will be governed by the Affordable Housing Trust rules and will be the first units filled. Once that selection is made the LDCHA will assign to Douglas County Housing Inc. the right to manage the Cottages because the PBV process requires an independent entity as the PBV contract administrator. The LDCHA cannot award the contract to itself, the same legal entity. It is allowed to award the contract to an affiliated non-profit. The Lease with the County requires approval to assign, which has been requested and should be forthcoming shortly.

Once all of these steps are completed, applications will be accepted and selection of the tenants will begin. Staff is hopeful this can all be done in February.

Attached is a Tenant Selection Plan and Operating Procedure. This was developed with input from Bert Nash, DCCCA and Douglas County. The Board will need to adopt this Plan prior to its implementation.

BOARD ACTION:

Approve Resolution 2021-05 if appropriate.

LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
January 25, 2021

RESOLUTION 2021-05

BE IT RESOLVED that the Board of Commissioners of the Lawrence-Douglas County Housing Authority (LDCHA) approves **Resolution 2021-05, Approve Tenant Selection Plan for The Cottages at Green's Lake**, as presented to the Board of Commissioners this 25th day of January, 2021.

NOW THEREFORE the Board of Commissioners does hereby approve Resolution 2021-05.

A.	B.	C.	D.
Activity 18-1	How Proposed Activity will meet Statutory Objective(s)	Anticipated impact of proposed MTW activity of the stated objective(s)	Anticipated schedules for achieving the stated objective(s)
<p>Local Project Based Section 8 Voucher Program Targeted to Special Needs Populations Create a local Project Based Section 8 Voucher Program (PBV) with the following components:</p> <ul style="list-style-type: none"> • Allocate PBV subsidy non-competitively process to LDCHA-owned or controlled sites and transitional units, • Prioritize assignment of PBV assistance to units designed to serve special populations with poverty rates 50% of AMI or below, • Eliminate the 25% cap on the number of units that can be project-based on a single site for supportive or elderly housing, and for sites with fewer than 20 units, • Waive the 20% cap on the amount of HCV budget authority that can be project-based, allowing LDCHA to determine the size of the PBV program, • Modify eligible unit and housing types to include shared housing, cooperative housing, or transitional housing, • Allow project partners to manage project wait lists with criteria as determined by LDCHA, • Use LDCHA's standard HCV process for determining Rent Reasonableness for units in lieu of requiring third-party appraisals, • Eliminating or modifying the requirement that households living in a unit subsidized through a project-based voucher be given an opportunity to receive tenant-based rental assistance ("exit 	<p>This Activity will use MTW flexibility to:</p> <p>Reduce the administrative time and development costs associated with issuing a Request for Proposal (RFP) when LDCHA has a qualifying development for PBV program.</p> <p>Increase housing choices for special populations.</p> <p>Because this is a PBV program it is not considered a local non-traditional program.</p> <p>These are new units that will serve individuals residing outside of the LDCHA inventory. These units will be constructed in conjunction with a new Mental Health Crisis Center.</p> <p>A preference will be established for individuals with serious persistent mental illness who are stabilized at the crisis center and in need of</p>	<p>LDCHA anticipates that the impact of the activity will be to reduce administrative costs by decreasing time and resources required for the creation of a PBV program.</p> <p>It will increase housing choice for special populations that suffer from homelessness, serious persistent mental illness, substance abuse, or other disabilities.</p>	<p>New units will be constructed in the third or fourth quarter of 2018. Units will not be occupied until 2019.</p>

<p>voucher”) if, after one year, they wish to move, however the participants will be given access to the LDCHA transfer policy, and</p> <ul style="list-style-type: none">• Assign standard HCV payment standards to PBV units.• The LDCHA will conduct HQS inspections and certify that any of the property it owns that has a PBV assigned meets HQS. Additionally the LDCHA will determine rent reasonableness for all PBV units it owns.	<p>housing. There will be supportive services through a partnership with the local Bert Nash Community Mental Health Center and a new peer support program.</p>		
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The Cottages – PBV Timeline

- PHA must own the property at the time of selection and execution of Project Based Voucher (PBV) contract. Steps are outlined per PIH Notice 2015-05.
 - Definition = Owner for purposes of the Section 8 program includes a public housing agency having the legal right to lease or sublease dwelling units.
 - PHAs participating in the Moving to Work Demonstration can waive many statutory and regulatory provisions pertaining to the housing choice voucher program (including the PBV program).
 - LDCHA's MTW Plan Activity 18-1 – Has approval to waive the Independent Entity Review of selection process, and permits non-competitive process for selection of LDCHA owned units.
 - PBV Contract = January / February 2021- Under the PBV program, the contract administrator and the owner cannot be the same legal entity. The PHA must establish a separate legal entity to serve as the owner. Such entity may be one of the following:
 1. A non-profit affiliate or instrumentality of the PHA;
 2. A limited liability corporation;
 3. A limited partnership;
 4. A corporation; or
 5. Any other legally acceptable entity recognized under State law.
 - Lease with County requires approval first for a sublease to DCHI. This has been requested and is pending.
- Tenant Eligibility – determined within 60 days prior to commencement of PBV assistance. Pending with adoption of Tenant Selection Plan.
- Need Rent Reasonableness determination
MTW waiver – will be done by LDCHA for DCHI pursuant to a contract that is in the process of being drafted by our outside counsel.
- Need HQS inspection
MTW waiver – of independent entity – will be done by LDCHA for DCHI pursuant to a contract that is in the process of being drafted by our outside counsel.



THE COTTAGES

The Cottages at Green's Lake Supportive Housing

Tenant Selection Plan & Operating Procedures

Adopted _____

Chapter One: The Cottages PSH Program & Project

- 1.1 Program
- 1.2 Project
- 1.3 Collaborative Management
- 1.4 Roles of Property Management Staff
- 1.5 Resident Privacy
- 1.6 Smoke Free
- 1.7 Pets

Chapter Two: Tenant Application & Selection Process

- 2.1 Non-Discriminatory Policy
- 2.2 Eligibility Requirements
- 2.3 Suitability information
- 2.4 Screening Information
- 2.5 Resident Selection and Informal Review
- 2.6 Lease, Rent & Security Deposit
- 2.7 Eligibility
- 2.8 Offers from the Waiting List
- 2.9 Occupancy Standards
- 2.10 Sole Residence Requirement
- 2.11 Requests for a Reasonable Accommodation or Modification under Section 504 of the Rehabilitation Act of 1973
- 2.12 VAWA

Chapter Three: Resident Services Plan

- 3.1 Service Philosophy
- 3.2 Self-Sufficiency Matrix Assessment Tool
- 3.3 Staff Roles & Standards of Conduct
- 3.4 Support Services Team Approach
- 3.5 Services Staff Descriptions

- 3.6 Resident Emergencies
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- 4-8 Hard Copy Documentation
- 4-9 Resident Engagement

Chapter Four: Property Management

- 4.1 Reasonable Accommodations
- 4.2 Recertification Process
- 4.3 Guest Guidelines
- 4.4 Substance Abuse Policy
- 4.5 Monthly Housekeeping Inspections
- 4.6 In-Patient Treatment or Incarceration

Chapter Five: Resident Crisis Management

- 5.1 Emergency Protocols
- 5.2 Welfare Check
- 5.3 Security Cameras

Chapter Six: Bed Bug Prevention

- 6.1 Heat Treatment Room for Bed Bugs
- 6.2 Bedbug Mitigation Procedure
- 6.3 Staff Involvement

Attachment

- A. Eviction Prevention Plan
- B. Smoking Policy
- C. Pet Policy
- D. Self-Sufficiency Matrix

Chapter One: The Cottages PSH Program & Project

1.1 Program

The Cottages at Greens Lake (The Cottages) offer permanent supportive housing to households with a member diagnosed with a serious mental illness (SMI) or a serious persistent mental illness (SPMI) that can include co-occurring substance use disorders. The Cottages offers an array of support services through community partnerships to assist residents in achieving housing stability and provide necessary linkages to resources within the community. The overall objective is to assist residents in:

- ✓ Remaining stably housed
- ✓ Increasing income and/or financial resources
- ✓ Enhancing health and personal well-being

While the resident is living in an affordable and supportive environment the hope is that he/she will increase a positive self-image, become active participants and feel that they are a part of their new home community.

The premise of Permanent Supportive Housing is that once people are living in their own homes they can start to address the factors that contributed to their housing crisis. Although engagement with services staff is not a requirement to retaining housing, services staff will attempt to engage with each resident on a regular basis while they are residing at The Cottages.

1.2 Project

The Cottages, located at 930 Second Street, Lawrence, Kansas, is owned and operated by Lawrence-Douglas County Housing Authority (LDCHA) or its non-profit affiliate, Douglas County Housing, Inc. (DCHI). It has 10 1-bedroom apartments designed to meet the special needs of homeless households with disabilities. Two of the apartments are designated as Housing Trust Fund (HTF) assisted for homeless households with disabilities with income at 0-30% area median income (AMI). Eight apartments are designated for incomes between 0-50% AMI and will have a Project Based Housing Choice Voucher.

1.3 Collaborative Management

One of the key factors in supportive housing is a multi-disciplinary, multi-agency, client centered collaboration. The greater part of this manual will describe how services are provided.

Collaboration has proven to be an effective working model for improving and increasing successful engagement and effective intervention with residents who may have many service needs and little experience with support services. Each agency in the collaboration has its own culture, expertise, resources, and policies and procedures, which may or may not always coincide with those practiced at the housing site. When discrepancies are discovered between policies of The Cottages and a partner agency, both parties negotiate, in good faith, to arrive at a workable solution.

The collaborative approach is critically important in identifying and addressing problems that can be disruptive to the building community, or put a resident's housing in jeopardy due to lease violations. By working closely together with the resident, support services and property management, staffs are often able to help the resident avoid behavior that may lead to eviction, hospitalization or incarceration.

1.4 Roles of Property Management Staff

Property management in supportive housing often involves more extensive interaction with residents than conventional property management because of the special needs and issues of the resident population. Although the primary focus is on the many details and tasks required for the efficient operation of the property, the property manager must also be aware of the needs of the residents. LDCHA has extensive property management experience and has the sensitivity and flexibility necessary to effectively attend to both the building and the residents. This ensures a positive impact on the community and the residents it serves.

The primary role of property management is to address the physical and financial needs of the building. The property manager functions as the landlord and is responsible for determining eligibility and leasing vacancies, enforcing the lease, maintaining the building and its security, and collecting rents. The property management and maintenance staff are available after business hours should there be an emergency.

1.5 Resident Privacy

Residents are entitled to privacy. Management must give 24 hours written notice before entering a resident's apartment, except in the case of an emergency. Only in an emergency, or if the staff suspects a resident is in danger, will they enter the apartment to check on the residents. No staff shall enter a resident's apartment unless conducting business or activity deemed warranted by service staff.

1.6 Smoke Free

The Cottages are smoke free housing. See Attachment B.

1.7 Pets

See Attachment C, Pet Policy.

Chapter Two: Tenant Application & Selection Process

The Tenant Selection Plan (this “Plan”) outlines the procedures that will be followed in selecting tenants for The Cottages. Management is responsible for implementing these procedures. The procedures specifically address the standards set by the various funding sources. The Cottages policy maintains strict adherence to non-discriminatory and Fair Housing laws.

2.1 Non-Discriminatory Policy

The Cottages does not discriminate on the ground of race, color, sex, religion, national or ethnic origin, familial status, sexual orientation, or disability, or otherwise exclude from participation in, be denied the benefits of, or otherwise subject applicants to discrimination under LDCHA's housing programs. All applicants are considered with impartiality, and information about an applicant is taken into consideration and related solely to the attributes and behavior that could affect residency.

2.2 Eligibility Requirements

The Cottages is Permanent Supportive Housing project that is targeted for low/no income households experiencing a Severe and Persistent Mental Illness and/or Substance Use Disorder who need supportive service to maintain their tenure in permanent housing. This includes households who have an existing support network, but is in the process of losing that support, or is at imminent risk of losing their supportive service, and whose ability to maintain housing is dependent on and tied to support and will be lost if/when supportive services are no longer in place. All ten units are designated as Permanent Supportive Housing for residents who are undergoing a housing crisis. A housing crisis is defined as a situation where the applicant is homeless, precariously housed, at imminent risk of homelessness, or is currently housed in substandard, unstable, unsafe or in an unsustainable setting.

A waitlist is maintained for these units, which are subsidized with project based housing choice vouchers and Housing Trust Funds (HTF). All applicants must have a referral from a partner agency that provides support services including Bert Nash Community Mental Health Center (Bert Nash), DCCCA, Inc. (DCCCA), or Heartland RADAC. These agencies have signed Memorandums of Understanding (MOU) agreeing to provide necessary support services for all referrals accepted into The Cottages.

2.3 Suitability information

All applicants who are referred will complete a suitability interview either with the referral agency and/or the Housing Support Specialist or his/her designee. The purpose of the interview is to better understand the service needs the applicant may have and to ensure that the program is sufficient to meet those needs. Once it has been determined that the program can reasonably meet the needs of the applicant, the identifying information is then passed on to the LDCHA Housing Support Specialist to determine eligibility and screening.

2.4 Screening Information

The applicant will be required to complete an application and screening packet containing:

- verification of disability by a licensed care provider
- release of information between the referring agency, LDCHA, and DCHI
- sign an authorization to conduct a criminal history background check
- packet containing Section 8 forms, including income information

2.5 Resident Selection and Informal Review

An applicant who does not meet the requirements for suitability or eligibility, is notified in writing. Reasons for rejection include but are not limited to unsatisfactory criminal history, and not meeting the income level requirements. In situations where the applicant receives a denial letter, the applicant, program manager or the referring agency may request an informal review with _____. However, the Housing Support Specialist assumes a proactive role during this process in the attempt to screen ineligible applicants. If an applicant is denied and desires to contest the property manager's decision, the applicant must request an informal hearing in writing, within 14 days from the date on the letter. The Executive Director of LDCHA or their designee will conduct all informal hearings. A determination letter will be mailed to the applicant within 10 business days of the review.

2.6 Lease, Rent & Security Deposit

Each resident will enter into a written lease for a period of not less than 12 months. The LDCHA will not terminate the lease except for serious or repeated violations of the terms of the lease. The Cottages rental structure is set up to have a tenant pay no more than 30% of their income towards their housing cost.

Tenants living in the 8 units subsidized by a HUD project base voucher will pay approximately 30% of their income towards rent. The rental amount will be determined according to HUD regulations by an LDCHA Occupancy Specialist. Two units are regulated by HTF as administered by the Kansas Housing Resources Corporation and are updated and published annually. All utilities are included in the rental amount.

Security Deposit for all units will be \$200. If a resident is unable to pay the full amount a payment plan will be created between the Property Manager and the resident. However, a minimum payment of \$20 towards the security deposit is due at the time of lease-up.

2.7 Eligibility

Applicants approved for housing will be given an eligibility date consistent with the date approved by the eligibility committee. This date will be the date entered on the waiting list next to the applicant's name and tenant ID number. Only those applicants with an eligibility date will be offered assistance. The offer of housing assistance will be made to the first name on the waiting list with an eligibility date.

An applicant who does not pass the eligibility or screening criteria shall be notified in writing that their application is denied. The applicant will be given 14 days to request a

review of the decision made in their case. The letter shall describe the policies that were followed and the specific tenant information upon which the denial was determined. The letter shall inform the applicant of their right to a reasonable accommodation to request or attend the meeting in cases where the individual is disabled.

2.8 Offers from the Waiting List

When management is informed that a vacancy will occur, they will immediately go to the waiting list and offer the unit in chronological order to the first applicant on the list with an eligibility date, except in the following circumstance:

- If the vacant unit is a unit with accessibility features, the unit will be offered to the first household on the waiting list that contains persons with disabilities requiring the features of the unit.

All offers will be made in writing and noted on the waiting list. The applicant will have 10 days to respond. If the applicant does not respond within the time frame management will notify the applicant that they are considered to have passed up the offer of assistance. This information will be entered on the waiting list. When an applicant passes two offers of assistance they will be dropped from the waiting list. All applicants will be notified in writing when they have been dropped from the waiting list and informed that they will not be permitted to reapply for admission for 6 months.

2.9 Occupancy Standards

The following are the occupancy standards for The Cottages units:

1 bedroom units	Minimum 1 person or Maximum 2 persons
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2.10 Sole Residence Requirement

An applicant is eligible for assistance if the unit will be the applicant's ONLY residence. An applicant who will maintain a residence in addition to The Cottages unit is not eligible.

2.11 Requests for a Reasonable Accommodation or Modification under Section 504 of the Rehabilitation Act of 1973

Residents or applicants with a disability may request a reasonable accommodation in order to permit the resident/applicant to meet the policies of the project or housing program, including effective communication devices, or to use and enjoy the dwelling in the same manner as a nondisabled resident or applicant. The request for the modification must be directly related to the individual's disability.

Management will grant the accommodation unless it is verified that the request is not directly related to a disability. All communications will be in writing.

Requests for modifications of the physical structure will be granted unless the modification creates an undue financial burden, or a fundamental change in the nature or structure of the building, unit or program.

2.12 VAWA

Based on the provisions of the Violence Against Women's Act of 2005 and Reauthorization Act of 2013 (VAWA), management will protect tenants and family members of tenants who are victims of domestic violence, dating violence, or stalking from being denied, evicted or terminated from housing assistance based on acts of such violence against them. At lease signing, management will have tenants execute the VAWA Lease Addendum (HUD form 91067.)

When responding to an incident or incidents of actual or threatened domestic violence, dating violence or stalking that may affect a current tenant's participation, management will request in writing that an individual complete, sign and submit, within 14 business days of the request, a HUD Form 5382 Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, whereby the individual certifies that he/she is a victim of domestic violence, dating violence, or stalking, and that the incident or incidences in question are bona fide incidences of such actual or threatened abuse, along with any available documentation of the abuse.

In lieu of a certification form, or in addition to the certification form, a tenant may provide one of the following: (1) a Federal, State, tribal, territorial, or local police record or court record; (2) documentation signed and attested to by an employee, agent or volunteer of a victim service provider, an attorney or a medical professional, from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking, or the effects of abuse, in which the professional attests under penalty of perjury (28 U.S.C. 1746) to the professional's belief that the incident or incidents in question are bona fide incidents of abuse, and the victim of domestic violence, or stalking has signed or attested to the documentation. If the individual does not provide the form HUD-5382 or the information that may be provided in lieu of the certification by the 14th business day or any extension of that date provided by management, none of the protections afforded to the victim of domestic violence, dating violence or stalking will apply.

All information provided to Management relating to the incident(s) of domestic violence, including the fact that an individual is a victim of domestic violence shall be retained in confidence and shall neither be entered into any shared database nor provided to any related entity, except to the extent that such disclosure is (i) requested or consented to by the individual in writing; (ii) required for use in an eviction proceeding or termination of assistance; or (iii) otherwise required by applicable law. Management will retain all documentation relating to an individual's domestic violence, dating violence or stalking in a separate file that is kept in a separate secure location from the other tenant files.

Chapter Three: Support Services Plan

The Support Services plan is intended to describe guidelines and protocols, scope of services, staffing, partnerships, and documentation for Resident Services.

3.1 Service Philosophy

The premise of Permanent Supportive Housing is that once people are living in their own homes they can start to address the factors that contributed to their previous housing insecurity. Although engagement with services staff is not a requirement to retain housing, services staff will attempt to engage each resident on a regular basis while residing at The Cottages.

3.2 Self-Sufficiency Matrix Assessment Tool

The 10 Permanent Supportive Housing (PSH) apartments are reserved for people experiencing SMI or SPMI. Applicants must be able to live independently (with or without reasonable accommodations) and benefit from on-site supportive services. The Self-Sufficiency Matrix provides a structured way of assessing an applicant's self-sufficiency and service needs. Support services staff will meet with the resident and partner case managers prior to move-in to conduct the matrix. The results of the matrix will assist the staff in determining suitability of the program and the type of services needed to help the resident remain stably housed. See Attachment D.

3.3 Staff Roles & Standards of Conduct

The support services plan reflects the resident's stated desires and goals in order to help each household live independently, attain a level of economic independence, gain self-sufficiency and maximize his/her abilities. Supportive housing provides an environment where households can live with dignity and respect, utilizing support systems for independent living. This means the array and depth of services offered is defined by a combination of the residents' stated needs/requests, and professional program development.

The strategies used to provide case management services to the residents are as diverse as the residents themselves. The main goal is to help residents gain and maintain stability in their lives. The support services staff offers assistance and intervention as needed or requested to help residents identify and change behavior patterns that threaten their ability to maintain a stable housing situation. Some residents may need only minimal support from staff; others may need more extensive services.

Support services attempts to enhance household health and well-being, and to develop a sense of community. The staff seeks to engage residents in support and social activities that help households address these issues and create a sense of community.

3.4 Support Services Team Approach

The benefits of a team approach affect the entire community, by providing a seamless support system for residents and creating a supportive environment for staff. Therefore, information is shared with the entire team during team meetings, with respect to confidentiality policies and a need to know basis. **It is imperative that staff communicate**

and consult with each other in order to provide a continuity of care and consistent approach.

3.5 Resident Emergencies

Emergencies include suicide threats/attempts, fights, medical emergencies, and death. The program manager is available after office hours in case of emergencies. [How would we contact Bert Nash during evening & night hours?] Regular trainings on how to handle emergencies is provided and debriefing for staff and residents occurs following emergencies to improve future responses.

3.6 Documentation

Staff will record information about routine events and areas of concern. It is imperative that staff update this record so that other staff can appropriately follow-up and respond to resident and community needs. The record should be used to document observable resident or guest behavior, statements a client makes to staff, and situations in the building (e.g. police or emergency vehicles being called or residents going to the hospital).

The program manager will maintain various demographic and service delivery data. This information will be used for reporting both on internal program analysis as well as HUD compliance reporting.

3.7 Hard Copy Documentation

In addition to the electronic daily log and database, paper files will be maintained for each resident. The paper file will include the Releases of Information, the resident service plan, progress notes, and any other pertinent documentation/information.

3.8 Resident Engagement

It is the policy of The Cottages management to engage residents in the decision making process whenever possible. To this end, we have determined several strategies to specifically engage residents of The Cottages' Permanent Supportive Housing. These include, but are not limited to:

- Regular one-on-one meetings with each resident to discuss their needs and goals (bi-annually).
- Group activities to promote The Cottages community.
- Resident surveys to identify the level of interest from the residents in different services and activities.

Chapter Four: Property Management

4.1 Reasonable Accommodations

A reasonable accommodation is a change to a procedure or dwelling that allows a person with a disability an equal opportunity to participate in services and housing. Under HUD's policy, a household may be considered a person with a disability if a physical and/or mental condition causes substantial difficulty in performing a major life function. Major life functions include but are not limited to; the ability to walk, see, hear, breathe, think, work, or care for self.

All applicants/residents are provided the opportunity to request a reasonable accommodation. Reasonable attempts will be made to provide the requested accommodation in rules, policies, practices, and services. To ensure we adequately address the request for a reasonable accommodation we ask residents to put the request in writing.

4.2 Recertification Process

All residents of The Cottages will be required to meet with the Property Manager once a year to conduct an annual income certification review. This process is required by Housing and Urban Development (HUD) and Kansas Housing Resources Corporation, funding sources of The Cottages, and will include income and asset verification, as well as an apartment inspection.

4.3 Guest Guidelines

- No guests will be allowed for the first 30 days of residency. Requests can be made to allow family/service providers access.
- Guests are allowed only during the hours of 8 am to 11 pm.
- Guests are not allowed to use the laundry facilities.
- Following the initial period 30-day period, the resident may have one guest stay overnight up to fourteen (14) total nights per year. The resident will be required to give the management staff their guest's information in advance. [We could use input on if this is appropriate.]
- Case Managers, PCAs, Home Care Workers and/or caregivers are not considered guests.

Residents are responsible for their guests and their behavior at all times. Any guest who exhibits behavior that is problematic or in violation of the lease, could result in a lease violation for the resident.

Any guest who violates The Cottages lease or community rules, or causes disturbances, may be temporarily or permanently banned from the building. All staff will have the authority to exclude a guest on an emergency basis.

4.4 Substance Abuse Policy

The Cottages does not allow use of illegal substances on the property or in the units. If tenants are struggling with illegal substance use or alcohol use, the first route is to offer them an assessment, treatment, and other services at DCCCA or other available.

If drug and alcohol use is apparent we will explore with the tenant what purpose it serves for them, and how it causes them harm. Collectively an Eviction Prevention Plan will be developed.

The following will result in a lease violation being issued:

- Absolutely no drug dealing or distribution will be allowed in The Cottages. This includes the buying and selling of any illegal substance or psychiatric medication on or immediately surrounding the premises. Staff will contact police if dealing or distribution becomes apparent in the building.
- No alcohol consumption is allowed in the courtyard or the parking lot.
- No illegal drugs in the units or the community areas at any time. This includes the unit patios, parking lot, and the courtyard.
- No public intoxication in the above community areas.
- No drug seeking behavior in the community. This includes, but is not limited to, knocking on other resident's doors requesting money or substances and threatening other residents or staff.
- Every tenant must respect the rights of other residents. This means that your behavior may not disturb other residents. This includes, but is not limited to, making excessive noise or being noisy after hours, having excessive visitors, or having substances available or visible to other residents.
- Substance use cannot interfere with the financial responsibilities of each tenant. If payment of rent becomes a problem, money management may be offered as an alternative to eviction.
- Residents will be responsible for ensuring that their visitors comply with the above standards.
- If substance use becomes problematic to the community, or it appears that substance use is endangering the housing status of a resident, substance use counseling may be arranged through staff of DCCCA as an alternative to eviction.

4.5 Monthly Housekeeping Inspections

The Property Manager will conduct monthly housekeeping inspections to ensure that apartments are maintained in a decent, safe and sanitary condition, as well as ensure

resident stability and well-being. Check-ins for all apartments will be conducted monthly to identify and remedy issues before they escalate.

- Residents will receive 24 hour notice of the check-in/entry of their apartment by staff.
- Monthly check-ins will be performed by property management staff. Housekeeping standards are a lease addendum.
- The frequency of check-ins may be increased if residents are not able to pass on a consistent basis. In addition, the program manager and property manager may conduct check-ins if the resident has multiple fails and/or there are other significant occurring issues.
- Three months of successful housekeeping may result in reduced frequency of housekeeping inspections.
- One annual preventative maintenance inspection will be conducted for every apartment by maintenance staff.
- During housekeeping inspections, staff will not go through the personal possessions of the resident.

4.6 In-Patient Treatment or Incarceration

If a resident elects to enter into an in-patient treatment program for substance abuse, mental health treatment, hospitalization or physical rehab, the resident's apartment will be held available for 180 days.

The Director of Programs and Property Management will determine the length of time an apartment will be held when a resident is incarcerated. Consideration will be based on the nature of the offense which led to incarceration and time expected to be served.

Chapter Five: Resident Crisis Management

The primary purpose of the resident crisis management protocols is to ensure the safety of The Cottages residents and staff. The following guidelines outline staff responsibilities in the event of a threat to residents, guest or employees. Copies of these protocols will be kept in the front desk area and all staff will be expected to be familiar with them.

5.1 Emergency Protocol

- Emergencies include:
 - ✓ Threat of or actual violence
 - ✓ Property being seriously damaged/vandalized
 - ✓ Threat of suicide
 - ✓ Significant Mental Health/Substance Use Related crisis
 - ✓ Medical Emergency
 - ✓ Death in building
 - ✓ Fire, flood, tornado or any other natural disaster
- If there is physical violence, threat of immediate violent acts, or the presence of or stated intent to use a weapon, staff will immediately seek police intervention and contact the Property Manager and/or other designated personnel.
- All staff will be trained in Mental Health First Aid taught by Bert Nash or DCCCA. All staff will be trained in Substance Use Disorder (SUD) crisis, and how to use NARCAN®. Staff should strive to conduct themselves in a professional manner throughout the emergency.
- Staff must take suicidal statements, ideation, and attempts very seriously. Staff will contact trained professional providers to respond in an emergency.
- During a crisis intervention, it is best to have at least two people involved: one to take appropriate action depending on the nature of the crisis and one to document the event and/or call for assistance and/or support the lead person. All efforts will be made to resolve such events as quickly as possible.
- If an incident occurs, staff will check-in with residents who may have observed or been involved in crisis situations to ensure their safety. Staff will document and inform staff that need to follow-up, and provide post-crisis debriefing opportunities for residents. Confidentiality of the resident who experienced the crisis will be maintained. The focus then is on reinforcing resident safety, providing residents with a safe place to discuss the situation and opportunities to learn new ways of dealing with potential future situations.
- All emergency numbers will be continually updated and readily available to staff and residents.

5.2 Welfare Check

1. Welfare Checks are conducted when there is concern regarding the safety of the resident and/or condition of the apartment.
 - a. Contact supervisor with concerns
 - b. If directed, notify the police of your concerns and ask if they would do a welfare check
 - c. Follow up with supervisor on findings and any action necessary
 - d. Document in appropriate communication log
 - e. Staff will cooperate with emergency responders by allowing them access to the apartment via master key/code

5.3 Security Cameras

The Cottages has security cameras that scan common areas, parking lot and building perimeter. The cameras are monitored by staff.

Video footage can be reviewed by police or emergency responders if requested. If emergency responders are requesting a copy of footage, they must go through the Director of Programs & Property Management; no subpoena will be required for any law enforcement investigation.

Chapter Six: Bed Bug Prevention

6.1 Heat Treatment Room for Bed Bugs

The Cottages has a designated heat treatment room to exterminate bed bugs and other insects from residents' belongings and furnishings using high-temperature heat.

Heat treatment rooms are used to prevent and manage bed bug infestations using high-temperature heat to effectively exterminate bed bug eggs, larva/nymphs and adults from resident's belongings and furnishings such as mattresses, couches, dressers, and electronic devices. Managing bed bug infestations effectively is expensive and a major ongoing financial operating pressure. Use of the heat treatment room is documented in a separate document.

All new residents are expected to have their belongings heat treated. Those who refuse the treatment of their belongings will have their application denied.

All staff will be responsible to limit the risk of any infestation of insects within The Cottages. To reduce the risk of bedbug infestations within The Cottages, staff shall:

- Heat treat belongings that residents bring on to the premises at 140 degrees Fahrenheit for 6 hours.
- Store items in the heat treatment room in double sealed bags until heat treatment has been completed.

6.2 Bedbug Mitigation Procedure

When bedbugs are identified within the building, the Property Manager is to be informed as soon as possible. A combination of preparation prior to treatment is recommended to effectively eliminate bed bugs. As soon as the room preparation is complete, the Property Manager will arrange professional pest control services. For heavy infestations, expect multiple treatments. Upon discovery that an apartment or area is likely infested with bedbugs, staff is to notify the Property Manager, and immediately implement segregation and treatment procedures. As soon as possible, and within 48 hours at the latest, the appropriate treatment is to be implemented by designated staff.

6.3 Staff Involvement

As with other issues, staff is to be as supportive and encouraging as possible during this process. Where a severe infestation exists, and the person refuses treatment, eviction is possible.

Attachment A

Eviction and Prevention Policy

General principles:

As the Property Manager identifies housing issues and lease violations, he/she takes the necessary action to notify residents and inform the support services staff. The role of support services in this situation is to reach out to the resident and help him/her find a workable solution to the problem. All staff members are committed to supporting the residential stability of the residents whenever that is possible.

In order to avert problems before they reach a crisis stage, both the Property Manager and support services staff will review any resident issues, and jointly meet with the resident to discuss the problem. The Property Manager will then take the appropriate action according to the steps outlined in this Exhibit. The Property Manager will consult with legal counsel when necessary. Copies of any of legal notices are forwarded to the program manager, as well as to the resident.

Copies of all correspondence between property management and the residents will be given to support services for the resident file. The support services staff will attempt to engage the resident and help him/her develop a solution that fits the problem. Often, this process will include a joint meeting with the resident, the Property Manager and the support services staff. An eviction prevention plan may be created by all parties involved so that there is a clear understanding of expected changes and who is responsible.

For instance, if residents are not able to remedy the rent payment problem, a joint meeting may focus on financial management and ways to make payment of rent a priority. In the same way, the property manager and the program manager will make attempts to intervene when there are noise or disturbance complaints about a resident, including referrals to mental health or substance abuse services. If no intervention is successful, the resident may face eviction. Both the property manager and the program manager work closely together to bring these issues to the attention of the resident at a joint meeting with the resident. This process can result in the resolution of problems that would have led to eviction without intervention.

All lease violations will be substantiated with documentation, e.g., resident complaints, neighbor complaints to management, emails, photos, and police reports. Residents have the option to sign a mutual lease rescission at any time if they feel they cannot comply with the lease terms. They may move without penalty and the move out date will be negotiable.

Eviction Procedures:

The Cottages is dedicated to

- 1) Ensuring the safety of all residents and staff; and

- 2) Maintaining stable housing for all residents when that is possible without jeopardizing safety.

With these considerations in mind, lease violations have been divided into four categories:

- 1) Incidents where there is a lease violation and no victim.
- 2) Incidents where a lease violation occurs, and involves annoyance to neighbors and infringement to peaceful enjoyment.
- 3) Incidents that occur on or near the premises and endanger the person or willfully and substantially endanger the property of the landlords, any co-resident, or any person living on or near the premises.
- 4) Incidents that occur on or near the premises and constitute a violent or drug-related felony.

Category 1 and Category 2 violations are subject to the following steps, aimed at allowing the resident to resolve any problems and maintain stable housing:

- **First Step – Communication**

The Housing Support Specialist will contact the resident and meet over the phone or in person, per resident's preference. The violation will be discussed, as well as the resident's other responsibilities under the lease. The Housing Support Specialist will document the file with a memo as to nature of violation and results of the discussion. This step may be repeated based on the resident's cooperation and nature of the violation.

- **Second Step – Lease Violation Notice.**

The Property Manager will contact the resident and request a meeting. The violation will be reviewed, as well as the resident's other responsibilities under the lease. The Property Manager will document the meeting with a written summary which documents the violation, the results of the discussion, and any agreements made with the resident. The resident will be asked to sign the meeting's summary. The resident will be served with a Lease Violation Notice.

- **Third Step –Notice to Comply.**

If the matter is not resolved following the first or second step, the Property Manager will contact the resident and arrange a meeting. Whether or not the resident attends the meeting, the resident will be served a 14-30 Day Notice to Comply or Quit (move out). This notice gives the resident 14 days in which to cure the lease violation. The notice will remain in effect for one year. The resident will be warned that if there are future violations of the same lease provision within the year, the resident will be served with a Notice to Quit. If the resident does not feel he/she can comply with the lease, a mutual rescission will be offered.

- **Fourth Step – 14-30 Day Notice to Quit.**

If the Resident is unable to cure the lease violation, or if there is a Category 3 or 4 lease violation (a Substantial Violation) of the lease, the resident will then be issued the 14-30 Day Notice to Quit. The resident may request an informal hearing. A mutual rescission will be offered. If the resident does not accept mutual rescission, an informal hearing will be held and if the termination is upheld, the resident file will be forwarded to the attorney's office to proceed to the court eviction process.

Lease violations in Categories 3 and 4 jeopardize the safety of residents and staff, and therefore are not subject to Steps 1 through 3. In such cases, the Property Manager will proceed directly to Step 4 of the eviction procedure.

The Cottages at Green’s Lake Eviction Prevention Plan

Resident Name: _____ Unit Number: _____

Date of Incident: _____ Dates of Previous related Incidents: _____

Description of Incident(s):

Date Staffed by Team _____ Service Providers Tasked: _____

Service Provider Plan:

Actions Taken By and Needs of Property Management:

Date(s) of Meeting(s) with Resident: _____ Service Provider(s): _____

Result of Meeting(s):

Date(s) of Follow Up with Property Manager: _____ Service Provider(s): _____

Next Steps:

Attachment B

PUBLIC HOUSING SMOKE FREE POLICY

Resolution 2018-12 to be effective July 1, 2018

Superseding and Incorporating

Resolution 2010-05	January 25, 2010
Resolution 2010-18	June 28, 2010
Resolution 2010-20	August 23, 2010

1. Purpose of Smoke Free Policy

This policy applies to all public housing units and Peterson Acres II. HUD is requiring that all public housing agencies enact this policy to (i) mitigate the irritation and known health effects of secondhand smoke; (ii) eliminate the increased maintenance and cleaning costs from smoking; (iii) the increased risk of fire from smoking; and (iv) the higher costs of fire insurance for a non-smoke-free building.

2. Definitions

Smoking. The term "smoking" means inhaling, exhaling, breathing, or carrying any lighted or heated cigar, cigarette, pipe, water pipe, or other tobacco product or plant product in any manner or in any form. Smoking also includes use of an Electronic Nicotine Delivery System (ENDS).

Electronic Nicotine Delivery System. The term "Electronic Nicotine Delivery System" (ENDS) means any electronic smoking device that provides a vapor of liquid nicotine and/or other substances to the user as she or he simulates smoking. The term shall include all such devices whether they are referred to as e-cigarettes, e-cigars, e-pipes or under any product name.

3. Smoke-Free Complex

All LDCHA public housing (Edgewood Homes, Scattered Sites, Babcock Place and Peterson Acres I), Peterson Acres II, and 1725 New Hampshire ("Properties") are designated as a smoke free living environment. Tenants, members of Tenants' household, or guests shall not smoke anywhere in the unit rented by Tenant, or the building where the Tenant's dwelling is located or in any of the common areas or within 25 feet of such building or other parts of the rental community.

4. Medical Oxygen

The Lawrence-Douglas County Housing Commission adopted a No-Smoking Policy for LDCHA Owned Units where **Medical Oxygen** is in use. Effective immediately, this policy prohibits all smoking by tenants, family members, and guests inside any unit and/or building owned by the Lawrence-Douglas County Housing Authority where medical oxygen is present or in use. Smoking may not take place even outside the building where medical oxygen is present or in use. An individual attached, or with physical contact, to an oxygen tube is considered to be “on oxygen” whether or not the tube is attached to the oxygen source or the source is turned on.

This policy shall be enforced in accordance with Paragraph 7 lease violations and evictions except when a violation causes a fire. In that case the resident household will be evicted in conformance with the agency’s One Strike policy. Evidence of violations of this policy will be in conformance with paragraphs 6 and 7 below.

5. Smoke Free - 25 Feet from any LDCHA Building

Effective July 1, 2018, the no smoking policy is extended to all LDCHA owned properties. This policy prohibits smoking by all tenants, family members, and guests inside any unit and/or building owned by the LDCHA. Smoking may take place outside buildings at least 25 feet from any LDCHA building as long as the smoking does not interfere with the neighbor’s peaceful enjoyment of the premises.

6. Evidence of Smoking

A resident household will be determined to be in violation of the policies if:

- Staff witnesses a tenant, tenant’s guest, or family member, service provider, or other person smoking inside an LDCHA owned building or within 25 feet of any LDCHA public housing building.
- Staff witnesses a lighted smoking product in an ashtray or other receptacle inside an LDCHA owned unit or within 25 feet of any LDCHA public housing building.
- Damages to the interior of LDCHA owned property that are the result of burns caused by smoking products including burns to tenant owned property.
- Evidence of smoking in a unit such as cigarette or other smoking product smells, smoke clogged filters or missing filters, smoke film including smoke damage to walls.
- Repeated reports to staff of violations of this policy by third parties.
- Clogged plumbing caused by smoking products.
- Evidence of ashes on any surface in a unit owned by the LDCHA.

7. Enforcement

Staff will enforce the smoking ban Resolution 2018-12 according to the following procedures except when a violation causes a fire at LDCHA property. In this case, the Tenant will be evicted in conformance with the agency’s One Strike Policy.

Staff will follow a progressive course of lease enforcement actions in implementing the smoking ban.

1st Offence: Staff will send the Tenant a gentle reminder of the smoking ban, including a copy of Resolution 2018-12, and inform the Tenant of the smoking cessation resources the agency has available.

2nd Offence: Staff will send the Tenant second reminder of the smoking ban, including a second copy of Resolution 2018-12 and refer the Tenant to the Resident Services office for assistance in complying with the smoking ban.

3rd Offence: Staff will send the Tenant a notice of a mandatory conference to discuss the policy and repeated violations. Property management and Resident Services staff will be present to assist the Tenant in developing strategies to help them comply with the policy in order to safeguard their housing. If the Tenant fails to attend the conference, they will receive a lease violation notice in conformance with existing LDCHA policy.

4th Offence: The Tenant will be issued a remedial lease violation.

5th Offence: The Tenant will be issued a 14-30 Lease Violation.

6th Offence: A final eviction notice to terminate the lease will be issued.

8. Application of the Previous Policy

The previous No Smoking Policy as outlined in Resolutions 2010-05, 18 & 20 remains in effect for Clinton Place and all other non-public housing properties owned by LDCHA not listed in Paragraph 3, until amended, repealed or replaced by future action of the LDCHA Board of Commissioners.

Attachment C

[Pet Policy]

(If using ServicePoint)

Program Name _____

HMIS ID _____

Domain	1	2	3	4	5	Score	Participant goal? (✓)
Housing	Homeless or threatened with eviction.	In transitional, temporary or substandard housing; and/or current rent/mortgage payment is unaffordable (over 30% of income).	In stable housing that is safe but only marginally adequate.	Household is in safe, adequate subsidized housing.	Household is safe, adequate, unsubsidized housing.		
Employment	No job.	Temporary, part-time or seasonal; inadequate pay, no benefits.	Employed full time; inadequate pay; few or no benefits.	Employed full time with adequate pay and benefits.	Maintains permanent employment with adequate income and benefits.		
Income	No income.	Inadequate income and/or spontaneous or inappropriate spending.	Can meet basic needs with subsidy; appropriate spending.	Can meet basic needs and manage debt without assistance.	Income is sufficient, well managed; has discretionary income and is able to save.		
Food	No food or means to prepare it. Relies to a significant degree on other sources of free or low-cost food.	Household is on food stamps.	Can meet basic food needs, but requires occasional assistance.	Can meet basic food needs without assistance.	Can choose to purchase any food household desires.		
Child Care	Needs childcare, but none is available/accessible and/or child is not eligible.	Childcare is unreliable or unaffordable, inadequate supervision is a problem for childcare that is available.	Affordable subsidized childcare is available, but limited.	Reliable, affordable childcare is available, no need for subsidies.	Able to select quality childcare of choice.		
Children's Education	One or more school-aged children not enrolled in school.	One or more school-aged children enrolled in school, but not attending classes.	Enrolled in school, but one or more children only occasionally attending classes.	Enrolled in school and attending classes most of the time.	All school-aged children enrolled and attending on a regular basis.		
Adult Education	Literacy problems and/or no high school diploma/GED are serious barriers to employment.	Enrolled in literacy and/or GED program and/or has sufficient command of English to where language is not a barrier to employment.	Has high school diploma/GED.	Needs additional education/training to improve employment situation and/or to resolve literacy problems to where they are able to function effectively in society.	Has completed education/training needed to become employable. No literacy problems.		
Health Care Coverage	No medical coverage with immediate need.	No medical coverage and great difficulty accessing medical care when needed. Some household members may be in poor health.	Some members (e.g. Children) have medical coverage.	All members can get medical care when needed, but may strain budget.	All members are covered by affordable, adequate health insurance.		
Life Skills	Unable to meet basic needs such as hygiene, food, activities of daily living.	Can meet a few but not all needs of daily living without assistance.	Can meet most but not all daily living needs without assistance.	Able to meet all basic needs of daily living without assistance.	Able to provide beyond basic needs of daily living for self and family.		
Family /Social Relations	Lack of necessary support from family or friends; abuse (DV, child) is present or there is child neglect.	Family/friends may be supportive, but lack ability or resources to help; family members do not relate well with one another; potential for abuse or neglect.	Some support from family/friends; family members acknowledge and seek to change negative behaviors; are learning to communicate and support.	Strong support from family or friends. Household members support each other's efforts.	Has healthy/expanding support network; household is stable and communication is consistently open.		

Domain	1	2	3	4	5	Score	Participant goal? (✓)
Mobility	No access to transportation, public or private; may have car that is inoperable.	Transportation is available, but unreliable, unpredictable, unaffordable; may have care but no insurance, license, etc.	Transportation is available and reliable, but limited and/or inconvenient; drivers are licensed and minimally insured.	Transportation is generally accessible to meet basic travel needs.	Transportation is readily available and affordable; car is adequately insured.		
Community Involvement	Not applicable due to crisis situation; in "survival" mode.	Socially isolated and/or no social skills and/or lacks motivation to become involved.	Lacks knowledge of ways to become involved.	Some community involvement (advisory group, support group), but has barriers such as transportation, childcare issues.	Actively involved in community.		
Parenting Skills	There are safety concerns regarding parenting skills.	Parenting skills are minimal.	Parenting skills are apparent but not adequate.	Parenting skills are adequate.	Parenting skills are well developed.		
Legal	Current outstanding tickets or warrants.	Current charges/trial pending, non-compliance with probation/parole.	Fully compliant with probation/parole terms.	Has successfully completed probation/parole within past 12 months, no new charges filed.	No active criminal justice involvement in more than 12 months and/or no felony criminal history.		
Mental Health	Danger to self or others; recurring suicidal ideation; experiencing severe difficulty in day-to-day life due to psychological problems.	Recurrent mental health symptoms that may affect behavior, but not a danger to self/others; persistent problems with functioning due to mental health symptoms.	Mild symptoms may be present but are transient; only moderate difficulty in functioning due to mental health problems.	Minimal symptoms that are expected responses to life stressors; only slight impairment in functioning.	Symptoms are absent or rare; good or superior functioning in wide range of activities; no more than every day problems or concerns.		
Substance Abuse	Meets criteria for severe abuse/dependence; resulting problems so severe that institutional living or hospitalization may be necessary.	Meets criteria for dependence; preoccupation with use and/or obtaining drugs/alcohol; withdrawal or withdrawal avoidance behaviors evident; use results in avoidance or neglect of essential life activities.	Use within last 6 months; evidence of persistent or recurrent social, occupational, emotional or physical problems related to use (such as disruptive behavior or housing problems); problems have persisted for at least one month.	Client has used during last 6 months, but no evidence of persistent or recurrent social, occupational, emotional, or physical problems related to use; no evidence of recurrent dangerous use.	No drug use/alcohol abuse in last 6 months.		
Safety	Home or residence is not safe; immediate level of lethality is extremely high; possible CPS involvement.	Safety is threatened / temporary protection is available; level of lethality is high.	Current level of safety is minimally adequate; ongoing safety planning is essential.	Environment is safe, however, future of such is uncertain; safety planning is important.	Environment is apparently safe and stable.		
Disabilities	In crisis - acute or chronic symptoms affecting housing, employment, social interactions, etc.	Vulnerable - sometimes or periodically has acute or chronic symptoms affecting housing, employment, social interactions, etc.	Safe - rarely has acute or chronic symptoms affecting housing, employment, social interactions, etc.	Building Capacity - asymptomatic - condition controlled by services or medication	Thriving - no identified disability.		
Other: (Optional)	In Crisis	Vulnerable	Safe	Building Capacity	Empowered		