



# **MOVING TO WORK**

**FY2011**

**ANNUAL PLAN**

# **MOVING TO WORK FY2011 ANNUAL PLAN**

## **TABLE OF CONTENTS**

### **1.0 INTRODUCTION (page 4)**

- A. Overview of the Agency's ongoing MTW goals and objectives.**

### **2.0 GENERAL HOUSING AUTHORITY OPERATING INFORMATION (page 10)**

**A. Housing Stock Information**

- Number of public housing units at the beginning of the year
- Capital expenditures by development
- New public housing units to be added during the year by development
- Number of public housing units to be removed from the inventory
- Number of MTW HCV authorized
- Number of non-MTW HCV authorized
- Number of HCV units project-based

**B. Leasing Information – Planned**

- Anticipated total number of MTW PH units leased in Plan year;
- Anticipated total number of non-MTW PH units leased in Plan year;
- Anticipated total number of MTW HCV units leased in Plan year;
- Anticipated total number of non-MTW HCV units leased in Plan year;
- Description of any issues related to leasing of PH or HCVs
- Number of project-based vouchers committed or in use at the start of the Plan year

**C. Waiting List Information**

- Description of anticipated changes in waiting lists (site based, community-wide, HCV, merged)
- Description of anticipated changes in the number of families on the waiting list(s) and/or opening and closing of the waiting lists

**D. Capital Plans**

- Five Year Capital Plan
- Capital Expenditures Planned for FY11
- Physical Needs Assessment

**3.0 NON-MTW RELATED HOUSING AUTHORITY INFORMATION (OPTIONAL)**  
**(page 23)**

- A. Planned sources and uses of other HUD or other Federal**
- B. Non-MTW activities proposed by the Agency.**

**4.0 LONG-TERM MTW PLAN (OPTIONAL) (page 24)**

- **Description the Agency's long-term vision for the direction of its MTW program, extending through the duration of the MTW Agreement.**

**5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED (page 25)**

**6.0 ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED (page 29)**

**7.0 SOURCES AND USES OF FUNDING (page 44)**

- A. Planned sources (Operating, Capital, and HCV) and uses of MTW Funds;**
- B. Planned sources and uses of State or local funds;**
- C. Planned sources and uses of the COCC;**
- D. If using a cost allocation or fee-for-service approach that differs from 1937 Act requirements, describe the deviations and reasons therefore;**
- E. Planned uses of single-fund flexibility.**
- F. Planned reserve balances at the end of the plan year.**

**8.0 ADMINISTRATIVE (page 52)**

- A. Resolution signed by the Director adopting the Annual Plan Certification of Compliance; and**
- B. Descriptions of any planned or on-going Agency-directed evaluations of the demonstration, as applicable; and**

**ATTACHMENT A-Budget Submissions to HUD (page 64)**

**ATTACHMENT B-General Order and Certification Statement (page 75)**

## 1.0 INTRODUCTION

This document serves as the Delaware State Housing Authority's (DSHA) *Moving To Work* (MTW) Annual Plan for FY2011, which starts July 1, 2010 and ends June 30, 2011. On April 8, 2008, DSHA adopted and signed an Amended and Restated MTW Agreement with the U.S. Department of Housing and Urban Development (HUD) that extended the program until June 30, 2018. This is a standardized agreement that HUD presented to all MTW agencies and allows DSHA to continue all current initiatives and retain the present funding allocation of the existing contract.

### 1.1 PROGRAMS COVERED IN THE MTW DEMONSTRATION AND INCLUDED IN THIS PLAN

The DSHA MTW Demonstration includes the following programs:

- A. Low Rent Public Housing
- B. Housing Choice Vouchers
- C. Capital Fund Program
- D. Resident Homeownership Program

### 1.2 OVERVIEW AND GOALS OF MTW PROGRAM

The three statutory objectives of the MTW Program continues to be A) to reduce costs and achieve greater cost effectiveness; B) to give incentives to families to obtain employment and become economically self sufficient; and C) to increase housing choices for low-income families. **Due to the cycle of the waiting list and preferences, DSHA now plans to serve up to 500 families each year in the program. During the last two years, there has been an increase in the number of MTW exempt families, elderly and disabled, especially in the Housing Choice Voucher Program.** DSHA is currently in the process of reviewing potential changes to the resident selection process to increase the total number of MTW participants to achieve the 500 family goal. This includes limiting MTW exempt applicants to the first type of housing assistance available and applying time limits to market rent residents. DSHA anticipates that changes will be made during FY2011 after public consideration. An Amended MTW Plan for FY2011 will be submitted for HUD approval if any changes are adopted.

The goals and objectives under the DSHA MTW Program are outlined as follows:

- A. To reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
  - 1. Combine the waiting lists for PH and Housing Choice Voucher Program with preferences consistent between the two programs.

2. Increase the residents ' share of the total tenant payment to 35% of adjusted gross income.
  3. Time-limit housing assistance for MTW participants.
  4. During the actual time a family is housed, it may not apply for an alternative form of subsidy.
  5. Enhance the quality of life and standard of living for residents participating in MTW by assisting residents in the removal of barriers to self-sufficiency (obtain drivers license, purchase vehicle, coordinate child care).
  6. Increase earned income of participating families enabling them to pay more towards their rent and requiring less subsidy, especially in cases where the family may not meet full self-sufficiency goals (re: Safety Net Families).
- B. To give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
1. Amend waiting list preferences to include working families.
  2. To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant.
  3. All MTW participants continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, educational opportunities and transportation stipends, as funds allow.
- C. To improve housing choices for our residents by offering or coordinating the following resources:
1. Homeownership counseling and assistance.
  2. Budget counseling.
  3. Fair Market Housing counseling.
  4. Assistance obtaining a Low Income Housing Tax Credit Unit.
  5. MTW Savings Account as income increases.
  6. Counseling to repair credit problems.
  7. Financial Literacy Education.
  8. Individual Development Account referral for approved participants.

9. Resident Homeownership Program.

**1.3 STATUS OF MTW PROGRAM AND ACCOMPLISHMENTS TO DATE**

The accomplishments and status are cumulative from the date that the MTW Program started.

- A. Holly Square added to the PH stock on March 1, 2000.
- B. Certificate and Voucher Programs were combined into one Housing Choice Voucher Program.
- C. Rents were increased to 35% of adjusted income for all MTW participants.
- D. PH and Housing Choice Voucher Program waiting lists were combined.
- E. Working preference added.
- F. Case management services were established and contracts signed with two nonprofit counseling agencies for all Housing Choice Voucher Program MTW participants. All PH residents are assigned DSHA case managers at the time they enter the Program. Effective July 1, 2008 all case management has been done by DSHA Resident Service Staff.
- G. Report established to identify and monitor needs of the MTW participants.
- H. Agencies have been identified and contacts established that may provide services for unmet needs.
- I. All funds are block granted.
- J. MTW participants continue to be evaluated as they enter the program, and DSHA constantly networks with potential service providers and organizations to bring needed services to the participants and/or refer participants to services.
- K. An Individual Development Account (IDA) Program has been implemented and completed in September 2006 to help qualified MTW participants develop assets. Thirty-six families completed their goals with 28 buying homes, five opening a business and three pursuing educational goals. The IDA program is now available from several outside organizations.
- L. The Resident Homeownership Program (RHP) began accepting applications in FY-2004. There are four families now enrolled in the program.

- M. Although DSHA's contract with NCALL has ended, we continue to provide referrals for credit repair, budget counseling, fair market housing counseling and RHP homeownership counseling for PH MTW participants. The contract was completed in 2006 and services are available through local non-profit organizations.
- N. DSHA completed an automated MTW case management system which tracks all statistical information for both PH and Housing Choice Voucher Program MTW participants. This system also includes an automated list that ensures timely compliance with quarterly reviews and completion of annual Resident Action Plans (RAP).
- O. DSHA amended the RAP to include a certification by MTW participants that they understand the requirement that they must be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements will be increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.)
- P. DSHA has awarded 151 educational scholarships from the MTW budget.
- Q. DSHA purchased an Adult Basic Education/GED computer program for each of its PH sites to assist residents working toward educational goals.
- R. Since MTW implementation in August 1999, 479 families have successfully completed the MTW Program. One hundred and eighty (180) have purchased homes and 399 have either begun paying the full rent at their current unit or moved to another unit and paid the full rent. Though some of those families would undoubtedly have been successful without MTW, we feel that the majority became successful by taking advantage of the counseling and social services made available through the program as well as the savings they accumulated while in the program. (See Tables 1 & 2)
- S. The time limit safety-net feature was implemented in FY2005. Families who have **not** been able to increase their incomes to the level where 40% of their monthly adjusted income equals or exceeds the lower of their Housing Choice Voucher Program gross rent or Voucher payment standard, or the fair market rent for their PH unit, are being transferred to safety-net status. Their total tenant payment reverts to 30% and they forfeit the money in their MTW savings account. It is expected that about **85%** of DSHA's MTW families will be eligible for the safety-net. The condition for the family to retain the rental subsidy is that they must maintain employment of at least 20 hours per week, be involved in a full-time educational program or a combination of both which equals at least 20 hours.

Families whose monthly-adjusted incomes are at or above the safety-net threshold are having their subsidy terminated. PH families can either move or stay in their

unit, sign a private-market lease and pay the market rent. Housing Choice Voucher Program families will begin paying the full market rent to their current landlord. All families who have remained in compliance with MTW requirements will be given the money in their savings accounts at this time.

- T. Funds from the Housing Choice Voucher Program Reserves were used to provide security fencing at two of the PH sites. After discussions with local police, it was determined that fencing along the side and rear perimeters of the sites would be the most effective and efficient way to assist city police to control and deter crime at those two sites and include cameras at Clarks Corner and Liberty Court.

**TABLE 1**

**Moving to Work Savings  
Numbers as of February 1, 2010**

Program	Current Participants	Total MTW Savings Accounts	Average MTW Savings Balance	Average Monthly Contribution
Public Housing	211	172	\$2543.95	\$178.00
Housing Choice Vouchers	135	124	\$2389.43	\$204.00
Total	346	296	\$2479.22	\$189.00

**TABLE 2**

**Moving to Work Successful Move-outs  
Numbers from 8/1/99 through 1/31/10**

Program	Homeownership	Unsubsidized Rental
Public Housing	97	182
Housing Choice Vouchers	83	217
Total	180	399

**1.4 OBJECTIVES/ACTIVITIES PLANNED FOR THE CURRENT YEAR**

The twelfth-year Plan will concentrate on the following items:

- A. DSHA continues to work with the Department of Labor and the Delaware Economic Development Office to share information on new industry and business coming to Delaware, job trends and current job information. As needed, meetings will be scheduled for all parties as well as MTW participants.
- B. DSHA continues to work with a local tenant advocacy group and efforts are maintained to assist individual communities with forming Resident Councils. Funding to offer appropriate stipends to Resident Council Officers and for approved site activities has been included in the FY2011 PH budget.



- C. DSHA will continue to require all MTW participants to complete financial literacy training.
- D. DSHA is working to continue providing services that were formerly funded under the Public Housing Drug Elimination Program (PHDEP). Funds from the Capital Fund Program will be used to provide limited security services, fencing improvements and to install surveillance cameras at additional PH properties during FY2011. DSHA continues to advocate for a change in legislation to return the PHDEP to HUD's budget.
- E. DSHA is working to continue providing services that were previously funded from the MTW Technical Assistance Grant. Computer education and scholarships were funded from this source. DSHA continues to work to identify potential sources for funding scholarships and computer education.

## 2.0 (A) HOUSING STOCK INFORMATION

### • NUMBER OF PUBLIC HOUSING UNITS AT THE BEGINNING OF FY2011

The number of public housing units in the Delaware State Housing Authority (DSHA) portfolio has not changed during the previous Plan year. The only change anticipated will be under Scattered Site Homeownership, where DSHA is in the process of having eight (8) units removed from PIC that were sold prior to 1996. There are five (5) actual units remaining.

**Table 3**

#### Number of Public Housing Units as of July 1, 2010

Public Housing						
	Total Units	Bedroom Size				
		1 BR	2 BR	3 BR	4 BR	5 + BR
Burton Village	51	-	14	28	9	-
Clarks Corner	70	4	26	26	12	2
Hickory Tree	55	-	26	26	3	
Holly Square	24	24	-	-	-	-
Lavery Lane	50	-	40	10	-	-
Liberty Court	108	25	71	12	-	-
McLane Gardens	29	12	6	6	4	1
McLane Gardens Annex	21	-	12	6	3	-
Mifflin Meadows	54	6	8	24	12	4
Peach Circle	32	32	-	-	-	-
Scattered Sites-Rental	9	-	-	9	-	-
Scattered Sites-Owner	5*	-	-	5*	-	-
TOTAL	508	103	203	152	43	7

- SIGNIFICANT CAPITAL EXPENDITURES BY DEVELOPMENT-FY2009**

This section compares FY2009 budgeted capital work with the actual FY2009 Capital Expenditures by property.

**Table 4**

<b>ACTIVITY</b>	<b>COMMUNITIES</b>	<b>ORIGINAL BUDGET</b>	<b>REVISED BUDGET</b>	<b>EXPENDED</b>
Architect Fees - Front Doors	Burton Village	6,725.00	7,649.36	4,696.31
Exterior Door Replacements	Burton Village	70,008.00	66,911.50	66,911.50
Police Protection	Burton Village	13,350.00	13,350.00	13,350.00
Community Building Carpet Installation	Hickory Tree	11,995.00	12,839.00	12,839.00
Architect Fees - HVAC Upgrades	Hickory Tree	36,500.00	38,368.00	7,936.00
Community Building Painting/Floor Repair	Hickory Tree	13,990.00	14,834.00	2,193.00
Architect Fees - Community Building Floor Remediation	Hickory Tree	2,650.00	3,184.85	1,764.85
HVAC Upgrades - Community Building	Laverty Lane	100,000.00	100,000.00	13,387.00
Roof Replacements	Laverty Lane	200,000.00	258,189.00	258,189.00
Architect Fees - Roof Replacements	Laverty Lane	16,560.00	11,550.68	17,836.00
Architect Fees - Window Replacements *	Laverty Lane	10,800.00	10,861.40	5,417.40
Roof Replacements	Liberty Court	25,000.00	23,450.00	23,450.00
Architect Fees - Security Upgrades	Liberty Court	18,750.00	31,250.00	30,018.75
Security Upgrades - Security Cameras	Liberty Court	161,679.25	178,462.11	178,462.11
Architect Fees - Playground Improvements *	Liberty Court	6,600.00	6,724.89	5,293.00
Architect Fees - Window & Exterior Door Replacements	McLane Gardens	33,185.00	33,185.00	18,089.14
Architect Fees - Roof Replacements *	McLane Gardens	8,950.00	9,225.40	5,085.40
Architect Fees - Bathroom Renovations *	McLane Annex	13,800.00	13,834.67	8,459.67
Architect Fees - Door Replacements	Mifflin Meadows	15,200.00	16,095.74	10,590.19
Exterior Door Replacements	Mifflin Meadows	128,900.00	160,028.47	160,028.47
Architect Fees - Parking Lot Improvements *	Mifflin Meadows & Clark's Corner	14,500.00	15,629.14	10,204.00
Architect Fees - Roof Replacements *	Peach Circle	9,590.00	9,641.80	5,981.80
Administrative Costs	Authority Wide	81,203.00	81,203.00	81,203.00
Management Improvements - Printing and Bid Advertising	Various Sites	6,100.00	5,685.06	5,685.06
<b>Capital Program Totals</b>		<b>1,006,035.25</b>	<b>1,122,153.07</b>	<b>947,070.65</b>

### Capital Expenditures Planned for FY11

Capital Project (list by Name)	Total Planned Expenditure in Current Year (specify year)	
Clarks Corner	\$ 10,000	2011
McLane Gardens	\$ 60,000	2011
Peach Circle	\$ 12,800	2011
Mifflin Meadows	\$ 0	2011
Burton Village	\$ 0	2011
McLane Gardens Annex	\$ 60,000	2011
Laverty Lane	\$ 84,294	2011
Hickory Tree	\$ 6,000	2011
Scattered Sites – Phase I	\$ 13,500	2011
Liberty Court I	\$ 130,000	2011
Liberty Court II	\$ 230,500	2011
Hickory Tree – Phase II	\$ 0	2011
Holly Square	\$ 15,000	2011
Scattered Sites – Phase II	\$ 8,000	2011
<b>Total</b>	<b>\$ 630,094</b>	

## **DISCUSSION OF THE CAPITAL EXPENDITURE AMOUNTS:**

The following are descriptions of the expenditures made during FY2009 that exceeded 30% of the agencies total budgeted capital expenditures for the fiscal year. Total Planned Expenditures for FY2009 were \$661,328.

1. Lavery Lane Roof Replacements: \$276,025 (Roof Replacement: \$258,189 and Architect Fees: \$17,836). This entailed the removal and replacement of existing shingles on 24 buildings and the Community Center.
2. Liberty Court Security Cameras: \$208,481.00 (Installation of Cameras: \$178,462 and Architect fees: \$30,019): This entailed the installation of eleven (11) security cameras and equipment in a 108 unit community. The cameras can be remotely controlled, or operated on a preset scanning patrol.

- **NEW PUBLIC HOUSING UNITS TO BE ADDED DURING FY2011**

DSHA does not plan to add any new public housing units to the agency portfolio during FY2011.

- **NUMBER OF PUBLIC HOUSING UNITS REMOVED FROM INVENTORY DURING FY2010**

DSHA does not plan to remove any units from the public housing inventory during FY2010, although DSHA is in the process of correcting the unit count shown in PIC by removing eight (8) Scattered Site Homeownership units that were sold prior to 2006.

- **NUMBER OF MTW HOUSING CHOICE VOUCHERS AUTHORIZED AT THE BEGINNING OF FY2011**

Fifty (50) Family Unification Program (FUP) voucher were awarded to DSHA in October 2009. These vouchers are to be used for 1) Families for whom the lack of adequate housing is a primary factor in the imminent placement in foster care, or delaying the return of the children from foster care, 2) Youth 18 to 21 years of age exiting foster care. DSHA does not plan any further changes to the number of MTW or non-MTW vouchers authorized for use by DSHA as of July 1, 2010. DSHA does not have any project-based Housing Choice Vouchers.

**Table 5**

<b>Housing Choice Voucher Program</b>	
Moving To Work Vouchers	903
HUD Conversion Vouchers	2
Family Unification Program Vouchers	50
<b>TOTAL</b>	<b>955</b>

## 2.0 (B) LEASING INFORMATION-ACTUAL AS OF JUNE 30, 2009

### A. WORK ORDER RESPONSE TIMES

DSHA responds to 100% of emergency work orders within 24 hours and 100% of non-emergency work orders in less than 15 days.

FY09 Actual Response Time  
 Emergency    Non-Emergency  
 2 hrs            4 days

**TABLE 6**  
**Public Housing Management Information**

	<b>FY07 Actual</b>	<b>FY08 Actual</b>	<b>FY09 Actual</b>	<b>FY10 7/1/09 – 2/27/10</b>	<b>Planned FY11</b>
Occupancy Percentage Overall	98%	98%	98%	98%	98%
Average Turnover Time - Days	20	50	58	34	20
Rent Collections	96%	96%	96%	97%	98%
Inspections - # of units	503	503	503	503	503

**TABLE 7**  
**Public Housing Vacancy and Occupancy - 7/1/06 - 2/27/10\***

<b>Development</b>	<b>Total Units</b>	<b>Units Vacated</b>			<b>Occupancy 2/27/10</b>	<b>Planned FY11</b>	<b>Anticipated Total Number Leased</b>
		<b>FY07</b>	<b>FY08</b>	<b>FY09</b>			
Burton Village	51	2	11	5	96%	98%	50
Clarks Corner	70	7	11	9	99%	98%	69
Hickory Tree	55	4	13	10	100%	98%	54
Holly Square	24	2	2	2	100%	98%	24
Laverty Lane	50	11	10	8	100%	98%	49
Liberty Court	108	19	26	24	99%	98%	106
McLane Gardens	29	5	5	3	97%	98%	28
McLane Gardens Annex	21	5	2	3	100%	98%	21
Mifflin Meadows	54	15	6	15	100%	98%	53

Peach Circle	32	4	2	8	100%	98%	31
Scattered-site rentals	9	1	2	1	89%	98%	9
<b>Total</b>	<b>503</b>	<b>75</b>	<b>90</b>	<b>88</b>	<b>98%</b>		

- **Anticipated total number of non-MTW Public Housing Units leased in Plan year :**

All Public Housing unit leased are under the MTW Program.

- **Anticipated total number of MTW Housing Choice Voucher units leased in Plan Year:**

**Table 8**

**Anticipated Total Number of MTW and Non-MTW units leased during FY2011**

<b>Program</b>	<b>August 1999</b>	<b>End of FY-2009</b>	<b>End of FY-2011 (Planned)</b>
MTW	803	903	903
Non-MTW (Conversion)	-0-	2	2
Family Unification Program	-0-	-0-	50
<b>Total</b>	<b>803</b>	<b>905</b>	<b>955</b>

- **Description of any issues relating to leasing of Public Housing Units or Housing Choice Vouchers:**

The public housing occupancy rate has been on average 95% to 98% over the past few years. The high turnover rates experienced at some sites are the result of DSHA's strict enforcement of rent payment and anti-crime policies. The importance of timely rent payment is constantly stressed to residents by the housing managers as well as the MTW case managers. Though criminal background checks are performed prior to admission of all new residents 18 years of age and older, we still lose families because of drug-related criminal activity, many times involving their non-resident visitors. DSHA has found that the larger four (4) and five (5) bedroom units are the hardest apartments to fill with acceptable residents.

DSHA's Housing Choice Voucher utilization rate during FY2010 has averaged 98% to 100%. Lease-up figures for the past 12 months show that 94% of families on the waiting list successfully leased a unit within 120 days after receiving their new voucher. This is about 28% higher than the historical average, with many HCV residents electing to lease in-place.

Applicants are given in-depth information about DSHA's extension policy at voucher briefing sessions and reminders are mailed at the end of the 60-, 90- and 120-day periods. They are also given an extensive list of landlords willing to participate in the HCV Program. The extension approval policy is liberal and only requires voucher holders to show a list of landlords who have been contacted during the period.

Extensions beyond the maximum 120-day search period are given to disabled families who are having difficulty finding a suitable unit.

DSHA implemented a new on-line rent reasonableness system in March 2004, which helps ensure more objectively and accurately that Housing Choice Voucher units are rented at rates comparable to the local markets.

In reference to the ability of a family to use the Portability feature of the housing choice voucher, only those families that are exempt from the MTW program, or are in the safety-net, are allowed to take their voucher outside of DSHA's jurisdiction. MTW participants are **not eligible** to use the portability feature of their voucher **unless**: they document that they have been offered employment outside of DSHA's jurisdiction or must move for medical purposes (immediate family members) outside of DSHA's jurisdiction.

- **Number of project-based vouchers committed or in use at the end of Plan year:**

DSHA does not plan to use any Housing Choice Vouchers as project-based vouchers by DSHA during the FY2011 Plan year.

## **2.0 (C) WAITING LIST INFORMATION**

- **Description of anticipated changes in waiting lists (community wide)**

The waiting list is a combined list for Housing Choice Voucher Program Vouchers and Public Housing. MTW applicants are provided the type of housing that is available when their name comes to the top of the list. The waiting list has been open since 1991, and DSHA anticipates that it will remain open. There is significant change in the number of applicants since last year. Prior to the commencement of MTW, the wait for housing ranged from about 8 months for some bedroom sizes in Public Housing, to about 22 months for a Housing Choice Voucher. Currently, the wait for those with an MTW preference and the elderly/disabled is approximately eighteen months for Public Housing and 24 months for the Housing Choice Voucher Program. Although DSHA does not anticipate any changes to the waiting list structure during FY2011, it plans to eliminate the subsidy choice between Public Housing and Housing Choice Vouchers for elderly and disabled families. With this change, all applicants (MTW participants and exempt elderly/disabled applicants) will be required to accept the form of subsidy offered (Public Housing or HCV). If the applicant desires a form of subsidy other than what is offered (Public Housing or HCV), their name will be placed on the bottom of the waiting list based on the date of refusal.

- **Description of anticipated changes in the number of families on the waiting list during FY2011**

Based on the current economic climate and increase in utility and rental costs, we anticipate that the total number of applicants on the waiting list will grow approximately 15% to 18% during FY2011. The increase in applicants shown below can be partially attributed to the implementation of a web-based application process. This new system has made applying for housing more accessible to the general public and has increased the number of out-of-jurisdiction applications.



DSHA does plan to revise existing Waiting List procedures to ensure that MTW Eligible and MTW Exempt (elderly, disabled) applicants are treated equally in that they have no choice in the type of housing subsidy they will receive (Public Housing or Housing Choice Voucher), unless there is a verifiable need and request for a Reasonable Accommodation. This revised policy should increase the overall number of MTW applicants receiving housing choice vouchers.

**Table 9**

**Number of Households on the Waiting List by Bedroom Size on February 27, 2010**

<b>Combined Public Housing and Housing Choice Voucher Waiting List</b>							
	Total Households		February 2010				
	FEB 2009	FEB 2010	1 BR	2 BR	3 BR	4 BR	5 + BR
Family	3,921	4,767	905	1,937	1,427	406	92
Elderly/Disabled	1,945	2,387	1,507	483	286	86	25
Total	5,866	7,154	2,412	2,420	1,713	492	117

**2.0 (D) CAPITAL PLANS**

**A. STATEMENT OF EXISTING NEEDS**

The total amount of DSHA existing capital needs is approximately \$4,915,064 which is \$10,092.53 per unit. These funds will be used over a five-year period to modernize and update our developments, some of which are 30 years old.

DSHA has received on average \$800,750 annually for the past five years. The FY2009 Capital Fund Program was funded at \$808,437.

**B. PLANNED CAPITAL EXPENDITURES**

The five-year capital plan for DSHA is broken down by fiscal year. The plan reflects Capital Fund Program funds equal to the amount we expect to receive for FY2010, which is \$808,437. The appropriate planning process and public hearings were held to get input from our residents and the public.

Table 10 that follows shows our five-year capital plan, including the planned use of the most recent funding.\*

**TABLE 10****Five Year Capital Plan**

	FY2011	FY2012	FY2013	FY2014	FY2015
Physical Improvements	\$630,094	\$640,594	\$640,594	\$640,594	\$640,594
Administration	\$80,843	\$80,843	\$80,843	\$80,843	\$80,843
Energy Audit	\$10,500	\$0	\$0	\$0	\$0
Management Improvements	\$37,000	\$37,000	\$37,000	\$37,000	\$37,000
Fees & Costs	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
<b>TOTAL</b>	<b>\$808,437</b>	<b>\$808,437</b>	<b>\$808,437</b>	<b>\$808,437</b>	<b>\$808,437</b>

\*Included with this document as Attachment A are the budget submissions to HUD.

**TABLE 11****Capital Expenditures Planned for FY11**

Capital Project (list by Name)	Total Planned Expenditure in Current Year (specify year)	
Clarks Corner	\$ 10,000	2011
McLane Gardens	\$ 60,000	2011
Peach Circle	\$ 12,800	2011
Mifflin Meadows	\$ 0	2011
Burton Village	\$ 0	2011
McLane Gardens Annex	\$ 60,000	2011
Laverty Lane	\$ 84,294	2011
Hickory Tree	\$ 6,000	2011
Scattered Sites – Phase I	\$ 13,500	2011
Liberty Court I	\$ 130,000	2011
Liberty Court II	\$ 230,500	2011
Hickory Tree – Phase II	\$ 0	2011
Holly Square	\$ 15,000	2011
Scattered Sites – Phase II	\$ 8,000	2011
<b>Total</b>	<b>\$ 630,094</b>	

**TABLE 12**

**Physical Needs Assessment**

		2011	2012	2013	2014	2015
<b>CLARK'S CORNER</b>	<b>COST</b>					
Maintenance Building	70,000					
Comm. Building Solar Panels/Energy	100,000					100,000
Replace Shutters	25,000					25,000
Playground Equipment	75,000					
Dumpster Enclosures	75,000					
Bicycle Path	10,000	10,000				
<b>TOTAL</b>	<b>355,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>125,000</b>

<b>MCLANE GARDENS</b>	<b>COST</b>					
Playground	50,000					
Reinforce Stairways	16,094		16,094			
Replace Sidewalks	15,000					
Security Cameras	60,000	60,000				
Repave Parking Lot/Drive	27,500					
Subfloor/VCT Flooring	6,500			6,500		
<b>TOTAL</b>	<b>175,094</b>	<b>60,000</b>	<b>16,094</b>	<b>6,500</b>	<b>0</b>	<b>0</b>

<b>PEACH CIRCLE</b>	<b>COST</b>					
Lighting Upgrades	8,000	8,000				
Repave Parking Lot/Drive	30,000					
Recessed Porch Lights	4,800	4,800				
<b>TOTAL</b>	<b>42,800</b>	<b>12,800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>MIFFLIN MEADOWS</b>	<b>COST</b>					
Sidewalk Replacement	90,000					
Replace Siding/Shutters	214,094					
Dumpster Enclosures	55,000					
Replace Heater Room Doors	15,000				15,000	
Replace Parking Lot Lights	21,773					21,773
HVAC Replacement-Comm. Bldg	21,800					21,800
Replace Comm. Bldg. Water Htr.	6,800					6,800
Replace Refrigerators-All Units	26,316					26,316
<b>TOTAL</b>	<b>450,783</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>76,689</b>

<b>BURTON VILLAGE</b>	<b>COST</b>					
Building Demolition	10,000					
Community Building Solar Panels	50,000					
Playground Equipment	75,000					
Border Fence	160,000					
Repave Parking Lot/Drive	70,000					70,000
<b>TOTAL</b>	<b>365,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>70,000</b>

**TABLE 12 (cont)****Physical Needs Assessment**

		2011	2012	2013	2014	2015
<b>MCLANE ANNEX</b>	<b>COST</b>					
Security Cameras	60,000	60,000				
Repave Parking Lot	50,000					
Replace Subfloor	10,000			5,000	5,000	
Gutters/Fascia/Soffits	25,000			25,000		
<b>TOTAL</b>	<b>145,000</b>	<b>60,000</b>	<b>0</b>	<b>30,000</b>	<b>5,000</b>	<b>0</b>

<b>LAVERTY LANE</b>	<b>COST</b>					
5 Handicap Showers/Tub Surrounds	15,944	15,944				
Security Cameras	120,000			120,000		
Kitchen Rehabilitation	325,000		325,000			
Replace Screen Doors	28,350	28,350				
Comm. Building & Shed Siding	20,000			20,000		
Comm. Building Septic Repairs	40,000	40,000				
Bathroom Rehabilitation	337,500				219,325	118,175
Perimeter Fence	150,000					
<b>TOTAL</b>	<b>1,036,794</b>	<b>84,294</b>	<b>325,000</b>	<b>140,000</b>	<b>219,325</b>	<b>118,175</b>

<b>HICKORY TREE</b>	<b>COST</b>					
Playground Equipment	10,000				10,000	
Screen Doors	66,000			66,000		
Perimeter Fence	150,000					
Security Cameras	120,000		120,000			
Kitchen Rehab	221,419					221,419
Bathroom Rehab	262,500					
Subfloors/VCT Replaced	24,000	6,000		6,000	6,000	6,000
<b>TOTAL</b>	<b>853,919</b>	<b>6,000</b>	<b>120,000</b>	<b>72,000</b>	<b>16,000</b>	<b>227,419</b>

<b>SCATTERED SITES-1; 010</b>	<b>COST</b>					
Replace Siding/Guttering/Soffits/Fascia	13,500	13,500				
<b>TOTAL</b>	<b>13,500</b>	<b>13,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>SCATTERED SITES-2; 015</b>	<b>COST</b>					
Air Conditioning – 2 Sites	8,000	8,000				
Roof Replacement	20,000				20,000	
Windows Replacement	8,000			8,000		
<b>TOTAL</b>	<b>36,000</b>	<b>8,000</b>	<b>0</b>	<b>8,000</b>	<b>20,000</b>	<b>0</b>

<b>LIBERTY COURT I</b>	<b>COST</b>					
Community Building Solar Panels	23,311					23,311
Drainage Improvements	55,487			55,487		
Bathroom Rehabilitation	130,000	130,000				
Kitchen Rehabilitation	328,607			328,607		
<b>TOTAL</b>	<b>537,405</b>	<b>130,000</b>	<b>0</b>	<b>384,094</b>	<b>0</b>	<b>50,000</b>

**TABLE 12 (cont)**

**Physical Needs Assessment**

		<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
<b>LIBERTY COURT II</b>	<b>COST</b>					
Kitchen Rehabilitation	365,269				365,269	
Bathroom Rehabilitation	410,000	230,500	179,500			
<b>TOTAL</b>	<b>775,269</b>	<b>230,500</b>	<b>179,500</b>	<b>0</b>	<b>365,269</b>	<b>0</b>

<b>HICKORY TREE II</b>	<b>COST</b>					
Bathroom Rehabilitation	127,500					
<b>TOTAL</b>	<b>127,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>HOLLY SQUARE</b>	<b>COST</b>					
Outdoor Lighting Upgrades	15,000	15,000				
Replace Roofs	36,000					
<b>TOTAL</b>	<b>51,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

<b>Police Protection</b>		25,000	25,000	25,000	25,000	25,000
<b>Energy Audit</b>		10,500	0	0	0	0
<b>Administration</b>		80,843	80,843	80,843	80,843	80,843
<b>Management Improvements</b>		12,000	12,000	12,000	12,000	12,000
<b>Fees</b>		50,000	50,000	50,000	50,000	50,000

\*

4,965,064

**TOTAL** 808,437 808,437 808,437 808,437 808,437

\* Total excludes soft costs such as management, administration and fees.

### **3.0 NON-MTW RELATED HOUSING AUTHORITY INFORMATION:**

Delaware State Housing Authority (DSHA) was created in 1968. Over the past 40 years, DSHA has emerged to serve an integral role in Delaware's overall economic and social plan, demonstrated by the inclusion of the DSHA Director as part of the Governor's Cabinet in Delaware State Government.

Today, DSHA functions as a government agency and an entrepreneurial developer and lending institution.

DSHA makes mortgage and other loans to both for-profit and nonprofit housing sponsors. We also extend loans to mortgage lenders and require that proceeds be used to create new residential mortgage loans. DSHA also applies for, and receives, subsidies from the federal government and other sources, in addition to issuing its own bonds and notes. In addition to its role as the State's Housing Finance Agency, DSHA is unique in that it also owns and operates Public Housing, and acts as a community development agency.

Our core business focuses on preservation, new construction, homeownership, rental assistance, resident services, asset management, rehabilitation, homeless prevention, emergency and transitional housing, and community development. DSHA provides a host of programs to address Delaware's affordable housing needs, most of which are available on a statewide level.

To assist in supporting these types of assistance, DSHA also researches the nature of Delaware's housing needs through such vehicles as needs assessments, rental surveys and housing production reports. DSHA staff members serve on a variety of boards and committees related to housing.

To administer all of these programs and to achieve its goal of providing affordable and safe housing for low- and moderate-income persons, DSHA employs a full-time staff of 131 and is divided into seven interdependent sections: Administration, Asset Management, Community Development & Planning, Community Relations, Housing Development, Housing Finance, and Housing Management.

#### **4.0 LONG-TERM MTW PLAN**

DSHA's long-term vision for the MTW Program will be to expand and evolve current activities, utilize a greater number of the authorizations permitted under the MTW agreement and create a comprehensive system to identify and document MTW accomplishments. With the acceptance of the Restated and Amended MTW Agreement, DSHA will be looking at the following areas:

- A. Adoption of income/asset verification procedures in lieu of the current HUD system for both Public Housing and Housing Choice Vouchers. This would allow DSHA to reduce costs and make the processing of applications and interim/annual certifications more efficient.
- B. Explore alternative rent policies to simplify the calculation of subsidy and tenant rents. This includes a process that would be less intrusive to the residents, simple to perform and understand, reduce the potential for errors, and reduce administrative burden and transaction volume. DSHA would work with housing advocates, residents and other interested parties to insure that any proposed alternative rent policies would be equitable and fair to residents.
- C. Explore potential time limits for Safety Net participants including a hardship policy. Before any action would be taken to include these items in any future MTW Plan, DSHA would work closely with other housing advocates, residents and other interested parties to insure that any proposed policies would be fair and equitable to residents.
- D. Eliminate utility reimbursement payments for families where 100% of the contract rent is subsidized (with the exemption elderly/disabled families).



## **5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED**

<b>Activity Name</b>	<b>500 Unit Set-Aside for MTW Eligible Participants</b>
<b>Activity Number</b>	<b>B-4</b>
<b>Statutory Objective</b>	<b>MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:</b>
<b>MTW Activity</b>	To create a 500 unit set-aside for eligible MTW participants. The set-aside will be administered for both Public Housing and the Housing Choice Voucher Programs to increase the overall number MTW participants. To reach the goal of having 500 participants enrolled in the MTW program, two of every three available units/vouchers will be offered to MTW eligible applicants. Once the set-aside is reached and maintained, public housing units and vouchers would be offered based on preference and date of application.
<b>Anticipated Impact</b>	Increase the overall number of MTW participants and create greater turnover of the waiting list as successful participants complete the five (5) year MTW program.
<b>Baseline</b>	The baseline will be the number of participants that were in the MTW program as of July 1, 2010.
<b>Benchmark</b>	The benchmark will be based on the total MTW participants added to the program each year to maintain the 500 set-aside level.
<b>Data Collection/Metrics</b>	Case Management software will be utilized to track and identify the number of MTW residents that enter the program each year.
<b>Authorization(s)</b>	1) Attachment C, Section C. Authorizations Related to Public Housing, Paragraph (2). This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section D. Authorizations Related to Section 8 Housing Choice Vouchers Only, Section 3. Eligibility of Participants, Paragraph (4), Waiting List Policies. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 8 (o)(6),8(o)(13)(J) and 8(o)(16) of the 1937 Act and 24 C.F.R 982 subpart E, 983 Subpart F as necessary to implement the Agency's Annual MTW Plan.

## 5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

Proposed FY11  MTW Activity	500 Unit Set-Aside for MTW Participants								
	Statutory Objective	Anticipated Impacts	Metric	Year	Baseline	Benchmark	Actual	Outcome	Total
500 Unit Set- Aside	Self- Sufficiency	Increase number of MTW Participants  Create greater turnover	# of participants	2010	Current participants in the beginning of year in MTW	Planned # of participant added to the program	Actual # added	# of participants completing the program	Total # of participants at the end of the year in the self- sufficiency program
				2011	345	80			
				2012	425	75			

## 5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

<b>Activity Name</b>	<b>Alternative Re-Certification Schedule for Elderly and Disabled Residents</b>
<b>Activity Number</b>	<b>A-5</b>
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	Adopt alternative re-certification schedules for elderly and disabled residents. For example, re-certifying residents on fixed incomes (fixed pensions, Social Security, SSI) every-other year. For the Housing Choice Voucher Program, half of the approximate 650 elderly/disabled re-certifications would be performed during FY2011, and the remaining half would be completed during FY2012. For Public Housing, which has a significantly lower elderly/disabled population, all re-certification of these individuals would be done every-other year starting FY2011.
<b>Hardship Policy</b>	If a resident has a significant change in income or allowable medical expenses, they can request an interim recertification be completed during the years when an annual recertification is not scheduled.
<b>Anticipated Impact</b>	This initiative will reduce the total number annual re-certifications processed by Public Housing and Housing Choice Voucher staff, thus creating administrative efficiencies (reduction in postage costs, time savings).
<b>Baseline</b>	The baseline will begin with the Annual MTW Report for FY2011 and will be based on the total number of elderly/disabled, fixed income participants processed for annual re-certification.
<b>Benchmark</b>	The benchmark will be the total number of estimated man-hours associated with the processing of annual re-certifications for elderly/disabled residents vs. the bi-annual re-certifications of elderly/disabled residents
<b>Data Collection/Metrics</b>	Easy Housing resident software will be utilized to track and identify the number of effected participants.
<b>Authorization(s)</b>	Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 4, Initial, Annual and Interim Income Review Process, Attachment C, Section D. Authorizations Related top Section 8 Housing Choice Vouchers Only, (1) Operational Policies and Procedures, Paragraph (c.). This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan.

Proposed FY11 MTW Activity	Alternative Recertification Schedule for Elderly and Disabled Residents				
	Statutory Objective	Anticipated Impacts	Baseline	Benchmark	Outcome
Alternative Recertification for Elderly/Disabled	Reduce costs  Increase cost effectiveness	Time savings  Postage savings	575 hours staff time saved/\$7,300 per yr.  \$1,080 postage saved	575 hours staff time saved/\$7,300 per yr.  \$1,080 postage saved	Actual dollar cost in staff time from administration of alternative recerts  Actual cost of postage with alternative recerts

## 6.0 ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED – LISTED BY STATUTORY OBJECTIVE

<b>Activity Name</b>	<b><u>Time Limiting Housing Assistance for MTW Participants</u></b>
<b>Activity Number</b>	A-1
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	<p>Time-limit housing assistance for MTW participants to five (5) years, with a potential one (1) year extension. #1. This improves the overall cost effectiveness of the housing programs by #2. Moving families into self-sufficiency and non-subsidized housing, and #3. Allowing another eligible family in need of housing to participate in the MTW program. <u>Identified and Implemented in initial Plan for FY2004.</u></p> <p>Definition of Self-Sufficiency: Families who increase their incomes to the level where 40% of their monthly gross income equals or exceeds the fair market rent for their unit, and move into unsubsidized rental housing or homeownership.</p>
<b>Update on the Status of Activity</b>	All MTW Participants continue to have a time-limit for housing assistance for MTW participants for five (5) years with a potential one (1) year extension.
<b>Changes to Activity</b>	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
<b>Anticipated Impact</b>	#1. Able to serve more people with same amount of funding; #2. Create increased homeownership or Fair Market rental options with the use of MTW savings; #3. Reduce recidivism on Waiting List.
<b>Baseline</b>	The baseline will be the number of MTW participants in their fifth year of the program, the number successfully completing the program and the number going to Safety Net for FY2008.
<b>Benchmark</b>	The benchmark will be a percentage of MTW participants graduating from the MTW program for each year from FY2008 to FY2018.
<b>Data Collection/Metrics</b>	The Case Management and Easy Housing resident software will be utilized to track and identify the number of MTW participants, program graduates and Safety Net families. The programs are being modified to provide this data starting with FY2008. <u>No outside evaluators are used.</u>
<b>Authorization(s)</b>	<p>1) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 11. Rent Policies and Term Limits. This authorization waives certain provisions of Section 3(a)(2), 3(a)(3)(A) and Section 6(l) of the 1937 Act and 24 C.F.R 5.603,5.611, 5.628, 5.630, 5.632, 5.634 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.</p> <p>2) Attachment C, Section D. Authorizations Related to Housing Choice Vouchers Only, Paragraph 2(a) and 2(d). Rent Policies and Term Limits. This authorization waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R 982.508,982.503 and 982.518 A as necessary to implement the Agency's Annual MTW Plan.</p>

<b>Activity Name</b>	<b><u>Mandatory Employment and/or Education Requirement</u></b>
<b>Activity Number</b>	A-2
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness and self sufficiency by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	MTW participants are required to be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements were increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.) #1. This is to stimulate an increase in resident earning potential; #2. Create a stepped requirement leading to self-sufficiency; #3. And reduce the subsidy needed for the participant. <u>Initially implemented in FY2000 Annual Plan, revised in the FY2008 Annual Plan.</u>
<b>Update on the Status of Activity</b>	All MTW Participants continue to have a mandatory work hour and educational requirements as noted above.
<b>Changes to Activity</b>	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
<b>Anticipated Impact</b>	#1. Able to serve more people with same amount of funding; #2. Create increased homeownership or Fair Market rental options with the use of MTW savings; #3. Reduce recidivism on Waiting List.
<b>Baseline</b>	The baseline will be the total number of MTW participants, the number employed, and a range of weekly hours worked (20-24 hr, 25-29 hrs, 30-34 hrs, and 35+ hours) as of FY2008.
<b>Benchmark</b>	The benchmark will be based on a percentage of MTW participants that are employed at least 20 hours per week on an annual basis from FY2008 to FY2018. <b>This benchmark has been redefined by including the wording “at least 20 hours per week” since this is a requirement of the MTW program.</b>
<b>Data Collection/Metrics</b>	The Case Management and Easy Housing resident software will be utilized to track individuals with employment income and weekly hours. Both software systems are being modified to provide this information for FY2008 and beyond. <u>No outside evaluators will be used.</u>
<b>Authorization(s)</b>	1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency’s Annual MTW Plan. 2) Attachment C, Section D. Authorizations Related to Housing Choice Voucher Only, Paragraph 3 (a). Eligibility of Participants, This authorization waives certain provisions of Section 16(b) and Sections 8(o)(4) 1937 Act and 24 C.F.R 5.603, 5.609, 5.611, 5.628 and 982.201 as necessary to implement the Agency’s Annual MTW Plan.

<b>Activity Name</b>	<b><u>Safety Net Work Requirement</u></b>
<b>Activity Number</b>	A-3
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	Safety Net participants who did not successfully complete the MTW five (5) year program continue to be required to work at least twenty hours per week, earning no less than minimum wage. This requirement increases the earned income of Safety Net participants enabling them to pay more towards their rent and requiring less overall subsidy. <u>Initially implemented in the FY2004 Annual Plan</u>
<b>Update on the Status of Activity</b>	All Safety Net participants continue to be required to work at least twenty (20) hours per week, earning no less than minimum wages.
<b>Changes to Activity</b>	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
<b>Anticipated Impact</b>	By continuing the work requirements while in the Safety Net, the tenant will require less subsidy.
<b>Baseline</b>	The baseline will be the total number of Safety Net participants, the number employed, a range of weekly hours worked (20-30 hrs, 30+ hours) and the working income of Safety Net families as of FY2008.
<b>Benchmark</b>	The benchmark will be based on a percentage of Safety Net participants that are employed and increase income on an annual basis from FY2008 to FY2018.
<b>Data Collection/Metrics</b>	Easy Housing resident software will be utilized to track and identify the number of MTW participants, successful completions and Safety Net families. The Easy Housing software already provides this data. <u>No outside evaluators are used.</u>
<b>Authorization(s)</b>	Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 2, Local Preferences and Admission and Continued Occupancy Policies and Procedures. This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan.

<b>Activity Name</b>	<b><u>Market Rent Housing</u></b>
<b>Activity Number</b>	A-4
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	At the end of the MTW participation period, residents of PH with monthly gross incomes at or above the Safety Net threshold will be given the opportunity to rent their unit at market rent, which will free up the subsidy and provide additional income for the Public Housing program. Initially implemented in the FY2000 Annual Plan, modified in the FY2004 Annual Plan.
<b>Status of Activity</b>	For FY2011 this activity is to be eliminated to provide more public housing units to MTW eligible participants. It has been determined that this initiative has not been effective and has kept units from being rented to eligible MTW participants. This has contributed, in part, to the reduction in actual MTW participants. DSHA will provide the market renters with generous notice, and will help assist them to locate replacement housing.
<b>Changes to Activity</b>	Activity is to be discontinued-see above.
<b>Anticipated Impact</b>	The elimination of the program will affect 27 current non-subsidized market rent residents.
<b>Baseline</b>	N/A-Initiative is being eliminated during FY2011.
<b>Benchmark</b>	N/A-Initiative is being eliminated during FY2011.
<b>Data Collection/Metrics</b>	N/A-Initiative is being eliminated during FY2011.
<b>Authorization(s)</b>	Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.



**Activity Name****MTW Savings Account and Disbursements****Activity Number**

B-1

**Statutory Objective**

MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:

**MTW Activity**

To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant. When a client reaches the end of the contract (either a the end of five years, or after an additional one year extension) if their income has increased to where 40% of their monthly gross income equals or exceeds the fair market rent for their unit they can stay in the unit and pay rent at the market rate (with no subsidy) or move into other unsubsidized housing or home ownership and receive the balance of any monies in their savings account. Initiated in the FY2000 Annual Plan.

**Status of the Activity**

For FY2011 this activity will be modified to include provisions for the use of MTW saving funds. Successful MTW clients will be required to utilize at least 60% of the savings fund for homeownership/fair market rental related expenses. This includes: down payment, closing costs, security deposits, utility deposits, clearing credit issues and satisfying debt for medical bills, education and transportation. The remaining 40% of the MTW savings will be distributed to the client for discretionary use.

**Changes to Activity**

No anticipated changes or modifications, or any additions to Attachment C/D authorizations are planned for the revision noted above.

**Anticipated Impact**

Encourage residents to work at capacity rather than least amount required. Provides participants with funds to repair credit, debt issues and/or move into Home ownership upon successful completion of MTW program.

**Baseline**

The baseline will be the number of participants that successfully complete the MTW program during FY2008 (page 29) and the average amount of escrow disbursements each year thereafter. The baseline will also show if a participant moves into homeownership or unsubsidized rental housing.

**Benchmark**

The benchmark will be based on the projected number of successful MTW completions and escrow disbursements from FY2009 to FY2018.

**Data Collection/Metrics**

Case Management software will be utilized to track and identify the number of MTW residents that have successfully completed the program and amount of disbursements. Case Management software will be updated to provide this data beginning with FY2008-2009. No outside evaluators will be used.

**Authorization(s)**

1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency. This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.  
2) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.

<b>Activity Name</b>	<b><u>MTW Case Management Services</u></b>
<b>Activity Number</b>	B-2
<b>Statutory Objective</b>	MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
<b>MTW Activity</b>	All MTW participants continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, financial literacy classes and transportation stipends, as funds allow. <u>Initiated in the FY 2000 Annual Plan.</u>
<b>Status of Activity</b>	All MTW participants continue to receive personalized case management services and/or resource services, on a quarterly basis or as needed.
<b>Changes to Activity</b>	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
<b>Anticipated Impact</b>	Better prepares MTW participants to succeed in finding employment and overcoming barriers to self-sufficiency.
<b>Baseline</b>	The baseline will be the number of referrals and participants actively involved in case management programs for FY2008-2009.
<b>Benchmark</b>	The benchmark will be based on a percentage of participants actively involved in programs from FY2009 to FY2018.
<b>Data Collection/Metrics</b>	Case Management software will be utilized to track and identify the number of MTW residents that have participated in services and/or programs. Case Management software will be updated to provide this data beginning with FY2008-2009. <u>No outside evaluators will be used.</u>
<b>Authorization(s)</b>	1) Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section b. (iii). This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 982 and 990 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.

<b>Activity Name</b>	<b><u>Removal of Barriers to Self-Sufficiency</u></b>
<b>Activity Number</b>	B-3
<b>Statutory Objective</b>	MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
<b>MTW Activity</b>	Enhance the standard of living for residents participating in MTW by assisting residents in the removal of barriers to self-sufficiency (obtain employment, drivers license, purchase vehicle, coordinate child care, obtain GED, enroll for college courses, expunge criminal record, clear credit history). <u>Initiated in the FY2000 Annual Plan.</u>
<b>Status of Activity</b>	DSHA MTW participants continue to be assisted in removing barriers to self-sufficiency in areas such as transportation, education and childcare.
<b>Changes to Activity</b>	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
<b>Anticipated Impact</b>	Better prepares MTW participants to succeed in finding employment and overcoming barriers to self sufficiency.
<b>Baseline</b>	The baseline will be the number of participants with identified barriers to self-sufficiency for FY2008-2009.
<b>Benchmark</b>	The benchmark will be based on a percentage of participants actively working to eliminate barriers and number of actual achievements from FY2009 to FY2018.
<b>Data Collection/Metrics</b>	Case Management software will be utilized to track and identify the number of MTW residents that have participated in services and/or programs to remove specific barriers to self-sufficiency. Case Management software will be updated to provide this data beginning with FY2008-2009. <u>No outside evaluators will be used.</u>
<b>Authorization(s)</b>	1) Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section b. (iii). This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 982 and 990 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.

<b>Activity Name</b>	<b><u>Homeownership Counseling</u></b>
<b>Activity Number</b>	C-1
<b>Statutory Objective #3</b>	MTW activities to improve housing choices for our residents:
<b>MTW Activity</b>	Homeownership counseling and assistance, Individual Development Account referrals, budget counseling, fair market housing counseling, assistance obtaining a Low Income Housing Tax Credit (LIHTC) unit and credit counseling to repair problems. Strategic relations have been established with several non-profit agencies within Kent and Sussex County to provide credit and housing counseling. This includes NCALL Research, People's Place II and First State Community Action Agency. <u>Initiated in the FY2000 Annual Plan.</u>
<b>Status of Activity</b>	DSHA continue to provide homeownership counseling and assistance to both MTW and exempt (elderly/disabled) participants. This includes referrals to program such as Habitat for Humanity, the Resident Homeownership Program and other non-profit counseling organizations.
<b>Changes to Activity</b>	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
<b>Anticipated Impact</b>	Provide more Home Ownership opportunities and prepare tenant to make educated and informed decisions regarding the purchase of a home.
<b>Baseline</b>	The baseline will be the number of participants in counseling activities tracked for FY2008-2009.
<b>Benchmark</b>	The benchmark will be based on a percentage of participants actively involved in counseling programs from FY2009 to FY2018.
<b>Data Collection/Metrics</b>	Case Management software will be utilized to track and identify number of MTW residents that have participated in specific counseling activities. Case Management software will be updated to provide this data beginning with FY2008-2009. <u>No outside evaluators will be used.</u>
<b>Authorization(s)</b>	Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section b. (iii). This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 982 and 990 as necessary to implement the Agency's Annual MTW Plan.

<b>Activity Name</b>	<b><u>MTW Savings Account and Loans</u></b>
<b>Activity Number</b>	C-2
<b>Statutory Objective</b>	MTW activities to improve housing choices for our residents:
<b>MTW Activity</b>	The creation of MTW Savings Accounts, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant. These savings accounts can be utilized while the participant is actively involved in the MTW program to help overcome barriers to self-sufficiency (purchase or repair a car, college tuition, etc.) or towards homeownership and/or leasing of unsubsidized housing upon successful completion of the program (as noted in Statutory Objective B, MTW Activity B2). <u>Initiated with the FY2000 Annual Plan.</u>
<b>Status of Activity</b>	For FY2011 this activity will be modified to include provisions for the use of MTW saving funds. Successful MTW clients will be required to utilize at least 60% of the savings fund for homeownership/fair market rental related expenses. This includes: down payment, closing costs, security deposits, utility deposits, clearing credit issues and satisfying debt for medical bills, education and transportation. The remaining 40% of the MTW savings will be distributed to the client for discretionary use.
<b>Changes to Activity</b>	No anticipated changes or modifications, or any additions to Attachment C/D authorizations are planned for the revision noted above.
<b>Anticipated Impact</b>	Assist resident with financial resources to pursue home ownership or other non-subsidized housing.
<b>Baseline</b>	The baseline will be the number and average amounts of disbursements of MTW escrow funds since FY2007 for both MTW loans, and full escrow payments for participants that successfully complete the MTW program.
<b>Benchmark</b>	The benchmark will be based on the projected number and amount of MTW loans and successful completion escrow disbursements for the next ten (10) years.
<b>Data Collection/Metrics</b>	Case Management software will be utilized to track and identify escrow disbursements. <u>No outside evaluators will be used.</u>
<b>Authorization(s)</b>	1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.

<b>Activity Name</b>	<b>Resident Homeownership Program (RHP)</b>
<b>Activity Number</b>	C-3
<b>Statutory Objective</b>	MTW activities to improve housing choices for our residents:
<b>MTW Activity</b>	<p>A Resident Homeownership Program (RHP) was created to provide eligible DSHA Housing Choice Voucher and Public Housing residents the ability to participate in a program to own a home by utilizing Housing Choice Voucher rental assistance towards the payment of a mortgage. The flexibility of the MTW program has been used to make the program accessible to Public Housing residents and other non-MTW participants, including elderly and disabled families, in addition to Housing Choice Voucher residents. <u>Initiated in the FY2004 Annual Plan.</u></p>
<b>Status of Activity</b>	<p>For FY2011, DSHA will be making changes to the RHP program to reduce the duration of the subsidy from the 15 year period (for non-disabled, non-elderly families), and revise the calculation formula used to determine the amount of voucher assistance. These changes are to provide a more realistic program for the homeowner as they will be better prepared to assume all responsibility for the mortgage at the end of the subsidy period. Families that currently participate in the RHP program will be grandfathered under the existing subsidy calculation.</p>
<b>Changes to Activity</b>	<p>No anticipated changes or modifications, or any additions to Attachment C/D authorizations are planned for the revision noted above.</p>
<b>Anticipated Impact</b>	<p>To be able to utilize Housing Choice Voucher to assist eligible participants to purchase a home through this program, especially elderly/disabled (non-MTW) that do not have the opportunity to participate in MTW.</p>
<b>Baseline</b>	<p>The baseline will be the number of participants in the RHP Program during the first year of utilization (2007).</p>
<b>Benchmark</b>	<p>The benchmark will be based on the number of participants anticipated to participate in the RHP program from FY2008 to FY2018.</p>
<b>Data Collection/Metrics</b>	<p>Internal housing choice voucher and RHP records will be used to track participation. <u>No outside evaluators will be used.</u></p>
<b>Authorization(s)</b>	<p>Attachment C, Section D. Authorizations Related to Housing Choice Voucher Only, Paragraph 8. Homeownership Program (a) and (b), This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan.</p>

## 6.1 RESIDENT PROGRAMS

From July 1999 to the date of this Plan, DSHA has funded, partnered, obtained or coordinated annual and ongoing activities, events and programs to enhance the quality of life for our residents. One unit at two sites has been provided for activities due to space and scheduling conflicts in the community buildings at those sites.

- A. Holiday Parties - Each community has appropriate holiday celebrations in which the residents take the lead on planning and organizing the event.
- B. Computer access and instruction for youth and adults – DSHA provides computers with Internet access at all sites. The computer labs are monitored by volunteers from DSHA staff, outside agencies, GED instructors or other non-profit organizations. DSHA purchased an assortment of educational software and board games (funded by Lightspan/Discover) of its sites. The games and software target youth and adults.
- C. Student Award Program for Honor Roll, Perfect Attendance and College Acceptance – Each year DSHA hosts a Student Award Luncheon to recognize students who make the extra effort to succeed. Winners receive a backpack filled with age-appropriate school supplies and are treated to lunch with DSHA's Director and Management staff. A guest speaker is invited to address the group. This event has been very successful and a positive motivation for the students and parents at our sites.
- D. DSHA has signed MOUs with the Boys and Girls Club of Delaware to provide after-school programs, including pregnancy prevention, at one site. Youth from other sites have access to Boys and Girls Clubs located at facilities nearby. Funding is provided through grants from the Division of Public Health and the United Way.
- E. DSHA has signed an MOU with the University of Delaware to provide 4-H programs at five sites. Services include after-school homework assistance and recreation. DSHA is working with 4-H staff to develop programs for other sites.
- F. DSHA has awarded 151 Scholarships to MTW participants and expects to continue this service from MTW Budget funds.
- G. DSHA signed a Memorandum Of Understanding with James Groves Adult High School to provide Adult Basic Education and GED classes for two communities.
- H. Children and Families First - Provides pregnancy testing, family planning material, STD testing, treatment and counseling; and also organizes resources for grandparents and relatives raising someone else's children. They currently offer support groups at two sites and are planning to offer Family Enrichment programs at 2-3 additional sites in the fall.
- I. Delmarva Rural Ministries - Provides counseling and treatment for drug and alcohol abuse. Also administers the Mobile Access to Community Health (MATCH) van health program that travels to low-income areas including all DSHA sites, upon request,

throughout Kent and Sussex Counties. The MATCH van provides basic health care, screening and referrals as needed.

- J. Even Start - Offers parenting classes to families with children under the age of eight. Activities involve both parent and child(ren) at two sites.
- K. Child, Inc. - Provides one-on-one case management services upon request or referral and offers parenting classes.
- L. Consumer Credit Counseling provides financial counseling and assists with budgeting and establishing credit.
- M. Rental Assistance/Other financial assistance – Peoples Place II and First State Community Action Agency, Catholic Charities, Salvation Army, CASA San Francisco, State Service Centers and local churches.
- N. First State Community Action Agency - Provides limited financial assistance, administers the Summer Food Service Program for Sussex County sites and offers employment training at a center in Georgetown.
- O. Department of Labor - Provides all aspects of employment training, including assistance preparing resumes and applications and improving interviewing skills and workplace training. DSHA serves on the Workforce Investment Board for Delaware. This board administers the state's requirements and initiatives for employment and job training.
- P. Delaware Technical and Community College, Kent County Poly-Tech, Sussex Tech, Delaware State University - All institutions have various courses available for general education as well as specific job training. They require a minimum number of participants to come to DSHA sites, but individuals can go to the schools for classes. Many courses are free of charge, based on income, or have a small fee.
- Q. DSHA has installed GED tutorial software at multiple sites. The program is used by instructors giving group instruction and by residents who study independently.
- R. In a partnership with DSHA's Clarks Corner Public Housing site, Lake Forest School District, University of Delaware Cooperative Extension, Greater Milford Area Boys and Girls Club and Kidz Kottage received a 21<sup>st</sup> Century Grant of \$335,000 to provide a variety of youth and family programs including educational and social activities. The 4-H Club is actively seeking grants to continue the program.
- S. DSHA participates on the Interagency Council for Adult Literacy. This is a group from various agencies that are working to address literacy issues for Delaware. The group meets regularly and continues to develop and coordinate adult literacy programs for DSHA residents.

DSHA consistently evaluates both the individual families and communities to determine the services and programs that are needed. Additionally, all MTW families are reviewed and assessed quarterly for progress on their RAP. Each year at the recertification, the family prepares a RAP for the next year. These quarterly and annual reviews/contacts enable DSHA to make current, accurate plans and recommendations for appropriate services.



The statistics from the MTW Program are reviewed and evaluated regularly to determine trends, progress, compliance with the Program and to make recommendations for possible changes to MTW.

## **6.2 HOMEOWNERSHIP PROGRAMS**

MTW participants will be able to take advantage of several DSHA Homeownership Programs as they move out of a rental situation and into their first home. The programs include first mortgage financing and down payment assistance at below-market interest rates for both low- and moderate-income borrowers.

In addition, DSHA has been able to help the MTW participants with down payment and closing costs through the Second Mortgage Assistance Loan (SMAL) program. Saving for the down payment and closing costs is probably the biggest obstacle these families will face when looking for their first home. The SMAL program provides up to \$6,000 of assistance with principal and interest loan repayments deferred until the property is sold, transferred or no longer the borrower's primary residence. Borrowers under this program only need to provide \$1,000 of their own funds toward the home purchase. Although the SMAL program will retire in 2007, clients will continue to be served through the Delaware Housing Partnership instead.

DSHA implemented a Resident Homeownership Program (RHP) four (4) years ago. This program allows qualified participants from either the Public Housing or Housing Choice Voucher program to use a Housing Choice Voucher subsidy toward the mortgage for up to 15 years on a first home. To date, four (4) families have successfully purchased homes in the program.

For FY2011, DSHA will be making changes to the RHP program to reduce the duration of the subsidy from the 15 year period (for non-disabled, non-elderly families), and revise the calculation formula used to determine the amount of voucher assistance. These changes are to provide a more realistic program for the homeowner as they will be better prepared to assume all responsibility for the mortgage at the end of the subsidy period. Families that currently participate in the RHP program will be grandfathered under the existing subsidy calculation.

DSHA MTW participants, who have established a savings account under the program, have access to those funds for homeownership. Participants must provide verification of moving into non-subsidized housing in order to be eligible for these funds.

### **6.3 SECURITY**

As the Public Housing Drug Elimination Program is no longer available, DSHA is consistently seeking resources to continue security services. Limited funds are available from the MTW Budget and reserves, and additional lighting and fencing have been installed at three DSHA sites. Security cameras have been installed at two sites and area currently being installed at another site. There is an agreement with the local police to monitor the cameras. Plans are in place to install cameras at two (2) additional sites, including Hickory Tree and Mifflin Meadows. DSHA meets with all local law enforcement agencies to provide some security and to participate in site prevention activities. In addition, DSHA has a “One-Strike” Policy and, through reports received from the police, DSHA tracks arrests made on DSHA properties.

Through strong lease enforcement, DSHA is able to create a standard of pride and care that greatly inhibits drug and criminal activity.

DSHA plans to use funds from CFP to continue extra duty police security, even though funding for the PHDEG has been discontinued. DSHA’s Planning and Community Development Section reviews federal, state and foundation requests for proposals that could assist with this need.

## 6.4      **HARDSHIP POLICY; SAFETY NET FOR MTW PARTICIPANTS**

Families who have **not** been able to increase their incomes to the level where 40% of their monthly gross income equals or exceeds the fair market rent for their unit will be transferred to “safety net” status. Their total tenant payment (TTP) will revert to 30% of their monthly adjusted income. They will also forfeit the money in their MTW savings account.

Families transferred to the safety net must maintain employment of at least 20 hours per week, **earning no less than minimum wage, or in a training or educational program for at least 20 hours per week**, or a combination of both which equals 20 hours.

Families who borrowed from their MTW savings account and did **not** successfully complete the MTW program will be responsible to pay back the amount they borrowed. Repayment agreements must be signed requiring payments of the higher of \$50 per month or an amount sufficient to pay off the loan within five years. Failure to sign the agreement will result in termination of assistance.

Families in the above category may apply for an extension of their COMP via their case manager if there is evidence that the family will successfully complete the MTW program within one year. The Housing Management Program Administrator has final approval of extension requests, while retaining the responsibility to hear appeals of extension request rejections.

**MTW BUDGET VERSUS ACTUALS BY PROGRAM FOR FY09 :**

Table 13  
Sources and Uses of Funds

CATEGORY	PUBLIC HOUSING			PUBLIC HOUSING CAPITAL FUND			SECTION 8 VOUCHER			TOTAL MTW		
	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES
<b>Revenue</b>												
Dwelling Rent	\$545,800	\$608,946	\$63,146	\$0		\$0	\$0		\$0	\$545,800	\$608,946	\$63,146
Investment Income	45,700	21,149	(24,551)				32,500	20,234	(12,266)	78,200	41,383	(36,817)
Other Income	160,680	217,679	56,999				62,070	112,336	50,266	222,750	330,015	107,265
PH Operating Subsidy	2,166,980	2,400,227	233,247							2,166,980	2,400,227	233,247
PH Capital Funds				660,195	947,763	287,568				660,195	947,763	287,568
Section 8 Grants							6,514,190	6,914,921	400,731	6,514,190	6,914,921	400,731
Total Revenue	\$2,919,160	\$3,248,001	\$328,841	\$660,195	\$947,763	\$287,568	\$6,608,760	\$7,047,491	\$438,731	\$10,188,115	\$11,243,255	\$1,055,140
<b>Expenses</b>												
Administration	\$683,430	\$668,943	(\$14,487)	\$81,203	\$81,203	\$0	\$1,222,940	\$1,110,896	(\$112,044)	\$1,987,573	\$1,861,042	(\$126,531)
Tenant Services	15,000	16,307	1,307				0	5,935	5,935	15,000	22,242	7,242
Utilities	507,630	471,413	(36,217)							507,630	471,413	(36,217)
Maintenance	1,403,800	1,501,608	97,808							1,403,800	1,501,608	97,808
Protective Services				20,000	13,350	(6,650)				20,000	13,350	(6,650)
General	632,810	604,965	(27,845)							632,810	604,965	(27,845)
Resident Homeownership							25,000	16,816	(8,184)	25,000	16,816	(8,184)
Total Routine	\$3,242,670	\$3,263,236	\$20,566	\$101,203	\$94,553	(\$6,650)	\$1,247,940	\$1,133,647	(\$114,293)	\$4,591,813	\$4,491,436	(\$100,377)
Routine Maintenance				\$190,057	\$33,645	(156,412)	\$0		\$0	\$190,057	\$33,645	(\$156,412)
Capital Outlays				368,935	819,565	450,630	220,000	249,997	29,997	588,935	1,069,562	480,627
Payments to Landlords							4,983,000	5,409,558	426,558	4,983,000	5,409,558	426,558
Total Expenses	\$3,242,670	\$3,263,236	\$20,566	\$660,195	\$947,763	\$287,568	\$6,450,940	\$6,793,202	\$342,262	\$10,353,805	\$11,004,201	\$650,396
Operating Reserves	(323,510)	(15,235)	308,275	0	0	0	157,820	254,289	96,469	(165,690)	239,054	404,744
Transfers: In / (Out)	58,850	0	(58,850)				(58,850)	0	58,850	0	0	0
Operating Reserves	(\$264,660 )	(\$15,235)	\$249,425	\$0	\$0	\$0	\$98,970	\$254,289	\$155,319	(\$165,690)	\$239,054	\$404,744

## 7.0 CONTINUED DETAILED SOURCES AND USES OF FUNDS BY REVENUE

The combined budget for the MTW program for FY11: \$ 11,161,734

**Table 14**  
**Sources and Uses of Funds**

CATEGORY		FY09 ACTUALS		FY10 BUDGET		FY11 BUDGET
<b>Revenue</b>						
Dwelling Rent - Public Housing		\$ 608,946		\$ 540,450		\$ 540,350
Investment Income						
Public Housing	\$ 21,149		\$ 21,190		\$ 13,000	
S8 Vouchers	<u>20,234</u>	<b>41,383</b>	<u>3,640</u>	<b>24,830</b>	<u>21,360</u>	<b>34,360</b>
Total Revenue						
Other Income						
Public Housing	\$ 217,679		\$ 160,680		\$ 227,360	
Section 8 Voucher	<u>112,336</u>	<b>330,015</b>	<u>\$ 81,830</u>	<b>242,510</b>	<u>109,010</u>	<b>336,370</b>
Operating Subsidy - Public Hsg.		<b>2,400,227</b>		<b>2,361,690</b>		<b>2,378,020</b>
PH Capital Fund		<b>1,284,596</b>		<b>680,000</b>		<b>841,644</b>
Section 8 Subsidies						
S8 Hsg. Choices Voucher		<u><b>6,914,921</b></u>		<u><b>6,839,900</b></u>		<u><b>6,947,900</b></u>
<b>Total Revenue</b>		<u><u><b>\$ 11,580,088</b></u></u>		<u><u><b>\$ 10,689,380</b></u></u>		<u><u><b>\$11,078,644</b></u></u>

## 7.0 CONTINUED DETAILED SOURCES AND USES OF FUNDS BY EXPENDITURE

The combined budget for the MTW program for FY11:

\$ 11,161,734

**Table 15**

### Sources and Uses of Funds

CATEGORY	FY09		FY10		FY11	
	ACTUALS		BUDGET		BUDGET	
Expenses						
Administration						
Public Housing	\$ 668,943		\$ 698,450		\$ 688,300	
S8 Hsg. Choices Vouchers	1,110,896		1,133,440		1,078,010	
PH Capital Fund	<u>60,399</u>	<b>\$ 1,840,238</b>	<u>81,203</u>	<b>\$ 1,913,093</b>	<u>80,844</u>	<b>\$ 1,847,154</b>
Tenant Services						
Public Housing	\$ 16,307		\$ 15,000		\$ 15,000	
S8 Hsg. Choices Vouchers	5,935		0		0	
PH Capital Fund	<u>0</u>	<b>22,242</b>	<u>0</u>	<b>15,000</b>	<u>0</u>	<b>15,000</b>
Utilities - Public Housing						
		<b>471,413</b>		<b>494,490</b>		<b>497,690</b>
Maintenance						
Public Housing		<b>1,501,608</b>		<b>1,453,435</b>		<b>1,434,780</b>
Protective Services						
Public Housing			\$ 0		\$ 0	
PH Capital Fund	<u>0</u>	<b>0</b>	<u>25,000</u>	<b>25,000</b>	<u>25,000</u>	<b>25,000</b>
General - Public Housing						
		<b>589,965</b>		<b>675,580</b>		<b>623,620</b>
<b>Total Routine</b>						
		<b>\$ 4,425,466</b>		<b>\$ 4,576,598</b>		<b>\$ 4,443,244</b>
Non-Capitalized Expense						
PH Capital Fund		<b>85,155</b>		<b>93,797</b>		<b>0</b>
Capital Outlays						
Public Housing	\$ 0		\$ 0		\$ 0	
PH Capital Fund	1,139,042		480,000		735,800	
S8 Hsg. Choices Voucher	<u>249,997</u>	<b>1,389,039</b>	<u>120,000</u>	<b>600,000</b>	<u>351,500</u>	<b>1,087,300</b>
Payments to Landlords						
Resident Home Ownership		<b>16,816</b>		<b>15,650</b>	0	
S8 Hsg. Choices Voucher		<u>5,409,558</u>		<u>5,342,910</u>	5,631,190	<b>5,631,190</b>
<b>Total Expenses</b>						
		<b><u>\$11,326,034</u></b>		<b><u>\$10,628,955</u></b>		<b><u>\$11,161,734</u></b>
<b>Excess/(Deficit)</b>						
		<b>\$254,054</b>		<b>\$60,425</b>		<b>(\$83,090)</b>

**7.0 Consolidated Budget for the MTW PROGRAM FOR FY11:**

\$ 11,161,734

**Table 16**  
**Sources and Uses of Funds**

<b>CATEGORY</b>	<b>PUBLIC HOUSING</b>	<b>SECTION 8 HSG CHOICE VOUCHERS</b>	<b>PUBLIC HSG CAPITAL FUND</b>	<b>TOTAL MTW</b>
<b>Revenue</b>				
Dwelling Rent	\$ 540,350	\$ 0	\$ 0	\$ 540,350
Investment Income	13,000	21,360		\$ 34,360
Other Income	227,360	109,010		\$ 336,370
Operating Subsidy	2,378,020			\$ 2,378,020
PH Capital Fund			841,644	\$ 841,644
Section 8 Subsidies		6,947,900		\$ 6,947,900
Total Revenue	<u>\$ 3,158,730</u>	<u>\$ 7,078,270</u>	<u>\$ 841,644</u>	<u>\$ 11,078,644</u>
<b>Expenses</b>				
Administration	\$ 688,300	\$ 1,078,010	\$ 80,844	\$ 1,847,154
Tenant Services	15,000	0		\$ 15,000
Utilities	497,690			\$ 497,690
Maintenance	1,434,080			\$ 1,434,780
Protective Services			25,000	\$ 25,000
General	623,620			\$ 623,620
Total Routine	<u>\$ 3,259,390</u>	<u>\$ 1,078,010</u>	<u>\$ 105,844</u>	<u>\$ 4,443,244</u>
Non-Capitalized Expense	\$ 0	\$ 0	\$ 0	\$ 0
Capital Outlays		351,500	735,800	\$ 1,087,300
Payments to Landlords		5,631,190		\$ 5,631,190
Total Expenses	<u>\$ 3,276,480</u>	<u>\$ 7,060,700</u>	<u>\$ 841,644</u>	<u>\$ 11,161,734</u>
Excess/(Deficit)	<u>(\$100,660)</u>	<u>\$17,570</u>	<u>\$ 0</u>	<u>(\$83,090)</u>
Transfers In / Out	0	0	0	\$ 0
Excess/(Deficit) After Transfers	<u>(\$100,660)</u>	<u>\$17,570</u>	<u>\$0</u>	<u>(\$83,090)</u>

## **7.0 SOURCES AND USES OF FUNDING**

### **FY11 - BUDGET NARRATIVE**

#### **REVENUES**

The Agency's MTW budget revenues consist of Dwelling Rent, Investment Income, Other Income, Operating Subsidies, Capital Funds and Section 8 Subsidies. These funding streams, each with their own funding methodologies, are described below.

- o Dwelling Rent. The estimated dwelling rental income was determined by an analysis of December 2009 through February 2010 rent roll (dwelling rent less utility allowances and MTW escrow savings), FY09 actuals and FY10 year-to-date (YTD) income. The three month average of occupied units for the December through February period was 502. The lowest dwelling rental income for that same period was 89.70 PUM. The FY11 dwelling rental income is estimated at \$540,350 (502 units multiplied by 89.70 PUM multiplied by 12 months). This amount is lower than FY09 actuals of \$608,946 and the FY10 budgeted amount of \$540,450 due to a combination of an overall increase in utility allowances and several residents moving out with a large rent balance due.
- o Investment Income. After examining the Appropriations and Money Market balances, interest earned in FY09 and FY10 YTD, an estimated FY11 investment income (EII) was established based on a reduced operating reserve balances and current interest rates. This amount is lower than the FY10 budgeted amount due to a drop in interest rates to 0.69%.
- o Other Income. Daycare centers in the community buildings of Lavery Lane and Hickory Tree generate monthly income in the amount of \$700 and \$750 respectively as well as the community building at Holly Square generating \$1,250 a month in income. Public Housing laundry machines are supplied by a vendor and the Authority receives 50% of the revenue generated. DSHA also receives a small percentage of telephone receipts. Also included in other income are maintenance charges, court fees, late fees received from residents and MTW savings forfeitures. Savings forfeitures for the period July 2009 through December 2009 were \$38,118.

Section 8 Housing Choice Vouchers receives other income from fraud recovery payments and forfeitures of MTW Escrow savings. Savings forfeitures for the period July 2009 through December 2009 were \$52,096. The forecast for other income was derived from FY10 YTD annualized receipts.

- o Operating Subsidies. The agency receives an operating subsidy for its Public Housing units that is calculated in two parts: utility and non-utility. The amount of non-utility subsidy is determined by the per unit non-utility subsidy that the agency received in the prior year. This figure is then adjusted annually for inflation. The agency receives a subsidy equal to the utility consumption, on a three year rolling base, that was in place for the MTW base year (FY99) and is then adjusted by current utility rates. The budgeted subsidy amount used for FY11 is DSHA's CY10 subsidy request of \$2,671,930 reduced to a proration of 89% resulting in the \$2,378,020 budgeted.
- o Modernization/Capital Fund. Typically, an agency receives a proportionate share of the national appropriation for modernization based on its "formula factor", a figure that considers the agency's needs relative to the nation as a whole. Under MTW, this formula factor is, for all practical purposes, frozen during the demonstration period, regardless of any changes in the agency's Public Housing stock.

In accordance with new guidelines under GAAP, the income reported as budgeted to be received from the Public Housing Capital Fund is the expense amount that the agency actually anticipates incurring in all prior-year funds, not necessarily the amount that the agency anticipates being awarded in new funds in FY11, which often takes up to three years to expend. Please see Capital Fund "Awarded Budget" as shown in Section 2.0 of this Plan.



- o Section 8 Housing Choice Voucher. The amount of funding that the agency received in prior years was a function of the average monthly subsidy paid for each Section 8 Existing and/or Voucher unit in the year before MTW. This figure was then adjusted annually from MTW year two forward, for inflation and multiplied by the number of Section 8 Vouchers (under MTW, all contracts are called vouchers) units per original ACC contracts (905 units), and again by 12 months, to determine the annual Section 8 Block Grant. However, starting in January 2005, Section 8 Voucher funding is being awarded by calendar year. The CY10 funding should be \$7,313,581. A 95% proration was used to estimate the Grant for FY11 at \$6,947,900.

While the amount of funding is calculated separately, the agency can use the above funds flexibly. The agency is planning to use an in-house A/P system for accounting purposes effective July 1, 2010. This will involve moving all MTW funds from State of Delaware accounts to Wilmington Trust Money Market accounts. All MTW funds will be collateralized or covered by FDIC insurance.

## **EXPENDITURES**

MTW program expenses for FY11 consists of Administration Expense, Tenant Services, Utilities, Maintenance, Protective Service, General Expense, Non-Capitalize Expense, Capital Outlays and Payments to Landlords. Expenses are calculated after reviewing prior year's expense levels plus an inflation factor and adding any new contractual obligations. A broad overview by Program is listed below.

- o Administration Expense. Public Housing, Section 8 and Capital Funds Program include salaries, legal, staff training/travel, CFP administrative fees, auditing fees, supplies, postage where appropriate. The decrease in this year's budget reflects the second year of no salary increase as well as a decrease in travel costs.
- o Tenant Services. Public Housing expenses include education and recreational activities for children, Internet access at all sites, and \$4,170 to fund organized tenant councils. Expenses formerly paid by the Resident Services Assistance Grant including scholarship opportunities for residents have been moved to this line.
- o Utilities. The expense for lighting, heating and providing water and sewer to all sites was based on FY10 YTD expenses.
- o Maintenance. Maintenance salaries of site personnel, which does not include a salary increase for FY11, building materials, supplies, and contractual costs including trash pickup, grass cutting, exterminating and routine painting of empty units at all sites are combined in this category.
- o Protective Service. State Police and Local Policing authorities provide after hours protection to targeted Public Housing sites as a deterrent to criminal activity. Due to the elimination of the Drug Elimination Grant and Budgetary constraints within the Public Housing Program, these costs will be covered in FY11 by the Capital Fund Program (\$25,000). In FY11, installation of Security Cameras at Mifflin Meadows will be funded by the Capital Fund Program.
- o General Expense. Grouped in this area are payments in lieu of taxes to counties and school districts, insurance coverage costs, benefit contributions for administrative and maintenance employees and any loss on collections.
- o Non-Capitalized Expense. Represents expenses incurred by the Capital Fund Program for cyclical painting, building maintenance/repairs, land/site improvements, appliance installation/repair, community equipment, maintenance equipment, and grounds maintenance at all Public Housing sites which are under the capitalization threshold of \$100,000.

- o Capital Outlays. The Capital Fund Program expends funds for general equipment, air conditioning/heating upgrades, land improvements and building/ground improvements at Public Housing sites in excess of the Fixed Asset threshold. In FY11, siding, door, and window replacements are planned at McLane Gardens, placement of Security Cameras at Mifflin Meadows, re-roofing on Hickory Tree Community Building, and bathrooms at Liberty Court.  
The Housing Choice Voucher Program will fund the upgrade of the HVAC system at Holly Square and a family activity center at Mifflin Meadows to include a new full size basketball court, new playground equipment, and a bike path.
- o Payments to Landlords. The Section 8 Housing Choice Voucher payments to landlords in the amount of \$5,631,190 reflects an increase over the FY10 budgeted amount and includes payments for four Resident Home ownership Program Participants. This program's first expenditures were recognized in FY07.

## **EXCESS/(DEFICIT)**

Public Housing. A decrease in operating reserves in the amount of \$100,660 is expected for FY11 and could be smaller or greater once final pro-ratio figures are established.

Section 8 Housing Choice Vouchers. An increase in reserves of \$17,570 is expected for FY11 which takes in account the use of Housing Choice Voucher funds to complete two Public Housing Capital Projects.

## **OPERATING RESERVES**

The decrease/increase in Operating Reserves for Public Housing and Housing Choice Vouchers shown in FY09 actuals are supported by documentation submitted with the FY09 Annual Report dated September 28, 2009.

The increase to Operating Reserves for Public Housing and the increase to Operating Reserves for Housing Choice Vouchers shown in FY10 (Projections) were derived by projecting FY10 actuals through December 31, 2009.

The \$100,660 decrease in Public Housing Operating Reserves and an increase of \$17,570 for the Housing Choice Voucher Program for FY11 is supported by the attached documentation including the Consolidated Budget for the FY11 MTW Program, the Sources and Uses of Funds, the Detailed Sources and Uses of Funds by Revenue and the Detailed Sources And Uses of Funds by Expenditure.

The projected FY11 year end Operating Reserve balance for Public Housing is \$523,470 and the projected Operating Reserve balance for the Housing Choice Voucher Program is \$1,953,578 which results in a combined MTW Operating Reserve Balance of \$2,477,048. This amount represents over two and one half months of total MTW expenses. This is about the same as FY09 year end which also would support two and one half months of expenses.

## **SINGLE FUND FLEXIBILITY**

The ability to combine Public Housing and Housing Choice Voucher funding into a single, block grant funding source has allowed DSHA the flexibility to utilize Housing Choice Voucher reserves for capital improvements up to and above the amount of funding provided by Public Housing Capital Funds. This includes the installation of air conditioning and replacement of heaters in most public housing units and the installation of security cameras at several public housing sites. It has also allowed DSHA to properly maintain and operate its public housing communities in years when overall program funding has been reduced. Additionally, many MTW activities such as resident case management, housing and credit counseling, and other resident services have been provided using combined Public Housing and Housing Choice Voucher funds. Identified and Implemented in initial Plan for FY2000.

**Table 17**  
**OPERATING RESERVES**

	FY09 (Actuals)				FY10 (Projections based on FY10YTD)				FY11 (Projected)			
	Beginning of Year	Increase/ Decrease	Transfers In/Out	End of Year	Beginning of Year	Increase/ Decrease	Transfer To/From	End of Year	Beginning of Year	Increase/ Decrease	Transfer To/From	End of Year
Public Housing	\$553,237	(\$15,235)	\$0	\$538,002	\$538,002	\$103,218	\$0	\$641,220	\$641,220	(\$100,660)	\$0	\$540,560
Housing Choice Vouchers	1,308,806	254,289	0	1,563,095	1,563,095	370,413	\$0	\$1,933,508	\$1,933,508	\$17,570	\$0	1,951,078
Total MTW	\$1,862,043	\$239,054	\$0	\$2,101,097	\$2,101,097	\$473,631	\$0	\$2,574,728	\$2,574,728	(\$83,090)	\$0	\$2,491,638

## **FEE FOR SERVICE**

DSHA uses the fee for service approach. DSHA direct charges salaries and expenses to the appropriate program for which the expense is related. DSHA also uses MTW funding flexibility to move charges to other programs as needed. DSHA does not charge overhead to each program in order to leave program funds within the program in order to support the program. DSHA's mortgage revenue bond programs support the majority of general fund operations, such as building maintenance and utilities, through transfers of administrative fees and surplus funds. This keeps most federal funds within the program to support the program.

## **8.0 ADMINISTRATIVE**

- **Resolution signed by the Director adopting the Annual Plan Certification of Compliance:**

**See Attachment B for General Order and Certification**

- **Descriptions of any planned or on-going Agency-directed evaluations of the demonstration, as applicable; and**

**A resident satisfaction survey has been developed and will be sent to Public Housing residents every year.**

- **ANNUAL STATEMENT/PERFORMANCE AND EVALUATION REPORT (HUD 50075.1**

PUBLIC HEARING AND  
COMMUNITY MEETING NOTICE  
ON MOVING TO WORK ANNUAL PLAN

Notice is given that the Delaware State Housing Authority (DSHA) will conduct two Public Hearings concerning the submission of their Moving To Work Annual Plan for FY2011 to the U.S. Department of Housing and Urban Development (HUD). This Plan outlines the activities of the Moving To Work Program as well as the sources and uses of funding that DSHA will implement during the twelfth year of the Moving To Work Demonstration.

A copy of the Plan will be available for inspection and review at DSHA's offices during normal business hours, Monday through Friday, at 18 The Green, Dover and each Public Housing development beginning March 27, 2010. The Plan will also be available on the DSHA website, [www.destatehousing.com](http://www.destatehousing.com). After the end of the comment period on May 14, 2010, the Plan will be finalized and submitted to HUD for final approval.

The first hearing will be held in the Community Building of the Liberty Court complex at 6:30 P.M., Wednesday, April 28, 2010. Liberty Court is located at 1289 W. Walker Road, Dover, DE 19904. The Community Building is handicapped accessible.

The second hearing will be held in the Community Building of the Burton Village complex at 6:30 P.M., Thursday, April 29, 2010. Burton Village is located at 100 Burton Village, Rehoboth Beach, DE 19971. The Community Building is handicapped accessible.

Written comments, questions or requests for additional information, including copies of the Plan itself, should be directed to Christopher A. Whaley of DSHA at (302) 739-7419.

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MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY  
PUBLIC HEARING ON THE  
MOVING TO WORK FY2011 ANNUAL PLAN  
APRIL 28, 2010

The hearing was called to order at 6:30 p.m.

There were no attendees other than Delaware State Housing Authority staff and therefore no discussion.

It should be noted that notices of the hearing were advertised in local publications and sent to all residents.

The meeting was adjourned at 6:45 p.m.

MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY  
PUBLIC HEARING ON THE  
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APRIL 29, 2010

The hearing was called to order at 6:30 p.m.

There were no attendees other than Delaware State Housing Authority staff and therefore no discussion.

It should be noted that notices of the hearing were advertised in local publications and sent to all residents.

The meeting was adjourned at 6:45 p.m.

**Employment  
Full Time**

**Employment  
Full Time**



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3/3/10  
Del. State News  
pg. 30

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**Legal Notices**

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NOTICE ON MOVING TO  
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4/14/10  
pg. 28 Del. State News

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Sun-Tues  
pg 40

4/15/10  
News  
Journal  
p. C7

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32

204 ANNOUNCEMENTS

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COMMUNITY MEETING NOTICE  
ON MOVING TO WORK ANNUAL PLAN**

Notice is given that the Delaware State Housing Authority (DSHA) will conduct two Public Hearings concerning the submission of their Moving To Work Annual Plan for FY2011 to the U.S. Department of Housing and Urban Development (HUD). This plan outlines the activities of the Moving To Work Program as well as the sources and uses of funding the DSHA will implement during the twelfth year of the Moving To Work Demonstration.

A copy of the Plan will be available for inspection and review at DSHA's offices during normal business hours, Monday through Friday, at 18 The Green, Dover and each Public Housing development beginning March 27, 2010. The Plan will also be available on the DSHA website, [www.destatehousing.com](http://www.destatehousing.com). After the end of the comment period on May 14, 2010, the Plan will be finalized and submitted to HUD for final approval.

The first hearing will be held in the Community Building of the Liberty Court complex at 6:30 PM, Wednesday, April 28, 2010. Liberty Court is located at 1289 W. Walker Road, Dover, DE 19904. The Community Building is handicapped accessible.

The second hearing will be held in the Community Building of the Burton Village complex at 6:30 PM, Thursday, April 29, 2010. Burton Village is located at 100 Burton Village, Rehoboth Beach, DE 19971. The Community Building is handicapped accessible.

Written comments, questions or requests for additional information, including copies of the Plan itself, should be directed to Christopher A. Whaley of DSHA at (302)-739-7419.

Delaware State Housing Authority

Telephone (302) 739-7419

TDD (302) 739-4264

Equal Opportunity Employer

Equal Housing Opportunity

4123-426110 Cape Gazette pg. 117

# Legal Notices

## PUBLIC HEARING AND COMMUNITY MEETING NOTICE ON MOVING TO WORK ANNUAL PLAN

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TDD (302) 739-4264  
Equal Opportunity  
Employer Equal Housing  
Opportunity  
3/28,31/4/21,25-NJ  
0110700274-01

## PUBLIC HEARING AND COMMUNITY MEETING NOTICE ON MOVING TO WORK ANNUAL PLAN

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Equal Opportunity Employer  
Equal Housing Opportunity  
348517 DSN 3/28,31/4/14,19,10

# **Attachment A**

## **Budget Submissions to HUD**



**Operating Fund  
Calculation of Operating Subsidy  
PHA-Owned Rental Housing**

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

OMB Approval No. 2577-0029 (exp.05/31/2010)

Public Reporting Burden for this collection of information is estimated to average .75 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. 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. This information is required by Section 9(a) of the U.S. Housing Act of 1937, as amended, and by 24 CFR Part 990 HUD regulations. HUD makes payments for the operation and maintenance of low-income housing projects to PHAs/projects. The Operating Fund determines the amount of operating subsidy to be paid to PHAs/projects. PHAs/projects provide information on the Project Expense Level (PEL), Utilities Expense Level (UEL), Other Formula Expenses (Add-ons) and Formula Income – the major Operating Fund components. HUD reviews the information to determine each PHA's/project's Formula Amount and the funds to be obligated for the Funding Period to each PHA/project based on the appropriation by Congress. HUD also uses the information as the basis for requesting annual appropriations from Congress. Responses to the collection of information are required to obtain a benefit. The information requested does not lend itself to confidentiality.

**Section 1**

<b>1. Name and Address of Public Housing Agency:</b> DELAWARE STATE HOUSING AUTHORITY, 18 THE GREEN, DOVER, DE 19901		<b>2. Funding Period:</b> 1/1/2010 to 12/31/2010
		<b>3. Type of Submission:</b> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____
<b>4. ACC Number:</b> P-4520	<b>5. Fiscal Year End:</b> <input type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input checked="" type="checkbox"/> 6/30 <input type="checkbox"/> 9/30	<b>6. Operating Fund Project Number:</b> D E 0 0 4 0 0 0 0 0 3
<b>7. DUNS Number:</b>	<b>HUD Use Only</b>	
	<b>8. ROFO Code:</b> 0301	<b>9. Financial Analyst:</b> JEAN BAUGHMAN

**Section 2**

Calculation of ACC Units for the 12-month period from July 1 to June 30 that is prior to the first day of the Funding Period:

ACC Units on 7/1/2008 516	+	Units Added to ACC	-	Units Deleted from ACC	=	ACC Units on 6/30/2009 516
------------------------------	---	--------------------	---	------------------------	---	-------------------------------

Line No.	Category	Column A Unit Months	Column B Eligible Unit Months (EUMs)	Column C Resident Participation Unit Months
<b>Categorization of Unit Months:</b>				
<b>Occupied Unit Months</b>				
01	Occupied dwelling units – by public housing eligible family under lease			
02	Occupied dwelling units – by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing			
03	New units – eligible to receive subsidy during the funding period but not included on Lines 01, 02, or 05-13 of this section			
04	New units – eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Subsidy			
<b>Vacant Unit Months</b>				
05	Units undergoing modernization			
06	Special use units			
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units			
07	Units vacant due to litigation			
08	Units vacant due to disasters			
09	Units vacant due to casualty losses			
10	Units vacant due to changing market conditions			
11	Units vacant and not categorized above			
<b>Other ACC Unit Months</b>				
12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)			
13	All other ACC units not categorized above			

**Calculations Based on Unit Months:**

14	Limited vacancies		
15	<b>Total Unit Months</b>		
16	Units eligible for funding for resident participation activities (Line 15C divided by 12)		

**Special Provision for Calculation of Utilities Expense Level:**

17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee		
----	---	--	--

**Section 3**

Line No.	Description	Requested by PHA	HUD Modifications
----------	-------------	------------------	-------------------

**Part A. Formula Expenses****Project Expense Level (PEL)**

01	PUM project expense level (PEL)		
02	Inflation factor		
03	PUM inflated PEL (Part A, Line 01 times Line 02)		
04	PEL (Part A, Line 03 times Section 2, Line 15, Column B)		

**Utilities Expense Level (UEL)**

05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)		
06	UEL (Part A, Line 05 times Section 2, Line 15, Column B)		

**Add-Ons**

07	Self-sufficiency		
08	Energy loan amortization		
09	Payment in lieu of taxes (PILOT)		
10	Cost of independent audit		
11	Funding for resident participation activities		
12	Asset management fee		
13	Information technology fee		
14	Asset repositioning fee		
15	Costs attributable to changes in federal law, regulation, or economy		
16	<b>Total Add-Ons</b> (Sum of Part A, Lines 07 through 15)		
17	<b>Total Formula Expenses</b> (Part A, Line 04 plus Line 06 plus Line 16)		

**Part B. Formula Income**

01	PUM formula income		
02	PUM change in utility allowances		
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)		
04	<b>Total Formula Income</b> (Part B, Line 03 times Section 2, Line 15, Column B)		

**Part C. Other Formula Provisions**

01	Moving-to-Work (MTW)	2,671,930	
02	Transition funding		
03	Other		
04	<b>Total Other Formula Provisions</b> (Sum of Part C, Lines 01 through 03)	2,671,930	

**Part D. Calculation of Formula Amount**

01	Formula calculation (Part A, Line 17 minus Part B, Line 04 plus Part C, Line 04)	2,671,930	
02	Cost of independent audit (same as Part A, Line 10)		
03	Formula amount (greater of Part D, Lines 01 or 02)	2,671,930	

**Part E. Calculation of Operating Subsidy (HUD Use Only)**

01	Formula amount (same as Part D, Line 03)		
02	Adjustment due to availability of funds		
03	HUD discretionary adjustments		
04	<b>Funds Obligated for Period</b> (Part E, Line 01 minus Line 02 minus Line 03) Appropriation symbol(s):		

**Section 4**

**Remarks** (provide section, part and line numbers): HUD-52723, SECTION 3, PART C (OTHER FORMULA PROVISIONS), LINE 1 (MOVING-TO-WORK \$) AND LINE 4 (TOTAL FORMULA PROVISIONS \$) WERE COMPLETED AND CALCULATED IN ACCORDANCE WITH ATTACHMENT A OF THE MTW AGREEMENT.

PRIOR YEAR PEL: 333.24 (CY 09)  
 MULTIPLIED BY 1.005  
 CALCULATION: 334.91 (333.24 X 1.005)  
 INFLATION FACTOR: 1.022  
 CALCULATION: (CY 10 PEL) 342.28 (334.91 X 1.022)  
 ELIGIBLE UNIT MONTHS: 6,192 (516 X 12)  
 PEL CALCULATION: 2,119,398 (342.28 X 6,192)

UEL CALCULATION: 502,480 (81.15 PUM X 6,192)

ADD-ONS:  
 FUNDING FOR RESIDENT PARTICIPATION FEE 12,900  
 ASSET MANAGEMENT FEE 24,768  
 INFORMATION TECHNOLOGY FEE 12,384  
 TOTAL ADD-ONS: 50,052 (12,900 + 24,768 + 12,384)

MOVING-TO-WORK (MTW)  
 CALCULATION: 2,671,930 (2,119,398 + 502,480 + 50,052)

**Section 5****Certifications:**

☒ In accordance with 24 CFR 990.215, I hereby certify that DELAWARE STATE HOUSING AUTHORITY \_\_\_\_\_ Housing Agency is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.

☐ In accordance with § 225 of Title II of Division K of the Consolidated Appropriations Act, 2008, Pub. L. 110-161 (approved December 26, 2007), I hereby certify that \_\_\_\_\_ Housing Agency has 400 or fewer units and has elected to transition to asset management.

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

Signature of Authorized PHA Representative & Date:

x

*Donnas V. Craft* 3/5/10

Signature of Authorized HUD Representative & Date:

x

**Operating Fund  
Calculation of Utilities Expense Level  
PHA-Owned Rental Housing**

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

OMB Approval No. 2577-0029 (exp. 05/31/2010)

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**Section 1 - General Information**

<b>1. Name of Public Housing Agency:</b> Delaware State Housing Authority 18 The Green, Dover DE 19901	<b>2. Funding Period:</b> 1/1/10 to 12/31/10	<b>3. Type of Submission:</b> <input checked="" type="checkbox"/> Original <input type="checkbox"/> Revision No. _____	<b>4. Unit Change Indicator:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>5. Frozen Rolling Base:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6. Rate Reduction Incentive:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>7. ACC Number:</b> P-4520	<b>8. Operating Fund Project Number:</b> D E 0 0 4 0 0 0 0 0 3	<b>9. Fiscal Year End:</b> <input type="checkbox"/> 12/31 <input type="checkbox"/> 3/31 <input checked="" type="checkbox"/> 6/30 <input type="checkbox"/> 9/30	<b>10. ROFO Code (HUD Use Only):</b>	<b>11. DUNS Number:</b> 611186909	

Line No.	Description	Sewerage and Water		Electricity	Gas	Fuel (Specify Type, e.g., oil, coal, wood)		Total
		C	D			E	F	

**Section 2 - Current Consumption Level**

01	Actual consumption (12-month period 7/1/08 to 6/30/09)	270,308	692,112	18,024	307,934	86,790		
01a	Unit of consumption (e.g., gallons, kWh, therms)	Flat Rate	KWH	Pounds	KWH	Gallons		

**Section 3 - Rolling Base Consumption Level**

02	Rolling base year 1 - actual consumption (12-month period 7/1/94 to 6/30/95)	Flat Rate	1,066,796	18,294	146,090	57,870		
03	Rolling base year 2 - actual consumption (12-month period 7/1/95 to 6/30/96)	Flat Rate	928,693	21,091	132,385	68,470		
04	Rolling base year 3 - actual consumption (12-month period 7/1/96 to 6/30/97)	Flat Rate	493,441	19,267	92,022	78,300		
05	Total consumption during 3-year rolling base period (Line 02 + Line 03 + Line 04)	Flat Rate	2,488,930	58,652	370,497	204,640		

Previous editions are obsolete

Page 1 of 7

Form HUD-52722 (5/2007)

Operating Fund Project Number:  
DE 004000003

06	Average rolling base consumption (Line 05 ÷ 3)	Flat Rate	829,643	19,551	123,499	68,213	
07	Actual consumption for new units	-----	8,377	-----	123,604	-----	
08	Rolling Base Consumption (Line 06 + Line 07)	Flat Rate	838,020	19,551	246,563	68,213	
<b>Section 4 – Base Consumption</b>							
09	Base Consumption (Lesser of Line 01 or Line 08)	270,308	838,020	19,551	246,563	68,213	
<b>Section 5 – Utility Consumption Incentive</b>							
10	Actual consumption > rolling base (if Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)						
11	Actual consumption < rolling base (if Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)						
12	75%/25% Split (Line 10 x 0.25)						
13	75%/25% Split (Line 11 x 0.75)						
<b>Section 6 – Payable Consumption</b>							
14	Annualization of consumption for new units						
15	Payable consumption (Sum of Line 09, Line 12, Line 13 and Line 14)	270,308	838,020	19,551	246,563	68,213	
<b>Section 7 – Actual Utility Costs and Average Rate</b>							
16	Actual utility costs (12-month period 7/1/08 to 6/30/09)	270,308	107,825	35,260	52,512	5,508	
17	Actual average utility rate (Line 16 ÷ Line 01)	Flat Rate	0.1558	1.9563	0.1705	0.0635	
<b>Section 8 – Base Utilities and Inflation/Deflation Factor</b>							
18	Base utilities expense level – whole dollars (Line 15 x Line 17)	270,308	130,564	38,248	42,039	4,332	485,491
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/___ to 6/30/___) – whole dollars						

Operating Fund Project Number:  
DE 004000003

20	Base utilities expense level minus surcharges (Line 18 minus Line 19)		485,491
21	Utilities inflation/deflation factor		1.0350
<b>Section 9 – Calculation of Utilities Expense Level</b>			
22	Utilities expense level adjusted for inflation/deflation – whole dollars (Line 20 x Line 21)		502,483
23	Energy rate incentive		
24	Utilities expense level – whole dollars (Line 22 + Line 23)		502,483
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04)		6,192
26	Utilities Expense Level – PUM (Line 24 ÷ Line 25)		81.15
<b>Section 10 – Remarks (provide section, part and line numbers)</b>			

Previous editions are obsolete

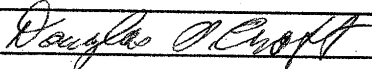
Page 3 of 7

form HUD-52722

Application for Federal Assistance SF-424		Version 02
<b>*1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<b>*2. Type of Application</b> <b>* If Revision, select appropriate letter(s)</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <b>*Other (Specify)</b> _____ <input type="checkbox"/> Revision
<b>3. Date Received:</b>		<b>4. Applicant Identifier:</b> DE004000003
<b>5a. Federal Entity Identifier:</b>		<b>*5b. Federal Award Identifier:</b> P-4520
<b>State Use Only:</b>		
<b>6. Date Received by State:</b>		<b>7. State Application Identifier:</b>
<b>8. APPLICANT INFORMATION:</b>		
<b>*a. Legal Name:</b> Delaware State Housing Authority		
<b>*b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 51-0116653		<b>*c. Organizational DUNS:</b> 611186909
<b>d. Address:</b>		
<b>*Street 1:</b> <u>18 The Green</u>		
<b>Street 2:</b> _____		
<b>*City:</b> <u>Dover</u>		
<b>County:</b> <u>Kent</u>		
<b>*State:</b> <u>Delaware</u>		
<b>Province:</b> _____		
<b>*Country:</b> <u>USA</u>		
<b>*Zip / Postal Code</b> <u>19901</u>		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Delaware State Housing Authority		<b>Division Name:</b> Administration
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> <u>Mr.</u>		<b>*First Name:</b> <u>Douglas</u>
<b>Middle Name:</b> <u>S.</u>		
<b>*Last Name:</b> <u>Croft</u>		
<b>Suffix:</b> _____		
<b>Title:</b> Assistant Director, Financial Management		
<b>Organizational Affiliation:</b>		
<b>*Telephone Number:</b> (302) 739-4263		<b>Fax Number:</b> (302) 739-2086
<b>*Email:</b> Doug@destatehousing.com		

Application for Federal Assistance SF-424	Version 02
<b>*9. Type of Applicant 1: Select Applicant Type:</b> A.State Government  Type of Applicant 2: Select Applicant Type:  Type of Applicant 3: Select Applicant Type:  *Other (Specify)	
<b>*10 Name of Federal Agency:</b> Dept. of Housing & Urban Development	
<b>11. Catalog of Federal Domestic Assistance Number:</b> 14-850  CFDA Title: Public Housing Subsidy	
<b>*12 Funding Opportunity Number:</b> 9999  *Title: 	
<b>13. Competition Identification Number:</b> 9999  Title: 	
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b> Kent and Sussex Counties of Delaware	
<b>*15. Descriptive Title of Applicant's Project:</b> Public Housing Subsidy	



<b>Application for Federal Assistance SF-424</b>		Version 02
<b>16. Congressional Districts Of:</b>		
*a. Applicant: Delaware		*b. Program/Project:
<b>17. Proposed Project:</b>		
*a. Start Date: 01/01/10		*b. End Date: 12/31/10
<b>18. Estimated Funding (\$):</b>		
*a. Federal	2,671,930	
*b. Applicant		
*c. State		
*d. Local		
*e. Other		
*f. Program Income		
*g. TOTAL	2,671,930	
<b>*19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>		
<input checked="" type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <u>02/27/08</u> .		
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.		
<input type="checkbox"/> c. Program is not covered by E. O. 12372		
<b>*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)</b>		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions		
<b>Authorized Representative:</b>		
Prefix: Mr.	*First Name: Douglas	
Middle Name: S.		
*Last Name: Croft		
Suffix:		
*Title: Assistant Director, Financial Management		
*Telephone Number: (302) 739-4263		Fax Number: (302) 739-2086
* Email: Doug@destatehousing.com		
*Signature of Authorized Representative: 		*Date Signed: 03/02/10

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)  
Prescribed by OMB Circular A-102

**Application for Federal Assistance SF-424**

Version 02

**\*Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

# **Attachment B**

General Order

And

Certification Statement

**GENERAL ORDER NO. 551**

**GENERAL ORDER ADOPTING  
THE MOVING TO WORK  
ANNUAL PLAN FOR FY2011**

**WHEREAS,** The Delaware State Housing Authority (DSHA) entered into a Moving to Work Restated and Amended Agreement with HUD; and

**WHEREAS,** The Moving to Work Restated and Amended Agreement requires that the Delaware State Housing Authority submit an Annual Plan; and

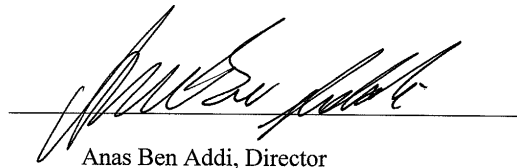
**WHEREAS,** The Moving to Work Restated and Amended Agreement requires certification that a public hearing was held regarding the Moving to Work Plan; and

**WHEREAS,** The Annual Plan shall describe the activities and sources and uses of funding that Delaware State Housing Authority is undertaking through the Moving to Work Program.

**NOW THEREFORE BE IT ORDERED AS FOLLOWS:**

1. The Director has reviewed and approved the Moving To Work Annual Plan for FY2011.
2. The Delaware State Housing Authority Certifies that it held public hearings in accordance with the requirements of the Moving to Work Restated and Amended Agreement regarding the Moving to Work Annual Plan for FY2011.

DELAWARE STATE HOUSING AUTHORITY

  
Anas Ben Addi, Director

  
Date

**Annual Moving to Work Plan  
Certifications of Compliance**

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

**Certifications of Compliance with Regulations:  
Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning 7/1/10, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The Agency took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;
3. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
4. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
5. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
6. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
7. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 8.
8. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
9. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

Attachment B  
8

10. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
11. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
12. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
13. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
14. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
15. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
16. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments ).
17. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
18. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Delaware State Housing Authority

PHA Name

DE004/DE901

PHA Number/HA Code

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

Anas Ben Addi

Name of Authorized Official

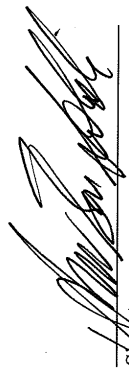
Director

Title

Attachment B

9

OMB Control Number: 2577-0216  
Expiration Date: 12/31/2011

  
Signature

5/13/2010  
Date

Attachment B  
10