BOARDS OF COMMISSIONERS ANNUAL MEETING

AGENDA

April 29, 2019
5:50 p.m.
Edgewood Homes
Conference Room

1. Call of Roll

2. Resolution B: Approve Minutes of the April 23, 2018 Annual Meeting of the Lawrence-Douglas County Housing Authority Board of Commissioners

3. Resolution C: Review and Approve 2018 LDCHA Annual Report for Publication and Distribution to the City, County and Interested Parties

4. Resolution D: Approve 2018 Payment in Lieu of Taxes (PILOT) to City of Lawrence in the Amount of $96,265.70

5. Election of Officers

6. Adjournment
MINUTES OF THE
2018 ANNUAL MEETING
OF THE
LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS

April 23, 2018
5:50 p.m.

Edgewood Homes
Conference Room

1. **Call of Roll**
The 2017 Annual Meeting of the Lawrence-Douglas County Housing Authority Board of Commissioners was called to order at 5:52 p.m. by Chair Powers. Upon call of roll the following commissioners responded present:

Jamie Davison
Ellen Paulsen
Josh Powers

Vice Chair Duran was absent by prior arrangement. Also present were member of the public Pat Benabe, and LDCHA staff members Beverly Hyatt, Ruth Lichtwardt and Shannon Oury.

2. **Resolution Z 18**: Approve Minutes of the April 24, 2017 Annual Meeting of the Lawrence-Douglas County Housing Authority Board of Commissioners

Commissioner Paulsen moved to approve the 2017 Annual Meeting Minutes as presented. Commissioner Davison seconded the motion. The motion passed unanimously.

3. **Resolution A 18**: Approve 2017 Payment in Lieu of Taxes (PILOT) to City of Lawrence in the Amount of $102,357.75.

Executive Director Oury gave a synopsis of the PILOT payment system, explaining that it is to pay for city services used since the LDCHA is exempt from taxes, and explained how the calculation is reached for the payment. She also pointed out that the County has dropped the "Assessable Value" of Edgewood Homes and Babcock Place, placing them in a different "Investment Class". It does not affect the PILOT payment since that is not based on property value.

There were questions from the Board on the reasons for the new assessed value. Executive Assistant Lichtwardt reported on her conversations with the County assessor on the issue, and on the spreadsheet which she had received from him. The two properties were placed in the different class and re-assessed based on age and their non-profit status, however the other properties owned by LDCHA were not.
Commissioner Davison moved to approve the payment of the 2017 PILOT in the stated amount. Commissioner Paulsen seconded. The motion passed unanimously.

5. Election of Officers
Commissioner Davison nominated Chair Powers to continue to serve as Chair for another term. Commissioner Paulsen seconded the nomination. Mr. Powers accepted the nomination.

Ms. Davison suggested that Vice Chair Duran continue in her current office for another term, however Ms. Duran was not present to accept the nomination. Mr. Powers said he would ask Ms. Duran if she would like to continue as Vice Chair, and the vote will take place at the next regular meeting should she accept.

There being no further nominations, the Board elected Mr. Powers as Chair for the 2018-2019 term.

6. Adjournment
There being no further items of business, Commissioner Paulsen moved to adjourn the Annual Meeting. Commissioner Davison seconded the motion. The meeting was adjourned at 6:02 p.m.

_______________________________  _________________________  _______________________
Chair                              Secretary                Attest
RESOLUTION B¹⁹

BE IT RESOLVED that the Board of Commissioners of the Lawrence-Douglas County Housing Authority (LDCHA) approves Resolution B¹⁹, Minutes of the 2018 LDCHA Annual Meeting, as presented to the Board of Commissioners this 29th day of April, 2019.

NOW THEREFORE the Board of Commissioners does hereby approve Resolution B¹⁹.
ANNUAL ITEM 3: Resolution C19: Approve 2018 LDCHA Annual Report for Publication and Distribution to the City, County and Interested Parties.

BOARD ACTION:

Approve the content of the 2018 LDCHA Annual Report for publication and distribution if appropriate.
RESOLUTION C\textsuperscript{19}

BE IT RESOLVED that the Board of Commissioners of the Lawrence-Douglas County Housing Authority (LDCHA) approves Resolution C\textsuperscript{19}, Approve 2018 LDCHA Annual Report for Publication and Distribution to the City, County and Interested Parties, as presented to the Board of Commissioners this 29th day of April, 2019.

NOW THEREFORE the Board of Commissioners does hereby approve Resolution C\textsuperscript{19}. 
In 2018, the Lawrence Douglas County Housing Authority celebrated 50 years of service to our community. It gave us an opportunity to recognize all the organizations and individuals who contributed to the formation and the work of the LDCHA.

A deep concern that all Lawrence residents have access to safe and affordable housing led the League of Women Voters to conduct an in-depth study on housing in 1968, and based on that report the City of Lawrence established the Housing Authority. This same concern for the people who need affordable housing and for the use of good data motivates and directs the LDCHA, its Board, staff and community partners to continue this work today.

The LDCHA is also celebrating 20 years of participating in the Moving to Work Demonstration (MTW) and uses its MTW designation to design programs that support and encourage the increased self-sufficiency of participants and the creation of new housing opportunities.

“Create with your heart, build with your head.”
- Criss Jami

In this report you will find information about the people we serve, the programs we use to provide housing, and about our history.

Shannon Cheyne
Executive Director
LDCHA turned 50!

We hosted an Anniversary Party!
WHAT WE DO
OUR AFFORDABLE HOUSING PROGRAMS

SPECIAL USE VOUCHERS
Created by LDCHA using MTW reserves.
Douglas County Re-Entry: 5 vouchers
Safe Housing: 20 vouchers
Next Step: 5 vouchers
Total vouchers: 30
2018
MTW reserves: $119,113

CLINTON PLACE
58-unit apartment building for seniors
Housing units: 58
2018 Allocation: $286,644

PUBLIC HOUSING
Edgewood Homes, Babcock Place, Scattered Sites, Peterson Acres I
Housing units: 369
2018 subsidy: $888,744

SECTION 8 & VASH
Housing Choice Voucher holders lease from private landlords, rent is subsidized with HUD funding. VASH vouchers are for homeless veterans.
Section 8 vouchers: 732
VASH vouchers: 45
2018 subsidy: $5,493,288

HOPE HOUSE
Permanent supportive housing for homeless individuals with mental health or substance abuse issues.
Housing units: 8
2018 grant: $100,662

LAWRENCE EXPANDED HOUSING
Properties owned by LDCHA. Rent based on a sliding scale.
Housing units: 15
No federal subsidy

NEW HORIZONS
Transitional housing & supportive services for homeless families with children. Funded by City of Lawrence & Douglas County grants.
Housing units: 8
2018 City grant: $50,000
County grant: $50,000

TRANSITIONAL HOUSING
Serving homeless households by combining vouchers & supportive services. Funded by HOME grants.
Bert Nash CSS: 15 units:
2018 subsidy: $75,000
City HOME: 25-30 units
2018 subsidy: $193,717
Who We Served in 2018

Seniors:

481 Households

$16,310 average income
72% of households served earned
30% or less of AMI *

People with Disabilities:

465 Households

$14,050 average income
83% of households served earned
30% or less of AMI *

*AMI = Area Median Income
LDCHA was one of the very first Moving to Work (MTW) housing authorities! The MTW statutory objectives are to:

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

The MTW statutory objectives are to:

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

The MTW statutory objectives are to:

- Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- Give incentives to families where the head of household is working, is seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- Increase housing choices for low-income families.
MTW has allowed us to innovate to meet the three Congressional statutory objectives of the program, and to build MTW reserves which we can use to fund MTW initiatives and create more affordable housing. Many of the programs available through our Resident Services Office are made possible because of our MTW status.

February 2006
Purchased unit Clinton Place Apts. with MTW funds

2007
Constructed Peterson Acres II partially with MTW funds - 8 fully accessible units

March 2008
New 10-Year MTW Agreement signed

2010
20-year Energy Performance Contract signed, total guaranteed energy savings of $2,240,201

2013
Received first of several NAHRO Awards of Excellence & Awards of Merit

2016
Signed new MTW Agreement to 2028

2009
Expanded Resident Services Office (RSO)

2007-2008
Clinton Place Apts. renovated with MTW reserve funds and opened to new tenants

June 2008
Signed new MTW Agreement to 2018

July 2012
Purchased 1725 New Hampshire with MTW reserve funds - 6 units

December 2015
Purchased 1725 New Hampshire with MTW reserve funds - 6 units

2019
97th New Homeowner!

July 2012
First ZOMBIE Walk / Run

2009
First ZOMBIE Walk / Run

2007
First ZOMBIE Walk / Run

Clinton Place 2008

Clinton Place Apts. renovated with MTW reserve funds and opened to new tenants

8 households purchased a house through our Home Ownership program (and 16 more are working toward home ownership!)

**Education**

- 51 residents were enrolled in post-secondary education programs, one graduated in May with a Master’s degree in Library Science
- 12 residents assisted with enrollment in education programs including GED and post-secondary education
- 4 residents enrolled in the Momentum Grant—3 currently doing coursework and 1 earned Commercial Driver’s License (CDL) and gained full-time employment.
- 4 scholarships for GED exam fees and scholarship for a Certified Medication Aid (CMA) class

We also paid for:
- An emergency teaching license to enable a resident to work as a substitute teacher;
- Driving school fees enabling a resident to get a job that required a driver’s license
- 4 residents’ government-issued ID cards needed to obtain employment
- Items to help residents prepare for work, including required clothing

**Vehicle Repair**

17 households and 1 student were able to maintain employment or stay in school due to our Vehicle Repair program.
Employment

In 2018, our two full-time Employment Specialists served **339** individuals. Services included resume writing, job application assistance, & interview preparation.

Full Circle Youth Program

Full Circle provides a year-round free, safe and positive place for youth from families receiving housing assistance to spend time. In 2018, **68** youth ages 7-18 participated in the youth program. Services focus on out-of-school learning, self-development and mentoring through programming tailored for each unique individual. Youth are also provided healthful snacks. This program in part allowed **12** parents to maintain their employment when their children were not in school.

Grants

Many thanks to our wonderful community partners for these 2018 grants:

**Douglas County Community Foundation:**
- Access Technology Grant, **$4,000** to upgrade the Employment Program computer lab
- Fairy Godmother Funds, **$1,475** to help support the Car Repair program

**Lawrence Board of Realtors:** **$500** for Youth Programming

**Lawrence Rotary Club:** **$361** for summer swim passes
LDCHA and Resident Services are committed to assisting our senior residents live independently and age in place. Along with safe and comfortable affordable housing, we offer a range of activities to help keep both mind and body healthier.

Some of our Senior Housing activities in 2018:

- Just Food Cooking Classes
- K-State Cooking for One Classes
- Vacation Bible School Summer Visit
- Parks and Rec: Exercises with Holly,
- Chair Yoga Exercises
- Walking Group
- Computer Lab Classes
- Intergenerational Choir Practice
- Pool Buddies (Weekly trip to the indoor pool)
- Theater Lawrence (Tickets to attend the dress rehearsal for every show)
- Holiday Celebrations: Halloween with Boys & Girls Club, Thanksgiving Meals, Christmas Meals, Carolers
- Crafting Days
- Special Interest Discussions
- Book Club
- Sewing Club

Thank you to the Douglas County Community Foundation for their generous $7,000 grant for Senior Healthy Steps!
The LDCHA is proud member of the Douglas County Behavioral Health Leadership Coalition, a group of organizations dedicated to serving Douglas County residents and ensuring equitable access to behavioral health care and services.

Members of the coalition include:
- Douglas County
- DCCCCA
- LMH Health
- Heartland Community Health Center
- Lawrence-Douglas County Health Department
- Bert Nash Community Mental Health Center
- Heartland Regional Alcohol and Drug Assessment Center (RADAC)
- Lawrence-Douglas County Housing Authority

In 2018 the voters of Douglas County approved a quarter-cent sales tax increase to fund the construction and operation of a Behavioral Health campus adjacent to the Bert Nash Community Mental Health Center, with three tiers of housing for those seeking treatment. LDCHA will be providing the permanent supportive housing component for participants who would otherwise be homeless, through 10 on-campus cottages. Construction is planned for 2019. We are excited for the opportunity to provide additional supportive housing for some of our community’s most vulnerable residents.

Into the Future!
Our Mission is to preserve and expand affordable housing and provide opportunities for participants to thrive through services and partnerships.
ANNUAL ITEM 4: Resolution D^19: Approve 2018 Payment in Lieu of Taxes (PILOT) to City of Lawrence in the Amount of $96,265.70

BACKGROUND:

The Lawrence-Douglas County Housing Authority’s annual Payment in Lieu of Taxes (PILOT) for 2018 is $96,265.7. As a tax-exempt organization, the LDCHA makes an annual payment to the City in exchange for public services and facilities furnished by the City. The amount of the annual PILOT is set by federal regulation and is equal to 10% of the agency's rental income minus the utility costs paid by the LDCHA.

CURRENT ISSUE:

Rental income for 2018 was $1,284,115.30. Utility expenses were $321,458.34. Rent minus utilities equals $962,656.96, and 10% is $96,265.70, which is the 2018 PILOT payment owed to the City.

BOARD ACTION:

Approve 2018 Payment in Lieu of Taxes to the City of Lawrence.
RESOLUTION D'19

APPROVE 2087 PAYMENT IN LIEU OF TAXES (PILOT) TO CITY OF LAWRENCE
IN THE AMOUNT OF $96,265.70

BE IT RESOLVED by the Board of Commissioners of the Lawrence-Douglas County
Housing Authority that the 2018 PILOT in the amount of $96,265.70 be approved for
payment to the City of Lawrence.

NOW THEREFORE the Board of Commissioners does hereby approve Resolution D'19.
# Computation of Payments in Lieu of Taxes

## U.S. Department of Housing and Urban Development Office of Public and Indian Housing

For Fiscal Year Ended 12/31/2018

OMB Approval No. 2577-0026 (Exp. 10/31/2009)

Public reporting burden for the collection of information is estimated to average 4 hours. This includes the time for collecting, reviewing, and reporting the data. The information will be used for HUD to ascertain compliance with requirements of Section 6(D) of the U.S. Housing Act, which provides for PHA exemptions from real and personal property taxes, and inclusion in the formula data used to determine public housing operating subsidies. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

### Table

<table>
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<tr>
<th>Name of Local Agency:</th>
<th>Location: 1803 Haskell Ave</th>
<th>Contract Number: FW1454</th>
<th>Project Number: KS16P053</th>
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</table>

#### Part I - Computation of Shelter Rent Charged.

1. Tenant Rental Revenue (FDS Line 703) $1,284,115.30
2. Tenant Revenue Other (FDS Line 704)
3. Total Rental Charged (Lines 1 & 2) $1,284,115.30
4. Utilities Expense (FDS Line 931 - 939) $321,458.34
5. Shelter Rent Charged (Line 3 minus Line 4) $962,656.96

#### Part II - Computation of Shelter Rent Collected.

To be completed only if Cooperation Agreement provides for payment of PILOT on basis of Shelter Rent Collected.

1. Shelter Rent Charged (Line 5 of Part I, above)
2. Add: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at beginning of fiscal year
3. Less: Tenant Bad Debt Expense (FDS Line 964)
4. Less: Accounts Receivable - Tenants (FDS Lines 126, 126.1, & 126.2) at end of fiscal year
5. Shelter Rent Collected (Line 1 plus Line 2 minus Lines 3 & 4)

#### Part III - Computation of Approximate Full Property Taxes.

<table>
<thead>
<tr>
<th>Taxing Districts</th>
<th>Assessable Value</th>
<th>Tax Rate</th>
<th>Approximate Full Real Property Taxes</th>
</tr>
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<tbody>
<tr>
<td>City</td>
<td>$18,488,430.00</td>
<td>0.033300</td>
<td>$549,064.72</td>
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<td>County</td>
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<td>$24,732.64</td>
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<td>School</td>
<td>$16,488,430.00</td>
<td>0.056000</td>
<td>$923,352.08</td>
</tr>
</tbody>
</table>

**Total** $2,255,617.22

#### Part IV - Computation of Approximate Full Property Taxes.

(To be completed if Cooperation Agreement limits PILOT to an amount by which real property taxes exceed 20% of annual contribution.)

1. Approximate full real property taxes
2. Accruing annual contribution for all projects under the contract
3. Prorate share of accruing annual contribution*
4. 20% of accruing annual contribution (20% of Line 3)
5. Approximate full real property taxes Less 20% of accruing annual contribution (Line 1 minus Line 4, if Line 4 exceeds Line 1, enter zero)

#### Part V - Computation of Approximate Full Property Taxes.

1. 10% of shelter rent (10% of Line 5 of Part I or 10% of Line 5 of Part II, whichever is applicable)** $96,265.70
2. Payments in Lieu of Taxes (if Part IV is not applicable, enter the amount shown on Line 1, above, or the total in Part III, whichever is the lower. If Part IV is applicable, enter the amount shown on Line 1, above, or the amount shown on Line 5 of Part IV, whichever is lower.) $96,265.70

* Same as Line 2 if the statement includes all projects under the Annual Contributions Contract. If this statement does not include all projects under the Annual Contributions Contract, enter prorata share based upon the development cost of each project.

** If the percentage specified in the Cooperation Agreement or the Annual Contributions Contract with HUD is lower, such lower percentage shall be used.

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

Prepared By: [Signature]

Approved By: [Signature]

Name: Lindsey & Company, Inc.

Name: Shannon Oury

Title: Fee Accountant

Title: Executive Director

Date: 02/06/2019

Date: [Redacted]

Previous Editions are Obsolete

Page 1 of 1
ANNUAL ITEM 5: Election of Officers.

CURRENT ISSUE:

Attached is the current list of the LDCHA officers and commissioners. Nominations are open for the 2019-2020 term.
LAWRENCE-DOUGLAS COUNTY HOUSING AUTHORITY
BOARD OF COMMISSIONERS
2018-2019

Chair
Joshua Powers
4008 Sophora St.
Lawrence, KS  66049
816-718-6300
joshua.c.powers@gmail.com
June 2019
(1st Term)
City of Lawrence Appointee

Vice Chair
Maria Duran
1700 Massachusetts #317
Lawrence, KS 66044
303-720-5549
43momduran@gmail.com
June 2020
(1st Term)
City of Lawrence Appointee

Jamie Davison
1320 N 1770 Road
Lawrence, KS 66044
551-2806 (c)
jamie.davison@intrustbank.com
June 2021
(1st Term)
Douglas County Appointee

Wallace W Meyer, Jr.
KU School of Business
1654 Naismith Drive
Lawrence, KS 66045
816-350-3503 (c)
wmeysterjr@ku.edu
June 2022
(1st Term)
City of Lawrence Appointee

Ellen Paulsen
321 Pleasant St.
Lawrence, KS 66044
785-312-0801
elnpaulsen@sbcglobal.net
June 2022
(1st Term)
Douglas County Appointee