



MOVING TO WORK

FY2014

ANNUAL PLAN

May 13, 2013

MOVING TO WORK FY2014 ANNUAL PLAN

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1.0 INTRODUCTION

This document serves as the Delaware State Housing Authority's (DSHA) *Moving To Work* (MTW) Annual Plan for FY2014, which starts July 1, 2013 and ends June 30, 2014. On April 8, 2008, DSHA adopted and signed an Amended and Restated MTW Agreement with the U.S. Department of Housing and Urban Development (HUD) that extended the program until June 30, 2018. This is a standardized agreement that HUD presented to all MTW agencies and allows DSHA to continue all current initiatives and retain the present funding allocation of the existing contract.

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

The DSHA MTW Demonstration includes the following programs:

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

1.2 OVERVIEW AND GOALS OF MTW PROGRAM

The three statutory objectives of the MTW Program continue to be A) to reduce costs and achieve greater cost effectiveness; B) to give incentives to families to obtain employment and become economically self-sufficient; and C) to increase housing choices for low-income families. Due to the cycle of the waiting list and preferences, DSHA's goal is to serve up to 500 families each year in the program. During the last four (4) years, there has been an increase in the number of MTW exempt families, elderly and disabled, especially in the Housing Choice Voucher Program. DSHA instituted changes to the resident selection process to help increase the total number of MTW participants during FY2011. This includes limiting MTW exempt applicants to the first type of housing assistance available and applying time limits to market rent residents.

In the FY2012 MTW Annual Plan, DSHA expanded the MTW program from a five (5) year term limit and a Safety-Net Program, to a seven (7) year term limit, with two separate tiers of participants and the Safety-Net was eliminated. During the initial five (5) years of the program, residents will participate under MTW Tier I. Tier I participants will receive case management services with an emphasis on overcoming barriers to self-sufficiency, education, financial literacy, and increasing their potential earning income and employability. During the final two (2) years of the program, residents will be under MTW Tier II. Tier II participants will continue to receive case management services, but with an emphasis on job placement and retention and becoming ready to move out of subsidized housing by year seven (7). A Hardship Panel was created to review cases that request

housing assistance beyond year seven (7) due to extenuating circumstances and went into effect in August of 2012.

Since FY2011, DSHA has introduced several MTW program changes to which our residents are still adjusting. As a result, DSHA has decided to forego proposing any new MTW program changes during the upcoming Plan year. During FY2014, DSHA will further reviews and enhance programmatic changes initiated in the last 3 years.

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

- A. To reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
 - 1. Combine the waiting lists for PH and Housing Choice Voucher Program with preferences consistent between the two programs.
 - 2. Increase the residents' share of the total tenant payment to 35% of adjusted gross income.
 - 3. Time-limit housing assistance for MTW participants.
 - 4. During the actual time a family is housed, it may not apply for an alternative form of subsidy.
 - 5. Enhance the quality of life and standard of living for residents participating in MTW by assisting residents in the removal of barriers to self-sufficiency (obtain driver's license, purchase vehicle, coordinate child care).
 - 6. Increase earned income of participating families enabling them to pay more towards their rent and requiring less subsidy.
- B. To give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
 - 1. Amend waiting list preferences to include working families.
 - 2. To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant.
 - 3. All MTW participants continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, educational opportunities and transportation stipends, as funds allow.
- C. To improve housing choices for our residents by offering or coordinating the following resources:

1. Homeownership counseling and assistance.
2. Budget counseling.
3. Fair Market Housing counseling.
4. Assistance obtaining a Low Income Housing Tax Credit Unit.
5. MTW Savings Account as income increases.
6. Counseling to repair credit problems.
7. Financial Literacy Education.
8. Individual Development Account referral for approved participants.
9. Resident Homeownership Program.

1.3 STATUS OF MTW PROGRAM AND ACCOMPLISHMENTS TO DATE

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

- A. Holly Square added to the PH stock on March 1, 2000.
- B. Certificate and Voucher Programs were combined into one Housing Choice Voucher Program.
- C. Rents were increased to 35% of adjusted income for all MTW participants.
- D. PH and Housing Choice Voucher Program waiting lists were combined.
- E. Working preference added.
- F. Case management services were established and contracts signed with two nonprofit counseling agencies for all Housing Choice Voucher Program MTW participants. All PH residents are assigned DSHA case managers at the time they enter the Program. Effective July 1, 2008, all case management is done by DSHA Resident Services Staff.
- G. Report established to identify and monitor needs of the MTW participants.
- H. Agencies have been identified and contacts established that may provide services for unmet needs.
- I. All funds are block granted.

- J. MTW participants continue to be evaluated as they enter the program, and DSHA constantly networks with potential service providers and organizations to bring needed services to the participants and/or refer participants to services.
- K. An Individual Development Account (IDA) Program has been implemented and completed in September 2006 to help qualified MTW participants develop assets. Thirty-six families completed their goals with 28 buying homes, five opening a business and three pursuing educational goals. The IDA program is now available from several outside organizations.
- L. The Resident Homeownership Program (RHP) began accepting applications in FY 2004. The RHP was revised in FY2011 to create a more realistic program and better prepare new participants to assume full homeownership responsibilities in seven (7) years. There are four families now participating in the program.
- M. Although DSHA's contract with NCALL has ended, we continue to provide referrals for credit repair, budget counseling, fair market housing counseling and RHP homeownership counseling for PH MTW participants. The contract was completed in 2006 and services are available through local nonprofit organizations.
- N. DSHA completed an automated MTW case management system which tracks all statistical information for both PH and Housing Choice Voucher Program MTW participants. This system also includes an automated list that ensures timely compliance with quarterly reviews and completion of annual Resident Action Plans (RAP).
- O. DSHA amended the RAP to include a certification by MTW participants that they understand the requirement that they must be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements will be increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.)
- P. DSHA has awarded 153 educational scholarships from the MTW budget.
- Q. DSHA purchased an Adult Basic Education/GED computer program for each of its PH sites to assist residents working toward educational goals.
- R. Since MTW implementation in August 1999, 725 families have successfully completed the MTW Program. Two hundred and twelve (212) have purchased homes and 513 have either begun paying the full rent at their current unit or moved to another unit and paid the full rent. Though some of those families would undoubtedly have been successful without MTW, we feel that the majority became successful by taking advantage of the counseling and social services made available through the program as well as the savings they accumulated while in the program. (See Tables 1 & 2)

- S. DHSAs created a time limit safety-net feature in FY2005. This was for families who have **not** been able to increase their incomes to the level where 40% of their monthly adjusted income equals or exceeds the lower of their Housing Choice Voucher Program gross rent or Voucher payment standard, or the fair market rent for their PH unit, are being transferred to safety-net status. Their total tenant payment would revert to 30% and they forfeited the money in their MTW savings account. The condition for the family to retain the rental subsidy is that they must maintain employment of at least 20 hours per week, be involved in a full-time educational program or a combination of both which equals at least 20 hours.

Families whose monthly-adjusted incomes are at or above the safety-net threshold are having their subsidy terminated. Housing Choice Voucher Program families will begin paying the full market rent to their current landlord, while Public Housing families are required to move out of the subsidized unit. All families who have remained in compliance with MTW requirements will be given the money in their savings accounts at this time. DSHA discontinued the safety-net feature effective September 1, 2011. DSHA integrated families previously in the Safety Net into the MTW program as Tier II participants. These existing residents were given one (1) year from the date of their next annual recertification to complete the revised MTW Tier II program. After the end of this 1 year period, the family stops receiving housing assistance. A participant may request that their case be reviewed by the Hardship Panel if they have extenuating circumstances supporting a continuation of housing assistance beyond the seven (7) year period.

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

TABLE 1

**Moving to Work Savings – Participants with Savings Accounts
Numbers as of February 1, 2013**

Program	Current Participants*	Total MTW Savings Accounts**	Average MTW Savings Balance	Average Monthly Contribution
Public Housing	212	212	\$3045.79	\$253.82
Housing Choice Vouchers	68	109	\$3418.85	\$284.90
Total	280	321	\$3172.47	\$264.37

*The current MTW participant count above does not include the formerly 120 Safety Net participants that have come back into MTW case management as Tier II participants.

**The MTW Total Savings Accounts does include the savings accounts previously forfeited by the participants of the Safety Net. Since their subsidy will end one year following their next certification, DSHA has granted a one-time exception for this resident group to successfully complete and acquire sixty percent (60%) of their previously forfeited savings accounts.

TABLE 2

**Moving to Work Successful Move-outs
Numbers from 8/1/99 through 2/01/13**

Program	Homeownership	Unsubsidized Rental
Public Housing	126	251
Housing Choice Vouchers	86	262
Total	212	513
Percentage	29.2%	70.8%

1.4 SHORT-TERM GOALS FOR THE CURRENT PLAN YEAR

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

- A. Effective September 1, 2011, DSHA integrated families previously in the Safety Net into the MTW program as Tier II participants. These existing residents were given one (1) year from the date of their next annual recertification to complete the revised MTW Tier II program. After the end of this 1 year period, the family stops receiving housing assistance. A participant may request that their case be reviewed by the Hardship Panel if they have extenuating circumstances supporting a continuation of housing assistance beyond the seven (7) year period. By September 1, 2014, all of these previously integrated Safety Net families will have reached the end of their subsidy unless they were given a short-term extension by the Hardship Panel.
- B. DSHA case managers will continue to work closely with the Tier II participants described above to ascertain their current self-sufficiency barriers and non-DSHA housing needs. Many of these residents have not received case management in several years since case management was discontinued when they originally entered the Safety Net. As a result, the case managers are experiencing increased appointment scheduling and appointment durations while they provide specialized services to this target group.
- C. DSHA continues to partner with the National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL) to provide “Getting Ready for Fair Market Housing” workshops for the MTW Tier II participants. Through the workshops, each resident will develop the steps necessary to make the transition to fair market housing.
- D. Effective July 1, 2013, DSHA will further define “employment” as working 20 hours or more weekly for a business paying federal, state and local taxes or a documented self-employed contractor providing a 1099 form.

- E. Effective July 1, 2013, any residents porting in from another Housing Authority must:
- Meet DSHA's definition of employment or be able to provide documentation that employment has been secured which will meet the minimum work requirements of DSHA's MTW Program.
 - Have secured transportation to and from their place of employment.
 - Not have previously participated in the MTW Program with DSHA. If a resident who previously participated in or completed the DSHA MTW Program obtains a new voucher from another Housing Authority, they will not be permitted to port back into DSHA.
- F. Effective January 1, 2014, DSHA will implement the 500 unit set-aside option previously approved by HUD in the FY2011 Annual Plan. DSHA did not implement in FY2012 or FY2013 because of the integration of Safety Net families into the MTW program in FY2012. The 500 unit set-aside option will allow DSHA to increase the overall number of MTW participants and create greater turnover of the waiting list.
- G. Unfortunately due to decreased federal funding, DSHA has been unable to renovate the outdated playground area at our McLane Gardens public housing site. As a result, much of the equipment had to be removed due to safety concerns leaving only one swing set containing 3 working swings. Residents have expressed concern over the lack of safe playground equipment and bike riding area on the site. Not having this playground area also negatively impacts the summer youth programs previously offered on-site. DSHA is exploring financial options such as grants and community involvement to rebuild this critical component of our McLane Gardens' site but application for grant funding has been delayed since most grant organizations require applicants to have a 501c3 status. As stressed by the First Lady's Let's Move Initiative and The President's Challenge, communities with no-cost playground areas not only promote healthier living but improve confidence, social skills, motor skills and cognitive abilities in children. DSHA seeks to not only empower our adult residents toward their self-sufficiency goals but also to empower our youth with skill sets that will assist them in breaking the cycle of poverty as they grow.
- H. DSHA is continuing forward with the proposal 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.

Renovations at Wexford Village Apartments were originally scheduled to begin in May/June 2013, but were delayed after bids for the construction came in significantly higher than anticipated. Based on these higher bids, DSHA revised the scope of renovations and also obtain additional funding through the HOME Program to proceed with a moderate renovation plan. Items removed from the original renovation plan include the replacement of all siding and windows, interior doors and flooring. A matrix has been prepared based on thorough inspection of the units by an architect to determine the specific needs for each unit instead of fully renovating each and every unit. Requests for bids have been published and are to be opened November 7, 2013. Listed below is the revised timeline for the renovations:

Wexford Village

- Resident Meeting – November 5, 2013
- Bid Opening – November 7, 2013
- Contract and all paperwork complete – November 22, 2013
- Notice to Proceed – November 25, 2013
- Construction Period – 9 Months; ending August 22, 2014

II. Plan Housing Stock

A. MTW Plan: Housing Stock Information

Inventory of Public Housing Units, Vouchers and MTW Funded Local Programs

Housing Program	Anticipated Total Authorized at the Beginning of the Fiscal Year
Federal Public Housing Units	508
Federal Authorized MTW Voucher (HCV) Units	903
Federal Authorized non-MTW Voucher (HCV) Units	52
Local, Non-Traditional MTW Units/Subsidies *	X
Totals	1463

* In instances when a Local, Non-Traditional program provides a certain subsidy level but does not specify a number of units/Households Served, the agency should estimate the number of Households served.

Planned New Public Housing Units to be Added During the Fiscal Year

AMP Name and Number	Bedroom Size							Total Units	Population Type *	# of UFAS Units	
	0	1	2	3	4	5	6+			Fully Accessible	Adaptable
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	0	Type Noted *	X	X
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	0	Type Noted *	X	X
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	0	Type Noted *	X	X
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	0	Type Noted *	X	X
PIC Dev. # /AMP PIC Dev. Name	X	X	X	X	X	X	X	0	Type Noted *	X	X

Total Public Housing Units to be Added

0

* Select Population Type from: Elderly, Disabled, General, Elderly/Disabled, Other

If Other, please describe:

****DSHA does not anticipate adding any Public Housing Units at this time.**

Planned Public Housing Units to be Removed During the Fiscal Year

PIC Dev. # / AMP and PIC Dev. Name	Number of Units to be Removed	Explanation for Removal
PIC Dev. # /AMP PIC Dev. Name	0	Explanation for Removal
PIC Dev. # /AMP PIC Dev. Name	0	Explanation for Removal
PIC Dev. # /AMP PIC Dev. Name	0	Explanation for Removal
Total Number of Units to be Removed	0	<i>* DSHA does not anticipate removing any Public Housing Units for the upcoming fiscal year.</i>

New Housing Choice Vouchers to be Project-Based During the Fiscal Year

Property Name	Anticipated Number of New Vouchers to be Project-Based *	Description of Project
Wexford Village	20	DSHA is moving forward in the process of obtaining approval to use Moving To Work reserves for the purpose of moderate renovation of Wexford Village and project-basing twenty (20) Housing Choice Vouchers at Wexford Village.
Property Name	X	Description of project 2
Property Name	X	Description of project 3
Property Name	X	Description of project 4
Anticipated Total New Vouchers to be Project-Based	20	Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year
		X

Anticipated Total Number
of Project-Based
Vouchers Leased Up or
Issued to a Potential
Tenant at the End of the
Fiscal Year

X

*** New refers to tenant-based vouchers that are being project based for the first time. The count should only include agreements in which a HAP agreement will be in place by the end of the year.**

Other Changes to the Housing Stock Anticipated During the Fiscal Year

DSHA does not anticipate any other changes to the Housing stock during this fiscal year.

Description of other changes to the housing stock anticipated during the fiscal year.

Description of other changes to the housing stock anticipated during the fiscal year.

***Examples of the types of other changes can include but are not limited to units that are held off-line due to the relocation of residents, units that are off-line due to substantial rehabilitation and potential plans for acquiring units.**

General Description of All Planned Capital Fund Expenditures During the Plan Year (For Each Expenditure Provide the Award Year of the Funding to be Utilized)

See attached detailed narrative of all planned Capital Fund Expenditures.

2.0 (A) HOUSING STOCK INFORMATION

- NUMBER OF PUBLIC HOUSING UNITS AT THE BEGINNING OF FY2014

The number of public housing units in the Delaware State Housing Authority (DSHA) portfolio has not changed during the previous Plan year.

Table 3

Number of Public Housing Units as of July 1, 2013

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	-	-	-	-
Laverty 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

*Scattered Site Homeownership Program – not a part of MTW initiative.

- **SIGNIFICANT CAPITAL EXPENDITURES BY DEVELOPMENT- FY2012**

This section compares FY2011 budgeted capital work with the actual FY2012 Capital Expenditures by property.

Table 4

ACTIVITY	COMMUNITIES	ORIGINAL BUDGET	REVISED BUDGET	EXPENDED
Re-Roofing	McLane Gardens Annex	\$134,750.00	\$142,900.63	\$91,250.00
Security Cameras	McLane Gardens Annex	120,000.00	142,911.39	142,911.39
Architect Fees – Security Cameras	Mifflin Meadows	21,500.00	20,336.70	6,648.00
Security Cameras	Mifflin Meadows	125,000.00	123,346.51	123,346.51
Architect Fees – Bathroom Upgrades	Liberty Court I	32,572.00	29,986.90	9,211.43
Bathroom Upgrades	Liberty Court I	525,500.00	515,949.58	515,949.58
Architect Fees- Bathroom Upgrades	Liberty Court II	13,859.00	13,859.00	2,075.00
Architect Fees- HVAC Replacement	Holly Square	60.32	60.32	60.32
HVAC Replacements	Holly Square	155,000.00	241,441.41	241,441.41
Administrative Costs	Authority Wide	68,241.00	68,241.00	68,241.00
Management Improvements- Printing and Bid Advertising	Various Sites			14,661.51
Capital Program Totals		\$1,196,482.32	\$1,299,033.44	\$1,215,796.15

DISCUSSION OF THE CAPITAL EXPENDITURE AMOUNTS:

The following are descriptions of the expenditures made during FY2011 that exceeded 30% of the agency’s total budgeted capital expenditures for the fiscal year. Total Planned Expenditures for FY2012 were \$1,196,482.32.

Liberty Court I Bathroom Upgrades: \$525,161.01 (Bathroom Upgrades: \$515,949.58 and Architect Fees: \$9,211.43). This entailed the replacement of flooring, tub, toilet and fixtures.

CAPITAL PLANS

A. STATEMENT OF EXISTING NEEDS

The total amount of DSHA existing capital needs is approximately \$8,879,515 which is \$18,233.09 per unit. These funds will be used over a five-year period to modernize and update our developments, some of which are 30 years old.

DSHA has received on average \$745,658 annually for the past five years. The FY2012 Capital Fund Program was funded at \$611,203.

B. PLANNED CAPITAL EXPENDITURES

The five-year capital plan for DSHA is broken down by fiscal year. The plan reflects Capital Fund Program funds equal to the amount that was awarded for FY2013, which was \$611,203. The appropriate planning process and public hearings were held to get input from our residents and the public.

Table 5 that follows shows our five-year capital plan, including the planned use of the most recent funding.*

TABLE 5

Five Year Capital Plan

	FY2014	FY2015	FY2016	FY2017	FY2018
Physical Improvements	\$495,083	\$495,083	\$495,083	\$495,083	\$495,083
Administration	61,120	61,120	61,120	61,120	61,120
Management Improvements & Police Protection	20,000	20,000	20,000	20,000	20,000
Fees & Costs	35,000	35,000	35,000	35,000	35,000
TOTAL	\$611,203	\$611,203	\$611,203	\$611,203	\$611,203

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

Table 6
Capital Expenditures Planned for FY2014

Capital Project (list by Name)	Total Planned Expenditure in Current Year (specify year)
Clarks Corner	\$ 0 2014
McLane Gardens	\$ 0 2014
Peach Circle	\$ 0 2014
Mifflin Meadows	\$ 0 2014
Burton Village	\$ 270,400 2014
McLane Gardens Annex	\$ 0 2014
Laverty Lane	\$ 0 2014
Hickory Tree	\$ 140,000 2014
Scattered Sites – Phase I	\$ 0 2014
Liberty Court I	\$ 0 2014
Liberty Court II	\$ 0 2014
Hickory Tree – Phase II	\$ 84,683 2014
Holly Square	\$ 0 2014
Scattered Sites – Phase II	\$ 0 2014
Total	\$ 495,083

TABLE 7**Physical Needs Assessment**

		2014	2015	2016	2017	2018
CLARK'S CORNER	COST					
Siding Replacement	74,690					
Entrance Doors/Screen Doors I&II	186,780					
Bathroom Rehabilitation Phase II	223,870					
Replace Furnaces Phase II	54,000				54,000	
Kitchen Rehabilitation Phase II	157,300					
Comm. Building & Phase II Re-Roofing	126,000					
Playground Equipment	120,000					
Dumpster Enclosures	75,000					
Bicycle Path	30,000					
TOTAL	1,047,640				54,000	

MCLANE GARDENS	COST					
Reinforce Stairways	15,000					
Replace Furnaces	78,300		78,300			
Replace Ranges	14,500					
Kitchen Rehabilitation	228,000					
Bathroom Rehabilitation	400,000					
Repave Parking Lot/Drive	50,000					
Subfloor/VCT Flooring	40,000					
TOTAL	825,800		78,300			

PEACH CIRCLE	COST					
Site Lighting Upgrades	30,000					
Water Line Plumbing Replacements	7,600					
Sidewalk Replacements	2,500					
Furnace Replacements	47,833				47,833	
Siding Replacement	37,400					
Repave Parking Lot/Drive	60,000					
TOTAL	185,333				47,833	

MIFFLIN MEADOWS	COST					
Sidewalk Replacement	95,000					
Replace Siding/Shutters	100,000					
Dumpster Enclosures	65,000					
Furnace Replacements	145,800			145,800		
TOTAL	405,800			145,800		

TABLE 7 (cont)**Physical Needs Assessment**

		2014	2015	2016	2017	2018
BURTON VILLAGE	COST					
Maintenance Building Siding	5,000					
HVAC Improvements	270,400	270,400				
Roof Replacements	360,000					
Window Replacements	120,000					
Playground Equipment	140,000					
Border Fence	185,000					
Repave Parking Lot/Drive	115,000					
Kitchen Rehabilitation	364,650					
TOTAL	1,560,050	270,400				

MCLANE ANNEX	COST					
Kitchen Rehabilitation	150,150					
Play Area	132,000					
Repave Parking Lot	50,000					
Replace Flooring	25,000					
HVAC Upgrades	210,000					
TOTAL	567,150					

LAVERTY LANE	COST					
Parking Lot Expansion	50,000					
Kitchen Rehabilitation	349,283			349,283		
Entrance Doors/Screen Doors	100,600					
Shed	8,000					
Comm. Building Sanitary Repairs	50,000					
Bathroom Rehabilitation	495,083					495,083
Perimeter Fence	150,000					
TOTAL	1,202,966			349,283		495,083

HICKORY TREE	COST					
Playground Equipment Comm. Building	100,000					
Screen Doors	35,000					
Perimeter Fence	150,000					
Roof Replacements	140,000	140,000				
Security Cameras	120,000					
Kitchen Rehabilitation	250,300					
Comm. Building Heat Pump	5,800					
Bathroom Rehabilitation	455,000					
Siding Replacements	91,520					
TOTAL	1,347,620	140,000				

TABLE 7 (cont)**Physical Needs Assessment**

		2014	2015	2016	2017	2018
SCATTERED SITES-1; 010	COST					
Replace Sidewalk and Steps	3,500					
Driveway Paving	3,000					
Kitchen Rehabilitation	7,150					
HVAC Upgrade	5,800					
TOTAL	19,450					

SCATTERED SITES-2; 015	COST					
HVAC Upgrade	5,800					
Roof Replacements	8,000					
Kitchen Rehabilitation	2,500					
Driveway Paving	2,800					
Bathroom Rehabilitation	3,750					
TOTAL	22,850					

LIBERTY COURT I	COST					
Replace Meter Banks	16,000					
Drainage Improvements/Fire Lane	73,000					
Window Replacements	125,000					
Front Door Replacements	69,900					
Kitchen Rehabilitation	380,000		380,000			
TOTAL	663,900		380,000			

LIBERTY COURT II	COST					
Kitchen Rehabilitation	393,250				393,250	
Window Replacements	125,000					
Front Door Replacements	72,600					
TOTAL	590,850				393,250	

HICKORY TREE II	COST					
Roof Replacements	84,683	84,683				
Curbing Repair/Sidewalk Replacements	1,000					
Bathroom Rehabilitation	203,520					
Siding Replacements	56,600					
TOTAL	345,803	84,683				

TABLE 7 (cont)**Physical Needs Assessment**

		2014	2015	2016	2017	2018
HOLLY SQUARE	COST					
Concrete Pads/Sidewalks	4,000					
Site Lighting Upgrades	36,783		36,783			
Perimeter Fencing	53,520					
TOTAL	94,303		36,783			

Police Protection		15,000	15,000	15,000	15,000	15,000
Administration		61,120	61,120	61,120	61,120	61,120
Management Improvements		5,000	5,000	5,000	5,000	5,000
Fees		35,000	35,000	35,000	35,000	35,000
	* 8,879,515					
TOTAL		611,203	611,203	611,203	611,203	611,203

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

- **NUMBER OF MTW HOUSING CHOICE VOUCHERS AUTHORIZED AT THE BEGINNING OF FY2013**

Fifty (50) Family Unification Program (FUP) voucher were awarded to DSHA in October 2009. These vouchers are to be used for 1) Families for whom the lack of adequate housing is a primary factor in the imminent placement in foster care, or delaying the return of the children from foster care, 2) Youth 18 to 21 years of age exiting foster care. DSHA does not plan any further changes to the number of MTW or non-MTW vouchers authorized for use by DSHA as of July 1, 2013. DSHA does not have any project-based Housing Choice Vouchers.

Table 8

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

II. Plan Leasing

B. MTW Plan: Leasing Information

Anticipated Number of Households Served (Units to be Occupied/Leased) at the End of the Fiscal Year

MTW Households to be Served Through:	Anticipated Number of Households to be Served*	Anticipated Number of Unit Months Occupied/Leased***
Federal MTW Public Housing Units to be Leased	508	6,096
Federal MTW Voucher (HCV) Units to be Utilized	903	10,848
Number of Units to be Occupied/Leased through Local, Non-Traditional MTW Funded Property-Based Assistance Programs **	0	0
Number of Units to be Occupied/Leased through Local, Non-Traditional MTW Funded Tenant-Based Assistance Programs **	0	600
Total Households Projected to be Served	1411	17,544

* This is a point in time data projection at year end.

** In instances when a Local, Non-Traditional program provides a certain subsidy level but does not specify a number of units/Households Served, the agency should estimate the number of Households served.

***Unit Months Occupied or Leased is the total number of months the housing agency has leased/occupied units, according to unit category.

Anticipated Federal non-MTW Voucher (HCV) Units to be Utilized

**Anticipated
Number of
Households to be
Served***

52

**Anticipated
Number of Unit
Months Occupied/
Leased****

624

* This is a point in time data projection at year end.

**Unit Months Occupied or Leased is the total number of months the housing agency has leased/occupied units, according to unit category.

Anticipated Households to be Served through Local Non-Traditional Services Only

**Anticipated
Average Families
Served Per Month**

NA

**Anticipated Total
Number of
Families Served
During the Year**

NA

Reporting Compliance with Statutory MTW Requirements

If the Agency has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Standard MTW Agreement, as determined by HUD in its review of the previous fiscal year's Annual MTW Report, the Agency will provide a narrative discussion and a plan as to how it will return to compliance. If the Agency is currently in compliance, no discussion or reporting is necessary.

Vacancy Information

Anticipated Public Housing Vacancies at the Beginning of the Fiscal Year
Projected Vacancies at the End of the Fiscal Year

3%
2%

Description of any Anticipated Issues Related to Leasing of Public Housing, Housing Choice Vouchers or Local, Non-Traditional Units and Possible Solutions

Housing Program

Public Housing

Description of Anticipated Leasing Issues and Possible Solutions

The Public Housing occupancy rate has been on average 96% to 98%. The high turnover rates experienced at some sites are the result of DSHA's strict enforcement of rent payment and anti-crime policies. Though criminal background checks are performed prior to admission of all new residents 18 years of age and older, we still lose some families because of drug-related criminal activity, many times involving their non-resident visitors. DSHA has also found that the larger four (4) and five (5) bedroom units are the most challenging to fill with acceptable residents.

Housing Choice Vouchers

In March 2004, DSHA implemented a new on-line rent reasonableness system which ensures objectively and accurately that HCV units are rented at rates comparable to the local markets. DSHA's Housing Choice Voucher actual units leased from July 2011 through May 2012 averaged 101.6%. The budget utilization during this same period averaged approximately 106.4%. Based on these lease rates, DSHA exceeds the baseline utilization rates for this agency.

Family Unification Vouchers

During FY2010, DSHA received an allocation of fifty (50) Family Unification Vouchers. DSHA works in conjunction with other agencies in Delaware to issue and lease these vouchers throughout the state. Applicants for these vouchers are referred to DSHA via individual case workers and by the Delaware Division of Family Services.

Optional: Anticipated Number of Households Transitioning into Self-Sufficiency During the Fiscal Year

Public Housing
Housing Choice Voucher
Housing Program
Housing Program

10 Households
15 Households
Number of Households Transitioned
Number of Households Transitioned

Optional: Agency 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 the unit they are currently renting or a non-subsidized unit they contract to lease, and move into unsubsidized rental housing or homeownership. **DSHA has not changed our definition of self-sufficiency since the last Plan year.*

* Indicate if the agency has changed the definition of self-sufficiency since the last Plan year.

2.0 (B) LEASING INFORMATION-ACTUAL AS OF JUNE 30, 2012

- WORK ORDER RESPONSE TIMES**

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

FY10 Actual Response Time
 Emergency Non-Emergency
 2 hrs 4 days

**TABLE 9
 Public Housing Management Information**

	FY10 Actual	FY11 Actual	FY12 Actual	FY13 7/1/12 – 2/01/13	Planned FY14
Occupancy Percentage Overall	98%	96%	97%	97%	98%
Average Turnover Time - Days	33	53	53	61*	20**
Rent Collections	96%	96%	97%	97%	98%
Inspections - # of units	503	503	503	503	503

*The average turnover time of 61 days is due to extensive vacancies that have occurred at Burton Village located in Rehoboth Beach and Clarks Corner located in Harrington during the time period of July 1, 2011 through February 1, 2013. Burton Village had seven (7) vacancies. Clarks Corner had eight (8) vacancies. To further exasperate the issue, the maintenance position at Clarks Corner was vacant during the period on two (2) occasions for a period of three (3) months. These vacancies significantly increased the number of days required to turnover units. Normally, DSHA would have hired contractors during this vacancy; however, budget reductions and financial constraints in 2011 prevented the hiring of contracted personnel.

**DSHA is going to work diligently to use maintenance staff from other public housing sites to assist in turnover at properties that have high turnover rates. DSHA is currently in the process of hiring an agency electrician to help with maintenance repairs. The State of Delaware imposed a new law in 2012 requiring any electrical work to be completed by a licensed electrician. DSHA determined that it would reduce overall costs to hire an in-house electrician rather than to contract the work out.

TABLE 10**Public Housing Vacancy and Occupancy - 7/1/10 - 2/1/13***

Development	Total Units	Units Vacated			Occupancy 2/01/13	Planned FY14	Anticipated Total Number Leased
		FY10	FY11	FY12			
Burton Village	51	7	11	15	87%**	98%	50
Clarks Corner	70	13	19	13	88%**	98%	69
Hickory Tree	55	8	13	6	99%	98%	54
Holly Square	24	1	1	5	100%	98%	24
Laverty Lane	50	9	16	11	100%	98%	49
Liberty Court	108	17	27	14	94%	98%	106
McLane Gardens	29	5	9	2	100%	98%	28
McLane Gardens Annex	21	7	9	7	96%	98%	21
Mifflin Meadows	54	10	12	10	97%	98%	53
Peach Circle	32	1	1	8	100%	98%	31
Scattered-site rentals	9	1	3	0	93%	98%	9
Total	503	79	121	91	96%	98%	494

***Does not include Public Housing Homeownership Units (5 total)**

** Both Burton Village and Clarks Corner continue to have an unusually high number of vacancies caused in part by lease violations and evictions. The occupancy rate for Burton Village increased from 87% in February 2012 to 93% as of May 30, 2012 by utilizing maintenance staff from other locations. As of February 2013, the occupancy rate for Clarks Corner is at 88%, however as previously noted Clarks Corner experienced a vacancy in maintenance staff which impacted turnover rates. The vacancy was filled at the end of August 2012.

- **ANTICIPATED TOTAL NUMBER OF NON-MTW PUBLIC HOUSING UNITS LEASED IN PLAN YEAR :**

All Public Housing units leased are under the MTW Program.

- **ANTICIPATED TOTAL NUMBER OF MTW HOUSING CHOICE VOUCHER UNITS LEASED IN PLAN YEAR:**

Table 11

Anticipated Total Number of MTW and Non-MTW units leased during FY2014

Program	August 1999	Beginning of FY-2013	End of FY-2014 (Planned)
MTW	803	903	904
Non-MTW (Conversion)	-0-	2	1
Non-MTW (Family Unification Program)	-0-	23	50
Total	803	928	955

- **NUMBER OF PROJECT-BASED VOUCHERS COMMITTED OR IN USE AT THE END OF PLAN YEAR:**

DSHA is moving forward with plans to use twenty (20) Housing Choice Vouchers as project-based vouchers for Wexford Village once the renovation of the property is complete. Renovations at Wexford Village Apartments were originally scheduled to begin in May/June 2013, but were delayed after bids for the construction came in significantly higher than anticipated. Based on these higher bids, DSHA revised the scope of renovations and also obtained additional funding through the HOME Program to proceed with a moderate renovation plan. Items removed from the original renovation plan include the replacement of all siding and windows, interior doors and flooring. A matrix has been prepared based on thorough inspection of the units by an architect to determine the specific needs for each unit instead of fully renovating each and every unit. Requests for bids have been published and are to be opened November 7, 2013. Listed below is the revised timeline for the renovations:

Wexford Village

- Resident Meeting – November 5, 2013
- Bid Opening – November 7, 2013
- Contract and all paperwork complete – November 22, 2013
- Notice to Proceed – November 25, 2013
- Construction Period – 9 Months; ending August 22, 2014

II. Plan Wait List

C. MTW Plan: Wait List Information

Wait List Information Projected for the Beginning of the Fiscal Year

Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
Federal MTW Public Housing Units and Federal MTW Housing Choice Voucher Program	Merged (Combined Public Housing or Voucher Wait List)	7,027	Open	N/A
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No

More can be added if needed.

*** Select Housing Program:** Federal MTW Public Housing Units; Federal MTW Housing Choice Voucher Program; Federal non-MTW Housing Choice Voucher Units; Tenant-Based Local, Non-Traditional MTW Housing Assistance Program; Project-Based Local, Non-Traditional MTW Housing Assistance Program; and Combined Tenant-Based and Project-Based Local, Non-Traditional MTW Housing Assistance Program.

**** Select Wait List Types:** Community-Wide, Site-Based, Merged (Combined Public Housing or Voucher Wait List), Program Specific (Limited by HUD or Local PHA Rules to Certain Categories of Households which are Described in the Rules for Program Participation), None (If the Program is a New Wait List, Not an Existing Wait List), or Other (Please Provide a Brief Description of this Wait List Type).

******* For Partially Open Wait Lists, provide a description of the populations for which the waiting list is open.

Housing Program and Description of the populations for which the wait list is open.

Housing Program and Description of the populations for which the wait list is open.

Housing Program and Description of the populations for which the wait list is open.

If Local, Non-Traditional Housing Program, please describe:

Name and Description of "Local, Non-Traditional" Housing Program

Name and Description of "Local, Non-Traditional" Housing Program

Name and Description of "Local, Non-Traditional" Housing Program

If Other Wait List Type, please describe:

Name and Description of "other" wait list type

Name and Description of "other" wait list type

Name and Description of "other" wait list type

*** If there are any changes to the organizational structure of the wait list or policy changes regarding the wait list, provide a narrative detailing these changes in the body of the Plan.**

2.0 (C) WAITING LIST INFORMATION

- **DESCRIPTION OF ANTICIPATED CHANGES IN WAITING LISTS (COMMUNITY WIDE)**

The waiting list is a combined list for Housing Choice Voucher Program Vouchers and Public Housing. MTW applicants are provided the type of housing that is available when their name comes to the top of the list. The waiting list has been open since 1991, and DSHA anticipates that it will remain open. There is significant change in the number of applicants since last year. Prior to the commencement of MTW, the wait for housing ranged from about 8 months for some bedroom sizes in Public Housing, to about 22 months for a Housing Choice Voucher. Currently, the wait for those with an MTW preference and the elderly/disabled is approximately eighteen months for Public Housing and 42 months for the Housing Choice Voucher Program. DSHA eliminated the subsidy choice between Public Housing and Housing Choice Vouchers for elderly and disabled families during FY 2012. With this change, all applicants (MTW participants and exempt elderly/disabled applicants) are required to accept the form of subsidy offered (Public Housing or HCV). If the applicant desires a form of subsidy other than what is offered (Public Housing or HCV), their name will be placed on the bottom of the waiting list based on the date of refusal. DSHA does not anticipate any changes to the waiting list structure during FY2014.

- **DESCRIPTION OF ANTICIPATED CHANGES IN THE NUMBER OF FAMILIES ON THE WAITING LIST DURING FY2013**

Based on the number of applications received in the past six months, we anticipate that the total number of applicants on the waiting list will remain stable during FY2014. The amount of applications received weekly has decreased between 25% to 50%. At this time, DSHA is tracking this decrease to determine if it will be an ongoing trend and possible causes. However, the waiting list still has 7,027 families actively waiting for housing so a slight decrease in weekly applications is not a concern at this time.

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

Effective January 1, 2014, DSHA will implement the 500 unit set-aside option previously approved by HUD in the FY2011 Annual Plan. The 500 unit set-aside option will allow DSHA to increase the overall number of MTW participants and create greater turnover of the waiting list.

Table 12**Number of Households on the Waiting List by Bedroom Size on February 1, 2013**

Combined Public Housing and Housing Choice Voucher Waiting List							
	Total Households		February 2013				
	FEB 2012	FEB 2013	1 BR	2 BR	3 BR	4 BR	5 + BR
Family	5,651	4,982	1,108	1,963	1,363	465	83
Elderly/Disabled	2,191	2,045	1,485	412	211	73	17
Total	7,842	7,027	2,593	2,375	1,574	538	100

3.0 NON-MTW RELATED HOUSING AUTHORITY INFORMATION:

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

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

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

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

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

To administer all of these programs and to achieve its goal of providing affordable and safe housing for low- and moderate-income persons, DSHA employs a full-time staff of 133 and is divided into six interdependent sections: Administration, Community Relations, Housing Development, Housing Finance, Housing Management, and Policy & Planning.

In July 2011, The Delaware State Housing Authority and its partners the Delaware Department of Health and Social Services (DHSS), and the Department of Services for Children, Youth, and their Families (DSCYF), launched a state funded voucher program called the State Rental Assistance Program (SRAP). SRAP is designed to assist low-income households who have access to continuing supportive services but require affordable housing to live safely in the community. The program will utilize SRAP vouchers administered by DSHA for households referred by DHSS and DSCYF. DHSS and DSCYF will leverage existing funds to provide supportive services to SRAP applicants during the program application, screening, and housing selection processes. After an SRAP applicant is approved and moves into the SRAP-assisted unit, DHSS, DSCYF, or an approved service provider will continue to provide supportive services to the participant for a designated period of time, or until supportive services are no longer necessary.

All units subsidized by SRAP must meet the U.S. Department of Housing and Urban Development's Housing Quality Standards, and must meet a Payment Standard determined by DSHA. Program participants contribute 28% of their income for rent, less a standardized utility allowance. SRAP subsidizes the remaining portion.

The State Rental Assistance Program will serve eligible applicants from the following populations:

- A) DHSS clients exiting state-supported or privately run long-term care facilities who require affordable housing to transition to community-based care;

- B) DHSS clients exiting the Delaware Psychiatric Center who require affordable housing and supportive services to live safely in community;
- C) Youth at least 18 years old and not more than 21 years old who left foster care at age 16 or older, are receiving supportive services from the Division of Family Services (DFS), and require affordable housing to live safely in community;
- D) Families for whom the lack of adequate housing is a primary factor in the imminent placement of the family's child or children in out-of-home care, or in a delay of discharge of a child or children to the family from out-of-home care;
- E) Participants in the DSHA Step-Up program identified by Step-Up program administrators as unlikely to successfully transition to independent living in the community without the assistance of SRAP vouchers; and
- F) Applicants identified by case managers as at-risk of requiring supportive services from an institution.

During FY2013/2014, DSHA will be requesting to convert its current Public Housing Home Ownership Program from a Section 5 (h) program to a Section 32 Homeownership Program. The request will include the ability to dispose of the remaining five (5) homes under the current program, to either the current occupants or other eligible buyer, within five (5) years and close-out the program.

The request would also be to immediately transfer the current balance in the Section 5 (h) program reserves, in the amount of \$539,000, to the MTW reserve fund. The sale proceeds from the remaining five (5) homes would also be placed into the MTW reserves upon settlement.

Since the inception of the Moving To Work (MTW) program in 1999, overall resident participation in the Section 5 (h) program has slowly decreased. The overall success of DSHA's MTW program has allowed all participants the ability to save funds through individual MTW escrow accounts and provided a more accessible path to self-sufficiency and homeownership opportunities than the traditional Section 5 (h) program. While the MTW program has provided more homeownership opportunities to a greater range of residents, the Section 5 (h) program has become less effective and more burdensome to maintain and manage.

Allowing DSHA to immediately transfer the Section 5 (h)/Section 32 reserve funds to agency MTW reserves, coupled with the sale of the remaining homeownership units (and deposit of proceeds to the MTW reserves) would significantly help to offset public housing operating and capital fund reductions, now and in the future. It will also allow DSHA to concentrate efforts solely on the successful MTW program as a path to homeownership.

4.0 LONG-TERM GOALS FOR THE CURRENT PLAN YEAR

A. 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:

1. 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.
2. Continue to 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.

5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

DSHA has no new activities proposed for FY 2014 which will require a matrix.

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

Activity Name	<u>Rent Reform: Elimination of Utility Reimbursement Payments</u>
Activity Number	A-1
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	Effective January 1, 2013, DSHA eliminated utility reimbursement checks to Public Housing and Housing Choice Voucher residents. Normally, residents whose utility allowance for the unit is greater than Total Tenant Payment (TTP) receives a utility reimbursement payment. Under this activity, residents in this situation would no longer receive a utility reimbursement payment. These residents who would normally receive a utility reimbursement, would no longer receive this payment, but would pay no rent.
Changes to Activity	Currently, DSHA disburses approximately \$245,328 annually directly to eligible residents to assist with utility charges. DSHA has found that disbursing accounts payable utility checks directly to residents does not promote self-sufficiency but rather creates further dependence on government assistance since residents moving to fair market rent (FMR) or homeownership assume total responsibility for utility charges. No changes or modifications, or any additions to Attachment C/D authorizations are required for the changes noted above.
Hardship Case Criteria	<p>Existing families affected by the elimination of Utility Reimbursement payments, specifically in cases where the utility allowance is greater than the Total Tenant Payment (TTP), may request an exemption from the policy when one or more of the following financial hardships exist:</p> <ol style="list-style-type: none">1. The family has lost eligibility or are waiting for an eligibility determination for a Federal, State or local assistance program;2. The income of the family has decreased because of significant change in circumstances, including loss of employment, which are beyond their control;3. The death of a household member has occurred affecting a major source of income for the family; and/or4. Other circumstances determined by DSHA or HUD. <p>The hardship policy is only for existing residents. New Public Housing and Housing Choice Voucher residents that are housed after the effective date of the Utility Reimbursement Elimination Policy will not be eligible for the hardship policy.</p> <p>Requests for a hardship exemption from the Utility Reimbursement Elimination Policy must be received by DSHA in writing. The resident must provide documentation with the request showing that the loss of the utility reimbursement would have a significant impact on their ability to abide by the terms of the lease.</p> <p>The requests for an exemption will be reviewed by the Section 8 Supervisor</p>

and Housing Management Program Administrator for Housing Choice Vouchers and the Housing Manager and Regional Manager for Public Housing.

If a hardship exemption is granted, the family will be eligible to receive utility reimbursement payments no greater than \$50.00 per month. The resident would be required to re-verify the need for a hardship exemption at any annual certification or interim re-certification.

An exemption may not be provided if the hardship is determined temporary. DSHA will request reasonable documentation of hardship and also documentation of whether it is temporary or long term.

Anticipated Impact

By eliminating the accounts payable utility check, DSHA will save approximately \$20,444 monthly or \$245,328 annually, not including postage and staff time. These crucial funds can be reallocated to (a) supplement costs to provide current residents and their children with critical educational and financial literacy programs necessary to end the cycle of poverty or (b) fund upgrades to public housing sites.

Baseline

The baseline will be the amount of funds currently disbursed annually by DSHA for accounts payable utility checks.

Benchmark

The benchmark will be the amount of funding saved annually by eliminating the accounts payable utility checks.

Data Collection/Metrics

The Easy Housing resident software will be utilized to track and identify the amount of funds saved annually. No outside evaluators are used.

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.

Activity Name**Time Limiting Housing Assistance for MTW Participants****Activity Number**

A-2

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

Time-limit housing assistance for MTW participants to seven (7) years (effective FY2012). This includes an initial five (5) year period, with a two (2) year extension. The initial five (5) year period will be called MTW Tier I and the two (2) year extension will be called MTW Tier II. The previous time limit was five (5) years, with a potential one (1) year extension. #1. This improves the overall cost effectiveness of the housing programs by #2. Moving families into self-sufficiency and nonsubsidized housing, and #3. Allowing another eligible family in need of housing to participate in the MTW program.

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 the unit they are currently renting or a non-subsidized unit they contract to lease, and move into unsubsidized rental housing or homeownership.

Update on the Status of Activity

Effective September 1, 2012, DSHA implemented the MTW activity time-limiting housing assistance for MTW participants to 7 years. DSHA is currently providing intensive case management and individualized financial literacy to assist residents formally in the Safety Net as they transition from the MTW program to either FMR or homeownership.

Effective July 1, 2013, DSHA will expand the portability definition for incoming families from another PHA in order for the policy requirements to be consistent with those policies currently enforced to incoming families that are not porting-in from another PHA to the DSHA MTW Program.

The DSHA portability policy does not currently require participants to provide proof that they have secured employment in order to meet the minimum work requirements of the DSHA MTW Program; have secured transportation to and from employment; and it does not restrict previous DSHA MTW participants from porting back in with a voucher from another PHA.

Changes to Activity

For FY2012, the time-limit was increased from five (5) to seven (7) years, with two levels of participation; MTW Tier I for the first five (5) years and MTW Tier II for the final two (2) years. The Safety-Net program was eliminated. After the seventh (7th) year of participation, the participant will stop receiving housing assistance. A participant may request that their case be reviewed by a Hardship Panel/Board if they have extenuating circumstances supporting a continuation of housing assistance beyond the seven (7) year period.

Effective July 1, 2013, any residents porting in from another Housing Authority must:

- Meet DSHA's definition of employment or be able to provide documentation that employment has been secured which will meet the minimum work requirements of DSHA's MTW Program.
- Have secured transportation to and from their place of employment.
- Not have previously participated in the MTW

Program with DSHA. If a resident who previously participated in or completed the DSHA MTW Program obtains a new voucher from another Housing Authority, they will not be permitted to port back into DSHA.

No changes or modifications, or any additions to Attachment C/D authorizations were required for the changes noted above.

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.

Baseline

The baseline will be the number of MTW participants in their fifth year and 7th of the program, the number successfully completing the program and the number going to Exempt Status for FY2012.

Benchmark

The benchmark will be a percentage of MTW participants graduating from the MTW program for each year from FY2008 to FY2018.

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. No outside evaluators are used.

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(1) 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.

Activity Name	<u>MTW Tier I - Mandatory Employment and/or Education Requirement</u>
Activity Number	A-3
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; and #3. 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	<p>Effective July 1, 2012 (FY2013), DSHA time-limited compliant school, education or training program participation to Tier I only. Tier I participants must begin school, education or training within years 1 through 3 of MTW participation in order for the time to be considered toward hourly work compliance. For MTW Tier II participants, compliance will be based on work hours only.</p> <p>Effective July 1, 2013, DSHA will further define “employment” as working 20 hours or more weekly for a business paying federal, state and local taxes or a documented self-employed contractor providing a 1099 form.</p> <p>No changes or modifications, or any additions to Attachment C/D authorizations are required for the changes noted above.</p>
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.
Baseline	The baseline will be the total number of MTW participants, the number employed, and a range of weekly hours worked (20-24 hr, 25-29 hrs, 30-34 hrs, and 35+ hours) as of FY2008.
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>

Activity Name	<u>MTW Tier II Work Requirement</u>
Activity Number	A-4
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	Participants who do not successfully complete the MTW program within five (5) years (under MTW Tier I) will continue to be required to work at least thirty (30) hours per week, earning no less than minimum wage, for the remaining two (2) years while under the MTW Tier II. This requirement increases the earned income of MTW Tier II participants enabling them to pay more towards their rent and requiring less overall subsidy. <u>Initially implemented in the FY2012 Annual Plan.</u>
Status of Activity	All MTW Tier II participants continue to be required to work at least thirty (30) hours per week, earning no less than minimum wages.
Changes to Activity	<p>Previously, the participants who did not successfully complete the MTW Program within five (5) years were eligible to continue receiving housing subsidy under a Safety-Net Program for an indefinite period. The Safety-Net has been renamed MTW Tier II and the entire program time-limited to seven years (five (5) years under MTW Tier I and two (2) years under MTW Tier II).</p> <p>Effective in FY2013, MTW Tier II participant compliance is based on work hours only. School, education or training program hours will not be counted toward the work hour compliance requirement.</p> <p>Effective July 1, 2013, DSHA will further define “employment” as working 20 hours or more weekly for a business paying federal, state and local taxes or a documented self-employed contractor providing a 1099 form.</p> <p>No changes or modifications, or any additions to Attachment C/D authorizations are required for the changes noted above.</p>
Anticipated Impact	By continuing the work requirements while in MTW Tier II, the tenant will require less subsidy and will continue to work to achieve self-sufficiency.
Baseline	The baseline will be the total number of MTW Tier II 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 is based on a percentage of MTW Tier II participants that are employed and increased 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. <u>No outside evaluators are used.</u>
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.

Activity Name	<u>Alternative Re-Certification Schedule for Elderly and Disabled Residents</u>
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 approximately 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.
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.
Anticipated Impact	This initiative will reduce the total number of annual re-certifications processed by Public Housing and Housing Choice Voucher staff, thus creating administrative efficiencies (reduction in postage costs, time savings).
Baseline	The baseline began 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.

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	<p>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 (5 years or less) if their income has increased to where 40% of their monthly gross income equals or exceeds the fair market rent for their unit they currently rent, or a non-subsidized unit they commit to lease or home ownership they will receive the balance of any monies in their savings account. If a client does not successfully complete the MTW Program, all savings account funds will be forfeited. <u>Initiated in the FY2000 Annual Plan.</u></p> <p>As of FY2011 this activity was modified to include provisions for the use of MTW saving funds. Successful MTW clients will be required to utilize at least 60% of the savings fund for homeownership/fair market rental related expenses. This includes: down payment, closing costs, security deposits, utility deposits, clearing credit issues and satisfying debt for medical bills, education and transportation. The remaining 40% of the MTW savings is distributed to the client for discretionary use. <u>Initiated in the FY2011 Plan.</u></p>
Status of the Activity	All MTW Participants continue to have the ability to contribute to the MTW savings account and use the funds as noted above upon successful completion of the program.
Changes to Activity	For FY2012, The MTW Savings Account was expanded to include individuals in years 6 and 7 of the program. For participants that successfully complete the program before or in the fifth (5 th) year of the program (under MTW Tier I), they will be eligible to utilize 100% of their MTW savings account. Contributions to the MTW Savings will stop after the 5 th year. For participants in their sixth (6 th) and seventh (7 th) year of the MTW Program (under the MTW Tier II), they will have access to only 60% of MTW Savings in year six and 40% of MTW Savings in year 7. 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 homeownership upon successful completion of MTW program.
Baseline	The baseline will be the number of participants that successfully complete the MTW program during FY2008 (page 30) 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. <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 C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.

Activity Name	<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 (MTW Tier I and Tier II) continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, financial literacy classes and transportation stipends, as funds allow. <u>Initiated in the FY 2000 Annual Plan.</u>
Status of Activity	All MTW participants continue to receive personalized case management services and/or resource services, on a quarterly basis or as needed.
Changes to Activity	<p>During FY2012, case management activities included not only the participants within their initial five (5) year period under MTW Tier I, but those participants that continue in the program for the remaining two (2) years under MTW Tier II.</p> <p>Effective July 1, 2012 (FY2013), DSHA required all MTW program participants to complete a DSHA approved Financial Literacy training course within the first two years of Tier I. If they do not complete the training, then a strike may be issued for program non-compliance. Currently, MTW program participants must take a Financial Literacy course but they can do so whenever they want. DSHA has found that in order for residents to receive the optimal benefits of credit repair and Financial Literacy then they must complete the program early in MTW participation. No changes or modifications, or any additions to Attachment C/D authorizations for the changes noted above are required.</p>
Anticipated Impact	Better prepares MTW participants to succeed in finding employment and overcoming barriers to self-sufficiency as they move toward Fair Market Housing or Homeownership.
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. <u>No outside evaluators will be used.</u>
Authorization(s)	<p>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.</p> <p>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.</p>

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, driver's 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.
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.

Activity Name	<u>500 Unit Set-Aside for MTW Eligible Participants</u>
Activity Number	B-4
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 create a 500 unit set-aside for eligible MTW participants. The set-aside will be administered for both Public Housing and the Housing Choice Voucher Programs to increase the overall number MTW participants. To reach the goal of having 500 participants enrolled in the MTW program, two of every three available units/vouchers will be offered to MTW eligible applicants. Once the set-aside is reached and maintained, public housing units and vouchers would be offered based on preference and date of application.
Status of Activity	Effective January 1, 2014, DSHA will activate the previously approved 500 unit set-aside for eligible MTW participants. DSHA did not initiate the activity during FY2012 or FY2013 due to increases in MTW eligible participants with the re-integration of Safety- Net participants into the program with the restructuring of the time-limit feature. Since the majority of the re-integrated Safety-Net families will have completed their subsidy by January 1, 2014, the number of active MTW participants will have decreased thereby necessitating the activation of the 500 unit set-aside.
Changes to Activity	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
Anticipated Impact	Increase the overall number of MTW participants and create greater turnover of the waiting list as successful participants complete the five (5) year MTW program.
Baseline	The baseline will be the number of participants that were in the MTW program as of July 1, 2010.
Benchmark	The benchmark will be based on the total MTW participants added to the program each year to maintain the 500 set-aside level.
Data Collection/Metrics	Case Management software will be utilized to track and identify the number of MTW residents that enter the program each year.
Authorization(s)	1) Attachment C, Section C. Authorizations Related to Public Housing, Paragraph (2). This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section D. Authorizations Related to Section 8 Housing Choice Vouchers Only, Section 3. Eligibility of Participants, Paragraph (4), Waiting List Policies. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 8 (o)(6),8(o)(13)(J) and 8(o)(16) of the 1937 Act and 24 C.F.R 982 subpart E, 983 Subpart F as necessary to implement the Agency's Annual MTW Plan.

Activity Name	Resident Homeownership Program (RHP)
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. <u>Initiated in the FY2004 Annual Plan.</u>
Status of Activity	In FY2011, DSHA made changes to the RHP program to reduce the duration of the subsidy from the 15 year period (for non-disabled, non-elderly families), and revise the calculation formula used to determine the amount of voucher assistance. These changes provide a more realistic program for the homeowner as they will be better prepared to assume all responsibility for the mortgage at the end of the subsidy period. Families that currently participate in the RHP program will be grandfathered under the existing subsidy calculation.
Changes to Activity	No anticipated changes or modifications, or any additions to Attachment C/D authorizations are planned.
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.
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. <u>No outside evaluators will be used.</u>
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.

Activity Name **Renovation of Wexford Village using MTW Housing Choice Voucher Reserves**

Activity Number C-2

Statutory Objective MTW activities to improve housing choices for our residents:

MTW Activity In FY2013, DSHA proposed to renovate Wexford Village, a 60 unit Low Income Housing Tax Credit (LIHTC) property, in Laurel, Delaware. The property was in the extended use period of a LIHTC agreement and owned by Wexford Village Housing Corporation, a wholly owned nonprofit corporate affiliate of DSHA. Using the Broader Uses flexibility, DSHA proposed 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. DSHA will insure that the terms of PIH Notice 2011-45 in the implementation of this activity

Changes to Activity Renovations at Wexford Village Apartments were originally scheduled to begin in May/June 2013, but were delayed after bids for the construction came in significantly higher than anticipated. Based on these higher bids, DSHA revised the scope of renovations and also obtained additional funding through the HOME Program to proceed with a moderate renovation plan. Items removed from the original renovation plan include the replacement of all siding and windows, interior doors and flooring. A matrix has been prepared based on thorough inspection of the units by an architect to determine the specific needs for each unit instead of fully renovating each and every unit. Requests for bids have been published and are to be opened November 7, 2013. Listed below is the revised timeline for the renovations:

Wexford Village

- Resident Meeting – November 5, 2013
- Bid Opening – November 7, 2013
- Contract and all paperwork complete – November 22, 2013
- Notice to Proceed – November 25, 2013
- Construction Period – 9 Months; ending August 22, 2014

Anticipated Impact By improving housing choices for our residents, DSHA will achieve one of the statutory objectives of the MTW program. After the renovation, Wexford Village would add an additional 60 units of affordable housing to DSHA's MTW portfolio, insuring that the apartment community will continue to remain affordable and financially viable for many years to come. In addition, DSHA can provide a unique opportunity for mixed-income housing in the community by project-basing 20 existing Housing Choice Vouchers and leasing the remaining 40 units to nonsubsidized families with incomes between 60% and 80% of area median income. This will enable more families to be served by DSHA's MTW program, over and above the 508 public housing units currently owned and managed by DSHA and the

955 vouchers currently administered by the agency.

Baseline

DSHA will achieve a 98% lease-up rate of the Wexford village vouchers annually.

Benchmark

DSHA will lease-up 50% (10 vouchers) of the MTW Wexford village vouchers within 30 days of making them available and the remaining 50% (for a total of 20 vouchers) within 90 days.

Data Collection/Metrics

DSHA and Wexford Village management would track and identify the leasing of project voucher units. No outside evaluators are used.

Authorization(s)

- 1) Attachment C. Authorizations Related to Both Public Housing and Section 8 Housing Choice Vouchers, Section 1. Single Fund Budget with Full Flexibility-Authorization waives certain provisions of Section 8 and 9 of the 1937 Act and 24 C.F.R 982, and 990 as necessary to implement the Agency's Annual MTW (b) paragraph ii, vi and viii..
- 2) Attachment C, Authorizations Related to Section 8 Housing Choice Vouchers Only, Section 1, paragraph e. – Authorization waives certain provisions of Section 8(0)(13) of the 1937 Act and 24C.F.R 983 as necessary to implement the Agency's annual MTW Plan.
- 3) Attachment D-Broader Uses of Funds Amendment

6.1 RESIDENT PROGRAMS

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

- A. Holiday Parties - Each community has appropriate holiday celebrations in which the residents take the lead on planning and organizing the event.
- B. Computer access and instruction for youth and adults – DSHA provides computers with Internet access at all sites. The computer labs are monitored by volunteers from DSHA staff, outside agencies, GED instructors or other nonprofit organizations. DSHA purchased an assortment of educational software and board games (funded by Lightspan/Discover) for its sites. The games and software target youth and adults.
- C. Student Award Program for Honor Roll, Perfect Attendance and College Acceptance – Each year DSHA hosts a Student Award Luncheon to recognize students who make the extra effort to succeed. Winners receive a backpack filled with age-appropriate school supplies and are treated to lunch with DSHA’s Director and Management staff. A guest speaker is invited to address the group. This event has been very successful and a positive motivation for the students and parents at our sites.
- D. DSHA has signed MOUs with the Boys and Girls Club of Delaware to provide after-school programs, including pregnancy prevention, at one site. Youth from other sites have access to Boys and Girls Clubs located at facilities nearby. Funding is provided through grants from the Division of Public Health and the United Way.
- E. DSHA has signed an MOU with the University of Delaware to provide 4-H programs at five sites. Services include after-school homework assistance and recreation. DSHA is working with 4-H staff to develop programs for other sites.
- F. DSHA has awarded 153 Scholarships to MTW participants and expects to continue this service from MTW Budget funds.
- G. DSHA signed a Memorandum of Understanding with James Groves Adult High School to provide Adult Basic Education and GED classes for two communities.
- H. Children and Families First - Provides pregnancy testing, family planning material, STD testing, treatment and counseling; and also organizes resources for grandparents and relatives raising someone else’s children. They currently offer support groups at two sites and are planning to offer Family Enrichment programs at 2-3 additional sites in the fall.

- I. Even Start - Offers parenting classes to families with children under the age of eight. Activities involve both parent and child(ren) at two sites.
- J. Child, Inc. - Provides one-on-one case management services upon request or referral and offers parenting classes.
- K. Consumer Credit Counseling provides financial counseling and assists with budgeting and establishing credit.
- L. Rental Assistance/Other financial assistance – Peoples Place II and First State Community Action Agency, Catholic Charities, Salvation Army, Casa San Francisco, State Service Centers and local churches.
- M. First State Community Action Agency - Provides limited financial assistance, administers the Summer Food Service Program for Sussex County sites and offers employment training at a center in Georgetown.
- N. Department of Labor - Provides all aspects of employment training, including assistance preparing resumes and applications and improving interviewing skills and workplace training. DSHA serves on the Workforce Investment Board for Delaware. This board administers the state's requirements and initiatives for employment and job training.
- O. Delaware Technical and Community College, Kent County Poly-Tech, Sussex Tech, Delaware State University - All institutions have various courses available for general education as well as specific job training. They require a minimum number of participants to come to DSHA sites, but individuals can go to the schools for classes. Many courses are free of charge, based on income, or have a small fee.
- P. DSHA has installed GED tutorial software at multiple sites. The program is used by instructors giving group instruction and by residents who study independently.
- Q. In a partnership with DSHA's Clarks Corner Public Housing site, Lake Forest School District, University of Delaware Cooperative Extension, Greater Milford Area Boys and Girls Club and Kidz Kottage received a 21st Century Grant of \$335,000 to provide a variety of youth and family programs including educational and social activities. The 4-H Club is actively seeking grants to continue the program.
- R. DSHA participates on the Interagency Council for Adult Literacy. This is a group from various agencies that are working to address literacy issues for Delaware. The group meets regularly and continues to develop and coordinate adult literacy programs for DSHA residents.
- S. Since December 2012, DSHA Resident Service's section has published a quarterly newsletter for residents in our public housing communities. The newsletter provides residents with DSHA updates, recipes, crafts, community happenings and articles about various life skill topics.

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

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

6.2 HOMEOWNERSHIP PROGRAMS

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

DSHA implemented a Resident Homeownership Program (RHP) in 2004. This program allows qualified participants from either the Public Housing or Housing Choice Voucher program to use a Housing Choice Voucher subsidy toward the mortgage for up to 15 years on a first home. To date, four (4) families have successfully purchased homes in the program.

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

After FY2011, the Resident Homeownership Program (RHP) duration is seven (7) years. Those participants prior to FY 2011 are grandfathered in at the previous 15 year duration, except elderly/disabled who can receive assistance as long as they continue to qualify.

The subsidy calculation is as follows:

- A. **Homeownership Assistance Payment**: Homeownership Assistance Payment (“HAP”) is the monthly amount paid to the lender by DSHA. The HAP check is issued to the participant as a co-payee with the master servicer. The HAP amount will be the monthly mortgage payment (including principal, interest, tax and insurance escrows) less the greater of:
1. The amount left after subtracting the applicable utility allowance, from a percentage of the monthly gross income of the family (30%-1st & 2nd years, 32%-3rd & 4th years 34%-the 5th & 6th years and 34% for the 7th year), or;
 2. A percentage of the mortgage payment (including principal, interest, tax and insurance escrow), 40%-1st & 2nd years, 50%-3rd & 4th years, 60%-5th & 6th years and 70% during the 7th year.
- B. **Total Family Payment (“TFP”)**: is that portion the family must pay towards the actual mortgage amount. The TFP will be the greater of:
1. The amount left after subtracting the applicable utility allowance, from a percentage of the monthly gross income of the family (30%-1st & 2nd years, 32%-3rd & 4th years 34%-the 5th & 6th years and 34% for the 7th year), or;
 2. A percentage of the mortgage payment (including principal, interest tax and insurance escrows), 40%-1st & 2nd years, 50%-3rd & 4th years, 60%-5th & 6th years and 70% during the 7th year.

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

6.3 SECURITY

As the Public Housing Drug Elimination Program is no longer available, DSHA is consistently seeking resources to continue security services. Limited funds are available from the MTW Budget and reserves, and lighting upgrades have been completed at two DSHA sites during FY2011. Security cameras have been installed and are operational at three (3) sites. During FY2012, security cameras were installed at two (2) additional sites, McLane Gardens and Mifflin Meadows. DSHA meets with all local law enforcement agencies to provide some security and to participate in site prevention activities. In addition, DSHA has a “One-Strike” Policy and, through reports received from the police, DSHA tracks arrests made on DSHA properties.

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

DSHA plans to use funds from CFP to continue extra duty police security, even though funding for the PHDEG has been discontinued. DSHA’s Policy & Planning Section

reviews federal, state and foundation requests for proposals that could assist with this need.

6.4 HARSHIP POLICY:

A. MTW PARTICIPANTS

During FY2012, the time limit for the MTW program increased from five (5) to seven (7) years, with two levels of participation; MTW Tier I for the first five (5) years and MTW Tier II for the final two (2) years. The Safety-Net program was eliminated. After the seventh (7th) year of participation, the participant stops receiving housing assistance. A participant may request that their case be reviewed by a Hardship Panel if they have extenuating circumstances supporting a continuation of housing assistance beyond the seven (7) year period. The three (3) person Hardship Panel is comprised of one (1) DSHA staff member, one (1) non-DSHA member and one (1) member from another State agency or housing advocate organization. Requests to have cases reviewed by the Hardship panel must be made at least six (6) months prior to the end of participation in the MTW program during the seventh (7th) year. All recommendations made by the Hardship Panel will be forwarded to the Housing Management Program Administrator for review.

Extenuating circumstances that may be considered include:

- Health and/or medical issues;
- Job availability and/or under-employment issues;
- Past performance of participant and adherence to MTW program requirements;
- Previous participation in DSHA sponsored or referred services and programs;
- Personal initiative of participant in achieving self-sufficiency; and
- Other extenuating circumstances.

B. DSHA MINIMUM RENT HARSHIP EXCEPTIONS POLICY

Existing families affected by the elimination of Utility Reimbursement payments, specifically in cases where the utility allowance is greater than the Total Tenant Payment (TTP), may request an exemption from the policy when one or more of the following financial hardships exist:

1. The family has lost eligibility or are waiting for an eligibility determination for a Federal, State or local assistance program;
2. The income of the family has decreased because of significant change in circumstances, including loss of employment, which are beyond their control;
3. The death of a household member has occurred affecting a major source of income for the family; and/or
4. Other circumstances determined by DSHA or HUD.

The hardship policy is only for existing residents. New Public Housing and Housing Choice Voucher residents that are housed after the effective date of the Utility Reimbursement Elimination Policy will not be eligible for the hardship policy.

Requests for a hardship exemption from the Utility Reimbursement Elimination Policy must be received by DSHA in writing. The resident must provide documentation with the request showing that the loss of the utility reimbursement would have a significant impact on their ability to abide by the terms of the lease.

Requests for an exemption to the Utility Reimbursement Elimination Policy will be reviewed by the Section 8 Supervisor and Housing Management Program Administrator for Housing Choice Vouchers and the Housing Manager and Regional Manager for Public Housing.

If a hardship exemption is granted, the family will be eligible to receive utility reimbursement payments no greater than \$50.00 per month. The resident would be required to re-verify the need for a hardship exemption at any annual certification or interim re-certification.

An exemption may not be provided if the hardship is determined temporary. DSHA will request reasonable documentation of hardship and also documentation of whether it is temporary or long term.

7.0 SOURCES AND USES OF FUNDING

V.1.Plan.Sources and Uses of Funding

MTW Plan: Sources and Uses of Funding

A. Planned Sources and Uses of MTW Funds for Fiscal Year 2014

Planned Sources of MTW Funds	Projected Budget	or	Adopted Budget
Public Housing Rental Income	\$ X		607,730
Public Housing Subsidy	\$ X		2,200,000
Public Housing MTW Capital Funds	\$ X		611,203
HCV Subsidy and Fees	\$ X		6,831,830
Investment / Interest Income	\$ X		1,400
Non-Rental Income	\$ X		351,870
RHF Funding (If RHF is block granted)	\$ X		\$ X
Reserves	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Total Planned Sources:	0		10,604,033

Planned Uses of MTW Funds	Projected Budget	or	Adopted Budget
HCV Housing Assistance Payments	\$ X		5,742,430
HCV Administration	\$ X		1,199,760
Agency Managed Housing Operations	\$ X		2,909,870
Privately Managed Housing Operations	\$ X		\$ X
Utility Payments	\$ X		481,610
Public Housing Rehabilitation Expenses	\$ X		596,203
Debt Service Repayment Expenses	\$ X		\$ X
Development Activities	\$ X		\$ X
Resident Services Expenses	\$ X		54,420
Protective Services Expenses	\$ X		15,000
Local Housing Program Expenses	\$ X		\$ X
Added to Reserves	\$ X		\$ X
Other:	\$ X		\$ X

Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Total Planned Uses:	0	10,999,293

Use Projected Budget Column if Budget has not yet been adopted by the Agency. Otherwise, use Adopted Budget column.

B. Planned Sources and Uses of Non-MTW Federal Funds for the Coming Fiscal Year

Planned Sources of Non-MTW Federal Funds	Projected Budget	or	Adopted Budget
HOPE VI Funding	\$ X		\$ X
Non-MTW Capital Funding	\$ X		\$ X
ROSS Grant Funding	\$ X		\$ X
FSS Grants	\$ X		\$ X
Non-MTW HCV Funding	\$ X		\$ X
RHF Funding (If RHF is not block granted)	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other: Scattered Sites Homeownership Proceeds	\$ X		548,568
Other: FUP Voucher funding	\$ X		348,050
Total Planned Sources:	0		896,618

Planned Uses of Non-MTW Federal Funds	Projected Budget	or	Adopted Budget
HOPE VI Authorized Activities	\$ X		\$ X
ROSS Grant Authorized Activities	\$ X		\$ X
FSS Grant Authorized Activities	\$ X		\$ X
Non-MTW HCV Program Expenses	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other: Scattered Site Homeownership Proceeds to MTW Reserves	\$ X		548,568
Other: FUP Voucher Expenses	\$ X		348,050
Total Planned Uses:	0		896,618

C. Local Asset Management Plan

Is the agency allocating costs within statute? Yes No

Is the agency implementing 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. The narrative 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

Agencies should provide a brief summary of any changes in the Local Asset Management Plan in the body of the Plan. DSHA has included summary in Plan.

D. Describe the Planned Use of MTW Single-Fund Flexibility

Planned 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. 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 Plan.

E. Actual Reserve Balances at the Beginning of the Fiscal Year

Reserve Account	Reserve Balance
MTW Reserve Account	1,032,493
Scattered Site Homeownership Proceeds to MTW Reserve w/ HUD Approval	548,568
Reserve Account 3	\$ X
Reserve Account 4	\$ X
Reserve Account 5	\$ X
Reserve Account 6	\$ X
Total Reserve Balance Amount:	1,581,061

In the body of the Plan, agencies shall provide, in as much detail as possible, an explanation of plans for future uses of reserve funds, including what funds have been obligated or committed to specific projects.

F. BUDGET NARRATIVE – FY2014

PLANNED SOURCES AND USES OF MTW FUNDS FOR FISCAL YEAR

1. PLANNED SOURCES OF MTW FUNDS

The Agency's MTW Planned Sources of MTW funds for FY14 consist of Public Housing Rental Income, Public Housing Subsidy, Public Housing MTW Capital Funds, HCV Subsidy and Fees, Investment/Interest Income and Non-Rental Income. These funding streams, each with their own funding methodologies, are described below.

- o Public Housing Rental Income. The estimated Public Housing rental income was determined by an analysis of January and February 2012 rent roll (dwelling rent less MTW escrow savings) by site, FY12 actuals and FY13 year-to-date (YTD) income. The dwelling rental income for that period was estimated at 99.69 PUM. The FY14 dwelling rental income is estimated at \$607,730 (508 units multiplied by 99.69 PUM multiplied by 12 months). This amount is higher than FY12 actuals of \$521,169 and the FY13 budgeted amount of \$555,220 due to no longer issuing utility allowance checks effective 1/1/2013.
- o Public Housing Subsidy. The agency receives a Public Housing subsidy for its Public Housing units that is calculated in two parts: utility and non-utility. The amount of non-utility subsidy is determined by the per unit non-utility subsidy that the agency received in the prior year. This figure is then adjusted annually for inflation. The agency receives a subsidy equal to the utility consumption, on a three year rolling base, that was in place for the MTW base year (FY99) and is then adjusted by current utility rates. HUD has not approved the CY14 Subsidy. The FY14 Subsidy Revenue has been calculated using 77% of the CY13 requested amount due to sequestration resulting in a budgeted amount of \$2,200,000.
- o Public Housing MTW Capital Funds. Typically, an agency receives a proportionate share of the national appropriation for modernization based on its "formula factor", a figure that considers the agency's needs relative to the nation as a whole. Under MTW, this formula factor is, for all practical purposes, frozen during the demonstration period, regardless of any changes in the agency's Public Housing stock.

In accordance with new guidelines under GAAP, the income reported as budgeted to be received from the Public Housing Capital Fund is the expense amount that the agency actually anticipates incurring in all prior-year funds, not necessarily the amount that the agency anticipates being awarded in new funds in FY14, which often takes up to three years to expend. Please see Capital Fund "Awarded Budget" as shown in Section 2.0 of this Plan.

- o Housing Choice Voucher Subsidy and Fees. The amount of funding that the agency received in prior years was a function of the average monthly subsidy paid for each Section 8 Existing and/or Voucher unit in the year before MTW. This figure was then adjusted annually from MTW year two forward, for inflation and multiplied by the number of Section 8 Vouchers (under MTW, all contracts are

called vouchers) units per original ACC contracts (905 units), and again by 12 months, to determine the annual Section 8 Block Grant. However, starting in January 2005, Housing Choice Voucher funding is being awarded by calendar year. The CY13 funding is estimated to be \$7,630,050. This amount was calculated by annualizing January and February 2013 amounts received. A 94.1% proration was used to estimate the Grant for FY14 at \$7,179,880.

- o Investment/Interest Income. Interest Income has reduced substantially. Effective 1/1/2012, money markets accounts were changed to checking accounts. The checking accounts are non-interest bearing accounts. The MTW Reserve Account is a money market account so it earns minimal interest. FY14 interest on this account is estimated at \$1,400.
- o Non-Rental Income. Daycare centers in the community buildings of Laverty Lane and Hickory Tree generate monthly income in the amount of \$700 and \$750 respectively as well as the community building at Holly Square generating \$1,400 a month in income. Public Housing laundry machines are supplied by a vendor and the Authority receives 50% of the revenue generated. DSHA also receives a small percentage of telephone receipts. Also included in other income are maintenance charges, court fees, late fees received from residents and MTW savings forfeitures. Savings forfeitures for the period July 2012 through December 2012 were \$21,932.

Section 8 Housing Choice Vouchers receives other income from fraud recovery payments and forfeitures of MTW Escrow savings. Savings forfeitures for the period July 2012 through December 2012 were \$1,352. The forecast for other income was derived from FY13 YTD annualized receipts.

2. PLANNED USES OF MTW FUNDS

- o The Agency's planned uses of MTW funds for FY14 consists of HCV Housing Assistance Payments, HCV Administration, Agency Managed Housing Operations, Utility Payments, Public Housing Rehabilitation Expenses, Resident Services Expenses, and Protective Services Expenses. Expenses are calculated after reviewing prior years expense levels plus an inflation factor and adding any new contractual obligations. A broad overview by Program is listed below.
- o HCV Housing Assistance Payments. The HCV Housing Assistance payments to landlords for FY14 is budgeted at \$5,742,430. This amount reflects a decrease over the FY13 budgeted amount. Effective 1/1/2013, residents no longer receive utility allowance checks. Payments for four Resident Home ownership Program Participants are also included in this amount. This program's first expenditures were recognized in FY07.
- o HCV Administration Expense. HCV Administration Expense includes salaries, legal, staff training/travel, auditing fees, supplies, and postage where appropriate. The small increase in this year's budget represents inflation increases and increased auditing expenses.

- Agency Managed Housing Operations. Agency Managed Housing Operations includes direct administrative expenses, ordinary maintenance expenses, and other general expenses. Direct administrative expenses includes salaries, legal, staff training/travel, auditing fees, supplies, and postage. Ordinary maintenance expenses includes maintenance salaries of site personnel, which does not include a salary increase for FY14, building materials, supplies, and contractual costs including trash pickup, grass cutting, exterminating and routine painting of empty units at all sites. Other general expenses includes payments in lieu of taxes to counties and school districts, insurance coverage costs, benefit contributions for administrative and maintenance employees and any loss on collections.
- Utility Payments. The expense for lighting, heating and providing water and sewer to all sites was based on inflated FY12 Actual expenses.
- Public Housing Rehabilitation Expenses. Public Housing Rehabilitation Expenses represents non-capital outlay expenses and capital outlay expenses. Non-capital outlay expenses are expenses incurred by the Public Housing MTW Capital Fund Program for cyclical painting, building maintenance/repairs, land/site improvements, appliance installation/repair, community equipment, maintenance equipment, and grounds maintenance at all Public Housing sites which are under the capitalization threshold of \$100,000. Capital Outlay expenses are expenses for general equipment, air conditioning/heating upgrades, land improvements and building/ground improvements at Public Housing sites in excess of the capitalization threshold of \$100,000. In FY14, roof replacement at Hickory Tree and HVAC upgrades at Burton Village will be funded by the Public Housing MTW Capital Fund Program.
- Resident Services Expenses. Resident Services expenses include education and recreational activities for children, Internet access at all sites, and funding for organized tenant councils. Expenses formerly paid by the Resident Services Assistance Grant including scholarship opportunities for residents have been moved to this line.
- Protective Services Expenses. State Police and Local Policing authorities provide after hours protection to targeted Public Housing sites as a deterrent to criminal activity. Due to the elimination of the Drug Elimination Grant and Budgetary constraints within the Public Housing Program, these costs will be covered in FY14 by the Public Housing MTW Capital Fund Program (\$15,000).

PLANNED SOURCES AND USES OF NON-MTW FEDERAL FUNDS FOR FISCAL YEAR

1. PLANNED SOURCES OF NON-MTW FEDERAL FUNDS

The Agency's Planned Sources of Non-MTW federal funds for FY14 consist of Family Unification Program (FUP) funding. DSHA is funded for 50 FUP Vouchers. The FY2014 Budget of \$348,050 was derived by computing the average PUM costs for December 2012 – February 2013. The average PUM is then multiplied by 50 vouchers and 12 months to arrive at an estimated annual amount.

2. PLANNED USES OF NON-MTW FEDERAL FUNDS

The Agency's Planned Uses of Non-MTW Federal Funds is for Housing Assistance Payments to FUP voucher landlords. Payments for FY2014 are estimated at \$348,050.

DSHA uses an in-house Accounts Payable system for accounting purposes, effective July 1, 2010. All MTW funds are held in M & T Bank checking accounts, collateralized or covered by FDIC insurance.

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. actuals 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 is 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 is reviewed with senior management staff. Because the mix of families participating in the MTW savings program negatively effects 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 are noted below for FY13 and FY14:

	FY13	FY14
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 FY13 to direct charge in FY14 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.

DESCRIBE THE PLANNED USE OF MTW SINGLE-FUND FLEXIBILITY

While the amount of funding is calculated separately, the agency can use the above funds flexibly. DSHA has no planned uses of MTW Single-Fund Flexibility for FY2014.

ACTUAL RESERVE BALANCES AT THE BEGINNING OF FY 2014

The projected FY14 beginning Operating Reserve balance for the DSHA's MTW program is \$1,381,061. \$548,568 of this amount is Scattered Site Homeownership proceeds to be transferred to the reserve account upon HUD approval. The reserve balance of \$832,493 without including the Scattered Sites Homeownership proceeds represents approximately one month of total MTW expenses. If approved, including the Scattered Site Homeownership proceeds in the reserve balance will cover a little less than 1 ½ months of total MTW expenses. FY14 budgets for Public Housing and Housing Choice Vouchers project a deficit of \$481,300 and a surplus of \$86,040, respectively. The Public Housing Deficit will be taken from MTW Operating Reserves and the Housing Choice Voucher surplus will be added to the MTW Operating Reserves resulting in a projected FY14 ending Operating Reserve balance of \$437,233. If HUD approves transferring the Scattered Site Homeownership proceeds to the MTW Operating Reserves, the projected FY14 Ending Operating Reserve balance will be \$985,801.

8.0 ADMINISTRATIVE

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

See Attachment B for General Order and Certification

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

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

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

**PUBLIC HEARING NOTICE
ON THE FY2014 MOVING TO WORK ANNUAL PLAN**

Notice is given that the Delaware State Housing Authority (DSHA) will conduct two Public Hearings concerning the submission of their Moving To Work Annual Plan for FY2014 to the U.S. Department of Housing and Urban Development (HUD). This Plan outlines the activities of the Moving To Work Program as well as the sources and uses of funding that DSHA will implement during the fourteenth year of the Moving To Work Demonstration.

New initiatives in the year's plan that will be discussed include: Further defining DSHA's definition of "employment" and revising port-in requirements; increasing the minimum monthly rent from \$50 to \$75; implementation of the previously approved 500 unit set-aside option.

A copy of the Draft Plan will be available for inspection and review at DSHA's offices during normal business hours, Monday through Friday, at 18 The Green, Dover and each Public Housing development beginning March 18, 2013. The Plan will also be available on the DSHA website, www.destatehousing.com beginning March 18, 2013. After the end of the comment period on May 3, 2013, the Plan will be finalized and submitted to HUD for final approval.

The first hearing will be held in the Community Building of the Liberty Court complex at 6:00 P.M., Tuesday, April 16, 2013. Liberty Court is located at 1289 W. Walker Road, Dover, DE 19904. The Community Building is handicapped accessible.

The second hearing will be held in the Community Building of the Burton Village complex at 6:00 P.M., Thursday, April 18, 2013. Burton Village is located at 37511 Burton Village Avenue, Rehoboth Beach, DE 19971. The Community Building is handicapped accessible.

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

Delaware State Housing Authority
Telephone (302) 739-7419
TDD (302) 739-4264
Equal Opportunity Employer
Equal Housing Opportunity

MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY
PUBLIC HEARING ON THE
MOVING TO WORK FY 2014 ANNUAL PLAN
APRIL 16, 2013

The hearing was called to order at 6:03 p.m.

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

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

The meeting was adjourned at 6:32 p.m.

MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY
PUBLIC HEARING ON THE
MOVING TO WORK FY 2014 ANNUAL PLAN
APRIL 18, 2013

The hearing convened at 6:00 p.m. with Christopher A. Whaley, Housing Management Program Administrator, presiding. He started by explaining that the purpose of the hearing was to provide interested parties with an opportunity to present questions and/or comments regarding the FY2014 Moving To Work Annual Plan before it is submitted to the U. S. Department of Housing and Urban Development (HUD) for final approval. The Plan begins July 1, 2013 and ends June 30, 2014.

Chris Whaley discussed the details of the MTW Program proposed changes to the MTW Annual Plan for FY2013. Major proposed changes to the MTW Program include:

1. Effective January 1, 2014, DSHA proposes to increase the minimum monthly rent from \$50.00 to \$75.00. The minimum monthly rent is set at a low rate to provide residents temporary relief during a time of personal crisis due to loss of income. The minimum monthly rent option is not meant as a long-term solution for the resident to maintain an unemployment or under-employment (less than the minimum 20 hour work requirement) status.
2. Effective July 1, 2013, DSHA will further define "employment" as working 20 hours or more weekly for a business paying federal, state and local taxes or a documented self-employed contractor providing a 1099 form.
3. Effective July 1, 2013, any residents porting in from another Housing Authority must:
 - a. Meet DSHA's definition of employment or be able to provide documentation that employment has been secured which will meet the minimum work requirements of DSHA's MTW Program.
 - b. Have secured transportation to and from their place of employment.
 - c. Not have previously participated in the MTW Program with DSHA. If a resident who previously participated in or completed the DSHA MTW Program obtains a new voucher from another Housing Authority, they will not be permitted to port back into DSHA.
4. Due to decreased federal funding, DSHA has been unable to renovate the outdated playground area at our McLane Gardens public housing site. As a result, much of the equipment had to be removed due to safety concerns leaving only one swing set containing 3 working swings. Residents have expressed concern over the lack of safe playground equipment and bike riding area on the site. Not having this playground area also negatively impacts the summer youth programs previously offered on-site. DSHA is exploring financial options such as grants and community involvement to rebuild this critical component of our McLane Gardens' site but application for grant funding has been delayed since most grant organizations require applicants to have a 501c3 status
5. Effective January 1, 2014, DSHA will implement the 500 unit set-aside option previously approved by HUD in the FY2011 Annual Plan. DSHA did not implement in FY2012 or FY2013 because of the integration of Safety Net families into the MTW program in FY2012. The 500 unit set-aside option will allow DSHA to increase the overall number of MTW participants and create greater turnover of the waiting list.

There were only general questions regarding the current MTW Program and no comments offered by attendees regarding the proposed changes, and the meeting was adjourned at 6:35 p.m.

GATEHOUSE MEDIA DELAWARE HOLDINGS, INC

Office:

1196 S. Little Creek Rd.,
Dover, DE 19901

Mailing Address:

P.O. Box 664
Dover, DE 19903

**Delaware State Housing Authority
26 The Green
Dover, DE 19901**

This is to certify that the following legal advertisement:

Public Hearing Notice: On The FY2014 Moving To Work Annual Plan

was carried in The Dover Post, a weekly newspaper, on
the following dates:

April 3rd, 5th, 10th & 12th, 2013

A copy of that advertisement is attached.

Amy S. Janson

For The Dover Post

Sworn to and subscribed before me this 12th
Day of April, 2013.

Linda F. Spry Miller

Notary Public

INVOICE:

TOTAL DUE: \$254.40

Thank you.



**PUBLIC HEARING NOTICE
ON THE FY2014 MOVING TO WORK ANNUAL PLAN**

Notice is given that the Delaware State Housing Authority (DSHA) will conduct two Public Hearings concerning the submission of their Moving To Work Annual Plan for FY2014 to the U.S. Department of Housing and Urban Development (HUD). This Plan outlines the activities of the Moving To Work Program as well as the sources and uses of funding that DSHA will implement during the fifteenth year of the Moving To Work Demonstration.

New initiatives in the year's plan that will be discussed include: further defining DSHA's definition of "employment" and revising port-in requirements; increasing the minimum monthly rent from \$50 to \$75; implementation of the previously approved 500 unit set-aside option.

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Written comments, questions or requests for additional information, including copies of the Plan itself, should be directed to Christopher A. Whaley of DSHA at (302) 379-7419.

DP 4/3, 4/5, 4/10, 4/12/2013
4920460

Cape Gazette

Office: 17585 Nassau Commons Blvd, , Lewes, DE 19971 • Mailing: P.O. Box 213, Lewes, DE 19958
Telephone: 302-645-7700 • Fax: 302-645-1664

AFFIDAVIT

**To: Delaware State Housing
Authority
Christopher Whaley
26 The Green
Dover, DE 19901**

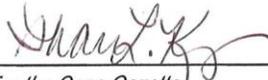
This is to certify that the advertisement who's content is shown below (minus the formatting)

Was published in the Cape Gazette on the following dates:

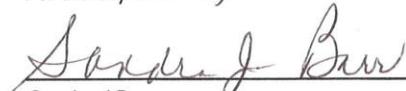
Friday, March 29, 2013

Friday, April 5, 2013

Friday, April 12, 2013



For the Cape Gazette



Sandra J. Barr

SANDRA J. BARR
NOTARY PUBLIC DELAWARE
COMM. EXP. AUGUST 26, 2013

RECEIVED
APR 16 2013

BY _____

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ON THE FY2014 TO WORK
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Delaware State Housing Authority
Telephone (302) 739-7419
TDD (302) 739-4264
Equal Opportunity Employer
Equal Housing Opportunity

DELAWARE COAST PRESS

P.O. BOX 309
REHOBOTH BEACH, DE 19971
PHONE: (302) 537-1881
FAX: (302) 537-9630

Delaware State Housing Authority
Housing Mangement Office
26 The Green
Dover, Delaware 19901
Attn: Christopher A. Whaley

To Whom It May Concern:

Here is the Certificate of Publication for your Legal Ad that published in the Delaware Coast Press.

Sincerely,

Janet Powell
Legal Sales Consultant
302-537-1881, ext. 116

CERTIFICATE OF PUBLICATION

This is to certify that the attached has been published in The Delaware Coast Press, a weekly paper of general circulation in Sussex County, published in Rehoboth Beach, Delaware,

PUBLIC HEARING - 2014 MOVING TO WORK ANNUAL PLAN

on the following dates:

March 27, 2013
April 3, 2013
April 10, 2013

Delaware Coast Press
A Gannett Publication

RECEIVED

APR 15 2013

BY _____

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ON THE FY2014 MOVING
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Delaware State Housing Authority

Telephone (302) 739-7419

TDD (302) 739-4264

Equal Opportunity Employer

Equal Housing Opportunity

dcp3/27,4/3,10'13 666365

INDEPENDENT NEWSMEDIA INC. USA

110 Galaxy Drive • Dover, DE • 19901 • 1-800-282-8586

State of Delaware:

County of Kent:

Before me, a Notary Public, for the County and State aforesaid, Edward Dulin, known to me to be such, who being sworn according to law deposes and says that he is President of Independent Newsmedia Inc. USA, the publisher of the **Delaware State News**, a daily newspaper published at Dover, County of Kent, and State of Delaware, and that the notice, a copy of which is hereto attached, as published in the **Delaware State News** in its issue of March 13, 16, 20, 31, 2013

April 3, 7, 10, 14, 2013

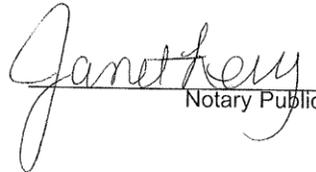


President
Independent Newsmedia Inc. USA

Sworn to and subscribed before me this 14th

Day of April A.D. 2013




Notary Public



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The News Journal
Media Group
A GANNETT COMPANY

Legal Desk: 302-324-2676
Legal Fax: 302-324-2249

Street Address:
950 West Basin Road
New Castle, DE 19720

Mailing Address:
P.O. Box 15505
Wilmington, DE 19850

(302) 324-2500
(800) 235-9100

AFFIDAVIT OF PUBLICATION

State of Delaware

Personally appeared before me this 15th day of April, 2013.

I, Kristin Segner, of The News Journal Company, a daily newspaper printed and published in the County of New Castle County, State of Delaware, who, being duly sworn states that the advertisement of DELAWARE STATE HOUSING AUTHORITY – PUBLIC HEARING NOTICE ON THE FY2014 MOVING TO WORK ANNUAL PLAN was published in The News Journal on March 13, 16, 20, 31; April 3, 7, 10, 14, 2013.

Kristin Segner

Name

Legal Coordinator

Title

Sworn to before me this 15th day of April, 2013

Wanda James
Notary Public



Fax Numbers:
Accounting: 324-2554
Circulation: 324-2945
Classified: 324-5511
Human Resources: 324-2578
Info Systems: 324-2969
Marketing: 324-2557
News: 324-5509
Retail: 324-5518





**PUBLIC HEARING
NOTICE
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Employer
Equal Housing Opportunity



3/13, 16, 20, 31; 4/3, 7, 10, 14 NJ
0102309165

Attachment A

Annual Statement/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

March 12, 2012

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



cc: AB
DSC

Dear Mr. Addi:

Enclosed is a fully executed original of the ACC for the Authority's FY 2012 Capital Fund Program funding, Project # DE26P00450112 in the amount of \$611,203.00.

You are reminded that the Authority cannot begin to undertake, obligate, or expend Capital Funds on physical activities or other choice-limiting actions until the Environmental Review Requirements have been met. Once this has been completed, you may begin to obligate FY 2012 Capital Funds.

Once again, particular attention must be given to expediting the obligation and expenditure of Capital Funds. This office has approved an implementation schedule for your authority not to exceed March 11, 2014 for the obligation and March 11, 2016 for expenditure of these funds.

If you have any questions, please contact Edward Williams, Public Housing Revitalization Specialist, at 215-861-7609 or via email at edward.williams@hud.gov. Our text telephone number for the hearing impaired is (215) 656-3452.

Sincerely,

Dennis G. Bellingtier
Director
Office of Public Housing

Enclosure

www.hud.gov

espanol.hud.gov

2012 Capital Fund

Capital Fund Program (CFP) Amendment To The Consolidated Annual Contributions Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) Delaware State Housing Authority(DE004) (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) P-4520 dated 2/13/1996

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 611,203.00 for Fiscal Year 2012 to be referred to under Capital Fund Grant Number DE26P00450112 PHA Tax Identification Number (TIN):On File DUNS Number:On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 50

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

3. (Check one)

a. For Non-qualified PHAs:

XXXX (i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1). OR

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein. OR

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

(mark one) : [] Yes [XXX] No

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

8. The PHA acknowledges its responsibility for adherence to this Amendment.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United

9. At a public housing development level and in the format and frequency established by HUD, the PHA is required to report on all Capital Fund grants awarded that have not closed, including information on the installation of energy conservation measures.

The parties have executed this Agreement, and it will be effective on March 12, 2012. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By [Signature] Date: 3/12/12 Title Director, Office of Public Housing

PHA Executive Director By [Signature] Date: 2/17/12 Title Anas Ben Addi, Director DSHA

Previous versions obsolete

form HUD-52840-A 03/04/2003

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: 2012	
PHA Name:		Capital Fund Program Grant No: DE26PO0450112		FFY of Grant Approval: 2012	
Delaware State Housing Authority		Replacement Housing Factor Grant No: N/A			
		Date of CFFP: N/A			
Type of Grant		Reserve for Disasters/Emergencies		Revised Annual Statement (revision no:)	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input 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	Revised ²	Obligated	Total Actual Cost ¹ Expended
		Original			
1	Total non-CFF Funds				
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				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs	611,203.00			
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 CFF Grants for operations.
⁴ RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report
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 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		FFY of Grant: 2012	
PHA Name: Delaware State Housing Authority		FFY of Grant Approval: 2012	
Grant Type and Number Capital Fund Program Grant No: DEZ6P00450112 Replacement Housing Factor Grant No: N/A Date of CFPP: N/A			
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line		Total Estimated Cost	Total Actual Cost
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		Expended
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)	611,203.00	
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		
Signature of Executive Director: <i>Anas Ben Adda</i>		Date: 2/16/2012	Signature of Public Housing Director: <i>Steve B. Bell</i>
			Date: 3/12/12

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 RHF funds shall be included here.

Attachment B

General Order And Certification Statement

GENERAL ORDER NO. 602

**GENERAL ORDER ADOPTING
THE MOVING TO WORK
ANNUAL PLAN FOR FY2014**

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

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

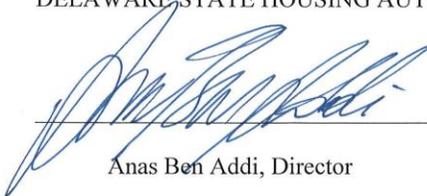
WHEREAS, The Moving to Work Restated and Amended Agreement requires certification that a public hearing was held regarding the Moving to Work Plan; and

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

NOW THEREFORE BE IT ORDERED AS FOLLOWS:

1. The Director has reviewed and approved the Moving To Work Annual Plan for FY2014.
2. The Delaware State Housing Authority certifies that it held public hearings on April 16, 2013 and April 18, 2013 in accordance with the requirements of the Moving to Work Restated and Amended Agreement regarding the Moving to Work Annual Plan for FY2014.

DELAWARE STATE HOUSING AUTHORITY



Anas Ben Addi, Director



Date

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

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning 7/1/13, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

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

Attachment B

8



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


Signature

5/13/13
Date

Attachment B
10