



MOVING TO WORK

FY2012

ANNUAL REPORT

MOVING TO WORK FY2012 ANNUAL REPORT

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1.0 INTRODUCTION

This document serves as the Delaware State Housing Authority's (DSHA) *Moving To Work* (MTW) Annual Report for FY2011, which started July 1, 2011 and ended June 30, 2012. 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.

A. PROGRAMS COVERED IN THE MTW DEMONSTRATION AND INCLUDED IN THIS PLAN

The DSHA MTW Demonstration includes the following programs:

1. Low Rent Public Housing
2. Housing Choice Vouchers
3. Capital Fund Program
4. Resident Homeownership Program

B. OVERVIEW AND GOALS OF MTW PROGRAM

The three statutory objectives of the MTW Program continues to be 1) to reduce costs and achieve greater cost effectiveness; 2) to give incentives to families to obtain employment and become economically self-sufficient; and 3) to increase housing choices for low-income families. Due to the cycle of the waiting list and preferences, DSHA plans to serve up to 500 families each year in the program.

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

1. To reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
 - Combine the waiting lists for PH and Housing Choice Voucher Program with preferences consistent between the two programs.
 - Increase the residents' share of the total tenant payment to 35% of adjusted gross income.
 - Time-limit housing assistance for MTW participants.
 - During the actual time a family is housed, it may not apply for an alternative form of subsidy.

- The Safety Net was eliminated in FY2012. Participants in MTW will receive subsidy for a total of 7 years. If the participant has not achieved self-sufficiency at that time then the subsidy will end.
 - 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 (resolve credit and debt issues, obtain drivers license, purchase vehicle, coordinate child care, etc.).
 - Increase earned income of participating families enabling them to pay more towards their rent and requiring fewer subsidies, especially in cases where the family may not meet full self-sufficiency goals.
2. To give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
- Amend waiting list preferences to include working families.
 - 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.
 - All MTW participants continuously participate in required case management and are offered services and/or resource referrals including financial literacy, job training and placement services, computer experience, educational opportunities and transportation stipends, as funds allow.
3. To improve housing choices for residents by offering or coordinating the following resources:
- Homeownership counseling and assistance.
 - Budget counseling.
 - Fair Market Housing counseling.
 - Assistance obtaining a Low Income Housing Tax Credit Unit.
 - MTW Savings Account as income increases.
 - Counseling to repair credit problems.
 - Financial Literacy Education.
 - Individual Development Account referral for approved participants.
 - Resident Homeownership Program.

During the last four (4) years, there has been a decrease in MTW participants and an increase in the number of MTW exempt families, elderly and disabled, especially in the Housing Choice Voucher Program. In the FY2011 Annual MTW Plan, DSHA received approval from HUD to implement the following changes to the resident selection process:

- Limiting the MTW exempt applicants to the first type of housing assistance available. (Implemented in FY2011)
- Elimination of Fair Market Renters in Public Housing units. (Implemented in FY2011)
- 500 unit MTW participant set-aside, to be adopted only if the two aforementioned revisions do not significantly increase the overall number of MTW clients. (Has not been implemented as of FY2013 Plan)

C. STATUS OF MTW PROGRAM AND ACCOMPLISHMENTS TO DATE

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

1. Holly Square added to the PH stock on March 1, 2000.
2. Certificate and Voucher Programs were combined into one Housing Choice Voucher Program (1999).
3. Rents were increased to 35% of adjusted income for all MTW participants (1999).
4. PH and Housing Choice Voucher Program waiting lists were combined (1999).
5. Working preference added (1999).
6. Case management services were initially established and contracts signed with two nonprofit counseling agencies for all Housing Choice Voucher Program MTW participants. As of July 1, 2008 all case management activities for Housing Choice Vouchers were taken over by the existing DSHA Resident Service Staff. This change has reduced expenses by \$80,000 annually, and given DSHA the ability to provide case management to all MTW residents on a more consistent level. (2008).
7. Report established to identify and monitor needs of the MTW participants (2006).
8. Agencies have been identified and contacts established that may provide services for unmet needs.
9. All funds are block granted.

10. 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.
11. 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.
12. The Resident Homeownership Program (RHP) began accepting applications in FY-2004. There are two families now enrolled in the program.
13. 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.
14. 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). (2008)
15. 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.)
16. DSHA has awarded **153** educational scholarships from the MTW budget.
17. DSHA purchased an Adult Basic Education/GED computer program for each of its PH sites to assist residents working toward educational goals.
18. Funds from the Housing Choice Voucher Program Reserves have been used to pay for capital improvement projects at the Public Housing sites including: the replacement of heating and addition of air-conditioning systems at McLane Gardens, McLane Gardens Annex, Clarks Corner, Lavery Lane, and Mifflin Meadows; the installation of security cameras at Clarks Corner, Liberty Court and Burton Village; the installation of security fencing at Liberty Court, Mifflin Meadows and McLane Gardens.
19. The time limit safety-net feature initially implemented in FY2005 will be dissolved. Effective FY2012, the Delaware State Housing Authority (DSHA) implemented the following changes to the MTW Program:

- Extending the MTW Program from 5 years to 7 years.
- Creating two tiers (years 1-5 Tier I, years 6-7 Tier II).
- Elimination of the current Safety Net Option.

The changes listed above allow DSHA to move more families through subsidized housing so that we can serve the families that are on the waiting list.

20. Since MTW implementation in August 1999, **701** families have successfully completed the MTW Program. Two hundred and eight (**208**) have purchased homes and four-hundred and ninety-three (**493**) 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.

Moving to Work Successful Move-outs Comparison Chart:

Statistics from 8/1/99 through 6/30/12

Total Successful Move-outs = 701 Residents

Program	Homeownership	Unsubsidized Rental
Public Housing	122	243
Housing Choice Vouchers	86	250
Total Residents:	208	493
Success Percentage (%)	29.67%	70.33%

*Please see the attached article on Page 10 of this report regarding one of our successful move-out's to homeownership.

2.0 (A) HOUSING STOCK INFORMATION

- NUMBER OF PUBLIC HOUSING UNITS AT THE END OF FY2012

The number of public housing units in the Delaware State Housing Authority (DSHA) portfolio has not changed during the Plan year. There are only five (5) public housing homeownership units left.

Number of Public Housing Units as of June 30, 2012

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-FY2012**

This section compares FY2012 budgeted capital work with the actual FY2012 Capital Expenditures by property.

ACTIVITY	COMMUNITIES	ORIGINAL BUDGET	REVISED BUDGET	EXPENDED
Architect Fees- Bathroom Renovations	Liberty Court I	18,269.00	9,211.43	9,211.43
Bathroom Renovations	Liberty Court I	495,000.00	515,919.58	515,919.58
Architect Fees- Bathroom Renovations	Liberty Court II	15,000.00	13,059.00	2,075.00
Roof Replacements	McLane Gardens Annex	100,000.00	91,250.00	91,250.00
Security Cameras	McLane Gardens & Annex	143,000.00	142,911.39	142,911.39
Engineer Fees – Security Cameras	McLane Gardens & Annex	8,336.00	6,648.00	6,648.00
Security Cameras	Mifflin Meadows	125,000.00	123,346.51	123,346.51
Engineer Fees – HVAC Improvements	Holly Square	60.32	60.32	60.32
HVAC Improvements	Holly Square	175,000.00	241,441.41	241,441.41
Management Improvements – Printing & Bid Advertising	Various Sites	12,000.00	14,661.51	14,661.51
Administrative Costs	Authority Wide	68,241.00	68,241.00	68,241.00
Capital Program Totals:		\$1,159,906.32	\$1,226,780.15	\$1,215,796.15

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

The following are descriptions of the expenditures made during the fiscal year and a status report on Capital Budget activities during FY 2012:

1. **Bathroom Renovations** – The work consisted of renovating all of the bathrooms at Liberty Court Phase I during FY2012.
2. **Roof Replacements** – All of the apartment buildings and the maintenance garage roofs were replaced at McLane Gardens Annex.
3. **Security Cameras** – Video surveillance systems were installed at McLane Gardens, McLane Gardens Annex and Mifflin Meadows.
4. **HVAC Improvements** – Replaced old HVAC system with new furnaces, air conditioners and tankless hot water heaters in the community building and all apartments at Holly Square.

- **DESCRIPTION OF ANY NEW PUBLIC HOUSING UNITS DURING FY2012**

DSHA did not add any new public housing units to the agency portfolio during FY2012.

- **NUMBER OF PUBLIC HOUSING UNITS REMOVED FROM INVENTORY DURING FY2012**

There were no units removed from the public housing inventory during FY2012.

- **NUMBER OF MTW HOUSING CHOICE VOUCHERS AUTHORIZED AT THE END OF FY2012**

During FY2010, DSHA was awarded fifty (50) Family Unification Program Vouchers. DSHA does not have any project-based Housing Choice Vouchers.

Housing Choice Voucher Program	
Moving To Work Vouchers	904
HUD Conversion Vouchers	1
Family Unification Voucher Program	50
TOTAL	955

**Although part of the Housing Choice Voucher Program total, DSHA does not include FUP Vouchers as part of the MTW Vouchers category in accordance with the special voucher Q&A issued by the MTW Office in October 2010.*

- **OVERVIEW OF OTHER HOUSING MANAGED BY DSHA**

DSHA owns and manages two (2) Section 8 New Construction developments, Huling Cove and Huling Cove Annex in Lewes, Delaware. Both developments provide housing for the elderly and persons with disabilities, but have adopted a preference for elderly applicants in accordance with Subtitle D of the Title VI of the Housing and Community Development Act of 1992.

Huling Cove has twenty-four (24), one-bedroom units, and Huling Cove Annex has forty-one (41), one-bedroom units. Both sites were substantially renovated during FY2008-2009.

B. LEASING INFORMATION - ACTUAL AS OF JUNE 30, 2012

• **Number of MTW Public Housing Units Leased as of June 30, 2012**

Public Housing							
	Total Units	Total Units Leased	Bedroom Size				
			1BR	2BR	3BR	4BR	5BR
Burton Village	51	47	-	14	24	9	-
Clarks Corner	70	61	4	21	24	10	2
Hickory Tree	55	53	-	25	25	3	
Holly Square	24	22	22	-	-	-	-
Lavery Lane	50	48	-	39	9	-	-
Liberty Court	108	106	25	70	11	-	-
McLane Gardens	29	27	11	5	6	4	1
McLane Gardens Annex	21	20	-	11	6	3	-
Mifflin Meadows	54	54	6	8	24	12	4
Peach Circle	32	31	31	-	-	-	-
Scattered Sites – Rental	9	9	-	-	9	-	-
Scattered Sites – Owner	5	5	-	-	5	-	-
TOTAL	508	483	99	193	143	41	7

Total Occupancy Rate as of June 30, 2012: 95%

***Scattered site Homeownership units are not MTW units**

- **Total Number of non-MTW Public Housing Units leased in Plan year:**

All Public Housing units leased are under the MTW Program.

- **Total Number of MTW Housing Choice Voucher units leased in Plan Year:**

Total Number of MTW and Non-MTW units leased as of June 30, 2012

Housing Choice Voucher Program						
	Total Households	Bedroom Size				
		1 BR	2 BR	3 BR	4 BR	5 + BR
MTW	901	253	366	223	55	4
Non-MTW	1	1				
FUP	36	7	15	10	3	1
Total	938	261	381	233	58	5

Total number authorized MTW & Non-MTW Vouchers: 955 Vouchers

Percentage of leased MTW Vouchers: 99.5%

Percentage of leased Non-MTW Vouchers: 100%

Percentage of Family Unification Vouchers: 72%

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

The public housing occupancy rate has been on average 97% 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, anti-crime policies, and the seven (7) year time limit. 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's Housing Choice Voucher lease utilization rate at the end of FY2012 was 99.5%. The financial utilization rate (actual HAP expenditures vs. budget amount) was 108% as of June 30, 2012. Lease-up figures for the past 12 months show that 75% of families on the waiting list successfully leased a unit within 120 days after receiving their new voucher. This is about 9% higher than the historical average. This can be partially attributed to the fact that fewer vouchers were issued by DSHA during FY2012, reducing initial demand by voucher holders. DSHA anticipates this percentage to decline during the upcoming year, since more vouchers will be issued and due to the tightening rental market.

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. A "Unit's Available List" is also maintained by DSHA, updated weekly and provided to participants upon request and via DSHA's website. 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 families who are having difficulty finding a suitable unit and have provided documentation showing the progress of their attempts to locate housing. Poor rental history and increased market rents seem to be the major reasons for failure to lease a unit since almost a quarter of the vouchers expire after only 60 days.

DSHA implemented an 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.

FUP Vouchers: During FY2010, DSHA received 50 Family Unification Program (FUP) Vouchers. The program provides Housing Choice Vouchers to youth exiting foster care and families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's children in foster care, or in a delay of discharge of child/children from foster care. A Memorandum of Understanding was created between DSHA and the Delaware Division of Family Services for the referral and case management of prospective clients and FUP participants.

DSHA has worked closely with the Delaware Division of Family Services to obtain applicant referrals to fill potential vacancies. During FY2012 the program has seen more vacancies than during the first full year since a number of the youth exiting foster care participants have reached the 18 month limit for subsidy. Although DSHA has a state funded voucher program for FUP eligible clients, it has established a protocol with the Division of Family Services to insure that any vacancies in the FUP program are filled before any applicant is considered for the state funded program. We have noted that some landlords are somewhat hesitant to rent to youth exiting foster care clients because of the 18 month time-limit for assistance.

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

No Housing Choice Vouchers have been committed or used as project-based vouchers by DSHA during the Plan year.

C. WAITING LIST INFORMATION

- **Number and characteristics of households on the waiting lists (all housing types) at the end of the plan year:**

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. 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 12 to 18 months for Public Housing and 30-42 months for the Housing Choice Voucher Program.

During FY2012, the actual growth rate has only been 3%. The growth rate was slightly less than anticipated which can be attributed to an increase in the number of applications being removed from the waiting list because of a failure to respond to annual updates and appointment letters. DSHA updates the waiting list on a monthly basis, sending annual update letters to applicants based on the month the application was originally received. During an average month, 400 to 500 updates are mailed, with a response rate of less than 50%. The majority of applications removed from the waiting list include those submitted by individuals living outside DSHA's jurisdiction.

DSHA has a web-based application process. This system has made applying for housing more accessible to the general public and has increased the number of out-of-jurisdiction applications.

Number of Households on the Waiting List by Bedroom Size on June 30, 2012

Combined Public Housing and Housing Choice Voucher Waiting List							
	Total Households		June 2012				
	June 2011	June 2012	1 BR	2 BR	3 BR	4 BR	5 + BR
Family	5,358	5,408	1,190	2,144	1,491	485	95
Elderly/Disabled	2,021	2,094	1,521	426	199	89	19
Total	7,379	7,659	2,711	2,570	1,690	574	114

Race of households on Waiting List being served as of June 30, 2012

Combined Public Housing and Housing Choice Voucher Waiting Lists						
	Total Households	White	Black	Alaskan/ Native American	Asian	Pacific Islander
Number	7,659	2,604	4,902	78	75	0
Percent	100%	34%	64%	1%	<1%	<1%

Ethnicity of households on Waiting List as of June 30, 2012

Combined Public Housing and Housing Choice Voucher Waiting Lists			
	Total Households	Hispanic	Non-Hispanic
Number	7,659	383	7,276
Percent	100%	5%	95%

Income of households on the Waiting List as of June 30, 2012

Public Housing and Housing Choice Voucher Waiting Lists					
	Total Households	Less than 30% AMI*	30-50% AMI	50-80% AMI	Greater than 80% AMI
Number of Households	7,659	5,821	1,302	460	76
Percent	100%	76%	17%	6%	1%

3.0 NON-MTW RELATED HOUSING AUTHORITY INFORMATION:

A. Non-MTW activities implemented by the agency and uses of other HUD or federal sources

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, 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

A. Description of the Agency's long-term vision of its MTW Program

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:

- 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.

- 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.
- In the FY2013 Annual Plan, DSHA has proposed to renovate Wexford Village, a 60 unit Low Income Housing Tax Credit (LIHTC) property, in Laurel, Delaware. The property is currently in the extended use period of a LIHTC agreement and is owned by Wexford Village Housing Corporation, a wholly owned nonprofit corporate affiliate of DSHA. DSHA proposes to use \$500,000 from the MTW Housing Choice Voucher Reserves to complete a moderate renovation of the property. DSHA currently has \$2.4 million in the Housing Choice Voucher Reserves. In addition to the amount from MTW HCV Reserves, DSHA will also issue a grant of \$582,702 in non-MTW funds, provide a low-interest loan of \$500,000 to the property and has arranged for the current deferred mortgage (\$2,036,583) to be interest-free. In addition, twenty (20) existing tenant-based Housing Choice Vouchers (HCV) will be project-based at the property upon completion of renovations and the remaining units will be offered to households with annual incomes between 60% and 80% of area median income.

5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

A. Describe any activities that were proposed in the Plan, approved by HUD, but were not implemented, and discuss why these activities were not implemented.

DSHA has not executed the 500 unit set-aside that was approved for FY2011 because the agency wanted to first try to increase the number of MTW participants by instituting changes to the waiting list, under the requirement of having applicants to accept the first form of subsidy provided. DSHA is currently researching the possibility of multiple set-asides (including elderly and disabled). DSHA will determine in the FY2014 Annual Plan if the 500 unit set-aside will require implementation to ensure at least 500 families are participating in the MTW Program.

6.0(A) ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED - LISTED BY STATUTORY OBJECTIVE

Activity Name	<u>Time Limiting Housing Assistance for MTW Participants</u>
Activity Number	A-1 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:
MTW Activity	Time-limit housing assistance for MTW participants up to seven (7) 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> 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.
Impact	1. For FY2012, the total number of MTW participants that successfully completed the program and moved onto either homeownership or non-subsidized rental housing decreased slightly from FY2011 but still exceeded the benchmark set for this category. A total of 41 or 10.4% of our MTW participants achieved self-sufficiency. Given current economic conditions and a diminishing supply of affordable housing, it is important to note that 12 of our MTW successful participants moved into homeownership, which is a 20% increase from FY2011. (See chart on following page). 2. During FY2012, the Safety Net Program was eliminated. MTW participants were categorized as Tier I (years 1-5) and Tier II (years 6-7). At the completion of the 7th year, the resident's subsidy will end. This allows DSHA to move more families through subsidized housing so that we can serve the families that are on the waiting list. Our waiting list currently has 7,659 families. DSHA would like to note that the total number of participants rose exponentially to 392 in FY2012 from 303 in FY2011, as a result of residents formerly classified as Safety Net being absorbed back into case management. However, the number of successes did not rise at the same rate due to a limited time period and increased resident barriers.
Baseline	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.
Benchmark	The benchmarks will be the number and percentage of MTW participants graduating from the MTW program for each year and the number of participants entering the Safety Net program from FY2008 to FY2018 same period (Revised for 2010 Annual Report).
Data Collection/Metrics	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>

Authorization(s)

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.

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.

Time Limiting Housing Assistance for MTW Participants
Chart for A-1

Ongoing FY2012 MTW Activity	Statutory Objective	Anticipated Impacts	Baseline (beginning of fiscal year)				Benchmark				Outcome (end of fiscal year)			
			'10	'11	'12	'13	'10	'11	'12	'13	'10	'11	'12	'13
Time Limiting Housing Assistance for MTW Participants	Cost Efficiency	1. Increase the Number of people successfully completing MTW- Total MTW Participants	353	320	303	392	320	303	392	----	320	303	392	----
		a. Total Number of successful MTW Completions	51	38	55	41	24 7.5%	23 7.5%	29 7.5%	----	38	55	41	----
		b. Homeownership	8	6	10	12	4	4	4	---	6	10	12	----
		c. Fair Market	43	32	45	29	32	27	35	---	32	45	29	----
		2. Decrease in the number of families moving to Safety-Net.	15	14	14	0*	13 <5%	12 <5%	0* <5%	---	14	14	0*	----

* The Safety-Net was suspended in the FY2012 Annual Plan effective September 1, 2011. Residents in the Safety Net were reclassified as "Tier II". These former "Safety Net" residents were brought back into case management and allotted 1 year from their next recertification date before their subsidy will end.

Key Observations for FY2012:

1. The total number of active MTW participants is elevated when compared to previous years due to the merging of the former Safety Net residents back into case management as MTW Tier II participants. As of June 30, 2012, DSHA has 301 MTW Tier I participants and 91 MTW Tier II participants for a total of 392 MTW participants.
2. From FY2011 to FY2012, there was a 20% increase in successful completions to homeownership with 12 residents moving into homeownership during FY2012.
3. From FY2011 to FY2012, there was a 25% decrease in total successful completions. This outcome was anticipated due to current economic conditions within Delaware. The availability of full-time employment positions has decreased thus resulting in lower wages and/or benefits.

Activity Name	<u>Mandatory Employment and/or Education Requirement</u>
Activity Number	A-2
Statutory Objective	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:
MTW Activity	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>
Update on the Status of Activity	All MTW Participants continue to have a mandatory work hour and educational requirements as noted above.
Changes to Activity	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
Anticipated Impact	#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.
Actual Impact	The total number of active MTW participants is elevated when compared to previous years due to the merging of the former Safety Net (now Tier II) residents back into case management. As of June 30, 2012, DSHA has 301 MTW Tier I participants and 91 MTW Tier II participants for a total of 392 MTW participants. During FY2012, the number of MTW participants meeting the employment requirement has increased from <u>87.12%</u> in FY2011 to <u>92.8%</u> in FY2012. It should be noted that our MTW unemployment rate was only <u>3%</u> which is below the national unemployment rate of 8.7% as of June 30, 2012. In addition, the total number of MTW participants unemployed decreased <u>12%</u> from 16 participants unemployed in FY2011 to 13 participants unemployed in FY2012. Furthermore, <u>63.3%</u> of our MTW participants are employed more than 30 hours per week. (See chart on following page).
Baseline	The baseline will be the total number of MTW participants, the number employed, and a range of weekly hours worked as of FY2008.
Benchmark	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. This benchmark has been redefined by including the wording “at least 20 hours per week” since this is a requirement of the MTW program.
Data Collection/Metrics	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>
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 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.

Mandatory Employment and/or Education Requirement
Chart for A-2

			Baseline (beginning of fiscal year)	Benchmark (95% -# of MTW Clients)	Outcome (end of fiscal year)
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* The Safety-Net was suspended in the FY2012 Annual Plan effective September 1, 2011. Residents in the Safety Net were reclassified as "Tier II". These former "Safety Net" residents were brought back into case management and allotted 1 year from their next recertification date before their subsidy will end. The total number of participants is elevated due to showing combined statistics for Tier I and Tier II residents.

Key Observations for FY2012:

1. The total number of active MTW participants is elevated when compared to previous years due to the merging of the former Safety Net residents back into case management as MTW Tier II participants. As of June 30, 2012, DSHA has 301 MTW Tier I participants and 91 MTW Tier II participants for a total of 392 MTW participants.
2. During FY2012, our average unemployment rate was 3% with the national unemployment average at 8.3% as of June 30, 2012.
3. In FY2012, 63.7% of MTW residents were employed more than 30 hours per week versus 60.3% in FY2011.
4. All categories of employment hours reflected increases, while the categories of unemployment and temporary exemptions decreased.

Ongoing FY2012 MTW Activity	Statutory Objective	Anticipated Impacts	'10	'11	'12	'13	'10	'11	'12	'13	'10	'11	'12	'13
Mandatory Employment	Cost Efficiency	Reduce amount of Subsidy while increasing earning potential-Total Participants	353	320	303	392*	320	303	392	----	320	303	392*	----
		Total Number Of MTW participants on Temporary Exemption*	25	40	23	15					40	23	15	
		Total Number Of MTW participants unemployed	40	37	16	13					37	16	13	
		1.Employment <20hrs	N/A	6	16	22	----	----	----	----	6	16	22	----
		2.Employment 20-24hrs	58	43	33	45	----	----	----	----	43	33	45	----
		3.Employment 25-29 hrs	50	38	32	47	----	----	----	----	38	32	47	----
		4.Employment 30-34 hrs	60	43	57	85	----	----	----	----	43	57	85	----
		5.Employment 35+ hrs	141	119	126	165	----	----	----	----	119	126	165	----
		Totals (1-5)	305	249	264	364	304	303	364	----	249	264	364	----

Activity Name	<u>MTW Tier II Work Requirement</u>
Activity Number	A-3
Statutory Objective	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:
MTW Activity	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. Initially implemented in the FY2004 Annual Plan.
Changes to Activity	Effective FY2012, this MTW activity has been eliminated. The residents previously in the Safety Net have been reclassified as Tier II. The Safety Net option has been eliminated and the subsidy will end at the completion of 7 years. Participants will be classified as either Tier I (years 1-5) or Tier II (years 6-7). Residents currently in the Safety Net will become Tier II participants.
Anticipated Impact	By limiting the subsidy to 7 years, DSHA will be able to assist more individuals/families on our waiting list that are seeking housing stabilization.
Actual Impact	Effective FY2012, this MTW activity has been eliminated. The residents previously in the Safety Net have been reclassified as Tier II. Beginning in the FY2012 Annual Report, the employment hours for Tier II residents have been merged into Activity A-2. (See chart A-2 on previous page)
Baseline	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.
Benchmark	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.
Data Collection/Metrics	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. No outside evaluators are used.
Authorization(s)	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.

MTW Tier II Work Requirement
Chart for A-3

			Baseline (beginning of fiscal year)				Benchmark (70-75% -# of Safety Net)				Outcome (end of fiscal year)			
			'10	'11	'12	'13	'10	'11	'12	'13	'10	'11	'12	'13
Removed FY2012 MTW Activity	Statutory Objective	Anticipated Impacts												
Safety Net- Mandatory employment	Cost Efficiency	Reduce amount of Subsidy while increasing earning potential-Total Safety Net Participants	119	127	106	---	127	106	---	---	127	106		
		1.Employment <20hrs	N/A	5	2	----	----	----	----	----	5	2	----	----
		2.Employment 20-24hrs	22	18	28	----	----	----	----	----	18	28	----	----
		3.Employment 25-29 hrs	6	11	12	----	----	----	----	----	11	12	----	----
		4.Employment 30-34 hrs	15	14	13	----	----	----	----	----	14	13	----	----
		5.Employment 35+ hrs	33	39	35	----	----	----	----	----	39	35	----	----
		Totals (1-5)	76	87	90	----	89	74	----	----	87	90	----	----

* The Safety-Net was suspended in the FY2012 Annual Plan effective September 1, 2011. Residents in the Safety Net were reclassified as "Tier II". These former "Safety Net" residents were brought back into case management and allotted 1 year from their next recertification date before their subsidy will end. This activity has been removed.

Activity Name	Alternative Re-Certification Schedule for Elderly and Disabled Residents
Activity Number	A-5
Statutory Objective	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:
MTW Activity	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. This was initiated in the FY2010 Annual Plan.
Hardship Policy	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.
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	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).
Actual Impact	DSHA began the Alternative Recertification Policy in October 2010. During FY2012, the alternative recertification policy has saved 530 staff hours with a cost savings of \$9,010. While postage did decrease slightly, the significant savings is in staff time.
Baseline	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.
Benchmark	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
Data Collection/Metrics	Easy Housing resident software will be utilized to track and identify the number of effected participants.
Authorization(s)	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.

Alternative Re-Certification Schedule for Elderly and Disabled Residents
Chart for A-5

			Baseline (beginning of fiscal year)				Benchmark				Outcome (end of fiscal year)			
			'10	'11	'12	'13	'10	'11	'12	'13	'10	'11	'12	'13
Ongoing FY2012 MTW Activity	Statutory Objective	Anticipated Impacts												
Alternative Recertificat ion for elderly/disa bled	Cost Efficiency	Reduce costs associated with staff time of recertification procedures.	---	---			---			---	---		---	---
		1. Hours/Staff time saved	----	----	216	530	----	575	575	----	----	216	530	----
		2. Cost savings of staff time (\$)	----	----	\$3672	\$9010	----	\$7300	\$7300	----	----	\$3672	\$9010	----
		Reduce cost of postage associated with recertification	----	----	\$1038	\$409	----	\$1080	\$1080	----	----	\$1038	\$409	----

Key Observations for FY2012:

1. For FY2012, 303 certifications did not have to be completed saving approximately 1.75 hours per certification for a total of 530 hours/staff time saved.
2. For FY2013, DSHA projects an increased savings in postage; however, not on the level initially anticipated. The significant savings is in staff time.

Activity Name	<u>MTW Savings Account and Disbursements</u>
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, 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 was modified to include provisions for the use of MTW saving funds. Successful MTW clients are 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.
Actual Impact	<p>1.) During FY2012, the number of MTW participants with a savings account increased from 79.5% in FY2011 to 86.9% in FY2012. However, the average dollar amount saved by participants decreased slightly by 3% in FY2012 to \$2,837. In all, a total of <u>\$233,536</u> was disbursed in MTW savings to 41 individuals who successfully completed the program.</p> <p>2.) Forty-one (41) MTW participants successfully completed the program and moved into homeownership (12 participants) or non-subsidized housing (29 participants). This rate exceeds the anticipated benchmark of 10%. The average dollar amount disbursed to successful participants increased <u>64%</u> in FY2012 when compared to FY2011. The MTW escrows accumulated by the residents provided essential funds that helped with closing costs and down-payments for home-ownership and security/utility deposits for non-subsidized rental housing. Without these funds, many of the participants would not have been able to make the transition into home-ownership or other fair market rental housing. (See chart on following page).</p>
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.

MTW Savings Account and Disbursements Chart
Chart for B-1

			Baseline (beginning of fiscal year)				Benchmark (85% of #MTW Clients)				Outcome (end of fiscal year)			
			'10	'11	'12	'13	'10	'11	'12	'13	'10	'11	'12	'13
Ongoing FY2012 MTW	Statutory Objective	Anticipated Impacts												

* The Safety-Net was suspended in the FY2012 Annual Plan effective September 1, 2011. Residents in the Safety Net were reclassified as "Tier II". These former "Safety Net" residents were brought back into case management and allotted 1 year from their next recertification date before their subsidy will end. The total number of participants is elevated due to showing combined statistics for Tier I and Tier II residents.

Activity														
MTW Savings Account	Employment Incentives	Encourage Resident to work at capacity to increase savings- Total MTW participants	353	320	303	392*	320	303	392*	----	320	303	392*	----
		Total Number of participants with a savings accounts	302	279	241	341	272	258	333	----	279	241	341	----
		Average Amount of savings-per participant	2,659	2,751	2,952	2,837	----	----	----	----	2,751	2,952	2,837	----
			Baseline (beginning of fiscal year)				Benchmark (10% of #MTW Clients)				Outcome (end of fiscal year)			
		Total Number Successful completions	51	38	55	41	32	30	39	----	38	55	41	----
		Successful Completions going into homeownership	8	6	10	12	----	----	----	----	6	10	12	
		Successful Completions going to market rate housing	43	32	45	29	----	----	----	----	32	45	29	
		Total Average Disbursements to Successful participants	7,591	5,409	3,460	5,696	-----	----	----	----	5,409	3,460	5,696	----

Key Observations for FY2012:

1. In FY2012, 86.9% of MTW participants (341 out of 392) had a savings account versus 79.5% in FY2011
2. Although the average savings amount per participants decreased slightly by 3%, the total average disbursement to successful participants increased by 64%. The successful participants had increased funds to utilize toward housing costs associated with moving toward homeownership or fair market rent.

Activity Name	<u>MTW Case Management Services</u>
Activity Number	B-2
Statutory Objective	MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
MTW Activity	All MTW participants continuously participate in required 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. Initiated in the FY 2000 Annual Plan.
Status of Activity	All MTW participants continue to receive personalized case management services and/or resource referral services, on a quarterly basis or as needed.
Changes to Activity	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
Anticipated Impact	Better prepares MTW participants to succeed in finding employment and overcoming barriers to self-sufficiency.
Actual Impact	<p>In FY2012 the number of MTW residents participating in case management services increased 86% (283 participants) from FY2011. This increase is directly correlated to the integration of the formerly Safety Net residents re-entering case management. Case managers have been concentrating on assisting these Tier II residents with preparation for the end of their subsidy. The primary area of focus for the case manager and resident has been on increasing employment opportunities and credit repair to enable the Tier II resident to move into fair market housing or homeownership.</p> <p>1.) During FY2012, seventy-six (76) MTW residents participated in financial literacy course which is an increase of 64% from FY2011. The MTW resident must take a financial literacy course within the first two years of the program. The purpose of this change is to better enable the resident to remove the barrier of bad credit or debt, as seen in Chart B-3 of this report.</p> <p>2.) Job training and placement/employment referrals increased dramatically in FY2012. These specialized case management activities are specifically geared to help participants become more attractive to potential employers, improve opportunities for job interviews and assist them in becoming more knowledgeable financially. Since the unemployment rate for our MTW residents is an impressive 3%, the current economy is reflected in our outputs with fewer of our clients able to gain full-time employment at a wage necessary to afford housing costs in the state. Therefore, the focus in case management has by necessity altered from unemployment to improving employment hours, wage and benefits. (See Chart on following page)</p>
Baseline	The baseline will be the number of referrals and participants actively involved in case management programs for FY2008-2009.
Benchmark	The benchmark will be based on a percentage of participants actively involved in programs from FY2009 to FY2018.

Data Collection/Metrics

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. No outside evaluators will be used.

Authorization(s)

- 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.

MTW Case Management Services
Chart for B-2

Ongoing FY2012 MTW Activity	Statutory Objective	Anticipated Impacts	Baseline (beginning of fiscal year)				Benchmark (40-50% #of MTW Clients)				Outcome (end of fiscal year)			
			'10	'11	'12	'13	'10	'11	'12	'13	'10	'11	'12	'13
MTW Case Management Services	Employment Incentives	Prepare Residents to succeed in finding employment & obtaining self-sufficiency- Total MTW participants	353	320	303	392	320	303	392	----	320	303	392	----
		1.Job Training	48	18	11	55					18	11	55	----
		2.Placement/Employment Referral	41	5	2	152					5	2	152	----
		3.Financial Literacy	62	105	27	76					105	27	76	----
		Total (1-3)	151	128	40	283	128	121	156	----	128	40	283	----

* The Safety-Net was suspended in the FY2012 Annual Plan effective September 1, 2011. Residents in the Safety Net were reclassified as "Tier II". These former "Safety Net" residents were brought back into case management and allotted 1 year from their next recertification date before their subsidy will end. The total numbers of participants is elevated due to showing combined statistics for Tier I and Tier II residents.

Key Observations for FY2012:

1. DSHA has changed the financial literacy requirement. All residents are required to take a financial literacy course within the first two (2) years of their MTW participation. Since the majority of residents site credit repair as their primary barrier to self-sufficiency, DSHA feels that a resident will experience greater success overcoming that barrier with the earliest possible participation in the financial literacy course. In FY2012, the number of residents participating in financial literacy increased 64% from FY2011.
2. Case managers have been concentrating on assisting the Tier II (formerly Safety Net) residents with preparation for the end of their subsidy. As a result of this intensive case management and increased case loads, the number of residents being assisted with case management services has increased 86% from FY2011 to FY2012.
3. In FY2012, approximately 72% of MTW residents participated in specialized case management.
4. In FY2012, 14% of residents participated in job training an increase of 11% from FY2011.
5. In FY2012, 38.7% of residents received a placement/employment referral.

Activity Name	<u>Removal of Barriers to Self-Sufficiency</u>
Activity Number	B-3
Statutory Objective	MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
MTW Activity	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>
Status of Activity	DSHA MTW participants continue to be assisted in removing barriers to self-sufficiency in areas such as transportation, education and childcare.
Changes to Activity	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
Anticipated Impact	Better prepares MTW participants to succeed in finding employment and overcoming barriers to self-sufficiency.
Actual Impact	During FY2012, residents formerly in the Safety Net component of the MTW program were reclassified as Tier II and reinstated into case management. The majority of Tier II residents had not participated in case management for an extended time period. As a result, DSHA anticipated an increase in the number of residents sighting barriers to self-sufficiency. The total number of barriers increased 35% from FY2011. While the total number of barriers increased exponentially, conversely the total number of barriers removed did not increase at the same rate. This statistic has been impacted by current statewide economic conditions such as lower wages caused by the availability of less full-time employment. Many employers are choosing to hire part-time or seasonally to lower costs associated with benefits and wages. While DSHA has noted a decrease in the number of MTW participants unemployed, part-time employment or decreased wages does not enable a resident to overcome credit rating barriers which account for 36.6% of the total self-sufficiency barriers sighted. (See Chart on following page)
Baseline	The baseline will be the number of participants with identified barriers to self-sufficiency for FY2008-2009.
Benchmark	The benchmark will be based on a percentage of participants actively working to eliminate barriers and number of actual achievements from FY2009 to FY2018.
Data Collection/Metrics	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>
Authorization(s)	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.

Removal of Barriers to Self-Sufficiency
Chart for B-3

			Baseline (beginning of fiscal year) Identified Barriers				Benchmark (60-70%#of Clients w/barriers)				Outcome (end of fiscal year) Barriers Removed			
			'10	'11	'12	'13	'10	'11	'12	'13	'10	'11	'12	'13
Ongoing FY2012 MTW Activity	Statutory Objective	Anticipated Impacts												

* The Safety-Net was suspended in the FY2012 Annual Plan effective September 1, 2011. Residents in the Safety Net were reclassified as "Tier II". These former "Safety Net" residents were brought back into case management and allotted 1 year from their next recertification date before their subsidy will end. The total numbers of participants is elevated due to showing combined statistics for Tier I and Tier II residents.

Removal of Barriers to Self-Sufficiency	Employment Incentives	Prepare Residents to succeed in finding employment & obtaining self-sufficiency-through the removal of personal barriers- Total MTW participants/with barriers	281	242	220	343	242	220	343	----	242	220	343	----
		1.Obtain Employment	26	48	54	47	----	----		----	48	54	8	----
		2.Drivers License &/or Transportation	50	58	42	62	----	----		----	15	16	19	----
		3.Education Related (GED, College Degree)	55	30	34	61	----	----		----	12	14	8	----
		5.Clear Criminal Records	18	13	11	32	----	----		----	1	2	1	
		6.Clear Credit Records	106	61	66	136	----	----		----	8	12	1	----
		6.Other (benefits/promotion)	26	32	13	5	----	----		----	0	3	4	----
		Total Identified Barriers Removed	281	242	220	343	145	132	205	----	84	101	41	----

Key Observations for FY2012:

1. Due to recent changes in the MTW Program, DSHA anticipated the increase in the number of residents with self-sufficiency barriers when compared to FY2011. Former Safety Net (now Tier II) residents had not participated in case management for a significant time period so while the number of barriers increased the corresponding statistics for the removal of barriers has not increased at the same rate. This statistic has also been impacted by current local economic conditions.
2. Residents continue to site "clear credit records" as their primary barrier (36.6% in FY 2012) to self-sufficiency.
3. For FY2013, the number of residents stating employment as an identified barrier to self-sufficiency has decreased 12.9% when compared to FY2012.

Activity Name	<u>Resident Homeownership Program (RHP)</u>
Activity Number	C-1
Statutory Objective	MTW activities to improve housing choices for our residents:
MTW Activity	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. Initiated in the FY2004 Annual Plan.
Status of Activity	Effective July 1, 2010, DSHA restructured the RHP program to reduce the duration of the subsidy from the 15 year , to a seven (7) year period and revised the calculation formula used to determine the amount of voucher assistance. These changes 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 are grandfathered under the existing subsidy calculation.
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	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.
Actual Impact	To increase participation, information regarding this program has been distributed to various local agencies. Client credit rating has been a challenge for this program. During FY2012, approximately 12 potential participants were referred to homeownership counseling to begin the program process but those participants chose not to follow through.
Baseline	The baseline will be the number of participants in the RHP Program during the first year of utilization (2007).
Benchmark	The benchmark will be based on the number of participants anticipated to participate in the RHP program from FY2008 to FY2018.
Data Collection/Metrics	Internal housing choice voucher and RHP records will be used to track participation. No outside evaluators will be used.

Authorization(s)

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.

MTW Resident Homeownership Program
Chart for C-1

			Baseline (beginning of fiscal year)				Benchmark				Outcome (end of fiscal year)			
			'10	'11	'12	'13	'10	'11	'12	'13	'10	'11	'12	'13
Ongoing FY2012 MTW Activity	Statutory Objective	Anticipated Impacts												
MTW Resident Homeownership Program	Housing Choices	To utilize Housing Choice Vouchers to assist eligible participants to purchase a home	4	2	4	4	4	5	4	4	4	4	4	----

Key Observations for FY2012:

1. The benchmark was achieved.

7.0 SOURCES AND USES OF FUNDING

A. Actual Sources and Uses of MTW Funds for the Fiscal Year 2012

ACTUAL SOURCES OF MTW FUNDS

FY12 was the 12th year of DSHA=s MTW Demonstration. MTW revenue sources for the Delaware State Housing Authority consist of Public Housing Rental Income, Public Housing Subsidy, Public Housing MTW Capital Funds, HCV Subsidy and Fees, Investment/Interest Income, and Miscellaneous Income. Discussed below are the budgeted revenue sources in the FY12 MTW Annual Plan versus actual receipts for the year.

Public Housing Rental Income. Rental income was budgeted at \$638,620 but actual income was \$521,169. This is attributed to two factors. First, there was an increase in the number of residents working so more money was deposited in the residents' MTW saving accounts which reduces rental income. Second, there were vacant units that took longer than normal to prepare for a new resident which would result in a month or more of no rental income which reduces overall rental income for the year.

Public Housing Subsidy. The agency receives an operating subsidy for its Public Housing units based on prior year PUM levels increased by inflation rates and utility rates with consumption estimates per DSHA=s MTW agreement. The approved subsidy for CY11 and CY12 was \$2,668,508 and \$2,041,714, respectively. FY12 is funded by 50% from each of CY11 and CY12. The FY12 budget anticipated subsidy revenue was \$2,614,480 while actual receipts were \$2,420,299 due to the CY12 allocation adjustment.

Public Housing Capital Funds. In accordance with new guidelines under GAAP, the revenue reported as budgeted is the amount that the agency actually anticipates in receiving for all years funded, not the amount that the agency anticipates being awarded in new funds in FFY12. In FY12, revenue received to cover contractual obligations was \$1,215,796. This is more than the budgeted amount of \$814,204.

Section 8 Grant. The grant calculation received each fiscal year for the Housing Choice Voucher Program is described in the MTW Agreement. The HUD approved grant amount for CY11 and CY12 was \$7,318,885 and \$7,605,818 respectively. FY12 is funded by 50% from each of CY11 and CY12. The FY12 budget recognized subsidy revenues of 95% of the CY10 subsidy amount received after inflated by 1.05 which equals \$7,284,220 while actual receipts were \$6,986,552. FY12 funding was less than anticipated with HUD approving funding for CY11 at 98.81% and for CY12 at 99.6%.

Investment Income. An unanticipated change in bank accounts from interest bearing money markets to non-interest bearing checking accounts effective January 1, 2012 resulted in lower than anticipated investment income for the Public Housing Program and the Housing Choice Voucher Programs for the year. In FY12, Investment Income resulted in (\$371) due to paying interest to residents

on security deposits at the time of their move out. Effective 1/1/12, interest earned on security deposits has been reduced to 0 (zero).

Miscellaneous Income. Total other income for the MTW program was \$301,551, which was \$7,699 less than the budgeted amount of \$309,250. Public Housing=s other income in the amount of \$301,551 includes \$85,148 in laundry and telephone receipts and maintenance, court, return check and late fees received from tenants. Also included are forfeited MTW escrow savings in the amount of \$55,136, \$17,400 from Daycare Centers located at Laverty Lane and Hickory Tree and \$16,800 in community building rental at Holly Square.

The Section 8 Voucher Program includes \$27 received for fraud recover payments \$10,682 for portable admin fees, and \$63,006 from forfeitures of MTW escrow savings which were less than anticipated this year. Forfeitures occur when a tenant voluntarily leaves the MTW Program, does not complete the COMP (Contract of Mutual Participation), is dismissed from the Program or ends their five year contract with the MTW Program unsuccessfully.

ACTUAL USES OF FUNDS

MTW program expenses for FY12 consist of HCV Housing Assistance Payments, HCV Administration, Agency Managed Housing Operations, Utility Payments, Public Housing Rehabilitation Expenses, Resident Services Expenses, and Protective Services Expenses. A broad overview of budget versus actual expenditures is listed below.

HCV Housing Assistance Payments. Housing Assistance Payments were 108% of the budgeted amount due to issuing more than 903 MTW vouchers and increased PUM costs.

HCV Administration Expense. The Housing Choice Vouchers Program has administrative expenses to include salaries, legal, staff training/travel, auditing fees, supplies and postage where appropriate. Starting in FY09, the Voucher Program direct charged all salaries pertaining to the program. Administrative expenses in the amount of \$1,258,267 are greater than the budget amount of \$1,117,940 due to a 2% salary increase effective January 1, 2012 and due to the implementation of a Tier II MTW program. The Tier II MTW program reinstated safety net residents' MTW balance at 60% of their previously forfeited amount totaling \$109,418.

Agency Managed Housing Operations. The Agency Managed Housing Operations total includes Public Housing administration expenses, tenant services, maintenance, and general expenses.

Public Housing Administration Expense. The Public Housing Program has administrative expenses to include salaries, legal, staff training/travel, auditing fees, supplies and postage where appropriate. The Public Housing program direct charges all salaries pertaining to the program. And, the Capital Fund Program was charged for applicable 10% fee for service. Administrative expenses in the amount of \$805,182 are greater than the budget amount of \$678,430 due to a 2% salary increase effective January 1, 2012 and due to the implementation of a Tier

II MTW program. The Tier II MTW program reinstated safety net residents' MTW balance at 60% of their previously forfeited amount totaling \$93,296.

Maintenance. Maintenance salaries of site personnel, 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. Public Housing costs were over budget by \$187,960 due to greater than anticipated maintenance expenses, to include replacing 3 heaters at Liberty Court and 2 Scattered Site Rental homes, and repairing water and mold damage at a Scattered Site Rental home.

General Expense. Grouped in this area are payments in lieu of taxes to counties and school districts, employee benefit contributions, collection loss and insurance expenses. Expenses were lower than budgeted.

Utility Payments. FY12 utilities were budgeted at \$510,420. FY12 utility expenses decreased to \$471,151 due to a reduction in consumption because Delaware experienced a relatively mild winter.

Public Housing Rehabilitation Expenses. Funds from the Capital Fund Program were used for Bathroom Upgrades at Liberty Court, Roof Replacement at McLane Gardens Annex, Security Cameras at McLane Gardens and Mifflin Meadows, and HVAC replacement at Holly Square.

Resident Services Expenses. The Public Housing budget include funding for educational and recreational activities for children, self-sufficiency training, internet access at all sites, computer training programs and \$4,170 to fund organized tenant council expenses. There were no tenant council expenses in FY12. Financial counseling for Public Housing and Section 8 residents is provided in house by DSHA staff.

Protective Services Expenses. Protective services were budgeted at \$30,000 from the Capital Fund Program for FY12 with Police Patrolling at McLane Gardens and Peach Circle in the amount of \$12,517.

B. Actual Sources and Uses of Non-MTW Federal Funds for the Fiscal Year 2012

ACTUAL SOURCES OF NON-MTW FEDERAL FUNDS

Non-MTW revenue sources for the Delaware State Housing Authority consist of Family Unification Program (FUP) Funds. In FY12, DSHA received \$222,940 in FUP funds.

ACTUAL USES OF FUNDS

Non-MTW funds were used to pay Family Unification Program (FUP) expenses in the amount of \$308,011.

C. Local Asset Management Plan

Purpose: This Local Asset Management Plan has been established pursuant to the requirements of Section 6 of the First Amendment to the MTW Agreement.

Project-Based Management: DSHA has always operated its Public Housing sites utilizing the principles of project-based management. This means that DSHA has a decentralized management of its Public Housing sites with managers and maintenance staff assigned to each and responsible for each site so assigned. The manager at each site therefore has the responsibility for the maintenance of all the facilities through approvals of maintenance work orders and of outside contractors when these need to be called in. Managers are evaluated based upon REAC scores, unit turnovers, tenant account receivables, and other performances measures designed to ensure each site is managed to the highest standards.

Project –Based Budgeting: DSHA has strengthened the role of the Public Housing Managers in the process of establishing budgets for each site. Draft project-based accounting budget vs. actual from the prior fiscal year and tentative allocations for the coming fiscal year (based upon the expected level of HUD subsidy distributed on a per unit basis) are provided to each manager for their review. Each budget line and its assumptions are scrutinized, and then each project budget is reviewed in a meeting with the DSHA Director, the Housing Management Program Administrator, and senior financial staff. After this meeting the project budgets are finalized, which are then rolled into the budget for the MTW Plan submission.

Project-Based Accounting: Project-based accounting reports are provided to managers on a quarterly basis, with monthly expenditure reports provided throughout the year. The quarterly project-based accounting reports and any variance of 10 percent or more are reviewed with senior management staff. Because the mix of families participating in the MTW savings program negatively affects the cash flow of each site, reducing the available revenue through sweeps to MTW savings account, the budgeting process holds site managers harmless with the respect to decreased revenue from this source.

Financial Management: With respect to financial management, DSHA’s cost accounting and financial reporting methods are in conformance with, OMB Circulars A-87, A-102, A-133, and Generally Accepted Accounting Practices (GAAP). These are no exceptions to HUD guidance. The cost approach for each of the three federal funding sources under MTW is noted below for FY12 and FY13:

	<u>FY12</u>	<u>FY13</u>
Public Housing	Direct charge	Direct charge
Sec. 8 Voucher	Direct charge	Direct charge
Capital Fund	Fee for service	Direct charge

The Capital Fund Program is changing from a fee for service (10 percent) in FY12 to direct charge in FY13 because of the decreased appropriation for the Capital Fund Program. Although DSHA has an approved Indirect Cost Allocation Plan covering the three programs under MTW, it is choosing to direct charge these programs at this time.

D. Describe the Planned vs. Actual Uses of MTW 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 serves have been provided using combined Public Housing and Housing Choice Voucher funds. Identified and Implemented in initial plan of FY2000.

The utilization of the fungibility of funds available to DSHA through the MTW Agreement was used in FY2012. Due to a Public Housing subsidy reduction of \$662,947 for CY12, DSHA transferred \$300,000 from Section 8 Housing Choice Voucher reserves to Public Housing operations to cover operating expenses. Section 8 Housing Choice Voucher reserves were also used for HVAC upgrades at Holly Square, Roof Replacement at McLane Gardens Annex, and a Telephone System upgrade at Liberty Court & the Waiting List offices at a cost of \$90,949.

E. Actual Reserve Balances at the End of the Fiscal Year 2012

The MTW Operating Reserves balance at the end of FY 2012 was budgeted at \$2,861,765 but the actual reserve balance is \$1,530,020 due to over leasing HCV vouchers and a Public Housing subsidy reduction of \$662,947 for CY12. The reserve balance of \$1,530,020 represents less than two months of routine MTW program operating expenses.

F. **BUDGET VS. ACTUALS SPREADSHEET** presented in the MTW Plan for this fiscal year, complete the Projected Budget column, the Adopted Budget column and the Funds Received / Expended column. If the Adopted Budget was presented in the MTW Plan, the Projected Budget column is not applicable.

Actual Sources of MTW Funds	Projected Budget	Adopted Budget	Funds Received
Public Housing Rental Income	\$ X	638,620	521,169
Public Housing Subsidy	\$ X	2,614,480	2,420,299
Public Housing MTW Capital Funds	\$ X	814,204	1,215,796
HCV Subsidy and Fees	\$ X	7,284,220	6,986,552
Investment / Interest Income	\$ X	11,500	(371)
Non-Rental Income	\$ X	\$ X	\$ X
RHF Funding (If RHF is block granted)	\$ X	\$ X	\$ X
Reserves	\$ X	\$ X	\$ X
Other: Miscellaneous Income	\$ X	309,250	301,551
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Total Sources:	0	11,672,274	11,444,996

Actual Uses of MTW Funds

Projected Budget

Adopted Budget

Funds Expended

HCV Housing Assistance Payments	\$ X	5,878,730	6,337,644
HCV Administration	\$ X	1,117,940	1,258,267
Agency Managed Housing Operations	\$ X	2,920,880	3,164,859
Privately Managed Housing Operations	\$ X	\$ X	\$ X
Utility Payments	\$ X	510,420	471,151
Public Housing Rehabilitation Expenses	\$ X	1,334,204	1,267,805
Debt Service Repayment Expenses	\$ X	\$ X	\$ X
Development Activities	\$ X	\$ X	\$ X
Resident Services Expenses	\$ X	15,430	16,869
Protective Services Expenses	\$ X	30,000	12,517
Local Housing Program Expenses	\$ X	\$ X	\$ X
Added to Reserves	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X

Total Uses: 0 11,807,604 12,529,112

Actual Sources and Uses of Non-MTW Federal Funds for the Fiscal Year 2012

Actual Sources of Non-MTW Federal Funds

Projected Budget

Adopted Budget

Funds Received

HOPE VI Funding	\$ X	\$ X	\$ X
ROSS Grant Funding	\$ X	\$ X	\$ X
Non-MTW HCV Funding	\$ X	\$ X	\$ X
RHF Funding (If RHF is not block granted)	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other: FUP Revenue	\$ X	\$ X	222,940
Total Sources:	0	0	222,940

Actual Uses of Non-MTW Federal Funds	Projected Budget	Adopted Budget	Funds Expended
--------------------------------------	------------------	----------------	----------------

HOPE VI Authorized Activities	\$ X	\$ X	\$ X
ROSS Grant Authorized Activities	\$ X	\$ X	\$ X
Non-MTW HCV Program Expenses	\$ X	\$ X	\$ X
RHF Funding (If RHF is not block granted)	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other:	\$ X	\$ X	\$ X
Other: FUP expenses	\$ X	\$ X	308,011

Total Uses:	0	0	308,011
--------------------	---	---	---------

Local Asset Management Plan

Has the agency allocated costs within statute during the plan year?

Yes	No
-----	----

Has the agency implemented a local asset management plan (LAMP)?

Yes	or	No
-----	----	----

*If the agency is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. It shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.

Has the agency provided a LAMP in the appendix?

Yes or No

In the body of the Report, agencies should provide a narrative updating the progress of implementing and operating the Local Asset Management Plan during the fiscal year.

Describe the Planned vs. Actual Uses of MTW Single-Fund Flexibility

Planned vs. Actual Uses of Funds made possible via the MTW block grant that are permissible under Sections 8 & 9 of the 1937 U.S. Housing Act and that do not require the use of any other MTW flexibility, can be described in this section. Agencies shall provide a thorough narrative detailing each activity benefitting from single fund flexibility and compare actual activities to those proposed in the Report. Agencies are not required to provide metrics but are encouraged to track the outcomes of significant activities.

Agencies should provide this narrative in the body of the Report.

Actual Reserve Balances at the End of the Fiscal Year 2012

Reserve Account	Reserve Balance	
	Planned	Actual
MTW Reserve Account	2,861,765	1,530,020
Reserve Account 2	\$ X	\$ X
Reserve Account 3	\$ X	\$ X
Reserve Account 4	\$ X	\$ X
Reserve Account 5	\$ X	\$ X
Reserve Account 6	\$ X	\$ X
Total Reserve Balance Amount:	2,861,765	1,530,020

8.0 ADMINISTRATIVE

A. Description of progress on the correction or elimination of observed deficiencies cited in monitoring visits or physical inspections, if applicable:

- This is not applicable-no outstanding deficiencies from monitoring visits or inspections.

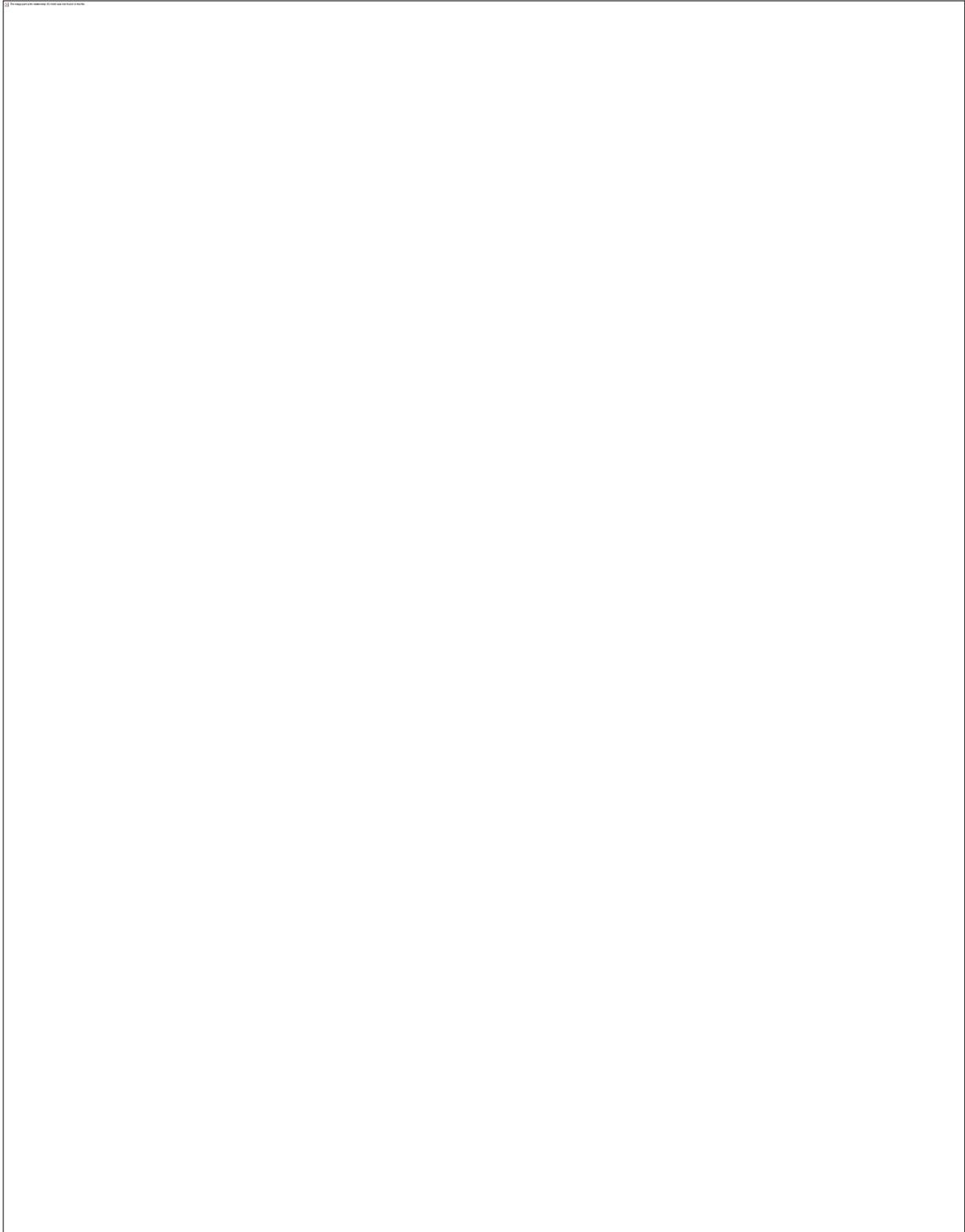
B. Results of latest Agency-directed evaluations of the demonstration as applicable:

- There are no Agency-directed evaluations.

C. Performance and Evaluation Report for Capital Fund Activities not included in the MTW Block Grant:

- See Attached Budget Submissions (Page 57)

D. General Order No. 596:



Budget Submissions to HUD

9.0 BUDGET SUBMISSIONS AND ATTACHMENTS

A. Annual Statements/Performance Evaluation Reports



Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
Capital Fund Financing Program

Part I: Summary		FFY of Grant: 2009	
PHA Name: Delaware State Housing Authority		FFY of Grant Approval: 2009	
Grant Type and Number Capital Fund Program Grant No: DE265004501-09 Replacement Housing Factor Grant No: N/A Date of CFFP: N/A			
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Revised ²
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	1,027,870.00	1,027,870.00
21	Amount of line 20 Related to LEP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	324,000.00	215,129.48
Signature of Executive Director: Anas Ben Addi		Date 1/11/12	Signature of Public Housing Director
			<i>[Signature]</i>
			<i>1/31/12</i>

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFP Grants for operations.
⁴ REF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 08/31/2011

Part II: Supporting Pages		Federal FFY of Grant: 2009						
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE26S004501-09 CFPP (Yes/No): NO Replacement Housing Factor Grant No: N/A						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised ¹	Funds Obligated ²	Funds Expended ²	
Clarks Corner DE004000016	Repave Parking Lots	1450	51,152 SF	54,000.00	85,200.00	85,200.00	85,200.00	Completed
McLane Gardens DE004000005	Re-roof Seven Buildings	1460	29 Units	135,000.00	111,380.00	111,380.00	111,380.00	Completed
Peach Circle DE004000019	Re-roof Nine Buildings	1460	32 Units	150,000.00	173,645.43	173,645.43	173,645.43	Completed
Miffin Meadows DE004000003	Repave Parking Lots	1450	38,253 SF	70,000.00	84,488.30	84,488.30	84,488.30	Completed
Burton Village DE004000004	Smoke Detector Replacement	1460	51 Units	13,000.00	24,877.00	24,877.00	24,877.00	Completed
McLane Gdns. Annex DE004000005	Rehab. All Bathrooms	1460	21 Units	105,000.00	157,170.66	157,170.66	157,170.66	Completed
Lavery Lane DE004000008	Replacement of Windows	1460	50 Units	210,000.00	121,388.60	121,388.60	121,388.60	Completed
Liberty Court DE004000012	Repave Parking Lots	1450	43,738 SF	53,999.36	62,996.10	62,996.10	62,996.10	Completed
Liberty Court DE004000012	New Playground (Structural)	1450	53 Units	24,000.64	24,000.64	24,000.64	24,000.64	Completed
Liberty Court II DE004000012	Repave Parking Lots	1450	43,738 SF	35,999.36	60,288.75	60,288.75	60,288.75	Completed
Liberty Court II DE004000012	New Playground (Structural)	1450	55 Units	24,000.64	24,000.64	24,000.64	24,000.64	Completed

¹ To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

² To be completed for the Performance and Evaluation Report.



U.S. Department of Housing and Urban Development

Philadelphia Office
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3380

MAY 07 2012

Mr. Anas Ben Addi
Executive Director
Delaware State Housing Authority
18 The Green
Dover, DE 19901



*cc: AB
DSC*

Dear Mr. Ben Addi:

Subject: Approval for Audit of the Actual Modernization Cost Certificate (AMCC) for
American Recovery and Reinvestment Act (Recovery Act) Competitive Grant
DE00400001309R

In association with the subject Recovery Act grant funded in Federal Fiscal Year 2009, we acknowledge receipt of the AMCC, form HUD-53001, and the final Annual Statement/Performance and Evaluation Report, HUD-50075.1, for the completed grant.

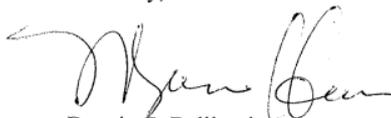
Per criteria found at 24 CFR 968.145 pertaining to fiscal closeout, HUD has entered a Pre-Audit date in the Line of Credit Control System (LOCCS) for the Recovery Act grant and you are no longer required to submit monthly reports in LOCCS for this grant. Now that your grant is in Pre-Audit status, you are required to include the enclosed cost certificate in your next scheduled fiscal year audit. You are required to submit the Independent Public Accountant audited financial documentation to the HUD Public Housing Field Office Director within 9 months after the beginning of your next fiscal year cycle. Once the audited grant information has been reviewed by the Field Office, HUD will provide your Housing Authority with a final closeout package containing a copy of the HUD approved executed cost certificate and closeout letter for your records.

Please remember according to record keeping requirements in 24 CFR § 85.26: (a) The PHA will maintain full and complete records of the history of each Capital Fund grant [including Capital Fund Recovery Act grants], including, but not limited to, CFP 5-Year Action Plans, procurement, contracts, obligations, and expenditures; (b) The PHA shall retain all documents related to the activities for which the Capital Fund grant [including Capital Fund Recovery Act grants], was received for 5 years after HUD approves either the actual development or modernization cost certificate, unless a longer period is required by applicable law; and (c) HUD and its duly authorized representatives shall have full and free access to all PHA offices, facilities, books, documents, and records, including the right to audit and make copies.

Fair Housing, It's Not An Option. It's The Law!
www.hud.gov espanol.hud.gov

Enclosed you will find a copy of the approved for audit cost certificate HUD-53001, and the final Annual Statement/Performance and Evaluation Report, HUD-50075.1, for your records. HUD is maintaining the original cost certificate for our records. If you have any questions concerning this matter, please contact Debbie Gardner, Engineer, at (215) 861-7592 or via e-mail at Debra.M.Gardner@hud.gov. Our telephone text number (TTY) for the hearing impaired is (215) 656-3452.

Sincerely,



for Dennis G. Bellingtier
Director
Office of Public Housing

Enclosures

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0157 (exp. 01/31/2014)

Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)

Public reporting burden for this collection of information is estimated to average 2 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. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Paperwork Reduction Project (2577-0044 and 0157), Office of Information Technology, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

Do not send this form to the above address.

This collection of information requires that each Housing Authority (HA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

HA Name: Delaware State Housing Authority	Modernization Project Number: DEE00400001309R
--	--

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

A. Original Funds Approved	\$ 184,813.00
B. Funds Disbursed	\$ 184,813.00
C. Funds Expended (Actual Modernization Cost)	\$ 184,813.00
D. Amount to be Recaptured (A-C)	\$ -0-
E. Excess of Funds Disbursed (B-C)	\$ -0-

- That all modernization work in connection with the Modernization Grant has been completed;
- That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
- That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
- That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

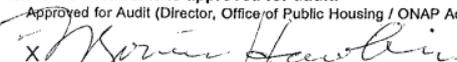
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X  4/30/12

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator) X 	Date: 5/7/12
---	-----------------

The audited costs agree with the costs shown above:

Verified: (Designated HUD Official) X	Date:
Approved: (Director, Office of Public Housing / ONAP Administrator) X	Date:

form HUD-53001 (10/96)
ref Handbooks 7485.1 & 3

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 8/31/2011

Part I: Summary		Grant Type and Number		FFY of Grant: 2009	
PHA Name:		Capital Fund Program Grant No: DE00400001309R		FFY of Grant Approval: 2009	
Delaware State Housing Authority		Replacement Housing Factor Grant No:			
		Date of CFFP:			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
Original Annual Statement		Final Performance and Evaluation Report			
Performance and Evaluation Report for Period Ending:					
Line	Summary by Development Account	Total Estimated Cost	Revised ¹	Obligated	Total Actual Cost ¹
		Original	Expended		
1	Total non-CFFP Funds	60,937.00	60,937.00	60,937.00	60,937.00
2	1406 Operations (may not exceed 20% of line 21) ³				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition	2,000.00	16,719.00	16,719.00	16,719.00
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	-0-	168,094.00	168,094.00	168,094.00
13	1475 Non-dwelling Equipment	182,813.00	-0-	-0-	-0-
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
³ PHAs with under 250 units in management may use 100% of CFFP Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 08/31/2011

Part I: Summary PHA Name: Delaware State Housing Authority Grant Type and Number: DE00400001309R Capital Fund Program Grant No: DE00400001309R Replacement Housing Factor Grant No: N/A Date of CFFP: N/A FFY of Grant: 2009 FFY of Grant Approval: 2009							
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Summary by Development Account							
<input type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report							
Line	Description	Original	Revised ¹	Total Estimated Cost	Obligated	Total Actual Cost ¹	Expended
18a	1501 Collateralization or Debt Service paid by the PHA						
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment						
19	1502 Contingency (may not exceed 8% of line 20)						
20	Amount of Annual Grant: (sum of lines 2 - 19)	184,813.00	184,813.00	184,813.00	184,813.00	184,813.00	
21	Amount of line 20 Related to LBP Activities						
22	Amount of line 20 Related to Section 504 Activities						
23	Amount of line 20 Related to Security - Soft Costs						
24	Amount of line 20 Related to Security - Hard Costs						
25	Amount of line 20 Related to Energy Conservation Measures	184,813.00	184,813.00	184,813.00	184,813.00	184,813.00	
Signature of Executive Director: Anas Ben Addi Date: 4/30/12 Signature of Public Housing Director: <i>[Signature]</i> Date: 5/7/12							

¹ To be completed for the Performance and Evaluation Report.
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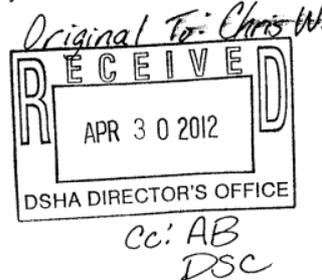


U.S. Department of Housing and Urban Development

Philadelphia Office
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3380

APR 26 2012

Mr. Anas Ben Addi
Executive Director
Delaware State Housing Authority
18 The Green
Dover, DE 19901



Dear Mr. Ben Addi:

Subject: Approval for Audit of the Actual Modernization Cost Certificate (AMCC) for American Recovery and Reinvestment Act (Recovery Act) Competitive Grant DE00400000309R

In association with the subject Recovery Act grant funded in Federal Fiscal Year 2009, we acknowledge receipt of the AMCC, form HUD-53001, and the final Annual Statement/Performance and Evaluation Report, HUD-50075.1, for the completed grant.

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Sincerely,



Dennis G. Bellingtier
Director
Office of Public Housing

Enclosures

**Actual Modernization
Cost Certificate**

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

OMB Approval No. 2577-0157 (exp. 01/31/2014)

**Comprehensive Improvement Assistance Program (CIAP)
Comprehensive Grant Program (CGP)**

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HA Name: Delaware State Housing Authority	Modernization Project Number: DEE0040000309R
--	---

The HA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

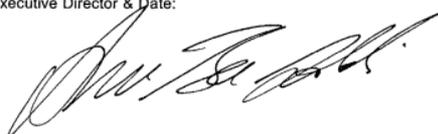
A. Original Funds Approved	\$ 184,813.00
B. Funds Disbursed	\$ 184,813.00
C. Funds Expended (Actual Modernization Cost)	\$ 184,813.00
D. Amount to be Recaptured (A-C)	\$ -0-
E. Excess of Funds Disbursed (B-C)	\$ -0-

- That all modernization work in connection with the Modernization Grant has been completed;
- That the entire Actual Modernization Cost or liabilities therefor incurred by the HA have been fully paid;
- That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
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I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

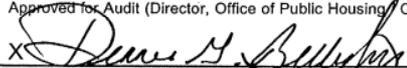
Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature of Executive Director & Date:

X  3/8/12

For HUD Use Only

The Cost Certificate is approved for audit:

Approved for Audit (Director, Office of Public Housing / ONAP Administrator) X 	Date: 4/26/12
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The audited costs agree with the costs shown above:

Verified: (Designated HUD Official) X	Date:
Approved: (Director, Office of Public Housing / ONAP Administrator) X	Date:

form HUD-53001 (10/96)
ref Handbooks 7485.1 & 3

**Instructions for Preparation of Form HUD-53001
Actual Modernization Cost Certificate**

Prepare and submit to the HUD Field Office an original and one copy of form HUD-53001 for each terminated or completed modernization program under the Comprehensive Improvement Assistance Program (CIAP) or Comprehensive Grant Program (CGP).

Heading Instructions:

HA Name - Enter the name of the Housing Authority (HA).

Modernization Project Number - Enter the unique 13-digit Modernization Project Number for the grant for which this form is being submitted. This number is the same number as on form HUD-52825, CIAP Budget, or form HUD-52837, Annual Statement, for the same grant.

Line Instructions:

Line 1A, Original Funds Approved - For the identified grant, enter the total Modernization funds originally approved by HUD through a Modernization Amendment to the Consolidated Annual Contributions Contract(s).

Line 1B, Funds Disbursed - For the identified grant, enter the total funds disbursed by HUD. This amount may never exceed the amount on line 1A.

Line 1C, Funds Expended - For the identified grant, enter the total funds expended (total cash disbursed) by the HA. This amount may never exceed the amount on line 1A.

Line 1D, Amount To Be Recaptured (A minus C) - For the identified grant, enter the amount to be recaptured by subtracting line 1C from line 1A.

Line 1E, Excess of Funds Disbursed (B minus C) - For the identified grant, enter the excess of funds disbursed by subtracting line 1C from line 1B; this is the amount to be remitted by the HA to HUD. If line 1C is greater than line 1B, enter the figure in brackets; this is the amount of funds owed by HUD to the HA.

Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 4/30/2011

Part I: Summary		Grant Type and Number	FFY of Grant:
PHA Name:		Capital Fund Program Grant No. DE0040000309R Replacement Housing Factor Grant No:	2009
Delaware State Housing Authority		Date of CFFP:	FFY of Grant Approval:
Type of Grant		<input type="checkbox"/> Revised Annual Statement (revision no:)	
<input type="checkbox"/> Original Annual Statement		<input checked="" type="checkbox"/> Final Performance and Evaluation Report	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
		Original	Obligated
		Revised ²	Expended
1	Total non-CFF Funds	60,937	67,548.70
2	1406 Operations (may not exceed 20% of line 21) ³		
3	1408 Management Improvements		
4	1410 Administration (may not exceed 10% of line 21)		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs	24,049.00	24,049.00
8	1440 Site Acquisition		
9	1450 Site Improvement	-0-	16,024.00
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment—Nonexpendable	26,316.00	-0-
12	1470 Non-dwelling Structures	134,448.00	144,740.00
13	1475 Non-dwelling Equipment	-0-	-0-
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities ⁴		
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 – 19)	184,813.00	184,813.00
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security – Soft Costs		
24	Amount of line 20 Related to Security – Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures	184,813.00	184,813.00

¹ To be completed for the Performance and Evaluation Report.
² To be completed for the Performance and Evaluation Report or a Revised Annual Statement.
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Annual Statement/Performance and Evaluation Report
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 Expires 4/30/2011

Part I: Summary

PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE00400000309R Replacement Housing Factor Grant No: Date of CFFP:		FFY of Grant: 2009	FFY of Grant Approval: 2009
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no:) <input checked="" type="checkbox"/> Final Performance and Evaluation Report			
Line Summary by Development Account	Total Estimated Cost	Revised ²	Total Actual Cost ¹	Obligated	Expended
Signature of Executive Director Anas Ben Addi	Date 3/8/12	Signature of Public Housing Director Sam A. Bynum	Date 4/26/12		

