

## 4.1 COVER SHEET

### Organization/Lead Applicant's Name

Lexington-Fayette Urban County Housing Authority (LHA)

### Organization/Lead Applicant's Address

300 West New Circle Road, Lexington, KY 40505

### Authorized Representative's Name

Austin Simms

### Authorized representative's email address and phone number

[Simmsa@lexha.org](mailto:Simmsa@lexha.org)

(859) 281- 5083

### Title of the proposed project

LHA Landlord Partnership

### A brief summary of the proposed project

For individuals and families participating in LHA's assisted housing programs, the ability to secure housing that meets their needs depends on the willingness of the landlords in the private market to accept participants. Landlords may be hesitant to lease to LHA's recipients because of the program's administrative burdens or misperceptions about tenants. As a result, participants may have few available housing options and be more concentrated in disadvantaged neighborhoods. LHA proposes to expand affordable housing options for recipients by using incentives, streamlined administrative processes, and customer service support (staff liaison) to encourage landlords to participate in LHA's assisted housing programs. LHA will offer the landlord **a financial reward** for joining the program or for adding more units to the program; **assistance with security deposit**, while provided to a family, also serves as a way to reduce landlord concerns about damage and repairs above and beyond normal wear and tear; **limited damage claims** in certain circumstances to repay a landlord for losses incurred as a result of a program-related delay or damage to a unit above and beyond normal wear and tear and **application fees**. Monetary incentives and reimbursements for landlords can be used to respond to the reluctance of landlords to join LHA's program by addressing delays in leasing and costs for repairs. These monetary incentives and reimbursements are often more appealing to landlords. Some landlords will recognize the incentives as a symbol of support for some of the financial burdens posed by renting.

## 4.2 PROJECT NARRATIVE

The Lexington-Fayette Urban County Housing Authority (LHA) is a Moving to Work agency (MTW) that offers long-term rental housing and rental assistance for more than 4600 low-income families, seniors and disabled individuals and households. As a MTW agency, LHA has the ability to develop local strategies focused on self-sufficiency and expanded housing choice for extremely low, very low-income, and low-income families and individuals. The MTW designation grants LHA the flexibility to “observe what is going on in our community” and target policies and programs accordingly.

One of LHA’s goals is to provide the extremely low, very low and low-income recipients access to affordable housing and to remove barriers and overcome obstacles. Achieving that objective means working hard to support landlords, so we can work productively together and achieve our respective goals.

LHA’s rental assistance programs help individuals and families access safe, affordable housing. From that standpoint, landlords provide an essential community service. Beyond generating income, their rental properties help individuals and families achieve a measure of security to achieve their goals. With a recipient’s prosperity also comes enhanced community stability.

Over seven hundred private property owners and management agents currently work with LHA’s assisted housing program department to provide privately owned and operated housing to over 3600 recipients throughout Lexington.

LHA proposes to provide:

### **Landlord Incentives and Streamlining Processes**

The goal of the program is to reduce financial risk for landlords and encourage them to open more rental units to LHA’s participants, recruit new landlords and retain current landlords.

- A **one-time incentive payment** of \$1,000 to new landlords, upon the execution of a new contract for an LHA participant.
- A **one-time incentive payment** of \$1,000 to a landlord adding a new unit to the program for existing landlords.
- **Offer a limited damage claim** (not to exceed one month’s contract rent) in cases where a tenant causes damages to the unit exceeding the security deposit. The damage claim will be verified by the landlord providing pictures of damages, and evidence of the cost of the repairs. If the landlord does not provide acceptable documentation to verify tenant caused damages, LHA will conduct a special inspection within 10 days of participant’s move out date to verify damages to the unit.

- **Provide a one-time rent affordability payment** (amount that exceeds the maximum gross rent up to 6 months) when rent must be reduced to be affordable for the participant. “Affordable” would be defined as an initial rent burden of no more than 40% of household’s monthly adjusted income or gross income.
- **Provide Security Deposit Assistance.** The inability of households to have enough funds for security deposits contributes to the problem of homelessness in Lexington. LHA will assist homeless and at risk of homeless individuals and families to provide security deposit assistance or if a current participant has to move due to the unit not meeting inspection requirements. With the funds received, LHA will contribute up to one (1) month’s contract rent for the initial deposit. The deposit will be paid directly to the landlord upon receipt of a passed LHA inspection, signed lease and proof of applicant’s occupancy of the rental unit. The funds will target homeless and at risk of homeless applicants. To qualify for the deposit money, applicants must meet the Low-Income Limits (80%) of MAI (Median Area Income). Applicants must be able to obtain a legal lease from the landlord for a unit located within LHA’s jurisdiction. The program will operate on a first come, first served basis as long as funding is available. Upon the move out of the recipient, the landlord will be required to refund any deposit that was not used for past due rents, fees and tenant caused damages beyond normal wear and tear to LHA in order to continue the program.
- **Hire a landlord liaison** to partner with landlords to navigate the leasing process. Landlord partners will receive personal customer service from the Landlord Liaison to assist and share vacancy leads, answer questions, assists landlords to connect with tenant’s caseworker or supportive service providers to address supportive service needs. The landlord liaison will:
  - Hold tenants accountable by educating them on what is expected of them as tenants.
  - Encourage tenants to honor their lease contract and do what is required, i.e., pay rent on time, keep the property clean and safe, communicate any issues the landlord needs to be aware of.
- **Conduct quarterly landlord** orientation and educational sessions, where landlords can receive information on assorted topics such as landlord incentives, inspections, regulations, fair housing, and payment information.
- **Housing Assistance Payments (HAP)** paid to landlord by direct deposit.
- **Provide an online landlord portal** which provides information on inspections and housing assistance payments.
- **Provide application fees** up to \$50 per household.
- **Landlord participation** in LHA’s advisory board.
- **Frequency** of inspections reduced.

## 4.3 ATTACHMENTS

**LEXINGTON-FAYETTE URBAN COUNTY HOUSING AUTHORITY  
MWDDBE PARTICIPATION GOALS**

The Lexington-Fayette Urban County Housing Authority (LHA) has a goal that not less than ten percent (10%) of the total value of this Contract be subcontracted to Disadvantaged Business Enterprises, which is made up of MBEs and WBEs. LHA also has a goal that not less than three percent (3%) of the total value of this Contract be subcontracted to Veteran-owned Small Businesses.

### AFFIDAVIT

Comes the Affiant, Austin J. Simms, and after being first duly sworn, states under penalty of perjury as follows:

1. His/her name is Austin J. Simms and he/she is the individual submitting the proposal or is the authorized representative of Lexington-Fayette Urban County Housing Authority, the entity submitting the proposal (hereinafter referred to as "Proposer").
2. Proposer will pay all taxes and fees, which are owed to the Lexington-Fayette Urban County Government at the time the proposal is submitted, prior to award of the contract and will maintain a "current" status in regard to those taxes and fees during the life of the contract.
3. Proposer will obtain a Lexington-Fayette Urban County Government business license, if applicable, prior to award of the contract.
4. Proposer has authorized the Division of Procurement to verify the above-mentioned information with the Division of Revenue and to disclose to the Urban County Council that taxes and/or fees are delinquent or that a business license has not been obtained.
5. Proposer has not knowingly violated any provision of the campaign finance laws of the Commonwealth of Kentucky within the past five (5) years and the award of a contract to the Proposer will not violate any provision of the campaign finance laws of the Commonwealth.
6. Proposer has not knowingly violated any provision of Chapter 25 of the Lexington-Fayette Urban County Government Code of Ordinances, known as "Ethics Act."

**Continued on next page**

7. Proposer acknowledges that "knowingly" for purposes of this Affidavit means, with respect to conduct or to circumstances described by a statute or ordinance defining an offense, that a person is aware or should have been aware that his conduct is of that nature or that the circumstance exists.

Further, Affiant sayeth naught.

  
\_\_\_\_\_  
STATE OF KENTUCKY  
COUNTY OF FAYETTE

The foregoing instrument was subscribed, sworn to and acknowledged before me  
by ANDREA WILSON on this the 3<sup>rd</sup> day  
of MAY, 2024.

My Commission expires: 1-8-2025

  
\_\_\_\_\_  
NOTARY PUBLIC, STATE AT LARGE

## EQUAL OPPORTUNITY AGREEMENT

### Standard Title VI Assurance

The Lexington Fayette-Urban County Government, (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78Stat.252, 42 U.S.C. 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, (49 CFR, Part 21) Nondiscrimination in Federally Assisted Program of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, no person in the United States shall, on the grounds of race, color, national origin, sex, age (over 40), religion, sexual orientation, gender identity, veteran status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient receives Federal financial assistance from the U.S. Department of Transportation, including the Federal Highway Administration, and hereby gives assurance that will promptly take any necessary measures to effectuate this agreement. This assurance is required by subsection 21.7(a) (1) of the Regulations.

### The Law

- Title VII of the Civil Rights Act of 1964 (amended 1972) states that it is unlawful for an employer to discriminate in employment because of race, color, religion, sex, age (40-70 years) or national origin.
- Executive Order No. 11246 on Nondiscrimination under Federal contract prohibits employment discrimination by contractor and sub-contractor doing business with the Federal Government or recipients of Federal funds. This order was later amended by Executive Order No. 11375 to prohibit discrimination on the basis of sex.
- Section 503 of the Rehabilitation Act of 1973 states:  
*The Contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap.*
- Section 2012 of the Vietnam Era Veterans Readjustment Act of 1973 requires Affirmative Action on behalf of disabled veterans and veterans of the Vietnam Era by contractors having Federal contracts.
- Section 206(A) of Executive Order 12086, Consolidation of Contract Compliance Functions for Equal Employment Opportunity, states:  
*The Secretary of Labor may investigate the employment practices of any Government contractor or sub-contractor to determine whether or not the contractual provisions specified in Section 202 of this order have been violated.*

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The Lexington-Fayette Urban County Government practices Equal Opportunity in recruiting, hiring and promoting. It is the Government's intent to affirmatively provide employment opportunities for those individuals who have previously not been allowed to enter into the mainstream of society. Because of its importance to the local Government, this policy carries the full endorsement of the Mayor, Commissioners, Directors and all supervisory personnel. In following this commitment to Equal Employment Opportunity and because the Government is the benefactor of the Federal funds, it is both against the Urban County Government policy and illegal for the Government to let contracts to companies which knowingly or unknowingly practice discrimination in their employment practices. Violation of the above mentioned ordinances may cause a contract to be canceled and the contractors may be declared ineligible for future consideration.

Please sign this statement in the appropriate space acknowledging that you have read and understand the provisions contained herein. Return this document as part of your application packet.

**Bidders**

*I/We agree to comply with the Civil Rights Laws listed above that govern employment rights of minorities, women, Vietnam veterans, handicapped and aged persons.*

  
\_\_\_\_\_  
*Signature*

Lexington-Fayette Urban County Housing Authority  
\_\_\_\_\_  
*Name of Business*

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## **REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

The following language is from the **Lexington-Fayette Urban County Housing Authority Human Resource Policy Manual, Section 2.4** , adopted March 2024.

### **Equal Employment Opportunity**

The LHA does not discriminate in employment opportunities or practices because of race, color, religion, sex, sexual orientation, gender, national or ethnic origin, age, pregnancy or childbirth, disability, gender identity, marital status, genetic information, military status, status as a covered veteran, status as a smoker, or any other legally protected classification. The LHA will make reasonable accommodations for qualified individuals with known disabilities in accordance with the Americans with Disabilities Act.

For more information, please see the Reasonable Accommodation Policy below.

The LHA will make reasonable efforts to accommodate the religious beliefs of qualified individuals, so long as such efforts do not create an undue burden on the conduct of business or have the effect of discriminating against another employee or a client. Should an employee wish to observe a religious holiday away from work, annual leave may be used as provided herein.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, leaves of absence, termination, and access to benefits and training. Employees with concerns about discrimination and/or harassment in the workplace should follow the policy and procedures in “Sexual and Other Unlawful Harassment.”

## **LHA Affirmatively Furthering Fair Housing Statement**

It is the policy of the Housing Authority to fully comply with Title VI of the Civil Rights Act of 1964, Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and any legislation protecting the individual rights of residents or applicants which may be subsequently enacted.

The Lexington Housing Authority Administrative Plan states:

“It is the policy of the Lexington Housing Authority to comply fully with all Federal, State, and local nondiscrimination laws; the Americans With Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, sexual orientation, religion, national or ethnic origin, familial status, marital status, gender identity or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the LHA housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Lexington Housing Authority will provide Federal/State/local information to applicants for and participants in the Section 8 Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Lexington Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Lexington Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The Lexington Housing Authority will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.”

### **(1) Identification of Impediments to Fair Housing Choice**

LHA has examined the Lexington-Fayette Urban County Government’s (LFUCG) Analysis of Impediments to Fair Housing Choice for this jurisdiction. The LFUCG’s analysis of impediments to fair housing choice identified the following needs: (1) to increase public awareness of fair housing issues; (2) to promote gender equity in housing; (3) to analyze mortgage lending practices in regard to fair housing choice; (4) to recognize the impact

of the composition of public boards and commissions on housing issues; (5) to assess the characteristics of public housing; and (6) to begin to assess the housing needs of the growing Hispanic population.

Overcoming the effects of impediments to fair housing choice have been addressed by the Lexington-Fayette Urban County Housing Authority (LHA) in the following ways. (Please note that our area of operation precludes us from addressing all of the impediments identified.)

1. Annual participation in the Fair Housing Annual Conference via sponsorship of a trade show booth, staff attendance, speaking engagements and participation at other Fair housing events when the opportunity arises.
2. Promotion of fair housing education and outreach efforts to S8 landlords.
3. Promotion of fair housing education and outreach efforts to consumers of our housing services.
4. Provide brochures regarding accessible housing opportunities through LHA.
5. Annual training for LHA staff related to fair housing topics. Past topics have included accessibility, steering, families with children, Fair Housing law and others. This training is conducted by the Human Rights Commission.
6. Enacted policy against sexual orientation/gender identity discrimination.
7. Surveyed make-up of applicants/clients for LHA programs.
8. Obtained census information from the city regarding English speaking and non-English speaking persons in Fayette County.
9. Established a procedure for providing services to persons with Limited English proficiency. This includes a listing of translators and interpreters that staff can avail themselves of when the need arises.
10. Thirteen (13) forms and documents in the Admissions office have been translated into Spanish.

## **(2) Remedy Discrimination in Housing**

LHA will provide federal, state and local information to applicants and participants in our housing programs regarding discrimination and any recourse available to them if they believe that they may be victims of discrimination. Such information will be made available during the application/briefing process and all applicable Fair Housing information and Discrimination complaint forms will be made available at LHA's office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo. LHA will assist any family that believes they have suffered illegal discrimination by providing copies of the housing discrimination form. LHA will also assist them in completing the form, if requested, and will provide them with the contact information for the Human Rights Commission and the nearest HUD office of Fair Housing and Equal opportunity.

### **(3) Promote Fair Housing Rights and Fair Housing Choice**

The Lexington-Fayette Urban County Housing Authority endeavors to improve education and awareness of fair housing rights among providers and consumers of our programs as well as provide the opportunity for fair housing choice. A number of methods are utilized to achieve this goal including but not limited to participation in community wide Fair Housing events, providing information during Section 8 briefings and PH lease reviews, providing a written information package that provides Section 8 participants with a full range of areas where they may lease units, the use of exception rents for persons in need of accessible housing, distribution of accessible housing brochures, incorporating information regarding Fair Housing into the Landlord briefings, new Landlord recruitment, and a Homeownership program.

#### **Goal Five of the LHA's PHA Agency Plan is to "Ensure equal opportunity and affirmatively further fair housing". To this end LHA has pledged to:**

1. Operate Lexington Housing Authority in full compliance with all equal opportunity laws and regulations.
2. Each year, make a special outreach to advocates for people with disabilities through advertisement, agency contacts and/or community events.
3. Be known as a community leader in promoting fair housing.
4. Expand eligibility for Self-Sufficiency sites to include disabled persons who meet the Self-Sufficiency housing requirements with the exception of the work and/or full-time student requirement.

All these efforts are aimed at increasing the awareness of housing providers about their responsibilities regarding providing equal opportunity housing to all, increasing the awareness of consumers about their rights regarding equal opportunity housing and providing consumers with Fair Housing Choice.

By providing programs such as the proposed HCV FSS program, this conforms to the LFUCG Consolidated Plan for community and housing needs. In addition, the proposed activities address the following HUD goals and objectives: (1) increase homeownership opportunities, (2) promote decent, affordable housing, (3) strengthen communities and (4) ensure equal opportunity in housing.

**WORKFORCE ANALYSIS FORM**

Name of Organization: Lexington Housing Authority

Categories	Total	White (Not Hispanic or Latino)		Hispanic or Latino		Black or African- American (Not Hispanic or Latino)		Native Hawaiian and Other Pacific Islander (Not Hispanic or Latino)		Asian (Not Hispanic or Latino)		American Indian or Alaskan Native (not Hispanic or Latino)		Two or more races (Not Hispanic or Latino)		Total	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Administrators	5	1	2			1	1									2	3
Professionals	14	3	1				10									3	11
Superintendents																	
Supervisors	2		1			1										1	1
Foremen																	
Technicians	3	2				1										3	0
Protective																	
Para-																	
Office/Clerical	31	4	8			1	18									5	26
Skilled Craft																	
Service/Maintena	28	10				17	1									27	1
<b>Total:</b>	<b>83</b>	<b>20</b>	<b>12</b>			<b>21</b>	<b>30</b>									<b>41</b>	<b>42</b>

Prepared by: Alan Sisk, HR Director Date: 04 / 26 / 2024

*(Name and Title)*

*Revised 2015-Dec-15*

**DIRECTOR, DIVISION OF PROCUREMENT  
LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT  
200 EAST MAIN STREET  
LEXINGTON, KENTUCKY 40507**

**NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION TO ENSURE EQUAL EMPLOYMENT OPPORTUNITIES AND DBE CONTRACT PARTICIPATION**

Notice of requirement for Affirmative Action to ensure Equal Employment Opportunities and Disadvantaged Business Enterprises (DBE) Contract participation. Disadvantaged Business Enterprises (DBE) consists of Minority-Owned Business Enterprises (MBE) and Woman-Owned Business Enterprises (WBE).

The Lexington-Fayette Urban County Government has set a goal that not less than ten percent (10%) of the total value of this Contract be subcontracted to Disadvantaged Business Enterprises, which is made up of MBEs and WBEs. The Lexington Fayette Urban County Government also has set a goal that not less than three percent (3%) of the total value of this Contract be subcontracted to Veteran-owned Small Businesses. The goal for the utilization of Disadvantaged Business Enterprises as well Veteran –owned Small Businesses as subcontractors is a recommended goal. Contractor(s) who fail to meet such goal will be expected to provide written explanations to the Director of the Division of Purchasing of efforts they have made to accomplish the recommended goal, and the extent to which they are successful in accomplishing the recommended goal will be a consideration in the procurement process. Depending on the funding source, other DBE goals may apply.

For assistance in locating Disadvantaged Business Enterprises Subcontractors contact:

Sherita Miller, MPA, Division of Procurement  
Lexington-Fayette Urban County Government  
200 East Main Street, 3rd Floor, Room 338  
Lexington, Kentucky 40507  
[smiller@lexingtonky.gov](mailto:smiller@lexingtonky.gov)

Firm Submitting Proposal: Lexington-Fayette Urban County Housing Authority (LHA)

Complete Address: 300 West New Circle Road, Lexington, KY 40505  
Street City Zip

Contact Name: Austin J. Simms Title: Executive Director

Telephone Number: (859) 281-5060 Fax Number: (859) 281-5055

Email address: simmsa@lexha.org

## **LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT**

### **MWDBE PARTICIPATION GOALS**

**The Lexington-Fayette Urban County Housing Authority (LHA) has no plans to use subcontractors for this proposal. LHA has included the MWDBE forms with a “Not Applicable” printed on each form.**

Should subcontractors be necessary, LHA will follow LFUCG’s goal that not less than ten percent (10%) of the total value of this Contract be subcontracted to Disadvantaged Business Enterprises, which is made up of MBEs and WBEs. LHA also has a goal that not less than three percent (3%) of the total value of this Contract be subcontracted to Veteran-owned Small Businesses.

Should subcontractors be necessary, LHA shall make a Good Faith Effort to achieve the Participation Goal for MWDBE and Veteran-Owned subcontractors/suppliers.



**NOT APPLICABLE – LHA WILL NOT UTILIZE SUBCONTRACTORS**

**LFUCG MWDBE PARTICIPATION FORM**

**Bid/RFP/Quote Reference # \_\_\_\_\_**

The MWDBE and/or veteran subcontractors listed have agreed to participate on this Bid/RFP/Quote. If any substitution is made or the total value of the work is changed prior to or after the job is in progress, it is understood that those substitutions must be submitted to Procurement for approval immediately. **Failure to submit a completed form may cause rejection of the bid.**

MWDBE Company, Name, Address, Phone, Email	MBE WBE or DBE	Work to be Performed	Total Dollar Value of the Work	% Value of Total Contract
1.				
2.				
3.				
4.				

The undersigned company representative submits the above list of MWDBE firms to be used in accomplishing the work contained in this Bid/RFP/Quote. Any misrepresentation may result in the termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**NOT APPLICABLE – LHA WILL NOT UTILIZE SUBCONTRACTORS**



**LFUCG MWDBE SUBSTITUTION FORM**

Bid/RFP/Quote Reference # \_\_\_\_\_

The substituted MWDBE and/or veteran subcontractors listed below have agreed to participate on this Bid/RFP/Quote. These substitutions were made prior to or after the job was in progress. These substitutions were made for reasons stated below and are now being submitted to Procurement for approval. By the authorized signature of a representative of our company, we understand that this information will be entered into our file for this project.

SUBSTITUTED MWDBE Company Name, Address, Phone, Email	MWDBE Formally Contracted/ Name, Address, Phone, Email	Work to Be Performed	Reason for the Substitution	Total Dollar Value of the Work	% Value of Total Contract
1.					
2.					
3.					
4.					

The undersigned acknowledges that any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and false claims.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title



**NOT APPLICABLE – LHA WILL NOT UTILIZE SUBCONTRACTORS**

**MWDBE QUOTE SUMMARY FORM**

Bid/RFP/Quote Reference # \_\_\_\_\_

The undersigned acknowledges that the minority and/or veteran subcontractors listed on this form did submit a quote to participate on this project. Failure to submit this form may cause rejection of the bid.

Company Name	Contact Person
Address/Phone/Email	Bid Package / Bid Date

MWDBE Company Address	Contact Person	Contact Information (work phone, Email, cell)	Date Contacted	Services to be performed	Method of Communication (email, phone meeting, ad, event etc)	Total dollars \$\$ Do Not Leave Blank (Attach Documentation)	MBE * AA HA AS NA Female	Veteran

(MBE designation / AA=African American / HA= Hispanic American/AS = Asian American/Pacific Islander/ NA= Native American)

The undersigned acknowledges that all information is accurate. Any misrepresentation may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**NOT APPLICABLE – LHA WILL NOT UTILIZE SUBCONTRACTORS**



**LFUCG SUBCONTRACTOR MONTHLY PAYMENT REPORT**

The LFUCG has a 10% goal plan adopted by city council to increase the participation of minority and women owned businesses in the procurement process. The LFUCG also has a 3% goal plan adopted by cited council to increase the participation of veteran owned businesses in the procurement process. In order to measure that goal LFUCG will track spending with MWDDBE and Veteran contractors on a monthly basis. By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentation may result in termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims. Please submit this form monthly to the Division of Procurement/ 200 East Main Street / Room 338 / Lexington, KY 40507.

**Bid/RFP/Quote #** \_\_\_\_\_

**Total Contract Amount Awarded to Prime Contractor for this Project** \_\_\_\_\_

<b>Project Name/ Contract #</b>	<b>Work Period/ From:</b>	<b>To:</b>
<b>Company Name:</b>	<b>Address:</b>	
<b>Federal Tax ID:</b>	<b>Contact Person:</b>	

Subcontractor Vendor ID (name, address, phone, email)	Description of Work	Total Subcontract Amount	% of Total Contract Awarded to Prime for this Project	Total Amount Paid for this Period	Purchase Order number for subcontractor work (please attach PO)	Scheduled Project Start Date	Scheduled Project End Date

By the signature below of an authorized company representative, you certify that the information is correct, and that each of the representations set forth below is true. Any misrepresentations may result in the termination of the contract and/or prosecution under applicable Federal and State laws concerning false statements and false claims.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## NOT APPLICABLE – LHA WILL NOT UTILIZE SUBCONTRACTORS

### LFUCG STATEMENT OF GOOD FAITH EFFORTS

Bid/RFP/Quote # \_\_\_\_\_

By the signature below of an authorized company representative, we certify that we have utilized the following Good Faith Efforts to obtain the maximum participation by MWDBE and Veteran-Owned business enterprises on the project and can supply the appropriate documentation.

\_\_\_\_\_ Advertised opportunities to participate in the contract in at least two (2) publications of general circulation media; trade and professional association publications; small and minority business or trade publications; and publications or trades targeting minority, women and disadvantaged businesses not less than fifteen (15) days prior to the deadline for submission of bids to allow MWDBE firms and Veteran-Owned businesses to participate.

\_\_\_\_\_ Included documentation of advertising in the above publications with the bidders good faith efforts package

\_\_\_\_\_ Attended LFUCG Procurement Economic Inclusion Outreach event

\_\_\_\_\_ Attended pre-bid meetings that were scheduled by LFUCG to inform MWDBEs and/or Veteran-Owned Businesses of subcontracting opportunities

\_\_\_\_\_ Sponsored Economic Inclusion event to provide networking opportunities for prime contractors and MWDBE firms and Veteran-Owned businesses

\_\_\_\_\_ Requested a list of MWDBE and/or Veteran subcontractors or suppliers from LFUCG and showed evidence of contacting the companies on the list(s).

\_\_\_\_\_ Contacted organizations that work with MWDBE companies for assistance in finding certified MWBDE firms and Veteran-Owned businesses to work on this project. Those contacted and their responses should be a part of the bidder's good faith efforts documentation.

\_\_\_\_\_ Sent written notices, by certified mail, email or facsimile, to qualified, certified MWDBEs soliciting their participation in the contract not less than seven (7) days prior to the deadline for submission of bids to allow them to participate effectively.

\_\_\_\_\_ Followed up initial solicitations by contacting MWDBEs and Veteran-Owned businesses to determine their level of interest.

\_\_\_\_\_ Provided the interested MWBDE firm and/or Veteran-Owned business with adequate and timely information about the plans, specifications, and requirements of the contract.

\_\_\_\_\_ Selected portions of the work to be performed by MWDBE firms and/or Veteran-Owned businesses in order to increase the likelihood of meeting the contract goals. This includes, where appropriate, breaking out contract work items

**NOT APPLICABLE – LHA WILL NOT UTILIZE SUBCONTRACTORS**

into economically feasible units to facilitate MWDBE and Veteran participation, even when the prime contractor may otherwise perform these work items with its own workforce

\_\_\_\_\_ Negotiated in good faith with interested MWDBE firms and Veteran-Owned businesses not rejecting them as unqualified without sound reasons based on a thorough investigation of their capabilities. Any rejection should be so noted in writing with a description as to why an agreement could not be reached.

\_\_\_\_\_ Included documentation of quotations received from interested MWDBE firms and Veteran-Owned businesses which were not used due to uncompetitive pricing or were rejected as unacceptable and/or copies of responses from firms indicating that they would not be submitting a bid.

\_\_\_\_\_ Bidder has to submit sound reasons why the quotations were considered unacceptable. The fact that the bidder has the ability and/or desire to perform the contract work with its own forces will not be considered a sound reason for rejecting a MWDBE and/or Veteran-Owned business’s quote. Nothing in this provision shall be construed to require the bidder to accept unreasonable quotes in order to satisfy MWDBE and Veteran goals.

\_\_\_\_\_ Made an effort to offer assistance to or refer interested MWDBE firms and Veteran-Owned businesses to obtain the necessary equipment, supplies, materials, insurance and/or bonding to satisfy the work requirements of the bid proposal

\_\_\_\_\_ Made efforts to expand the search for MWBE firms and Veteran-Owned businesses beyond the usual geographic boundaries.

\_\_\_\_\_ Other--any other evidence that the bidder submits which may show that the bidder has made reasonable good faith efforts to include MWDBE and Veteran participation.

**NOTE:** Failure to submit any of the documentation requested in this section may be cause for rejection of bid. Bidders may include any other documentation deemed relevant to this requirement which is subject to approval by the MBE Liaison. Documentation of Good Faith Efforts must be submitted with the Bid, if the participation Goal is not met.

The undersigned acknowledges that all information is accurate. Any misrepresentations may result in termination of the contract and/or be subject to applicable Federal and State laws concerning false statements and claims.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Company Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## GENERAL PROVISIONS

1. Each Respondent shall comply with all Federal, State & Local regulations concerning this type of service or good.

The Respondent agrees to comply with all statutes, rules, and regulations governing safe and healthful working conditions, including the Occupational Health and Safety Act of 1970, 29 U.S.C. 650 *et. seq.*, as amended, and KRS Chapter 338. The Respondent also agrees to notify the LFUCG in writing immediately upon detection of any unsafe and/or unhealthful working conditions at the job site. The Respondent agrees to indemnify, defend and hold the LFUCG harmless from all penalties, fines or other expenses arising out of the alleged violation of said laws.

2. Failure to submit ALL forms and information required in this RFP may be grounds for disqualification.
3. Addenda: All addenda and IonWave Q&A, if any, shall be considered in making the proposal, and such addenda shall be made a part of this RFP. Before submitting a proposal, it is incumbent upon each proposer to be informed as to whether any addenda have been issued, and the failure to cover in the bid any such addenda may result in disqualification of that proposal.
4. Proposal Reservations: LFUCG reserves the right to reject any or all proposals, to award in whole or part, and to waive minor immaterial defects in proposals. LFUCG may consider any alternative proposal that meets its basic needs.
5. Liability: LFUCG is not responsible for any cost incurred by a Respondent in the preparation of proposals.
6. Changes/Alterations: Respondent may change or withdraw a proposal at any time prior to the opening; however, no oral modifications will be allowed. Only letters, or other formal written requests for modifications or corrections of a previously submitted proposal which is addressed in the same manner as the proposal, and received by LFUCG prior to the scheduled closing time for receipt of proposals, will be accepted. The proposal, when opened, will then be corrected in accordance with such written request(s), provided that the written request is contained in a sealed envelope which is plainly marked "modifications of proposal".
7. Clarification of Submittal: LFUCG reserves the right to obtain clarification of any point in a bid or to obtain additional information from a Respondent.
8. Bribery Clause: By his/her signature on the bid, Respondent certifies that no employee of his/hers, any affiliate or Subcontractor, has bribed or attempted to bribe an officer or employee of the LFUCG.

9. Additional Information: While not necessary, the Respondent may include any product brochures, software documentation, sample reports, or other documentation that may assist LFUCG in better understanding and evaluating the Respondent's response. Additional documentation shall not serve as a substitute for other documentation which is required by this RFP to be submitted with the proposal,
10. Ambiguity, Conflict or other Errors in RFP: If a Respondent discovers any ambiguity, conflict, discrepancy, omission or other error in the RFP, it shall immediately notify LFUCG of such error in writing and request modification or clarification of the document if allowable by the LFUCG.
11. Agreement to Bid Terms: In submitting this proposal, the Respondent agrees that it has carefully examined the specifications and all provisions relating to the work to be done attached hereto and made part of this proposal. By acceptance of a Contract under this RFP, proposer states that it understands the meaning, intent and requirements of the RFP and agrees to the same. The successful Respondent shall warrant that it is familiar with and understands all provisions herein and shall warrant that it can comply with them. No additional compensation to Respondent shall be authorized for services or expenses reasonably covered under these provisions that the proposer omits from its Proposal.
12. Cancellation: If the services to be performed hereunder by the Respondent are not performed in an acceptable manner to the LFUCG, the LFUCG may cancel this contract for cause by providing written notice to the proposer, giving at least thirty (30) days notice of the proposed cancellation and the reasons for same. During that time period, the proposer may seek to bring the performance of services hereunder to a level that is acceptable to the LFUCG, and the LFUCG may rescind the cancellation if such action is in its best interest.

#### A. Termination for Cause

- (1) LFUCG may terminate a contract because of the contractor's failure to perform its contractual duties
- (2) If a contractor is determined to be in default, LFUCG shall notify the contractor of the determination in writing, and may include a specified date by which the contractor shall cure the identified deficiencies. LFUCG may proceed with termination if the contractor fails to cure the deficiencies within the specified time.
- (3) A default in performance by a contractor for which a contract may be terminated shall include, but shall not necessarily be limited to:
  - (a) Failure to perform the contract according to its terms, conditions and specifications;
  - (b) Failure to make delivery within the time specified or according

- to a delivery schedule fixed by the contract;
- (c) Late payment or nonpayment of bills for labor, materials, supplies, or equipment furnished in connection with a contract for construction services as evidenced by mechanics' liens filed pursuant to the provisions of KRS Chapter 376, or letters of indebtedness received from creditors by the purchasing agency;
- (d) Failure to diligently advance the work under a contract for construction services;
- (e) The filing of a bankruptcy petition by or against the contractor; or
- (f) Actions that endanger the health, safety or welfare of the LFUCG or its citizens.

#### B. At Will Termination

Notwithstanding the above provisions, the LFUCG may terminate this contract at will in accordance with the law upon providing thirty (30) days written notice of that intent, Payment for services or goods received prior to termination shall be made by the LFUCG provided these goods or services were provided in a manner acceptable to the LFUCG. Payment for those goods and services shall not be unreasonably withheld.

13. **Assignment of Contract:** The contractor shall not assign or subcontract any portion of the Contract without the express written consent of LFUCG. Any purported assignment or subcontract in violation hereof shall be void. It is expressly acknowledged that LFUCG shall never be required or obligated to consent to any request for assignment or subcontract; and further that such refusal to consent can be for any or no reason, fully within the sole discretion of LFUCG.
14. **No Waiver:** No failure or delay by LFUCG in exercising any right, remedy, power or privilege hereunder, nor any single or partial exercise thereof, nor the exercise of any other right, remedy, power or privilege shall operate as a waiver hereof or thereof. No failure or delay by LFUCG in exercising any right, remedy, power or privilege under or in respect of this Contract shall affect the rights, remedies, powers or privileges of LFUCG hereunder or shall operate as a waiver thereof.
15. **Authority to do Business:** The Respondent must be a duly organized and authorized to do business under the laws of Kentucky. Respondent must be in good standing and have full legal capacity to provide the services specified under this Contract. The Respondent must have all necessary right and lawful authority to enter into this Contract for the full term hereof and that proper corporate or other action has been duly taken authorizing the Respondent to enter into this Contract. The Respondent will provide LFUCG with a copy of a corporate resolution authorizing this action and a letter from an attorney confirming that the proposer is authorized to do business in the State of Kentucky if requested. All proposals must

be signed by a duly authorized officer, agent or employee of the Respondent.

16. **Governing Law:** This Contract shall be governed by and construed in accordance with the laws of the Commonwealth of Kentucky. In the event of any proceedings regarding this Contract, the Parties agree that the venue shall be the Fayette County Circuit Court or the U.S. District Court for the Eastern District of Kentucky, Lexington Division. All parties expressly consent to personal jurisdiction and venue in such Court for the limited and sole purpose of proceedings relating to this Contract or any rights or obligations arising thereunder. Service of process may be accomplished by following the procedures prescribed by law.
17. **Ability to Meet Obligations:** Respondent affirmatively states that there are no actions, suits or proceedings of any kind pending against Respondent or, to the knowledge of the Respondent, threatened against the Respondent before or by any court, governmental body or agency or other tribunal or authority which would, if adversely determined, have a materially adverse effect on the authority or ability of Respondent to perform its obligations under this Contract, or which question the legality, validity or enforceability hereof or thereof.
18. Contractor understands and agrees that its employees, agents, or subcontractors are not employees of LFUCG for any purpose whatsoever. Contractor is an independent contractor at all times during the performance of the services specified.
19. If any term or provision of this Contract shall be found to be illegal or unenforceable, the remainder of the contract shall remain in full force and such term or provision shall be deemed stricken.
20. Contractor [or Vendor or Vendor's Employees] will not appropriate or make use of the Lexington-Fayette Urban County Government (LFUCG) name or any of its trade or service marks or property (including but not limited to any logo or seal), in any promotion, endorsement, advertisement, testimonial or similar use without the prior written consent of the government. If such consent is granted LFUCG reserves the unilateral right, in its sole discretion, to immediately terminate and revoke such use for any reason whatsoever. Contractor agrees that it shall cease and desist from any unauthorized use immediately upon being notified by LFUCG.

  
Signature

5/3/2024  
Date

## **RISK MANAGEMENT PROVISIONS INSURANCE AND INDEMNIFICATION**

LHA understands and agrees to the terms to provide insurance and indemnification as outlined in the proposal requirements.

LHA understands and agrees that it shall demonstrate the ability to assure compliance with the indemnity provisions and these other risk management provisions prior to final acceptance of its bid and the commencement of any work or provision of goods.

## **EVALUATION**

### **5.1 ORGANIZATIONAL CAPACITY & EXPERIENCE**

The Lexington-Fayette Urban County Housing Authority (LHA) is a Public Housing Authority with Moving to Work flexibility that provides affordable Housing in the Lexington/Fayette County area. LHA administers a Public Housing Program, Housing Choice Voucher Program, Project Based Voucher Program, RAD Project Based Voucher Program, Family Unification Program, Foster Youth Initiative, Mainstream Program, Veterans Affairs Supportive Housing, VASH Project Based Voucher, Emergency Housing Voucher, Fair Share Vouchers, administers a Continuum of Care grant (COC) and a Supportive Housing Grant (SHG). LHA provides assistance to over 4600 participants, has over 700 participating landlords, and has Memorandums of Understanding (partnerships) with over twelve agencies that provide services to homeless and at risk of homeless individuals and households.

Within all of its housing programs, LHA has successfully established relationships with private-market landlords to identify suitable housing opportunities and negotiate and execute lease agreements. For each program participant, LHA has provided direct leasing/rental and other financial assistance and offered an array of supportive services, both through its own internal resources and through close partnerships with other community-based agencies. In addition, LHA staff that serves homeless and at risk of homeless individuals and households, caseloads were reduced in order to provide more supportive services to its participants.

For landlord recruitment and retention purposes, staff attend landlord association meetings to educate and encourage landlords to rent to recipients, staff attend community meetings for the homeless population to provide input of resources and services available, provides a free vacancy listing resource for landlords to use to list available units and holds quarterly landlord meetings to provide educational and supportive guidance.

LHA operates as a matrix organization; each staff member works in one primary department with a direct supervisor but is also expected to collaborate with staff in other departments. LHA's Executive Director is responsible for the day-to-day operations of the organization and all its programming. LHA's Board of Directors have oversight of all LHA's operations and meet monthly to make decisions and direct LHA's efforts.

## STAFF EXPERIENCE

<b>Position LHA</b>	<b>Name</b>	<b>LHA Start Employment Date</b>
Executive Director	Austin Simms	07/1972
Chief Operating Officer	Andrea Wilson	04/1994
Chief Financial Officer	Sean Cooper	11/1999
Program Manager	Aldean Pleasant	06/2013
Assistant Program Manager	Tonya Christopher	06/2007
Leslie Stillwell	Support Staff	08/2015
Case Manager	Lee Cameron	03/2011
Case Manager	Sierra Johnson	02/2020
Case Manager	Tracy Holmes	06/2013
Case Manager	Toinesha Lowe	10/2023

## **5.2 PROJECT DESIGN**

### **How will the project utilize existing information on landlords/property managers already compiled by other programs and agencies?**

LHA will have a shared landlord list with internal programs and partner organizations and will use existing landlord relationships to network with and identify new landlords. Staff will participate in Apartment Association meetings and Realtors Association meetings to discuss program requirements and provide education for landlord recruitment and retention. LHA currently has a data base of existing landlords and will compare data base with partner agencies data bases.

### **How will the project outreach and engage landlords and property owners? When and how often will outreach occur? What specific strategies will be utilized?**

#### **Landlord events**

- Host landlord events (some with luncheons) to educate and solicit feedback on a quarterly basis.
- Host events as a collaborative/community with partner agencies.
- Recognition of landlords for participating on a quarterly basis.
- Host a landlord fair annually.
- Sponsor landlord outreach meetings as needed.

#### **Use Social Media**

- Email blasts
- Advertise on the LHA website
- Advertise on Craigslist
- Advertise on LHA's Facebook Page
- Advertise on Landlord Portal
- Advertise through Landlord newsletters

#### **Develop Personal Relationships**

- Organize and promote in-person meetings/briefings/luncheons

#### **Use the Faith Community**

- Blurb/Ads in churches
- Advisory Committee

#### **Other**

- Landlord round table discussions quarterly

- Partner with Legal Aid for educational sessions for both landlords and tenants as needed.
- Partner with Fair Housing for educational sessions for both landlord and tenant as needed.
- Conduct landlord surveys quarterly.

**How will the project both obtain and retain partner landlords? What strategies will be used to address landlord concern, mitigate issues, and facilitate retention?**

The supply of low-income housing in Lexington fails to meet the demand. LHA’s wait list exceeds over 3 years. LHA plans to develop a comprehensive landlord recruitment and retention strategy by:

1. Analyzing participant needs, landlord concerns, and opportunities to improve landlord interactions.
2. Offer Landlord Incentive program.
3. Streamline processes.
4. Provide a customer-service oriented approach.
5. Robust Marketing, Outreach and Education
6. Provide landlord listing resources available at no cost to landlords.
7. Talk to landlords and participants about their experiences in order to develop a strategy for moving forward to make it easier for landlords to navigate working with LHA.
8. Consider best practices and innovative models employed by other housing agencies. This type of analysis can reveal additional insights to inform areas for improvement in relationship management and operational efficiency, as well as avenues to make the program more competitive with the private market. For example, analyze effectiveness of programs in increasing landlord participation by landlord demographics (‘mom and pop’ landlords compared to corporate entities), reduction in lease-up times by geography and family composition, or program results in high opportunity areas compared to other areas of authority.

**What is the project’s plan for coordinating with housing provider agencies and supporting the identification of housing units for participant households?**

LHA will hire a Landlord Liaison as well as use current management staff to coordinate with LHA’s partner agencies and other housing providers to coordinate the availability of rental units and provide information concerning potential and active landlords. The Affordable Housing listing will be made available to not only participants but to other housing provider agencies as well.

**How will the project collect and maintain data regarding outcomes and project progress? How will the project coordinate with the Office of Homelessness Prevention and Intervention to engage in evaluation of outcomes and the identification of additional system gaps and needs?**

LHA will collect data and maintain documentation showing the outcomes and project progress with a proprietary Public Housing Authority (PHA) software program designed used for other projects and programs. Reports will be sent to the Office of Homelessness Prevention and Intervention on a quarterly basis. Meetings can be scheduled in-person, zoom, phone calls and emails to address any concerns or questions.

LHA will analyze the following:

- What are LHA's success rates in leasing up?

- Number of applicants requesting extensions.

- Number of landlords that are canceling Requests for Tenancy Approvals (RFTAs).

- Track trends in number of landlords entering and exiting the program.

### 5.3 SERVICES AND OUTCOMES

#### **How will provider agencies and participants households access these services? In what way will these services be more effective or progressive than existing housing identification supports?**

LHA currently has partnerships with over fifteen partner agencies that make referrals to LHA for the homeless programs and grants that LHA administers. LHA will advertise the services provided through this grant with the partner agencies, landlord meetings, landlord portal, and on LHA's website and Facebook page. At an applicant's eligibility appointment, caseworkers will provide the available services to applicants and participants. Informational brochures will be included in both landlord and tenant briefing packets. LHA staff will attend Landlord Association and Realtor Association meetings to provide information on services being offered through this grant. The information will also be included on LHA's website, Facebook page and the landlord portal. These initiatives should be more effective than existing and previous services due to the wide array of services and incentives offered. These services not only offer monetary services but more of a supportive role to landlords and a reduction in administrative burdens.

#### **What services, education, or incentivization will the project provide to prospective and participating landlords?**

- A **one-time incentive payment** of \$1,000 to new landlords, upon the execution of a new contract for an LHA participant.
- A **one-time incentive payment** of \$1,000 to a landlord adding a new unit to the program for existing landlords.
- **Offer a limited damage claim** (not to exceed one month's contract rent) in cases where a tenant causes damages to the unit that exceeds the security deposit. The damage claim will be verified by the landlord providing pictures of damages, and evidence of the cost of the repairs. If landlord does not provide acceptable documentation to verify tenant caused damages, LHA will conduct a special inspection within ten days of participant's move out date to verify damages to the unit.
- **Provide a one-time rent affordability payment** (amount that exceeds the maximum gross rent up to 6 months) when rent must be reduced to be affordable for the participant. "Affordable" would be defined as an initial rent burden of no more than 40% of household's monthly adjusted income or gross income.
- **Provide Security Deposit Assistance.** The inability of households to have enough funds for security deposits contributes to the problem of homelessness in Lexington. LHA will assist homeless and at risk of homeless individuals and families to provide security deposit assistance or if a current participant has to move due to the unit not meeting inspection requirements. With the funds received, LHA will contribute up to one (1) month's contract rent for the initial

deposit. The deposit will be paid directly to the landlord upon receipt of a passed LHA inspection, signed lease and proof of applicant's occupancy of the rental unit. The funds will target homeless and at risk of homeless applicants. To qualify for the deposit money, applicants must meet the Low-Income Limits (80%) of MAI (Median Area Income). Applicants must be able to obtain a legal lease from the Landlord for a unit located within LHA's jurisdiction. The program will operate on a first come, first served basis as long as funding is available. Upon the move out of the recipient, the landlord will be required to refund any deposit that was not used for past due rents, fees and tenant caused damages beyond normal wear and tear to LHA in order to continue the program.

- **Hire a landlord liaison** to partner with landlords to navigate the leasing process. Landlord partners will receive personal customer service from the Landlord Liaison to assist and share vacancy leads, answering questions, assists landlords to connect with tenant's caseworker or supportive service providers to address supportive service needs. Hold tenants accountable by educating participants on what is expected of them as tenants. Encourage tenants to hold up their end of the contract and do what is required, i.e., pay rent on time, keep the property clean and safe, communicate any issues the landlord needs to be aware of. Participants who do not live up to their end of the obligations risk termination from the program.
- **Conduct quarterly landlord** orientation and educational sessions, where landlords can receive information on assorted topics such as landlord incentives, inspections, regulations, fair housing, and payment information.
- **Provide application fees** up to \$50 per household.
- **Landlord participation** in LHA's advisory board.
- **Frequency** of inspections reduced.

#### **How will the project approach data collection? What is the project's plan to review data and outcomes?**

LHA will collect data through the housing software program that it currently uses. In addition, LHA will keep track of the addition of new landlords and units through this same system. A spreadsheet will be kept recording the monetary incentives paid to landlords and incentives paid on behalf of applicant/participant. Data will be reviewed monthly with a quarterly report provided to LFUCG.

**Applicants should complete a table providing target numbers and percentages for proposed performance indicators.**

Formula: Achievement and Target

Action	Target	Achievement	Achievement %
New Landlords Added to Program	50	0	0
New Units Added to Program	50	0	0
Homeless Families Housed	100	0	0
One Time Incentive for new landlords	50	0	0
One Time Incentive for new unit	50	0	0
Limited Damage Claim	60	0	0
Affordability Payment	50	0	0
Security Deposit Assistance	100	0	0
Application Fees	100	0	0

#### **5.4 SUSTAINABILITY**

LHA is a Moving to Work agency and is approved by the Department of Housing and Urban Development (HUD) for funding flexibility. The agency is well-versed in leveraging a wide variety of funding streams and community resources, including private, federal, state, and local funding sources to provide comprehensive housing services for individuals and families with low income. LHA itself receives a budget authority of over \$26 million from HUD to administer housing programs to meet the diverse needs of its participants. LHA demonstrates a sound fiscal policy. Throughout the communities it serves, LHA routinely partners with a variety of community-based agencies in order to ensure that resources are shared effectively, that participants have maximal access to these resources, and that duplication of services is avoided. LHA links participants to available resources, such as available rental units, crisis food assistance and utility subsidies in order to expand the range of its services and more fully meet the needs of participating households. LHA also receives grants from the local government for system gaps and removal of housing barriers. In order to sustain this grant, LHA would look at using its Moving to Work Authority to continue providing services to landlords, applicants, and participants. LHA will continue to seek other sources of funding to continue the services as well.

## 5.5 PROPOSED LINE-ITEM BUDGET AND BUDGET NARRATIVE

<b>Personnel – Hire Landlord Liaison</b>		
Salary		\$45,000
<b>Fringe Benefits</b>		\$24,115
Social Security and Medicare (7.655)	\$3,445	
Retirement (23.34%)	\$10,505	
Group Term Life Insurance	\$300	
Medical Insurance	\$9,525	
Dental Insurance	\$75	
Vision	\$265	
<b>Equipment</b>		\$4,200
Phone	\$1,200	
Laptop, Monitor and Docking Station	\$3,000	
<b>Travel (Absorbed by LHA)</b>		\$0
<b>Contractual</b>		\$0
<b>Operating Expenses (Absorbed by LHA)</b>		\$0
<b>Landlord One-Time Incentive Payment</b>		\$100,000
<b>Limited Damage Claims</b>		\$120,000
<b>Rent Affordability Payment</b>		\$20,000
<b>Security Deposit Assistance</b>		\$100,000
<b>Landlord Training</b>		\$20,000
<b>Application Fees</b>		\$5,000
<b>Total</b>		<b>\$438,315</b>

With funds from the **Landlord Engagement and Recruitment for Homelessness Response System**, LHA proposes to hire a Landlord Liaison that will navigate the lease up process for applicants and participants. Due to landlord's hesitation in leasing to participants, a financial incentive will be offered to a new landlord and to current landlords adding a new unit to the program. At meetings that LHA's staff currently attends, a major concern of landlords is tenant caused damages. Therefore, LHA would pay a landlord for tenant caused damages that exceeds the security deposit not to exceed one month's contract rent.

Often times, due to the HUD regulation of the initial rent burden, participants cannot lease a unit due to the gross rent exceeding the participant's 40% of their monthly adjusted income. Some landlords refuse to lower the rent to meet the client's rent burden and the client's voucher expires. By offering a 6-month affordable payment, this could keep vouchers from expiring and the client being successful in being housed.

Due to the lack of affordable housing in Lexington, by LHA guaranteeing the security deposit, landlords will be more agreeable to renting to participants.

Landlords will be invited to attend landlord informational meetings and trainings on topics of interest and have the opportunity to address any concerns that might have come up. A landlord will represent landlords on the advisory committee.