

Lincoln Housing Authority

The Housing Authority of the City of Lincoln (LHA) is a governmental entity established under state law, by the City of Lincoln, with a mission of providing affordable housing to the residents of Lincoln, Nebraska. The Housing Authority fulfills that mission by:

- The ownership and/or management of 1400+ units of rental housing
- The administration of the federal Section 8 Rent Subsidy Program in the city of Lincoln
- The operation of two home ownership programs
- Tenant supportive services
- Community partnerships with other providers of housing and social services

Although the Lincoln Housing Authority is a governmental entity, it does not have the power to tax, and does not receive local tax dollars. It is governed by a five member Board of Commissioners appointed by Lincoln's mayor and approved by the City Council. The Board of Commissioners appoints an Executive Director to oversee the daily operation, and ensure that the Board's policies are implemented.

Voucher Program Housing Choice Voucher (sometimes called Section 8)

Lincoln Housing Authority administers the federal Section 8 Housing Choice Voucher Program under a Moving to Work Agreement. Eligible households receive a voucher which allows them to lease a home or apartment with rental assistance paid directly to the landlord. Tenants generally pay 27% of their adjusted household income toward rent and utilities. The Lincoln Housing Authority pays the difference between what the tenant can afford to pay and the rent the landlord charges

Birth Certificate & Social Security Cards will be requested at the time of application but not required until admission. Applicants must provide Social Security Numbers for all household members who are US Citizens or have eligibility immigration status.

It is important to keep address up to date and respond to all mailings.

234 Preference letters were mailed out 10/4/18. These applicants will be scheduled an appointment. 100 non preference letters were printed. These will be mailed. Preference letters breakdown: 16 primary and RentWise preferences, 23 primary only, 195 RentWise preferences. Next application date is 3/2/17. 4041 remain on the wait list.

XSE Preferences

A family qualifying for any one (1) or more of the following verified Primary Preferences: Homeless, Disaster, Domestic Violence, &/or Military is assigned a weight of two (2) points.

A family qualifying for a Secondary Preference: RentWise Certification; is assigned a weight of one (1) point.

The head of household (HOH) or co head will be permitted to use a preference for the wait list one time within a five year period from their last housing assistance termination date.

RentWise Preference:

An application who's head of household (HOH) has completed the Nebraska RentWise education series. RentWise is a tenant education program that helps people know how to find and keep decent rental housing, and how to become more successful renters. Renters who complete this program of six modules earn a certificate of completion to show potential landlords and property managers that they want to be good tenants.

A copy of the RentWise Certificate of Completion is an acceptable for of verification and must be provided by the client to LHA.

Once the applicant (HOH or co head) is admitted to the voucher program using this preference, they are not eligible to use the preference for future re-admissions to the program.

Public Housing Program

Public Housing is specific units owned and managed by the Lincoln Housing Authority. Tenant pays rent based on their income as long as they live in the unit. Tenant does not use a voucher there, the Housing Authority is the landlord. Two, three, four and five bedroom units. Also included in PH is Mahoney Manor. Burke Plaza and Crossroads House rents are based on income. All have age restrictions.

LHA has 200 Public Housing units scattered throughout Lincoln consisting of 2, 3, 4 & 5 bedroom homes and duplexes. Responsibility of mowing the lawn, shoveling the snow, etc is on the tenant.

Arnold Heights: Reasonable priced, vouchers are accepted. Units are 2, 3 and 4 bedrooms. Responsibility of mowing the lawn, shoveling snow, etc is on the tenant.

Public Housing Preference: Working preference: A family with at least one adult member who is currently employed at least 25 hours per week. A self-employed person will be considered to meet the requirement if the net monthly earnings have equaled or exceeded the dollar value of 25 hours per week at minimum wage ($\$9 \times 25 \times 52 = \$11,700$). A family whose head or spouse or sole member is age 62 or older or is a person with disability also qualifies for this preference. This preference does not apply to Mahoney or Burke Plaza.

Finding the Right Fit: Is the unit affordable, size of unit suitable, and location conducive to your needs. Who pays utilities? Term of Lease? Application Fee: Find out the policy for example on credit history, criminal history, etc. If a landlord will not rent to someone with poor credit or a Bankruptcy for example, try to find this out before paying the application fee.

Other Housing Options

Family Support Program: in 1997, LHA created the Family Support Program to clients who are exposed to changing situations or behaviors that threaten their health, safety or general family welfare or that of other household members. A LHA Caseworker assigned to the program provides outreach, assessment, referral and supportive services. Families and individuals are referred to the program by a variety of sources including contacts with families, the general public, referrals by other agencies, landlords, and neighbors. **LHA has also developed a computer database which matches all LHA households with police service calls or singular incidents of a very serious nature.**

After referral to the Family Support Program, contact is made to offer services. Family support services are intended to be short-term case management in which the Family Support Specialist will contact the family, assess their needs, and try to link the family with community services to address their situation. The goal is to help families retain their housing and change the behaviors or situations which are putting their housing at risk. Family Support Services are provided at no cost to the family.

Family Self Sufficiency Program: Since 1993 LHA has offered the Family Self Sufficiency (FSS) program to families either leasing LHA owned federally subsidized housing units or participating in the Section 8 Rental Assistance Program. The program helps families work towards goal of becoming financially self-sufficient. Each family works with a caseworker to develop an individual plan for up to a three year period. The plan will include the steps that the family will take to reach their goals and the support or help they might need including case management or financial assistance. If a family's rent is increased over time due to increased household income, a percentage of the rent increase may go into an escrow savings account established by LHA. Families who successfully reach their goal receive the escrow savings upon completion of the program.

Home Ownership: The Purchase & Lease Purchase Program is offered in conjunction with the LHA's Home Building Project. LHA works with LPS and Northeast High School to build one home per year. Students in construction trades classes build the house which is sold at cost upon completion to a family in a LHA program. Student labor helps lower the final cost of the house. If the house cannot be sold immediately LHA offers a lease purchase option for up to five years. The family lives in the house with an agreement they will complete the purchase within five years. A portion of their monthly lease payment covers property insurance, interest and reducing the principal on the purchase price. The remainder of the lease payment is placed in an escrow account which can be used in the future of down payment or repairs. LHA works with the family during the lease period to help them prepare for ownership. At the end of five years, the tenant must seek permanent financing for the remainder of the balance of the purchase price through normal real estate lending channels. The housing authority recovers most of its cost to build the house at the time of the sale.

The Down Payment Assistance Program is available to participants and graduates of the FSS program. LHA will loan to qualified clients 7.5% of the purchase price of a home, up to a maximum of \$3,750. The loan is 0% interest and requires repayment upon sale or transfer of the property in the future.



Lincoln Housing Authority

Equal Housing Opportunity

P.O. Box 5327 • 5700 R Street • Lincoln, Nebraska 68505

INFORMATION SHEET

BE PREPARED What to bring with you when you apply

- Social Security Cards for all family members.
- Birth Certificates for all family members.
- I-94 or other immigration documentation for all family members.
- Proof of social security disability if single disabled applicant. (Most recent Award Letter okay).
- Information on your income and assets.
- Information on your residences for the past five years.
- Provide documentation. Any information regarding preferences such as Rentwise, homeless, or displaced due to domestic violence.

GET READY While on the waiting list

- Changes must be placed in writing; address, phone number and/or family composition (name of household members, added or deleted).
- Status change in disability, disability verification or doctor's letter.
- Provide preference information; RentWise, Homeless, etc.
- Gather needed documentation such as Social Security Cards and Birth Certificates.

GO Expedite Services

- Already have Personal Declaration filled out (in client's handwriting).
- Show up to your first appointment. (rescheduling appointments can be 1-3 months later).
- Arrive to the appointment on time or a few minutes early.
- All persons 18 years of age and older must attend the appointment.
- LHA provides interpreters, just tell us what language on the application.
- Social Security cards, birth certificates, and immigration documents if not already provided.
- Social Security Award Letter (if applicable).
- Last years Income Tax filing forms.
- Proof of child custody: court order or other parent sign off, with address & phone.
- Proof of school/college, end dates of employment and education financial assistance.
- Pay stubs from current places of employment.

FINISH

We must verify everything so if it is written down bring the verification to prove it.
All verifications must be dated within the last 30 days. It all must make sense. If you are paying rent and utilities costing \$1,000 a month and all the expenses are paid each month and only \$293 income is claimed.....it doesn't make sense and won't pass the audit.

DISCLAIMER

THIS INFORMATION SHEET PROVIDES GENERAL INFORMATION AND IS NOT INCLUSIVE OF ALL PROGRAM ELIGIBILITY REQUIREMENTS.