



DELAWARE STATE HOUSING AUTHORITY

MOVING TO WORK

ANNUAL PLAN

FY 2018

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MOVING TO WORK FY2018 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 FY2018, which starts July 1, 2017 and ends June 30, 2018. 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. On April 15, 2016, HUD extended the MTW agreements until 2028. 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. There was 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 included 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.

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 fewer subsidies.

- 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 158 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, 893 families have successfully completed the MTW Program. Two hundred and sixty (260) have purchased homes and 633 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. DSHA 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.

- U. Effective September 1, 2014, DSHA implemented the 500 unit set-aside option previously approved by HUD in the FY2011 Annual Plan. DSHA did not implement the set-aside option in FY2012 or FY2013 because of the integration of Safety Net families into the MTW program in FY2012. The 500 unit set-aside option allows DSHA to increase the overall number of MTW participants and create greater turnover of the waiting list.

TABLE 1

Moving to Work Savings – Participants with Savings Accounts

Numbers as of January 1, 2017

Program	Current Participants*	Total MTW Savings Accounts**	Average MTW Savings Balance	Average Monthly Contribution
Public Housing	215	193	\$3618.28	\$301.52
Housing Choice Vouchers	140	114	\$2640.65	\$220.05
Total	355	307	\$3255.25	\$271.27

TABLE 2

Moving to Work Successful Move-outs

Numbers from 8/1/99 through 1/01/17

Program	Homeownership	Unsubsidized Rental
Public Housing	160	315
Housing Choice Vouchers	100	318
Total	260	633
<i>Percentage</i>	<i>29.12%</i>	<i>70.88%</i>

1.4 SHORT-TERM GOALS FOR THE CURRENT PLAN YEAR

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

- A. Effective September 1, 2014, DSHA implemented 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 allows DSHA to increase the overall number of MTW participants and create greater turnover of the waiting list. During FY2016, DSHA has monitored the effectiveness of the 500 unit set-aside to determine if it is increasing MTW participation as anticipated and ensure that it is not negatively impacting the waiting list process. DSHA has not found any negative impact on the waiting list process. During FY2017, MTW participation is beginning to increase as a result of the 500-unit set-aside, although this did not occur as quickly as originally anticipated. As of January 1, 2017, DSHA has 355 Tier I participants and 23 Tier II participants for a total of 378 MTW participants. DSHA will continue to monitor during FY2018.
- B. Effective immediately, DSHA is adding verbiage further clarifying our MTW participation policy. Once an MTW participant completes (whether successfully or unsuccessfully); or their participation in the program is ended due to non-compliance and/or lease violations, they cannot be added to another DSHA subsidized lease (whether public housing or housing choice voucher). If the previous MTW participant has a change in status to either elderly or disabled then they could be added to another lease.

1.5 LONG TERM GOALS FOR THE CURRENT PLAN YEAR

- A. DSHA has been issued a Commitment to enter into a Housing Assistance Payments (CHAP) for the Rental Assistance Demonstration Program (RAD) on November 20, 2015. The CHAP is for five (5) public housing developments (four AMP#'s) including: Liberty Court (DE004000012); McLane Gardens (DE004000005); Peach Circle and Holly Square (DE004000019); and Mifflin Meadows (DE004000003) with a total of 260 units.

During FY2016/2017 DSHA split the CHAP into two groups, one for just Liberty Court and the second for the remaining properties including McLane Gardens, Peach Circle/Holly Square and Mifflin Meadows. Under this plan, DSHA will be applying for Low Income Housing Tax Credits (LIHTC) for Liberty Court and proceeding with renovations (if tax credits are awarded). The RAD conversion for the remaining properties would be completed after the Liberty Court renovations are completed.

At Liberty Court, there will be a change in total rental units, from 108 units to 100 units. This will include twenty-five one bedroom units, sixty-three two bedroom units and twelve three bedroom units. Eight two bedroom units will not be replaced in the renovations. Once the RAD conversion is completed, the property will convert to Project Based Vouchers (PBV). The PBV's will be governed by the same eligibility, admission, selection and preferences that the current Housing Choice Voucher program utilizes, within the regulatory parameters allowed under the RAD PBV program. During the renovations, no residents are to be permanently displaced, but some residents may be temporarily relocated until renovations are completed. There will be no transfer of assistance at the time of conversion, and DSHA is not under any voluntary compliance agreement, consent order, decree or judgment.

DSHA certifies that the RAD conversion complies with all applicable site selection and neighborhood reviews and standards and all appropriate procedures are being followed. During the FY2017 Annual Plan, DSHA held public hearings to notify the public of the current and future Capital Fund Program Grants Budgets will be reduced as a result of any projects converting to RAD. As part of the FY2017 Annual MTW Plan, and the need for possible subsequent significant amendments, DSHA excluded the following items:

1. Changes to the Capital Fund Budget produced as a result of each approved RAD conversion; regardless of whether the proposed conversion will include use of additional Capital Funds;
2. Changes to the construction and rehabilitation plan for each RAD conversion, and
3. Changes to financing structure for each RAD Conversion.

DSHA is moving forward with the renovation of Liberty Court. The bid process has closed. Construction is expected to begin at Liberty Court in April/May 2017. DSHA anticipates construction to be completed by the end of FY2018.

- B. DSHA's long-term vision for the MTW Program will be to expand and evolve current activities, specifically to increase the successful completion rate for MTW participants, encourage homeownership and to utilize operating efficiencies. DSHA will be looking at the following areas:
1. Create additional incentives to encourage MTW participants to meet self-sufficiency goals, overcome self-sufficiency barriers and move from assisted housing in less than five years.

1.6 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 requested to convert its current Public Housing Home Ownership Program from a Section 5 (h) program to a Section 32 Homeownership Program. The request includes 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.

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.

1.7 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 partnered with the University of Delaware to provide 4-H programs at three (3) sites. Services include after-school homework assistance and recreation. DSHA is working with 4-H staff to develop programs for other sites based on funding availability.

- F. DSHA has awarded **158** 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.

1.8 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.

1.9 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.

1.10 HARDSHIP 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 HARDSHIP 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), and 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.

II.1.Plan.HousingStock

A. MTW Plan: Housing Stock Information

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	
										Fully Accessible	Adaptable
	0	1	2	3	4	5	6+				
PIC Dev. # /AMP PIC Dev. Name	0	0	0	0	0	0	0	0	Type Noted *	0	0
PIC Dev. # /AMP PIC Dev. Name	0	0	0	0	0	0	0	0	Type Noted *	0	0
PIC Dev. # /AMP PIC Dev. Name	0	0	0	0	0	0	0	0	Type Noted *	0	0
PIC Dev. # /AMP PIC Dev. Name	0	0	0	0	0	0	0	0	Type Noted *	0	0

Total Public Housing Units to be Added

0

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

If Other, please describe:

Description of "other" population type served

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
DE004000012 Liberty Court	108	DSHA submitted an application for the Rental Assistance Demonstration Program (RAD) on July 6, 2015 for five (5) public housing developments (four AMP#'s) including: Liberty Court (DE004000012); McLane Gardens (DE004000005); Peach Circle and Holly Square (DE004000019); and Mifflin Meadows (DE004000003) with a total of 268 units. The application was based on significant renovations needed at Liberty Court and minimal renovations at the other developments. HUD issued a Commitment to enter into a Housing Assistance Payments (CHAP) on November 20, 2015. DSHA is in the process of completing the required steps necessary to complete the conversion to RAD.
DE004000005 McLane Gardens	50	See Explanation Above
DE004000019 Peach Circle & Holly Square	56	See Explanation Above
DE004000003 Mifflin Meadows	54	See Explanation Above
DE004000015 Scattered Sites Rental	14	During FY2016, DSHA submitted a request to the U.S. Department of Housing and Urban Development (HUD) to sell the public housing scattered sites-rental homes. However, that request has been modified. Please see Appendix D: RAD Significant Amendment regarding the DSHA Scattered Sites Rental.
Total Number of Units to be Removed	277	

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
Mifflin Meadows	54	<p>DSHA submitted an application for the Rental Assistance Demonstration Program (RAD) on July 6, 2015 for five (5) public housing developments (four AMP#'s) including: Liberty Court (DE004000012); McLane Gardens (DE004000005); Peach Circle and Holly Square (DE004000019); and Mifflin Meadows (DE004000003) with a total of 268 units. The application was based on significant renovations needed at Liberty Court and minimal renovations at the other developments. HUD issued a Commitment to enter into a Housing Assistance Payments (CHAP) on November 20, 2015. DSHA is in the process of completing the required steps necessary to complete the conversion to RAD.</p>
McLane Gardens	50	See Explanation under Mifflin Meadows
Peach Circle & Holly Square	56	See Explanation under Mifflin Meadows
Liberty Court	100	Due to structural damage with 8 Liberty Court Units, the application submitted by DSHA for RAD includes 100 units versus 108 units.
Anticipated Total New Vouchers to be Project-Based	260	<p>Anticipated Total Number of Project-Based Vouchers Committed at the End of the Fiscal Year</p> <p>Anticipated Total Number of Project-Based Vouchers Leased Up or Issued to a Potential Tenant at the End of the Fiscal Year</p>
		280
		280

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

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

Descriptions of planned capital expenditures to be made during FY2018:

See attached detailed charts and narrative of all planned Capital Fund Expenditures in the Appendix section of this Annual Plan.

Total Planned Expenditures for FY2016 were \$841,071.14. Hickory Tree Re-Roofing: \$753,777.28 (re-roofing \$738,810.00 and architect fees of \$14,967.28). This entailed replacing all tenant building roofs.

II.2.Plan.Leasing

B. MTW Plan: Leasing Information

Planned Number of Households Served at the End of the Fiscal Year

MTW Households to be Served Through:	Planned Number of Households to be Served*	Planned Number of Unit Months Occupied/Leased***
Federal MTW Public Housing Units to be Leased	240	2880
Federal MTW Voucher (HCV) Units to be Utilized	1184	14208
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	0
Total Households Projected to be Served	1424	17088

* Calculated by dividing the planned number of unit months occupied/leased by 12.

** In instances when a local, non-traditional program provides a certain subsidy level but does not specify a number of units/households to be served, the PHA should estimate the number of households to be served.

***Unit Months Occupied/Leased is the total number of months the PHA has leased/occupied units, according to unit category during the fiscal year.

Reporting Compliance with Statutory MTW Requirements

If the PHA has been out of compliance with any of the required statutory MTW requirements listed in Section II(C) of the Standard MTW Agreement, the PHA will provide a narrative discussion and a plan as to how it will return to compliance. If the PHA is currently in compliance, no discussion or reporting is necessary.

DSHA is currently in compliance with statutory MTW requirements.

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

Housing Program

Description of Anticipated Leasing Issues and Possible Solutions

Public Housing

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 an 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 1, 2016 through January 1, 2017 averaged 96%. The budget utilization for the same period averaged approximately 94%.

II.3.Plan.WaitList

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)	9,044	Open	N/A
Wexford Village PBV	Site-Based	21	Open	N/A
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No

Rows for additional waiting lists may 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:

DSHA will create a separate waiting list for the RAD units once the conversion has been completed.

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.

For the Wexford Village PBV's, the waiting list will be maintained at our central wait list office, but will be separate from the HCV waiting list. When an applicant applies, they will be placed on both lists.

*At this time, DSHA has noted that Wexford Village will use a site based waiting list for the Project Based Vouchers, but this may be modified to either an off-site, centrally based waiting list or a coordinated waiting list kept at both site and central locations.

HUD will notice an increase to 9,044 in the waiting list size from the FY2017 Annual Plan. Previously, DSHA sent out approximately 400-600 letters monthly to families on the waiting list requesting updated status information in order to purge households. In an effort to save staff time and administrative costs, DSHA will only send letters to the top 1000 households on the waiting list every 6 months requesting updated status information.

3.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

DSHA is not proposing any new MTW Activities for the upcoming FY2018 Plan year that require HUD approval.

4.0 (A.) APPROVED MTW ACTIVITIES: IMPLEMENTED ACTIVITIES

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES
ACTIVITY NAME: ELIMINATION OF UTILITY REIMBURSEMENT PAYMENTS
ACTIVITY NUMBER: A-1
PROPOSED PLAN YEAR: FY 2013
EFFECTIVE DATE: January 1, 2013
STATUTORY OBJECTIVE: Reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs (HCV)
ACTIVITY DESCRIPTION: Effective January 1, 2013, DSHA eliminated utility reimbursement checks to Public Housing and Housing Choice Voucher residents. Previously, residents whose utility allowance for the unit was greater than Total Tenant Payment (TTP) received a utility reimbursement payment. Under this activity, residents in this situation 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.
HARDSHIP 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: <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/or 4. 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 and Housing Management Program Administrator for Housing Choice Vouchers and the Housing Manager and Regional Manager for Public Housing.</p> <p>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.</p>

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.

IMPACT: By eliminating the accounts payable utility check, DSHA saved approximately \$20,444 monthly or \$245,328 annually, during FY2013, not including staff time. As a result of the changes made by HUD to the required standard metrics, DSHA is establishing a benchmark and projected outcome for time savings (Metrics CE#2) effective for FY2015. These crucial funds will 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.

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following “Standard HUD Metrics” will be used to quantify the changes/results expected from this activity: CE#1, CE#2, CE#3 and CE#5.

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

- 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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: Time Limit Housing Assistance for MTW Participants

ACTIVITY NUMBER: A-2

PROPOSED PLAN YEAR: FY 2012

EFFECTIVE DATE: September 1, 2012

STATUTORY OBJECTIVE: Reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs (HCV)

ACTIVITY DESCRIPTION: Time-limit housing assistance for MTW participants to seven (7) years (proposed FY2012). This included 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.

Effective September 1, 2012, DSHA implemented the MTW activity time-limiting housing assistance for MTW participants to 7 years. DSHA provided intensive case management and individualized financial literacy to assist residents formally in the Safety Net as they transitioned from the MTW program to either FMR or homeownership. As of this 2016 Plan, all previous Safety Net participants including families granted a hardship extension have ended their subsidy and DSHA has closed out the Safety Net component of our MTW Program.

Effective July 1, 2013, DSHA expanded 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 did not previously require participants to provide proof that they had secured employment in order to meet the minimum work requirements of the DSHA MTW Program; had secured transportation to and from employment; and it did not restrict previous DSHA MTW participants from porting back in with a voucher from another PHA.

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.

Effective September 1, 2015, DSHA further defined our existing “temporary exemption” policy to be consistent with our time-limit policy. The “end date” for participation in the DSHA MTW Program is based on the date that the resident enters the program. That established end date will remain the same regardless of the number of and duration of “temporary exemptions” that the resident receives. The subsidy will end at the completion of seven years, unless the resident receives a hardship extension of a maximum of one (1) year in accordance with our current Hardship Policy.

Effective immediately, DSHA is adding verbiage further clarifying our MTW participation policy. Once an MTW participant completes (whether successfully or unsuccessfully); or their participation in the program is ended due to non-compliance and/or lease violations, they cannot be added to another DSHA subsidized lease (whether public housing or housing choice voucher). If the previous MTW participant has a change in status to either elderly or disabled then they could be added to another lease.

IMPACT: Ability to serve more people with same amount of funding. Creates increased homeownership or Fair Market rental options with the use of MTW savings. Reduces recidivism on the waiting list.

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following “Standard HUD Metrics” will be used to quantify the changes/results expected from this activity: CE #1, CE#2, SS#1, SS#3, SS#4, SS#5, SS#6, SS#7 and HC#3

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: MTW Tier I- Mandatory Employment and/or Education Requirements

ACTIVITY NUMBER:A-3

PROPOSED PLAN YEAR: FY 2000

MODIFIED IN PLAN YEARS: FY 2008 and FY 2012

EFFECTIVE DATE: July 1, 2012

STATUTORY OBJECTIVE: Reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs (HCV)

ACTIVITY DESCRIPTION: 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. Initially implemented in FY2000 Annual Plan, revised in the FY2008 Annual Plan.

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.

Effective July 1, 2013, DSHA further defined "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.

IMPACT: Ability to serve more people with same amount of funding. Creates increased homeownership or Fair Market rental options with the use of MTW savings. Reduces recidivism on the waiting list.

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following "Standard HUD Metrics" will be used to quantify the changes/results expected from this activity: SS#1, SS#3, SS#4, SS#5, SS#6, SS#7 and SS#8.

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: MTW Tier II Work Requirement

ACTIVITY NUMBER: A-4

PROPOSED PLAN YEAR: FY 2012

EFFECTIVE DATE: July 1, 2012

STATUTORY OBJECTIVE: Reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs (HCV)

ACTIVITY DESCRIPTION: 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.

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).

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.

Effective July 1, 2013, DSHA further defined "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.

IMPACT: Ability to serve more people with same amount of funding. Creates increased homeownership or Fair Market rental options with the use of MTW savings. Reduces recidivism on the waiting list. By continuing the work requirement in Tier II, the resident will require fewer subsidies and will continue to work to achieve self-sufficiency.

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following "Standard HUD Metrics" will be used to quantify the changes/results expected from this activity: SS#1, SS#3, SS#4, SS#5, SS#6, SS#7 and SS#8.

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: Alternative Re-Certification Schedule for Elderly and Disabled Residents

ACTIVITY NUMBER: A-5

PROPOSED PLAN YEAR: FY 2011

EFFECTIVE DATE: FY 2011

STATUTORY OBJECTIVE: Reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs (HCV)

ACTIVITY DESCRIPTION: 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.

IMPACT: Reduce the total number of annual re-certifications processed by PH and HCV staff, thus creating administrative efficiencies (reduction in postage costs, time savings).

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following "Standard HUD Metrics" will be used to quantify the changes/results expected from this activity: CE#1, CE#2 and CE#5.

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

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 to 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.

REQUIRED ELEMENTS FOR PROPOSED ACTIVITIES

ACTIVITY DESCRIPTION

ACTIVITY NAME: Rent Simplifications and Asset/Income Verifications

ACTIVITY NUMBER: A-6

A. **ACTIVITY DESCRIPTION:** DSHA will modify the current asset verification policy in an effort to 1) simplify rent calculations; 2) create administrative time savings and 3) significantly reduce the need for dependence of client supplied bank/financial records. The policy will not require the verification or inclusion of assets less than \$25,000. The resident/applicant will instead sign a certification form if they have assets less than \$25,000. Elimination of asset verification and inclusion in subsidy calculations will have little or no effect on subsidy for the vast majority of DSHA residents. It should also be noted the during the past five years, more financial institutions are no longer completing asset verifications or are charging resident/applicant to complete the verification forms. This initiative was approved in the FY2015 Annual Plan for implementation on January 1, 2015. Implementation was delayed due to resident notifications until July 1, 2015. Implementation was completed in FY2016.

B. **STATUTORY OBJECTIVE:** Reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs (HCV)

C. **ANTICIPATED IMPACT:** With the current asset verification procedure, DSHA spends approximately 432 staff hours on PH residents and 595 staff hours on HCV residents. By modifying the current asset verification procedure, DSHA anticipates reducing the amount of staff hours to 216 for PH residents and 298 for HCV residents.

D. **ANTICIPATED SCHEDULE:** Original effective date was January 1, 2015 but implementation was completed on July 1, 2015. Asset verification will be completed at initial and recertification.

ACTIVITY METRICS INFORMATION

E. The following "Standard HUD Metrics" will be used to quantify the changes/results expected from this activity: CE#1, CE#2, and CE #3.

F. The baseline performance levels are stated in the metric tables on the following page.

G. The yearly benchmarks are stated in the metric tables on the following page.

H. The final projected outcomes are stated in the metric tables on the following page.

I. The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

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. 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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES
ACTIVITY NAME: MTW Savings Account and Disbursements
ACTIVITY NUMBER: B-1
PROPOSED PLAN YEAR: FY2000
MODIFIED IN PLAN YEARS: FY2011 and FY2012
EFFECTIVE DATE: FY2000
STATUTORY OBJECTIVE: MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency.
ACTIVITY DESCRIPTION: 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>
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>
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.
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 the MTW program.
DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.
ACTIVITY METRICS INFORMATION
The following “Standard HUD Metrics” will be used to quantify the changes/results expected from this activity: CE#1, CE#2, CE#3, CE#5, SS#1, SS#2, SS#3, SS#4, SS#5, SS#6, SS#7 and SS#8.
The baseline performance levels are stated in the metric tables on the following page.
The yearly benchmarks are stated in the metric tables on the following page.
The final projected outcomes are stated in the metric tables on the following page.
The Easy Housing resident software will be utilized to track and identify performance levels and funding.
NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: MTW Case Management Services

ACTIVITY NUMBER: B-2

PROPOSED PLAN YEAR: FY2000

MODIFIED IN PLAN YEARS: FY2012, FY2013 and FY2015

EFFECTIVE DATE: FY2000

STATUTORY OBJECTIVE: MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency.

ACTIVITY DESCRIPTION: 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. Initiated in the FY 2000 Annual Plan.

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.

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.

Effective January 1, 2015, DSHA created a Fair Market Housing Track to compliment and expand the current Financial Literacy requirement. Residents will be required to complete within 3 years additional one-on-one Fair Market Housing counseling program through our partnership with NCALL. This will further educate residents on credit repair as well as what is needed to be a success homeowner or fair market renter. If they do not complete the training, then a strike may be issued for program non-compliance. During FY2016, DSHA worked with NCALL to create a Fair Housing Training and all DSHA case managers and Resident Services staff have been trained. Due to funding restrictions, DSHA is not able to contract with NCALL to provide training to residents. However, DSHA case managers are utilizing the training they have received to assist and train residents on a case by case basis therefore the resident strike process is not currently in effect for non-compliance with this initiative. No changes or modifications, or any additions to Attachment C/D authorizations for the changes noted above are required.

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.

DSHA modified this activity effective January 1, 2015 to include a Fair Market Housing Track to compliment and expand current Financial Literacy requirements. Residents will be required to complete within 3 years additional one-on-one Fair Market Housing counseling program through our partnership with NCALL. This will further educate residents on credit repair as well as what is needed to be a successful homeowner or fair market renter. If they do not complete the training, then a

strike may be issued for program non-compliance. No changes or modifications, or any additions to Attachment C/D authorizations for the changes noted above are required.

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following “Standard HUD Metrics” will be used to quantify the changes/results expected from this activity: SS#1, SS#2, SS#3, SS#4, SS#5, SS#6, SS#7 and SS#8.

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

- 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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: Removal of Barriers to Self-Sufficiency

ACTIVITY NUMBER: B-3

PROPOSED PLAN YEAR: FY2000

EFFECTIVE DATE: FY2000

STATUTORY OBJECTIVE: MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency.

ACTIVITY DESCRIPTION: 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). Initiated in the FY2000 Annual Plan.

DSHA MTW participants continue to be assisted in removing barriers to self-sufficiency in areas such as transportation, education and childcare.

IMPACT: Better prepares MTW participants to succeed in finding employment and overcoming barriers to self-sufficiency.

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following "Standard HUD Metrics" will be used to quantify the changes/results expected from this activity: SS#3, SS#5 and SS#8.

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

- 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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: 500 Unit Set-Aside for MTW Eligible Families

ACTIVITY NUMBER: B-4

PROPOSED PLAN YEAR: FY2012

EFFECTIVE DATE: September 1, 2014

STATUTORY OBJECTIVE: MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency.

ACTIVITY DESCRIPTION: 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.

DSHA had anticipated activating the 500 unit set-aside effective January 1, 2014. However due to resident notification issues, DSHA activated the previously approved 500 unit set-aside for eligible MTW participants effective on September 1, 2014. 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. During FY2016, DSHA has monitored the effectiveness of the 500 unit set-aside to determine if it is increasing MTW participation as anticipated and ensure that it is not negatively impacting the waiting list process. DSHA has not found any negative impact on the waiting list process but the increase in MTW participation is not occurring as quickly as initially anticipated. DSHA will continue to monitor the effectiveness of this implementation during FY2017.

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.

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following "Standard HUD Metrics" will be used to quantify the changes/results expected from this activity: SS#5.

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

- 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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: Resident Homeownership Program (RHP)

ACTIVITY NUMBER: C-1

PROPOSED PLAN YEAR: FY2004

MODIFIED IN PLAN YEAR: FY2011

EFFECTIVE DATE: FY2004

STATUTORY OBJECTIVE: MTW activities to improve housing choices for our residents.

ACTIVITY DESCRIPTION: A Resident Homeownership Program (RHP) was created to provide eligible DSHA Housing Choice Voucher and Public Housing residents the ability to participate in a program to own a home by utilizing Housing Choice Voucher rental assistance towards the payment of a mortgage. The flexibility of the MTW program has been used to make the program accessible to Public Housing residents and other non-MTW participants, including elderly and disabled families, in addition to Housing Choice Voucher residents.

Initiated in the FY2004 Annual Plan.

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.

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.

DSHA does not anticipate any changes or modifications to this activity in the upcoming Plan year.

ACTIVITY METRICS INFORMATION

The following "Standard HUD Metrics" will be used to quantify the changes/results expected from this activity: SS#6, SS#7, SS#8, HC#4 and HC#5.

The baseline performance levels are stated in the metric tables on the following page.

The yearly benchmarks are stated in the metric tables on the following page.

The final projected outcomes are stated in the metric tables on the following page.

The Easy Housing resident software will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

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.

REQUIRED ELEMENTS FOR APPROVED ACTIVITIES

ACTIVITY NAME: WEXFORD VILLAGE PROJECT BASED VOUCHER MTW PARTICIPATION

ACTIVITY NUMBER: C-2

PROPOSED PLAN YEAR: FY2013

IMPLEMENTED PLAN YEAR: FY2015

EFFECTIVE DATE: April 2015

STATUTORY OBJECTIVE: MTW activities to improve housing choices for our residents.

ACTIVITY DESCRIPTION: 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. DSHA had \$2.4 million in the Housing Choice Voucher Reserves. In addition to the amount from MTW HCV Reserves, DSHA issued a grant of \$582,702 in non-MTW funds, provided a low-interest loan of \$500,000 to the property and arranged for the current deferred mortgage (\$2,036,583) to be interest-free. In addition, twenty (20) existing tenant-based Housing Choice Vouchers (HCV) would 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 insured that the terms of PIH Notice 2011-45 in the implementation of this activity. Below is the timeline for the renovations:

Wexford Village Timeline

- **Resident Meeting – November 5, 2013-Completed**
- **Bid Opening – November 7, 2013-Completed**
- **Contract and all paperwork- Completed April 9, 2014**
- **Notice to Proceed- Completed April 21, 2014**
- **Construction Period- Completion date end of April 2015**

Project was completed per the timeline above.

As a result of the Wexford Village construction completion in April of 2015, this activity has been modified from **RENOVATION OF WEXFORD VILLAGE USING MTW HOUSING CHOICE VOUCHER RESERVES** to **WEXFORD VILLAGE PROJECT BASED VOUCHER MTW PARTICIPATION**. The 20 project-based vouchers at Wexford Village will participate in and required to complete all of the requirements of the DSHA MTW Program. However, Wexford Village Project Based Voucher participants will pay 30% of their adjusted gross income towards rent and utilities instead of 35% like the other DSHA MTW participants. As a result, due to HOME Program requirements at Wexford Village, participants receiving assistance through the Project Based Voucher are not required or capable of contributing to an escrow account since these HOME funds do not allow rent to be calculated over the 30% level. DSHA policies regarding escrow are not applicable to them. Since DSHA still wants these residents to have the opportunity to grow self-sufficient through the MTW program, they will still participant in the MTW case management, financial literacy, etc.

IMPACT: By improving housing choices for our residents, DSHA achieved one of the statutory objectives of the MTW program. After the renovation, Wexford Village added 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 provides 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 enabled 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.

DSHA finished construction and lease-up of vouchers is in process.

ACTIVITY METRICS INFORMATION

The following "Standard HUD Metrics" will be used to quantify the changes/results expected from this activity: SS#1, SS#2, SS#3, SS#4, SS#5, SS#6, SS#7 and SS#8.

The baseline performance levels will be established in the FY2016 Annual Report.

The yearly benchmarks will be established in the FY2016 Annual Report.

The final projected outcomes will be established in the FY2016 Annual Report.

The Easy Housing resident software and manual tracking methods will be utilized to track and identify performance levels and funding.

NEED/JUSTIFICATION/AUTHORIZATIONS FOR MTW FLEXIBILITY

- 1) 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.
- 2.) Attachment C, Authorization D.7.a, Establishment of an Agency MTW Section 8 Project-Based Program – Authorization waives certain provisions of Section 8(o)(13)(B and D) of the 1937 Act and 24 C.F.R 982.1, 982.102 and 24 C.F.R. Part 983 as necessary to implement the Agency's Annual MTW Plan.

4.0 (B.) Not Yet Implemented

DSHA does not have any previously approved activities that are “not yet implemented”.

4.0 (C.) Activities On Hold

DSHA does not have any previously approved activities that are “on hold”.

4.0 (D.) Closed Out Activities

DSHA does not have any previously approved activities that are “closed out”.

Annual MTW Plan

V.1.Plan.Sources and Uses of MTW Funds

A. MTW Plan: Sources and Uses of MTW Funds

Estimated Sources of MTW Funding for the Fiscal Year

PHAs shall provide the estimated sources and amounts of MTW funding by FDS line item.

Sources

FDS Line Item	FDS Line Item Name	Dollar Amount
70500 (70300+70400)	Total Tenant Revenue	\$773,400
70600	HUD PHA Operating Grants	\$10,653,670
70610	Capital Grants	\$585,460
70700 (70710+70720+70730+70740+70750)	Total Fee Revenue	\$0
71100+72000	Interest Income	\$1,090
71600	Gain or Loss on Sale of Capital Assets	\$0
71200+71300+71310+71400+71500	Other Income	\$461,045
70000	Total Revenue	\$12,474,665

Estimated Uses of MTW Funding for the Fiscal Year

PHAs shall provide the estimated uses and amounts of MTW spending by FDS line item.

Uses		
FDS Line Item	FDS Line Item Name	Dollar Amount
91000 (91100+91200+91400+91500+91600+91700+91800+91900)	Total Operating - Administrative	\$1,702,980
91300+91310+92000	Management Fee Expense	\$0
91810	Allocated Overhead	\$0
92500 (92100+92200+92300+92400)	Total Tenant Services	\$35,140
93000 (93100+93600+93200+93300+93400+93800)	Total Utilities	\$393,620
93500+93700	Labor	\$528,820
94000 (94100+94200+94300+94500)	Total Ordinary Maintenance	\$1,059,400
95000 (95100+95200+95300+95500)	Total Protective Services	\$0
96100 (96110+96120+96130+96140)	Total insurance Premiums	\$185,800
96000 (96200+96210+96300+96400+96500+96600+96800)	Total Other General Expenses	\$1,056,450
96700 (96710+96720+96730)	Total Interest Expense and Amortization Cost	\$0
97100+97200	Total Extraordinary Maintenance	\$0
97300+97350	Housing Assistance Payments + HAP Portability-In	\$6,088,010
97400	Depreciation Expense	\$0
97500+97600+97700+97800	All Other Expenses - Capital Grant Expenses	\$585,460
90000	Total Expenses	\$11,635,680

Describe the Activities that Will Use Only MTW Single Fund Flexibility

DSHA has no planned uses of MTW Single-Fund Flexibility for FY2018.

V.2.Plan.Local Asset Management Plan

B. MTW Plan: Local Asset Management Plan

Is the PHA allocating costs within statute?

	o	r	No
	r		
Yes	o		
	r		

Is the PHA implementing a local asset management plan (LAMP)?

If the PHA 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 PHA provided a LAMP in the appendix?

Yes	o	
	r	

No Changes for FY2018.

6.0 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)**

See Attachment A for Annual Statement and Evaluation Report

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

April 13, 2016

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

Dear Mr. Addi:

Enclosed is a fully executed original of the ACC for the Authority's FY 2016 Capital Fund Program funding, Grant #DE01P00450116 in the amount of \$722,948.00.

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 2016 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 April 12, 2018 for the obligation and April 12, 2020 for expenditure of these funds.

If you have any questions, please contact Edward Williams, Revitalization Specialist, at 215-861-7609 or via email at edward.williams@hud.gov. Our text telephone number for the hearing impaired is (800) 877-8339.

Sincerely,

Monica A. Hawkins, MBA
Director
Office of Public Housing

Enclosure

www.hud.gov

espanol.hud.gov

2016 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 development, capital and management activities at existing public housing projects in order to ensure that such projects 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.

\$ 722,948.00 for Fiscal Year 2016 to be referred to under Capital Fund Grant Number DE01P00450116
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 54

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

- The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
- The PHA must carry out all development, capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in section 9(g)(2) of the Act.
- The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
- For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, 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 schedule will be made directly to a designated trustee within 3 days of the due date.
- Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of 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.
- Subject to the provisions of the ACC(s) and paragraph 3, and to assist in development, 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.
- The PHA shall continue to operate each public housing project 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 each public housing project or portion thereof and for a period of forty years after the last distribution of CFP

assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. 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 public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.

8. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP 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.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): Yes No

10. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.

11. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements.
For total conversion of public housing projects, 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 public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.

12. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 4/13/2016. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By <u>[Signature]</u> APR 13 2016 Title <u>Director, Office of Public Housing</u>	PHA (Executive Director or authorized agent) By <u>[Signature]</u> Date: <u>3/11/16</u> Title <u>Anas Ben Addi, Director DSHA</u>
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Previous versions obsolete

form HUD-52840-A 03/04/2003

Annual 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 06/30/2017

Part I: Summary		Grant Type and Number		FFY of Grant: FY2016	
PHA Name:		Delaware State Housing Authority		FFY of Grant Approval:	
		Capital Fund Program Grant No: DE01P00450116			
		Replacement Housing Factor Grant No:			
		Date of CFPP:			
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:		Summary by Development Account		Total Estimated Cost	
Line		Original	Revised ²	Obligated	Total Actual Cost ¹ Expended
1	Total non-CFP 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	722,948			
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 CFP Grants for operations.
⁴ RHF funds shall be included here.

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

U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		FFY of Grant: FY2016	
PHA Name: Delaware State Housing Authority		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: DE01P00450116 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Estimated Cost	Total Actual Cost ¹
Line		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)		
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: Anas Ben Addi		Date: 3/1/16	Date: APR 13 2016
		Signature of Public Housing Director:	

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**Authority to Use
Grant Funds**

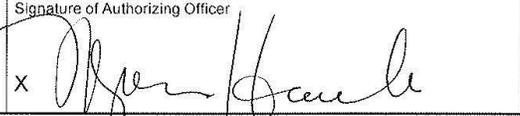
U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

To: (name & address of Grant Recipient & name & title of Chief Executive Officer) Mr. Anas Ben Addi Executive Director Delaware State Housing Authority 18 The Green Dover, DE 19901	Copy To: (name & address of SubRecipient) n/a
--	---

We received your Request for Release of Funds and Certification, form HUD-7015.15 on	October 22, 2015
Your Request was for HUD/State Identification Number	DE26P00450115 "multi-year"

All objections, if received, have been considered. And the minimum waiting period has transpired.
 You are hereby authorized to use funds provided to you under the above HUD/State Identification Number.
 File this form for proper record keeping, audit, and inspection purposes.

The Capital Fund Program (CFP) Project will rehabilitate (modernize) low-income housing project sites and scattered sites owned by the Delaware State Housing Authority in Delaware. CFP funds are being used for this project on a "multi-year" basis over the next five years.
 The project will provide a range of interior and exterior renovations to existing public housing facilities including: roof replacements; kitchen, bathroom, and handicap unit rehabilitations; furnace and appliance replacements; and, parking lot/driveway repaving. The public housing sites to receive CFP improvements include: Clarks Corner and Clarks Corner Annex in Harrington; McLane Gardens Annex, and Peach Circle in Smyrna; Mifflin Meadows near Camden; Burton Village in Rehoboth; Lavery Lane in Bridgeville; Hickory Tree I and II near Selbyville; Liberty Court I and II in Dover; and Holly Square in Middletown. No CFP improvements are currently planned to Scattered Sites public housing, however, any CFP improvements to Scattered Sites would be in the same range of improvements as those listed above for the other public housing sites.

Typed Name of Authorizing Officer Monica A. Hawkins, MBA Title of Authorizing Officer Director, Office of Public Housing	Signature of Authorizing Officer 	Date (mm/dd/yyyy) 11/9/15
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Previous editions are obsolete.

form HUD-7015.16 (2/94)
ref. Handbook 6513.01

CONTINUING PROJECT DETERMINATION
for the
DELAWARE STATE HOUSING AUTHORITY'S
CAPITAL FUND PROGRAM
"MULTIYEAR" ENVIRONMENTAL REVIEW RECORD

PROJECT DESCRIPTION:

This project consists of the following types of activities to be undertaken by State staff related to implementation of the Capital Fund Program: repair, improvement, reconstruction, or rehabilitation of public facilities and improvements (other than buildings) as per Section 58.35(a)(1); and rehabilitation of buildings and improvements of the type listed at Section 58.35(a)(3).

ENVIRONMENTAL DETERMINATIONS:

This project is a continuation of The Multi-Year Comprehensive Grant Program project Number DE26-P004501-15/"Multi-Year" that originally received environmental clearance from HUD on November 9, 2015, and its Environmental Review Record is being re-evaluated annually as per Section 58.47 of 24 CFR Part 58. The source of funds remained the same, as did the types of activities and plan for the funds. A Determination is hereby made that there has been No Change to the project since November 9, 2015. Because there has been no change to this project, no further review or publication of notices are necessary.

This determination specifically covers the following activities to be funded under this grant:

- Installation of Security Camera Upgrades
- Installation of Heating and Air Conditioning Improvements
- Replacement of Storage & Utility Room Doors
- Replacement of Bathroom Exhaust Fans
- Replacement of Shutters
- Replacement of Interior Lights
- Handicap Unit Rehabilitation
- Kitchen Rehabilitation
- Parking Lot Re-Surfacing

Signature: Andrew J. Lorenz Title: Environmental Compliance Officer
Date: 2/25/2016

Cfpanup16.doc

PHYSICAL NEEDS ASSESSMENT

TABLE 7

		2017	2018	2019	2020	2021
CLARKS CORNER		COST				
Siding Replacement	85,000					
Entry, Storage and Storm Doors	240,000		240,000			
Bathroom Rehabilitation	500,000					
Replace Shutters	35,000					
Security Cameras Upgrades	125,000	125,000				
Replace Flooring	250,000					
Kitchen Renovations	200,000					
Handicap Unit Rehabilitation	50,000	50,000				
Maintenance Shop Addition	80,000					
Playground Equipment	50,000					
Bicycle Path	18,422				18,422	
Total	1,633,422	175,000	240,000	0	18,422	0

CLARKS CORNER ANNEX		COST				
Entry, Storage and Storm Doors	92,000			92,000		
Replace Furnaces	60,000					60,000
Replace Shutters	15,000					
Kitchen Rehabilitation	80,000					
Total	247,000	0	0	92,000	0	60,000

MCLANE GARDENS		COST				
Reinforce Stairways	15,000					
Replace Furnaces	188,500					
Maintenance Shop Furnace	5,000					
Kitchen Rehabilitation	116,000					
Bathroom Rehabilitation	290,000					
Repave Parking Lot/Drive	50,000					
Total	664,500	0	0	0	0	0

PEACH CIRCLE		COST				
Site Lighting Upgrades	30,000					
Toilet Replacements	4,000					
Handicap Unit Rehabilitation	64,695					
Water Line Plumbing Replacements	70,590					
Furnace Replacements	160,000					
Repave Parking Lot/Drive	65,000					
Total	394,285	0	0	0	0	0

PHYSICAL NEEDS ASSESSMENT- 2

		2017	2018	2019	2020	2021
MIFFLIN MEADOWS	COST					
Sidewalk Replacement	95,000					
Replace Hot Water Heaters	39,960					
Handicap Unit Rehabilitation	60,000					
Replace Bathroom Exhaust Fans	37,000					
Replace Ranges	36,000					
Replace Siding/Shutters	100,000					
Furnace Replacements	243,000					
Total	610,960	0	0	0	0	0

BURTON VILLAGE	COST					
Maintenance Building Siding	25,000					
Window Replacements	125,000					
Siding 4 BR Replacement	25,000					
✓ Shutter Replacements	28,035	28,035				
✓ Replace Interior Lights	10,672	10,672				
Bathroom Renovations	500,000					
✓ Replace Bathroom Exhaust Fans	12,750	12,750				
Handicap Unit Rehabilitation	50,000				50,000	
Playground Equipment	50,000			50,000		
Border Fence	185,000					
Paving	125,000		125,000			
Kitchen Rehabilitation	204,000				204,000	
Total	1,340,457	51,457	125,000	50,000	254,000	0

MCLANE GARDENS ANNEX	COST					
Kitchen Rehabilitation	84,000					
Handicap Unit Rehabilitation	50,000					
Repave Parking Lot	50,000					
HVAC Upgrades	210,000					
TOTAL	394,000	0	0	0	0	0

Lavery Lane	COST					
✓ Parking Lot Paving	150,000	73,000				77,000
✓ Kitchen Rehabilitation	200,000	200,000				
Entrances, Storage and Screen Doors	240,000			175,914	64,086	
Security Cameras	115,422					115,422
Replace Siding Community Building	30,000					
Replace Community Building Windows	50,000					
Comm. Bldg Sanitary Repairs	50,000					
Bathroom Rehabilitation	500,000		226,457	273,543		
Perimeter Fence	150,000					
TOTAL	1,485,422	273,000	226,457	449,457	64,086	192,422

PHYSICAL NEEDS ASSESSMENT- 3

Hickory Tree	COST	2017	2018	2019	2020	2021
Playground Equipment Comm. Blding	45,000					
Perimeter Fence	150,000					
Replace Storage & Utility Room Doors	80,000	80,000				
Security Cameras	111,984					111,984
Kitchen Renovations	140,000					140,000
Community Building Heat Pump	12,000	4,000	4,000	4,000		
Repaving Parking Lot/Driveway	70,000					
Bathroom Rehabilitation	350,000				258,949	91,051
Siding Replacements	100,000					
TOTAL	1,058,984	84,000	4,000	4,000	258,949	343,035

Scattered Sites-1; 010	COST					
Replace Sidewalk and Steps	3,500					
Storage Shed	5,000					
Driveway Paving	6,000					
Kitchen Rehabilitation	7,150					
HVAC Upgrade	6,000					
TOTAL	27,650	0	0	0	0	0

Scattered Sites-2; 015	COST					
HVAC Upgrade	5,800					
Regrading Drainage Remediation	15,000					
Roof Replacement	10,000					
Replace Front/Back Storm Doors	3,000					
Kitchen Rehabilitation	4,000					
Driveway Paving	50,000					
Bathroom Rehabilitation	4,000					
TOTAL	91,800	0	0	0	0	0

Liberty Court I	COST					
Drainage Improvements/Fire Lane	73,000					
Window Replacements	125,000					
Balcony and Entrance Pillar Rehab.	50,000					
Refrigerator Replacement	25,000					
Site Lighting Upgrade	10,000					
Patio Door Replacements	63,600					
Kitchen Rehabilitation	212,000					
TOTAL	558,600	0	0	0	0	0

Liberty Court II	COST					
Water Damage	14,695					
Kitchen Rehabilitation	220,000					
Refrigerator Replacement	25,000					
Balcony and Entrance Pillar Rehab.	50,000					
Window Replacements	125,000					
Front Door Replacements	66,000					
TOTAL	500,695	0	0	0	0	0

PHYSICAL NEEDS ASSESSMENT- 4

		2017	2018	2019	2020	2021
Hickory Tree II	COST					
Bathroom Rehabilitation	200,000					
Siding Replacements	60,000					
TOTAL	260,000	0	0	0	0	0
HOLLY SQUARE	COST					
Concrete Pads/Sidewalks	6,895					
Site Lighting Upgrades	40,000					
Perimeter Fencing	55,000					
TOTAL	101,895	0	0	0	0	0
Administration		69,491	69,491	69,491	69,491	69,491
Management Improvements		8,000	8,000	8,000	8,000	8,000
Fees		62,000	50,000	50,000	50,000	50,000
	9,369,670					
TOTAL		722,948	722,948	722,948	722,948	722,948

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

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 06/30/2017

Part I: Summary		FFY of Grant: FY2015 FFY of Grant Approval: FY2014	
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE26P00450114 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2016		Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Revised ²	Total Actual Cost ¹ Expended
1	Total non-CFP 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	679,753	679,753
16	1495.1 Relocation Costs		336,523
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 CFP Grants for operations.
⁴ RHF funds shall be included here.

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

Part I: Summary		FFY of Grant: FY2015 FFY of Grant Approval: FY2014	
PHA Name: Delaware State Housing Authority	Grant Type and Number Capital Fund Program Grant No.: DE26P00450114 Replacement Housing Factor Grant No.: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2016 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost¹
		Original	Obligated Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	679,753	336,523
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		Signature of Public Housing Director	
Date		Date	

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Annual Statement/Performance and Evaluation Report
Capital Fund Program, Capital Fund Program Replacement Housing Factor and
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Part I: Summary		FFY of Grant: FY2016 FFY of Grant Approval: FY2015	
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE26P00450115 Replacement Housing Factor Grant No: Date of CHFP:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending: 6/30/2016 <input type="checkbox"/> Reserve for Disasters/Emergencies)) <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost ¹
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		Revised ²	Expended
1	Total non-CFP Funds		
2	1406 Operations (may not exceed 20% of line 21) ³		
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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	694,913	544,179
16	1495.1 Relocation Costs		505,569
17	1499 Development Activities ⁴		

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U.S. Department of Housing and Urban Development
 Office of Public and Indian Housing
 OMB No. 2577-0226
 Expires 06/30/2017

Part I: Summary		FFY of Grant: FY2016 FFY of Grant Approval: FY2015	
PHA Name: Delaware State Housing Authority	Grant Type and Number Capital Fund Program Grant No: DE26P00450115 Replacement Housing Factor Grant No: Date of CFFP:		
<input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 6/30/2016 <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Final Performance and Evaluation Report			
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PHA Name: Delaware State Housing Authority		FFY of Grant Approval: FY2016	
Grant Type and Number Capital Fund Program Grant No: DE26P00450116 Replacement Housing Factor Grant No: Date of CFFP:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending: _____) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____)			
Type of Grant	<input type="checkbox"/> Revised Annual Statement (revision no: _____)		
<input checked="" type="checkbox"/> Original Annual Statement and Evaluation Report for Period Ending: _____)	<input type="checkbox"/> Final Performance and Evaluation Report		
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	Original	Revised²	Obligated
1	Total non-CFP Funds		
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15	1492 Moving to Work Demonstration	722,948	
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Part I: Summary		FFY of Grant: FY2016	
PHA Name:	Grant Type and Number Capital Fund Program Grant No.: DE26P00450116 Replacement Housing Factor Grant No.: Date of CFFP:	FFY of Grant Approval: FY2016	
Type of Grant	<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Summary by Development Account <input type="checkbox"/> Final Performance and Evaluation Report		
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Signature of Executive Director		Signature of Public Housing Director	
		Date	

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Attachment B

General Order, Certification Statement, Public Hearing Minutes and Notice Publications

GENERAL ORDER NO. 642

**GENERAL ORDER ADOPTING
THE MOVING TO WORK
ANNUAL PLAN FOR FY2018**

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

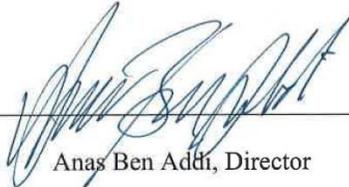
WHEREAS, The Moving to Work Restated and Amended Agreement requires certification that a public hearing was held regarding the Moving to Work Plan; and

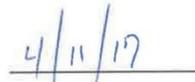
WHEREAS, The Annual Plan shall describe the activities and sources and uses of funding that Delaware State Housing Authority is undertaking through the Moving to Work Program.

NOW THEREFORE BE IT ORDERED AS FOLLOWS:

1. The Director has reviewed and approved the Moving To Work Annual Plan for FY2018.
2. The Delaware State Housing Authority certifies that it held public hearings on March 22, 2017 and March 23, 2017 in accordance with the requirements of the Moving to Work Restated and Amended Agreement regarding the Moving to Work Annual Plan for FY2018.

DELAWARE STATE HOUSING AUTHORITY


Anas Ben Addi, Director


Date

Form 50900: Elements for the Annual MTW Plan and Annual MTW Report

Attachment B

Certifications of Compliance

**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 July 1, 2017, 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 conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comments (including those of its Resident Advisory Board or Boards) 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 certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. 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.
5. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
6. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
7. The PHA will affirmatively further fair housing by examining its 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.
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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 135.
11. The PHA will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. 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.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

Delaware State Housing Authority

DE004/DE901

PHA Name

PHA Number/HA Code

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

Anas Ben Addi

Director

Name of Authorized Official

Title

Signature

Date

*Must be signed by either the Chairman or Secretary of the Board of the PHA's legislative body. This certification cannot be signed by an employee unless authorized by the PHA Board to do so. If this document is not signed by the Chairman or Secretary, documentation such as the by-laws or authorizing board resolution must accompany this certification.



PUBLIC HEARING NOTICE ON THE FY2018 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 FY2018 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 seventeenth year of the Moving To Work Demonstration.

DSHA is not proposing any new MTW initiatives in the FY2018 Annual Plan. Although DSHA is not proposing any new MTW initiatives in the FY2018 Annual Plan, a revised Ban Policy for public housing developments will be discussed. DSHA will be continuing forward with significant renovations at Liberty Court during this fiscal year and will be adding Scattered Site homes to the Rental Assistance Demonstration (RAD) program.

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 February 14, 2017. The Plan will also be available on the DSHA website, www.destatehousing.com beginning February 14, 2017. After the end of the comment period on April 6, 2017, 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 2:00 P.M., Wednesday, March 22, 2017. A second hearing will be held at 5:30 P.M., Wednesday, March 22, 2017 in the Community Building of the Liberty Court complex. Liberty Court is located at 1289 W. Walker Road, Dover, DE 19904. The Community Building is handicapped accessible.

The third hearing will be held in the Community Building of the Burton Village complex at 5:30 P.M., Thursday, March 23, 2017. 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
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Equal Housing Opportunity



MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY
PUBLIC HEARING ON THE
MOVING TO WORK FY2018 ANNUAL PLAN
March 22, 2017

The hearing was called to order at 2:00 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 2:30 p.m.

MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY
PUBLIC HEARING ON THE
MOVING TO WORK FY2018 ANNUAL PLAN
March 22, 2017

The hearing was called to order at 5:30 p.m.

Chris Whaley explained that there were no proposed initiatives in the FY2018 Annual Plan except for the fact that a previous Moving to Work (MTW) participant cannot move in with a family member that currently participates in the MTW Program. He reviewed the revised Banned Policy for public housing developments which include:

- Currently the policy states that you are banned for life if you have an infraction. We have discussed that this may not be fair in all cases so we have put a time frame on the infractions.
- The non-resident may be banned for two (2) years if they commit one or more misdemeanors or infraction that disturbs the peaceful enjoyment of the development.
- The non-resident may be banned for five (5) years if they commit an infraction involving the possession of a controlled substance or one felony under state or federal law in or upon any area of the property including without limitation, illegal drug activity or violent criminal activity.
- A list of banned non-residents will be posted at the property, distributed to management and staff and law enforcement, as appropriate.

Also, Chris discussed the changes that will be happening at Liberty Court with the destruction of the buildings and what order they will be renovated in. Information that was provided is:

- We will be going to closing for the construction in May
- Construction will be starting as soon as June and last about 18-20 months.
- We are starting in the order of Building I, M, N and C. Building K will be kept up during the renovation to provide housing arrangements while the other buildings are being renovated.
- When all renovations are complete, Building K will be demolished and a fire lane will be put in its place.
- He provided details on the cosmetic changes for the apartments, including wood-grained vinyl, energy efficient heating and air conditioner units, etc.
- There will be moving people to assist residents.
- The units will tested for bedbugs and treated before moving to prevent the transferring of the bugs to the new units.

He went over how DSHA will be selling our Scattered Sites to the Rental Assistance Demonstration (RAD) in order to help fund the renovations at Liberty Court.

There were a total of two attendees at the hearing. They provided comments on how excited they were on the renovations and they appreciated the opportunities that were available to them.

Chris reached out to one of the attendees that participate in the MTW Program to see if it would be possible for our Public Relations Office to speak with. The attendee was more than happy to provide information on the housing and the program.

The meeting was adjourned at 6:12 p.m.

MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY
PUBLIC HEARING ON THE
MOVING TO WORK FY2018 ANNUAL PLAN
March 23, 2017

The hearing was called to order at 5:30 p.m.

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

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

The meeting was adjourned at 6:01 p.m.

RECEIVED

MAR 23 2017

BY: RVm

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 2/17 2/24 3/4 3/15 3/20/2017

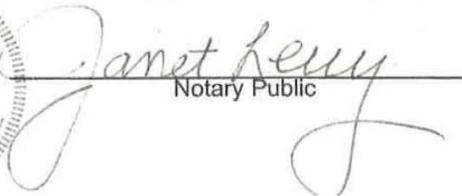


President
Independent Newsmedia Inc. USA

Sworn to and subscribed before me this 20th

Day of March A.D. 2017




Notary Public



**PUBLIC HEARING NOTICE
ON THE FY2018 MOVING TO WORK ANNUAL PLAN**

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TDD (302) 739-4264
Equal Opportunity Employer
Equal Housing Opportunity

170295 DSN 217,24;3/4,15,20/2017



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

RECEIVED

MAR 23 2017

BY: CVM

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:

Tuesday, February 21, 2017

Friday, March 17, 2017

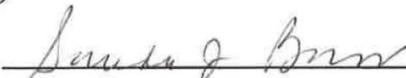
Tuesday, February 28, 2017

Tuesday, March 21, 2017

Friday, March 10, 2017



For the Cape Gazette



Sandra J. Barr





PUBLIC HEARING NOTICE ON THE FY2018 MOVING TO WORK ANNUAL PLAN

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GATEHOUSE MEDIA DELAWARE HOLDINGS, INC

Office:

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

Mailing Address:

P.O. Box 664
Dover, DE 19903

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MAR 30 2017

BY: Nm

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

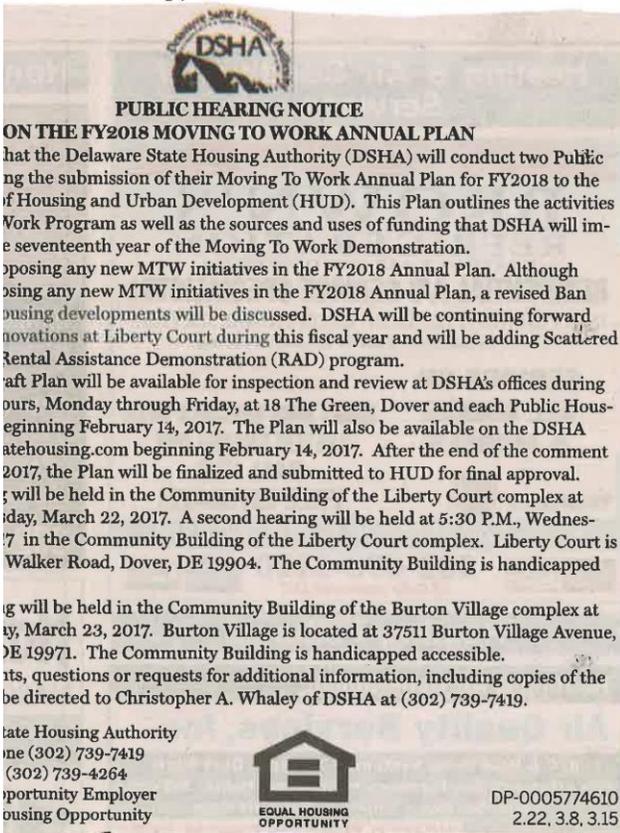
This is to certify that the following legal advertisement:

Public Hearing Notice: FY2018 Moving To Work Annual Plan

Was carried in the **Dover Post**, a weekly newspapers, on the following date(s):

February 22nd, March 8th & 15th, 2017

A copy of the advertisement is attached.



DSHA
PUBLIC HEARING NOTICE
ON THE FY2018 MOVING TO WORK ANNUAL PLAN

That the Delaware State Housing Authority (DSHA) will conduct two Public Hearings on the submission of their Moving To Work Annual Plan for FY2018 to the 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 in the seventeenth year of the Moving To Work Demonstration. The plan is proposing any new MTW initiatives in the FY2018 Annual Plan. Although the plan is proposing any new MTW initiatives in the FY2018 Annual Plan, a revised Budget and Housing developments will be discussed. DSHA will be continuing forward with renovations at Liberty Court during this fiscal year and will be adding Scattered Site Rental Assistance Demonstration (RAD) program. The draft Plan will be available for inspection and review at DSHA's offices during business hours, Monday through Friday, at 18 The Green, Dover and each Public Housing Office beginning February 14, 2017. The Plan will also be available on the DSHA website at dshahousing.com beginning February 14, 2017. After the end of the comment period on February 22, 2017, the Plan will be finalized and submitted to HUD for final approval. Public hearings will be held in the Community Building of the Liberty Court complex at 18 The Green, Dover, Delaware on Wednesday, March 22, 2017. A second hearing will be held at 5:30 P.M., Wednesday, March 22, 2017 in the Community Building of the Liberty Court complex. Liberty Court is located at 18 Walker Road, Dover, DE 19904. The Community Building is handicapped accessible.

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Delaware State Housing Authority
Phone (302) 739-7419
Fax (302) 739-4264
Equal Housing Opportunity Employer
Fair Housing Opportunity



DP-0005774610
2.22, 3.8, 3.15

Brenda R. Winklam
For Gatehouse Media Delaware

Sworn to and subscribed before me this 28th
Day of March, 2017.

Linda Faye Spry Miller

Notary Public

Total Due: \$349.80



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: FY2018 Moving To Work Annual Plan

Was carried in the *Sussex Living*, a weekly newspaper, on the following date(s):

February 23rd, March 9th & 16th, 2017

A copy of the advertisement is attached.



PUBLIC HEARING NOTICE
ON THE FY2018 MOVING TO WORK ANNUAL PLAN

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Delaware State Housing Authority
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Fax: (302) 739-4264
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Fair Housing Opportunity



SL-0005774660
2.23, 3.9, 3.16

Brenda B. Oulam
For Gatehouse Media Delaware

Sworn to and subscribed before me this 28th
Day of March, 2017.

Linda Faye Spry Miller

Notary Public

Total Due: \$349.80



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**

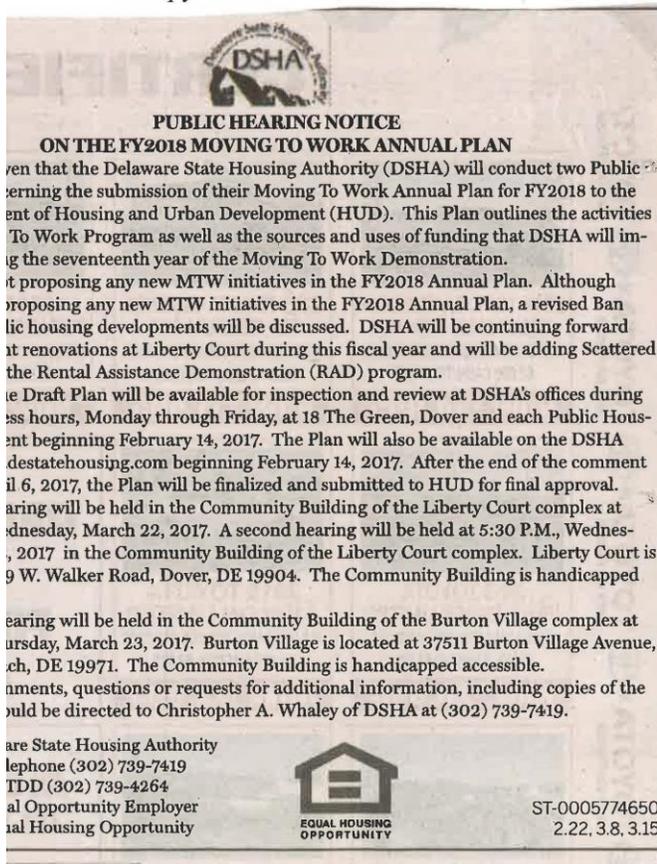
This is to certify that the following legal advertisement:

Public Hearing Notice: FY2018 Moving To Work Annual Plan

Was carried in the Smyrna/Clayton Sun-Times, a weekly newspaper, on the following date(s):

February 22nd, March 8th & 15th, 2017

A copy of the advertisement is attached.



DSHA

**PUBLIC HEARING NOTICE
ON THE FY2018 MOVING TO WORK ANNUAL PLAN**

Given that the Delaware State Housing Authority (DSHA) will conduct two Public Hearings concerning the submission of their Moving To Work Annual Plan for FY2018 to the 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 seventeenth year of the Moving To Work Demonstration. DSHA is currently proposing any new MTW initiatives in the FY2018 Annual Plan. Although the Plan also proposes any new MTW initiatives in the FY2018 Annual Plan, a revised Budget and Plan for public housing developments will be discussed. DSHA will be continuing forward with the renovation of Liberty Court during this fiscal year and will be adding Scattered Site and the Rental Assistance Demonstration (RAD) program. The Draft Plan will be available for inspection and review at DSHA's offices during business hours, Monday through Friday, at 18 The Green, Dover and each Public Housing Office beginning February 14, 2017. The Plan will also be available on the DSHA website at dstatehousing.com beginning February 14, 2017. After the end of the comment period on February 16, 2017, the Plan will be finalized and submitted to HUD for final approval. A public hearing will be held in the Community Building of the Liberty Court complex at 18 The Green, Wednesday, March 22, 2017. A second hearing will be held at 5:30 P.M., Wednesday, March 22, 2017 in the Community Building of the Liberty Court complex. Liberty Court is located at 19 W. Walker Road, Dover, DE 19904. The Community Building is handicapped accessible. A third hearing will be held in the Community Building of the Burton Village complex at 37511 Burton Village Avenue, Dover, DE 19971. The Community Building is handicapped accessible. For comments, questions or requests for additional information, including copies of the Plan, please contact Christopher A. Whaley of DSHA at (302) 739-7419.

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ST-0005774650
2.22, 3.8, 3.15

Brenda R. Durham
For Gatehouse Media Delaware

Sworn to and subscribed before me this 28th
Day of March, 2017.

Linda Faye Spry Miller

Notary Public

Total Due: \$349.80





The News Journal
Media Group

A GANNETT COMPANY

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

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

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

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

SD STATE HOUSING AUTHORITY
18 THE GRN

DOVER, DE 19901

RECEIVED

APR 03 2017

DSHA ADMINISTRATION

AFFIDAVIT OF PUBLICATION

State of Delaware

New Castle County

Personally appeared **The News Journal**

Of the **The News Journal Media Group**, a newspaper printed, published and circulated in the State of Delaware, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

03/30/17 A.D 2017

Linda Barber

Ad Number: 0002032417



Sherry Ann Salvia
Sworn and subscribed before me, this 30 day of March,
2017

Legal notification printed at larger size for affidavit.



Notice of Availability and Public Hearing on Delaware Draft FY2017 Annual Action Plan

The Delaware State Housing Authority (DSHA) announces the availability for public review and comment the Draft FY2017 Annual Action Plan.

The Action Plan serves as the housing planning document of the State, and as an application for funding under the following U.S. Department of Housing and Urban Development (HUD) Community Planning and Development programs: Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships (HOME), or Housing Opportunities for Persons With AIDS (HOPWA), and the national Housing Trust Fund (HTF).

The FY2017 Annual Action Plan also includes a revised Citizen Participation Plan. The revision reflects the Final Rule at 24 CFR Part 5 regarding DSHA's obligation to Affirmatively Further Fair Housing. The revision streamlines and clarifies DSHA's processes and requirements for encouraging meaningful and robust citizen participation.

The Action Plan will be submitted to HUD by May 15, 2017.

The period for receipt of public comment on the draft FY2017 Annual Action Plan and Citizen Participation Plan shall be from March 31, 2017 through May 1, 2017. Interested parties can also obtain reasonable access to records of State expenditures for housing during the preceding five years at DSHA's Dover office from 8:00 a.m. to 4:00 p.m., Monday through Friday.

The draft FY2017 Annual Action Plan shall be available for public review on DSHA's website at <http://destatehousing.com/FormsAndInformation/capers.php> and at:

Delaware State Housing Authority
18 The Green
Dover, DE 19901

Hard copies are available upon request from susanm@destatehousing.com or 302-739-4263.

A Public Hearing will be held to obtain the views of interested citizens on housing and community development needs and comments on the draft Action Plan. Both oral and written comments will be accepted and recorded at the hearing and a summary of the comments and DSHA's response will be attached to the final Action Plan submitted to HUD.

The schedule for the Public Hearing is:

<u>Date</u>	<u>Time</u>	<u>Location</u>
April 19, 2017	2:00 p.m.	Dover Public Library 35 Loockerman Plaza Dover, DE 19901

Please submit all written comments to Susan Moriarty, Delaware State Housing Authority, 18 The Green, Dover, DE 19901, or via e-mail at SusanM@destatehousing.com no later than 12:00 p.m., May 1, 2017.

If you have a vision, hearing, or physical impairment that requires accommodation either in the reading of this notice or at the public hearing, DSHA will provide appropriate assistance. To schedule assistance, please call 739 4263, ext. 245 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. If you have a hearing impairment, DSHA's TDD number is 739 7428 during the same hours.

Para obtener ayuda con la traducción al español de este aviso o servicios de traducción en la audiencia pública, comuníquese con Olga Lezcano al 302-739-4263 o via e-mail olga@destatehousing.com por lo menos una semana antes del evento.
3/30-NJ

Attachment C

Section II:

General Housing Authority Operating Information

HOUSING STOCK,

CAPITAL FUND EXPLANATION/EXPENDITURES,

WAIT LIST EXPLANATIONS/ HISTORICAL TABLES,

SOURCES AND USES OF FUNDS NARRATIVE

2.0 (A) Plan Housing Stock

- **NUMBER OF PUBLIC HOUSING UNITS AT THE BEGINNING OF FY2018**

The number of public housing units in the Delaware State Housing Authority (DSHA) portfolio has decreased by 8 units due to structural damage at the Liberty Court site.

Table 3

Number of Public Housing Units as of July 1, 2017

Public Housing						
	Total Units	Bedroom Size				
		1 BR	2 BR	3 BR	4 BR	5 + BR
Burton Village	51	-	14	28	9	-
Clarks Corner	70	4	26	26	12	2
Hickory Tree	55	-	26	26	3	
Holly Square	24	24	-	-	-	-
Lavery Lane	50	-	40	10	-	-
Liberty Court	100**	25	63**	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.

**DSHA has to remove 8 two-bedroom units from our anticipated Liberty Court housing stock due to structural damage. The units are uninhabitable. Units are expected to remain vacant for one to two years.

- **SIGNIFICANT CAPITAL EXPENDITURES BY DEVELOPMENT- FY2014**

This section compares FY2015 budgeted capital work with the actual FY2016 Capital Expenditures by property.

Table 4

ACTIVITY	COMMUNITIES	ORIGINAL BUDGET	REVISED BUDGET	EXPENDED
Architect Fees-Re-Paving Parking Lot	Laverty Lane	16,000.00	17,700.00	10,900.00
Architect Fees-Kitchen Replacements	Laverty Lane	18,000.00	19,100.00	7,872.50
Architect Fees- Re-Roofing	Hickory Tree	16,000.00	21,375.00	14,967.28
Re-Roofing	Hickory Tree	721,528.00	738,810.00	738,810.00
Re-Roofing	Holly Square	1,000.00	1,000.00	1,000.00
Management Improvements- Printing & Bid Advertising	Various Sites	2,080.37	2,080.37	2,080.37
Administrative Costs	Authority Wide	66,462.77	66,462.77	66,462.77
Capital Program Totals		\$841,071.14	\$866,528.14	\$842,092.92

DISCUSSION OF THE CAPITAL EXPENDITURE AMOUNTS:

The following are descriptions of the expenditures made during FY2016 that exceeded 30% of the agency's total budgeted capital expenditures for the fiscal year. Total Planned Expenditures for FY2016 were \$841,071.14.

Hickory Tree Re-Roofing: \$753,777.28 (re-roofing \$738,810.00 and architect fees of \$14,967.28). This entailed replacing all tenant building roofs.

CAPITAL PLANS:

A. STATEMENT OF EXISTING NEEDS

The total amount of DSHA existing capital needs is approximately \$9,209,080 which is \$ 18,909.82 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 \$654,028 annually for the past five years. The FY2016 Capital Fund Program was funded at \$722,948.

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 will be awarded for FY2018, which is \$722,948. 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

	FY2018	FY2019	FY2020	FY2021	FY2022
Physical Improvements	585,457	585,457	585,457	585,457	585,457
Administration	69,491	69,491	69,491	69,491	69,491
Management Improvements	8,000	8,000	8,000	8,000	8,000
Fees & Costs	60,000	60,000	60,000	60,000	60,000
TOTAL	\$722,948	\$722,948	\$722,948	\$722,948	\$722,948

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

Table 6**Capital Expenditures Planned for FY2018**

Capital Project (list by Name)	Total Planned Expenditure in Current Year (specify year)	
Clarks Corner	\$ 492,000	2018
McLane Gardens	\$ 0	2018
Peach Circle	\$ 0	2018
Mifflin Meadows	\$ 0	2018
Burton Village	\$ 72,457	2018
Laverty Lane	\$ 0	2018
Hickory Tree	\$ 9,000	2018
Scattered Sites – Phase I	\$ 0	2018
Liberty Court	\$ 0	2018
Holly Square	\$ 12,000	2018
Scattered Sites – Phase II	\$ 0	2018
Total	\$ 585,457	

TABLE 7

PHYSICAL NEEDS ASSESSMENT

		2018	2019	2020	2021	2022
MIFFLIN MEADOWS: DE004000003 (RAD)	COST					
Sidewalk Replacement	95,000					
Replace Hot Water Heaters	39,960					
Handicap Unit Rehabilitation	60,000					
Replace Bathroom Exhaust Fans	37,000					
Replace Ranges	36,000					
Replace Siding/Shutters	100,000					
Furnace Replacements	243,000					
Total	610,960	0	0	0	0	0

BURTON VILLAGE: DE004000004	COST					
Maintenance Building Siding	25,000					
Window Replacements	125,000					
Siding 4 BR Replacement	25,000					
Shutter Replacements	28,035	28,035				
Replace Interior Lights	12,672	12,672				
Bathroom Renovations	500,000					
Replace Bathroom Exhaust Fans	12,750	12,750				
Handicap Unit Rehabilitation	50,000				50,000	
Playground Equipment	19,000	19,000				
Border Fence	185,000					
Replace Stairway Handrails	20,000					
Paving	115,000		115,000			
Kitchen Rehabilitation	204,000				204,000	
Total	1,321,457	72,457	115,000	0	254,000	0

MCLANE GARDENS: DE004000005 (RAD)	COST					
Reinforce Stairways	15,000					
Replace HVAC	398,500					
Handicap Unit Rehabilitation (MGA)	50,000					
Maintenance Shop Furnace	5,000					
Kitchen Rehabilitation	200,000					
Bathroom Rehabilitation	290,000					
Repave Parking Lot/Drive	100,000					
Total	1,058,500	0	0	0	0	0

Laverty Lane: DE004000008	COST					
Entrances, Storage and Screen Doors	240,000			165,914	74,086	
Security Cameras	100,422					100,422
Playground Equipment	50,000			50,000		
Replace Siding Community Building	30,000					

Replace Community Building Windows	50,000					
Comm. Building Sanitary Repairs	50,000					
Bathroom Rehabilitation	466,457		466,457			
Perimeter Fence	150,000					
TOTAL	1,136,879	0	466,457	215,914	74,086	100,422

Scattered Sites-1; DE004000010	COST					
Replace Sidewalk and Steps	3,500					
Storage Shed	5,000					
Driveway Paving	6,000					
Kitchen Rehabilitation	7,150					
HVAC Upgrade	6,000					
TOTAL	27,650	0	0	0	0	0

PHYSICAL NEEDS ASSESSMENT- 2

		2018	2019	2020	2021	2022
Liberty Court: DE004000012 (RAD)	COST					
Drainage Improvements/Fire Lane	73,000					
Window Replacements	250,000					
Balcony and Entrance Pillar Rehab.	100,000					
Refrigerator Replacement	50,000					
Site Lighting Upgrade	10,000					
Front Door Replacements	66,000					
Patio Door Replacements	63,600					
Kitchen Rehabilitation	432,000					
TOTAL	1,044,600	0	0	0	0	0

Hickory Tree: DE004000013	COST					
Perimeter Fence	150,000					
Security Cameras	125,000					125,000
Kitchen Renovations	140,000				140,000	
Community Building Heat Pump	12,000	4,000	4,000	4,000		
Play Equipment	5,000	5,000				
Repaving Parking Lot/Driveway	70,000					
Bathroom Rehabilitation (HT Phase I)	565,543			365,543		
Siding Replacements	160,000					
TOTAL	1,227,543	9,000	4,000	369,543	140,000	125,000

Scattered Sites-2; DE004000015	COST					
HVAC Upgrade	5,800					
Re-grading Drainage Remediation	15,000					
Roof Replacement	10,000					
Replace Front/Back Storm Doors	3,000					

Kitchen Rehabilitation	4,000					
Driveway Paving	50,000					
Bathroom Rehabilitation	4,000					
TOTAL	91,800	0	0	0	0	0

CLARKS CORNER: DE004000016	COST					
Siding Replacement	119,000					
Entry, Storage and Storm Doors	332,000	332,000				
Bathroom Rehabilitation	700,000					
Replace Shutters	45,000					45,000
Security Cameras Upgrades	100,000	100,000				
Replace Flooring	250,000					
Kitchen Renovations	280,000					280,000
Replace Furnaces (CCA)	60,000				60,000	
Handicap Unit Rehabilitation	50,000	50,000				
Repaving Basketball Court	10,000	10,000				
Maintenance Shop Addition	80,000					
Playground Equipment	50,000					
Bicycle Path	30,000					
Total	2,106,000	492,000	0	0	60,000	325,000

PHYSICAL NEEDS ASSESSMENT- 3

		2018	2019	2020	2021	2022
PEACH CIRCLE: DE004000019 (RAD)	COST					
Site Lighting Upgrades	30,000					
Toilet Replacements	4,000					
Handicap Unit Rehabilitation	64,695					
Water Line Plumbing Replacements	70,590					
Furnace Replacements	160,000					
Repave Parking Lot/Drive	65,000					
Total	394,285	0	0	0	0	0

HOLLY SQUARE: DE004000019	COST					
Concrete Pads/Sidewalks	35,035					35,035
Sewer Line Replacement	12,000	12,000				
Site Lighting Upgrades	57,371				57,371	
Perimeter Fencing	85,000					
TOTAL	189,406	12,000	0	0	57,371	35,035

Administration		69,491	69,491	69,491	69,491	69,491
Management Improvements		8,000	8,000	8,000	8,000	8,000
Fees		60,000	60,000	60,000	60,000	60,000
	*	9,209,080				
TOTAL		722,948	722,948	722,948	722,948	722,948

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

- **NUMBER OF MTW HOUSING CHOICE VOUCHERS AUTHORIZED AT THE BEGINNING OF FY2017**

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, 2016. DSHA began project basing 20 Housing Choice Vouchers in coordination with renovations at Wexford Village.

Table 8

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

LEASING INFORMATION-ACTUAL AS OF JUNE 30, 2016

- **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.

FY16 Actual Response Time

Emergency Non-Emergency

2 hrs 4 days

TABLE 9

Public Housing Vacancy and Occupancy - 7/1/14 - 1/1/17*

Development	Total Units	Units Vacated			Occupancy 1/01/17	Planned FY18	Anticipated Total Number Leased
		FY14	FY15	FY16			
Burton Village	51	6	10	8	94%	98%	50
Clarks Corner	70	12	17	14	98%	98%	69
Hickory Tree	55	16	10	9	99%	98%	54
Holly Square	24	2	2	4	95%	98%	24
Laverty Lane	50	11	3	9	99%	98%	49
Liberty Court	108	25	17	13	86%	98%	106
McLane Gardens	29	6	3	12	99%	98%	28
McLane Gardens Annex	21	2	5	3	100%	98%	21
Mifflin Meadows	54	14	9	10	99%	98%	53
Peach Circle	32	9	3	4	100%	98%	31
Scattered-site rentals	9	1	1	2	67%**	98%	9
Total	503	104	80	88	94%	98%	494

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

** The occupancy rate for Liberty Court is due to 20 vacant units. The occupancy rate for scattered site rental is due to 3 vacant units. DSHA has applied for RAD funding and units are expected to remain vacant for at least one to two years.

- **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 10

Anticipated Total Number of MTW and Non-MTW units leased during FY2016

Program	August 1999	Beginning of FY-2015	End of FY-2016 (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 completed 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. Twenty (20) existing tenant-based Housing Choice Vouchers (HCV) are project-based at the property and the remaining units are offered to households with annual incomes between 60% and 80% of area median income.

Please see Appendix D of this Plan for additional information about the upcoming conversion of Liberty Court to RAD which will include project-based vouchers at this location.

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 FY2012. 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. During FY2018, DSHA will continue to monitor the effectiveness of the 500 unit set-aside to determine if it is increasing MTW participation as anticipated and that it is not negatively impacting the waiting list process. During FY2017, DSHA found that the 500 unit set-aside is beginning to increase MTW participation as anticipated but not at the rate anticipated.

- **DESCRIPTION OF ANTICIPATED CHANGES IN THE NUMBER OF FAMILIES ON THE WAITING LIST DURING FY2018**

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 FY2017. The waiting list has 9,044 families actively waiting for housing.

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

HUD will notice an increase to 9,044 in the waiting list size from the FY2017 Annual Plan. Previously, DSHA sent out approximately 400-600 letters monthly to families on the waiting list requesting updated status information in order to purge households. In an effort to save staff time and

administrative costs, DSHA will only send letters to the top 1000 households on the waiting list every 6 months requesting updated status information.

Table 11

Number of Households on the Waiting List by Bedroom Size on January 1, 2017

Combined Public Housing and Housing Choice Voucher Waiting List							
	Total Households		January 2017				
	JAN 2016	JAN 2017	1 BR	2 BR	3 BR	4 BR	5 + BR
Family	4,664	6,148	1,631	2,337	1,590	488	102
Elderly/Disabled	2,427	2,896	1,969	559	273	84	11
Total	7,091	9,044	3,600	2,896	1,863	572	113

V.1. PLAN. SOURCES AND USES MTW FUNDS

A. MTW PLAN: SOURCES AND USES OF MTW FUNDS

ESTIMATED SOURCES OF MTW FUNDING FOR THE FISCAL YEAR

The Agency's MTW Planned Sources of MTW funds for FY18 consist of Total Tenant Revenue, HUD PHA Operating Grants, Capital Grants, Interest Income and Other Income. These funding streams, each with their own funding methodologies, are described below.

- Total Tenant Revenue. The estimated Public Housing tenant revenue was determined by an analysis of October, November, and December 2016 rent roll (dwelling rent less MTW escrow savings) by site, FY16 actuals and FY17 year-to-date (YTD) income. The FY18 dwelling rental income is estimated at \$773,400. Each sites number of units was multiplied by their average PUM for the 3 months and then multiplied by 12 months. This amount is higher than FY16 actuals of \$753,361 and the FY17 budgeted amount of \$747,850 due to higher PUM revenue.
- HUD PHA Operating Grants. The HUD PHA Operating Grant consists of Public Housing Operating Grant and Housing Choice Voucher.

The agency receives an Operating Grant 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 CY17 Subsidy. The FY18 Subsidy Revenue has been calculated using 88% of the CY17 requested amount resulting in a budgeted amount of \$3,171,290.

The Housing Choice Voucher 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 (903 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 CY17 approved funding is estimated to be \$7,412,560. This amount was calculated by annualizing the approved January 2017 amount times 97% proration. The FY18 budgeted amount of \$7,802,690 was calculated by adding 1% to the budgeted HAP expenses plus \$100,000/month for administrative expenses.

- Capital Grants. 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 Grant 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 FY18, which often takes up to three years to expend. Please see Capital Fund "Awarded Budget" as shown in Section 2.0 of this Plan.

- 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. FY18 interest on this account is estimated at \$1,090.
- Other 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 2016 through December 2016 were \$16,954.

Section 8 Housing Choice Vouchers receives other income from reimbursable portable vouchers, fraud recovery payments, and forfeitures of MTW Escrow savings. Savings forfeitures for the period July 2016 through December 2016 were \$999. The forecast for other income was derived from FY17 YTD annualized receipts.

ESTIMATED USES OF MTW FUNDING FOR THE FISCAL YEAR

The Agency's planned uses of MTW funds for FY18 consists of Total Operating – Administrative, Total Tenant Services, Total Utility, Labor, Total Ordinary Maintenance, Total Insurance Premiums, Total Other General Expenses, and HCV Housing Assistance Payments. Expenses are calculated after reviewing prior year expense levels plus an inflation factor and adding any new contractual obligations. A broad overview by Program is listed below.

- Total Operating - Administrative. Total Operating - Administrative includes salaries, legal, staff training/travel, auditing fees, supplies, and postage. FY18 budgeted amount is slightly more than FY17 budgeted amount.
- Total Tenant Services. Total Tenant 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.

- Total Utility. The expense for lighting, heating and providing water and sewer to all sites was based on FY16 Actual and estimated FY17 expenses.
- Labor. Labor includes maintenance salaries of public housing site personnel, which does not include a salary increase for FY18.
- Total Ordinary Maintenance. Total ordinary maintenance expenses includes building materials, supplies, and contractual costs including trash pickup, grass cutting, snow removal, exterminating and routine painting of empty units at all sites.
- Total Insurance Premiums. Total Insurance Premiums includes insurance coverage costs for Public Housing and Housing Choice Voucher personnel and properties. No increase is anticipated in FY18.
- Total Other General Expenses. Total Other General Expenses includes payments in lieu of taxes to counties and school districts, benefit contributions for administrative and maintenance employees and any loss on collections.
- Housing Assistance Payments. The Housing Assistance payments includes payments to landlords which for FY18 is budgeted at \$6,088,010. This amount reflects an increase from the FY17 budgeted amount due to higher utilization. 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.
- Capital Grant Expenses. Capital Grant 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 FY18, planned Capital Grant expenses in the amount of \$585,460 include security camera upgrades, handicap unit rehab, repaving basketball court, and door replacements at Clarks Corner, replace interior lights, shutters, and bathroom exhaust fans at Burton Village, sewer line replacement at Holly Square, and replace community building heat pump and play equipment at Hickory Tree.

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 and/or money market accounts, collateralized or covered by FDIC insurance.

DESCRIBE THE ACTIVITIES THAT WILL USE ONLY 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 FY2018.

B. 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 affects the cash flow of each site, reducing the available revenue through sweeps to MTW savings account, the budgeting process holds site managers harmless with the respect to decreased revenue from this source.

Financial Management: With respect to financial management, DSHA’s cost accounting and financial reporting methods are in conformance with the OMB Omni-Circular and Generally Accepted Accounting Principles (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 FY16 and FY17:

	<u>FY17</u>	<u>FY18</u>
Public Housing	Direct charge	Direct charge
Sec. 8 Voucher	Direct charge	Direct charge
Capital Fund	Direct charge	Direct charge

The Capital Fund Program was changed from a fee for service (10 percent) in FY13 to direct charge in FY14 and forward 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.

Attachment D

RAD Significant Amendment

Rental Assistance Demonstration (RAD) Significant Amendment

FY2018 MOVING TO WORK ANNUAL PLAN

The Delaware State Housing Authority (DSHA) is amending its annual MTW Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, DSHA will be converting to Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices.

Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17; These resident rights, participation, waiting list and grievance procedures are appended to this Attachment. Additionally, DSHA certifies that it is currently compliant with all fair housing and civil rights requirements,

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing DSHA with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the Authority’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that DSHA may also borrow funds to address their capital needs.

Below, please find specific information related to the Public Housing Development(s) selected for RAD:

Development #1

NAME: Liberty Court	PIC # DE004000012	Conversion Type:: PBV	Transfer of Assistance: Eight units to Iron Branch* in the form of PBV’s
UNIT COUNT: 108 Units	Unit Type-Pre RAD: Family Housing	Unit Type-Post RAD Family Housing	Cap. Fund: \$153,698
Bedrooms Types:	# Units Pre Conv. 108	# Units Post Conv. 100	Change in # Units: 8 (2BR) units to be removed and disposed with assistance transferred to Iron Branch*
One Bedroom	25	25	
Two Bedroom	71	63	
Three Bedroom	12	12	

Development #2

NAME: McLane Gardens	PIC # DE004000005	Conversion Type:: PBV	No Transfer of Assistance
UNIT COUNT: 50 Units	Unit Type-Pre RAD: Family Housing	Unit Type-Post RAD Family Housing	Cap. Fund: \$71,156
Bedrooms Types:	# Units Pre Conv.	# Units Post Conv.	Change in # Units:
	50	50	N/A
One Bedroom	12	12	
Two Bedroom	18	18	
Three Bedroom	12	12	
Four Bedroom	7	7	
Five Bedroom	1	1	

Development #3

NAME: Mifflin Meadows	PIC # DE004000003	Conversion Type:: PBV	No Transfer of Assistance
UNIT COUNT: 54 Units	Unit Type-Pre RAD: Family Housing	Unit Type-Post RAD Family Housing	Cap. Fund: \$76,,849
Bedrooms Types:	# Units Pre Conv.	# Units Post Conv.	Change in # Units:
	54	54	N/A
One Bedroom	6	6	
Two Bedroom	8	8	
Three Bedroom	24	24	
Four Bedroom	12	12	
Five Bedroom	4	4	

Development #4

NAME: Peach Circle	PIC # DE004000019	Conversion Type:: PBV	No Transfer of Assistance
UNIT COUNT: 56 Units	Unit Type-Pre RAD: Senior/Disabled	Unit Type-Post RAD Senior/Disabled	Cap. Fund: \$79,695
Bedrooms Types:	# Units Pre Conv.	# Units Post Conv.	Change in # Units:
1 BR Units	32	32	N/A
One Bedroom	32	32	

Development #5

NAME: Scattered Sites	PIC # DE004000011	Conversion Type:: PBV	Transfer of Assistance: One Unit to Iron Branch, Four units to a site TBD
UNIT COUNT: 12 Units	Unit Type-Pre RAD: SF Homes-Family Housing	Unit Type-Post RAD Family Housing	Cap. Fund: \$5,692
Bedrooms Types:	# Units Pre Conv. 5	# Units Post Conv. 5 PBV	Change in # Units: 5 (3BR) units to be removed and disposed with assistance transferred to Iron Branch (1 unit) and remaining Four units to other sites TBD in the form of PBV's
One Bedroom	0	0	
Two Bedroom	0	0	
Three Bedroom	5	5	

Development #6

NAME: Scattered Sites-Kent County	PIC # DE004000015	Conversion Type:: PBV	Transfer of Assistance: Three Units to Iron Branch*, Six units to a site TBD
UNIT COUNT: 9 Units	Unit Type-Pre RAD: SF Homes-Family Housing	Unit Type-Post RAD Family Housing	Cap. Fund: \$12,807
Bedrooms Types:	# Units Pre Conv. 9	# Units Post Conv. 9	Change in # Units: 9 (3BR) units to be removed and disposed with assistance transferred to Iron Branch* (3 units) and to remaining Six units to other sites TBD in the form of PBV's
One Bedroom	0	0	
Two Bedroom	0	0	
Three Bedroom	9	9	

***Note- Information For Iron Branch**

Post-Conversion Unit Type PBV
Post- Conversion Development Iron Branch
Name and Address 4 Halls Heritage Circle, Millsboro, DE 19965
Post - Conversion Sponsor Hall's Heritage Development LLC

Project Description Iron Branch is an occupied development that will undergo substantial rehabilitation. The project, after construction, will consist of 38 garden style rental homes. The property will include 2 one bedrooms; 22 two-bedroom units and 14 three-bedroom units. The site layout includes an interior loop that provides easy access to the new community building, bus stop playground and recreation area. **There will be 12 RAD vouchers associated with this project.**

Post-Conversion Bedroom Size

	# of Units
0 BR	0
1 BR	0
2 BR	5
3 BR	7
4 BR	0
5 BR	0
6 BR	0

Transfer of Assistance Yes
De Minimis Reduction N/A

Transfer of Waiting List This is a substantial rehabilitation project. A new site-based waiting list will be established for the development prior to the initial lease up. The owner will manage and maintain the site-based waiting list, including any PHA-approved selection preferences, in accordance with DHSA’s Housing Choice Voucher program Administrative Plan. DSHA will post information on how to apply for the PBV site-based waiting list on the DSHA website.

Changes in Policies that Govern eligibility, admissions, resident selection and occupancy of units:

When conversion is completed for the developments noted above, all residents will have project based vouchers (PBV) and their continued eligibility will be based on the Housing Choice Voucher guidelines and requirements currently in use at DSHA.

1. **Admission:** The waiting lists will be based on a centrally located list maintained by our exiting Waiting List Office. Currently both the Public Housing and Housing Choice Vouchers lists are combined and centrally administered. As each development is converted, a separate list will be maintained for these properties. DSHA applications will be revised to indicate the availability to apply for a project based voucher. The Waiting List Office shall also screen applicants for criminal history, landlord references, debts owed to HUD programs and income/family eligibility. Home Visits will be conducted by the Management Staff from each development.
2. **Occupancy of Units:** As noted above, applications for units will be processed and screened by the Waiting List Office. Once a client has been screen and accepted, their file will be referred to the development where the client is eligible for housing and there is a vacancy. Management Staff from each development will conduct home visits, and schedule move-in's with the applicants.
3. **Annual Inspections/Re-certifications:** The existing DSHA Housing Choice Voucher Office will conduct annual inspections for all units and perform annual re-certifications for residents. Elderly & Disabled residents will be re-certified biennially.
4. **Resident Rights:** Converted developments will be managed in accordance with state law under the Delaware Landlord-Tenant Code. In reference to their Project Based Voucher, they will receive the same rights and obligations as any other Housing Choice Voucher participant, including termination of assistance criteria and hearings.

**Resident Rights, Participation, Waiting List and Grievance Procedures
If converting to PBV:**

PIH Notice 2012-32, REV-2 Section 1.6.C & Section 1.6.D

1.6 C-PBV Resident Rights and Participation.

1. No Re-screening of Tenants upon Conversion. Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households.²⁴ Once that remaining household moves out, the unit must be leased to an eligible family. MTW agencies may not alter this requirement.

2. Right to Return. See section 1.4.A.4(b) regarding a resident's right to return.

3. Renewal of Lease. Since publication of the PIH Notice 2012-32 Rev 1, the regulations under 24 CFR § 983.257(b)(3) have been amended requiring Project Owners to renew all leases upon lease expiration, unless cause exists. MTW agencies may not alter this requirement.

4. Phase-in of Tenant Rent Increases. If a tenant’s monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of “total tenant payment” (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases. A PHA must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase in for smaller increases in rent and a five year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

The method described below explains the set percentage-based phase-in a Project Owner must follow according to the phase-in period established. For purposes of this section “standard TTP” refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the “most recently paid TTP” refers to the TTP recorded on line 9j of the family’s most recent HUD Form 50058. If a family in a project converting from Public Housing to PBV was paying a flat rent immediately prior to conversion, the PHA should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

Three Year Phase-in:

Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP or flat rent and the standard TTP

Year 2: Year 2 Annual Recertification (AR) and any Interim Re-certification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP

Year 3: Year 3 AR and all subsequent re-certifications

Full standard TTP Five Year Phase in:

Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the standard TTP

Year 2: Year 2 AR and any IR prior to Year 3 AR – 40% of difference between most recently paid TTP and the standard TTP

Year 3: Year 3 AR and any IR prior to Year 4 AR – 60% of difference between most recently paid TTP and the standard TTP

Year 4: Year 4 AR and any IR prior to Year 5 AR – 80% of difference between most recently paid TTP and the standard TTP

Year 5 AR and all subsequent recertifications – Full standard TTP

Please Note: In either the three year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward. MTW agencies may not alter this requirement.

5. Family Self Sufficiency (FSS) and Resident Opportunities and Self Sufficiency

Service Coordinator (ROSS-SC) programs: Not Applicable

6. Resident Participation and Funding. In accordance with Attachment 1B, residents of Covered Projects with converted PBV assistance will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.

7. Resident Procedural Rights. The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.

i. Termination Notification. HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to Project Owner termination of tenancy and eviction (which MTW agencies may not alter) the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:

a. A reasonable period of time, but not to exceed 30 days:

i. If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or ii. In the event of any drug-related or violent criminal activity or any felony conviction;

b. 14 days in the case of nonpayment of rent; and

c. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

ii. Grievance Process. Pursuant to requirements in the RAD Statute, HUD is establishing additional procedural rights to comply with section 6 of the Act. For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:

a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.

i. For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).

ii. For any additional hearings required under RAD, the Project Owner will perform the hearing.

b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.

- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction.

Current PBV program rules require that hearing procedures must be outlined in the PHA's Section 8 Administrative Plan.

8. Earned Income Disregard (EID). Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time. Under the Housing Choice Voucher program, the EID exclusion is limited only to persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to disabled persons is waived. The waiver, and resulting alternative requirement, apply only to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion e.g., due to loss of employment; tenants that move into the property following conversion, etc.) is covered by this waiver.

9. Jobs Plus. Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant re-location and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, choose to end the Jobs Plus program at that project.

10. When Total Tenant Payment Exceeds Gross Rent. Under normal PBV rules, the PHA may only select an occupied unit to be included under the PBV HAP contract if unit's occupants are eligible for housing assistance payments (24 CFR §983.53(d)). Also, a PHA must remove a unit from the contract when no assistance has been paid for 180 days because the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent)) (24 CFR §983.258). Since the rent limitation under this Section of the Notice may often result in a family's TTP equaling or exceeding the gross rent for the unit, for current residents (i.e residents living in the public housing property prior to conversion), HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP contract when TTP equals or exceeds than the Gross Rent. Further, HUD is establishing the alternative requirement that the rent to owner for the unit equal the family's TTP until such time that the family is eligible for a housing assistance payment.

HUD is waiving as necessary to implement this alternative provision, the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR 983.301 as modified by Section 1.6.B.5 of this Notice.²⁷ In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident.

Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract. Assistance may subsequently be reinstated if the tenant becomes eligible for assistance. The PHA is required to process these individuals through the Form- 50058 sub-module in PIC.

Following conversion, 24 CFR §983.53(d) applies, and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time. Further, a PHA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the PHA must reinstate the unit after the family has vacated the property; and, if the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR §983.207 or, where "floating" units have been permitted, Section 1.6.B.10 of this Notice.

11. Under-Occupied Unit. If a family is in an under-occupied unit under 24 CFR 983.259 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR 983.259 is waived. MTW agencies may not modify this requirement.

1.6-D. PBV: Other Miscellaneous Provisions

1. Access to Records, Including Requests for Information Related to Evaluation of Demonstration. PHAs must agree to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.

2. Additional Monitoring Requirement. The PHA's Board must approve the operating budget for the Covered Project annually in accordance with HUD requirements.

3. Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3). This section has been moved to 1.4.A.13 and 1.4.A.14.

4. Establishment of Waiting List. 24 CFR § 983.251 sets out PBV program requirements related to establishing and maintaining a voucher-wide, PBV program wide, or site-based waiting list from which residents for the Covered Project will be admitted. These provisions will apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies. The PHA shall consider the best means to transition applicants from the current public housing waiting list, including:

- i. Transferring an existing site-based waiting list to a new site-based waiting list. If the PHA is transferring the assistance to another neighborhood, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list.
- ii. Informing applicants on the site-based waiting list on how to apply for a PBV program-wide or HCV program-wide waiting list.
- iii. Informing applicants on a public housing community-wide waiting list on how to apply for a voucher-wide, PBV program-wide, or site-based waiting list. If using a site-based waiting list, PHAs shall establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list.

In all cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list given the number of applicants, PHA resources, and admissions requirements of the projects being converted under RAD. A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's public housing community-wide waiting list who wish to be placed onto the newly-established site-based waiting list must be done so in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and with the obligation to provide meaningful access for persons with limited English proficiency (LEP).

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the converted project in accordance with 24 CFR § 983.251(c).

5. Mandatory Insurance Coverage. The Covered Project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed project property.

6. Agreement Waiver. This section has been moved to 1.6.(B)(7).

7. Future Refinancing. Project Owners must receive HUD approval for any refinancing or restructuring of permanent debt during the HAP contract term, to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)

8. Administrative Fees for Public Housing Conversions during Transition Period.

For the remainder of the Calendar Year in which the HAP Contract is effective (i.e. “transition period”), RAD PBV projects will be funded with public housing funds. For example, if the project’s assistance converts effective July 1, 2015, the public housing Annual Contributions Contract (ACC) between the PHA and HUD will be amended to reflect the number of units under HAP contract, but will be for zero dollars, and the RAD PBV contract will be funded with public housing money for July through December 2015. Since TBRA is not the source of funds, PHAs should not report leasing and expenses into VMS during this period, and PHAs will not receive section 8 administrative fee funding for converted units during this time.

For fiscal years 2014 and 2015, PHAs operating HCV program received administrative fees for units under a HAP contract, consistent with recent appropriation act references to "section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Responsibility Act of 1998" and 24 CFR § 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive section 8 ongoing administrative fees for PBV RAD units. After this transition period, the section 8 ACC will be amended to include section 8 funding that corresponds to the units covered by the section 8 ACC. At that time, the regular section 8 administrative fee funding provisions will apply.

9. Choice-Mobility. One of the key features of the PBV program is the mobility component, which provides that if the family has elected to terminate the assisted lease at any time after the first year of occupancy in accordance with program requirements, the PHA must offer the family the opportunity for continued tenant based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance. If as a result of participation in RAD a significant percentage of the PHA’s HCV program becomes PBV assistance, it is possible for most or all of a PHA’s turnover vouchers to be used to assist those RAD PBV families who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for the PHA to still be able to use tenant based vouchers to address the specific housing needs and priorities of the community.

Therefore, HUD is establishing an alternative requirement for PHAs where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP contract administered by the PHA exceeds 20 percent of the PHA's authorized units under its HCV ACC with HUD.

The alternative mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of Covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented, the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received. In order to adopt this provision, this alternative mobility policy must be included in an eligible PHA's administrative plan. To effectuate this provision, HUD is providing an alternative requirement to Section 8(o)(13)(E) and 24 CFR part 983.261(c). Please note that this alternative requirement does not apply to PBVs entered into outside of the context of RAD. MTW agencies may not alter this requirement.

10. Reserve for Replacement. The Project Owner shall establish and maintain a replacement reserve in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items in accordance with applicable regulations. The reserve must be built up to and maintained at a level determined by HUD to be sufficient to meet projected requirements. For FHA transactions, Replacement Reserves shall be maintained in accordance with the FHA Regulatory Agreement.

For all other transactions, Replacement Reserves shall be maintained in a bank account covered under a General Depository Agreement (HUD-51999) or similar instrument, as approved by HUD, where funds will be held by the Project Owner or mortgagee and may be drawn from the reserve account and used subject to HUD guidelines and as directed by HUD.

Joint Housing/PIH Notice H-2014-09/ PIH-2014-17

Subject: Relocation Requirements under the Rental Assistance Demonstration (RAD) Program, Public Housing in the First Component

1. Purpose

This Notice provides public housing agencies (PHAs) and their partners with information and resources on applicable program and relocation assistance requirements when planning for or implementing resident moves as a result of a **Rental Assistance Demonstration (RAD)** conversion² under the first component of the demonstration.³ This Notice provides guidance on RAD relocation requirements and requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA), as they relate to the public housing conversion process under the first component.

1. This Notice always uses the term “PHA” to refer to the owner of the project prior to and after the RAD conversion, even though, in some cases, the owner of the converted RAD project may be another public entity, a non-profit organization, or other owner (e.g., low-income housing tax credit owner). In addition, this Notice uses “PHA” to refer to the “displacing agency,” a URA term that means the agency or person that carries out a program or project, which will cause a resident to become a displaced person. Projects vary and, for any specific task described in this Notice, may require substituting in a reference to a party that is more appropriate for a specific project.
2. The content of this Notice should not be relied upon in carrying out any other activities funded under any other HUD program, except where specifically directed by HUD.
3. The “first component” of RAD allows public housing and Moderate Rehabilitation properties to convert assistance; the “second component” refers to conversion of Rent Supplement, Rental Assistance Payment, and Moderate Rehabilitation properties upon contract expiration or termination.
4. Relocation concerns and URA requirements apply to both components of RAD. This notice provides guidance only as to the first component.

Relocation assistance provided pursuant to public housing and RAD requirements is broader than URA relocation assistance requirements. Not all specific situations requiring relocation under RAD may trigger URA assistance requirements. In addition, whereas all qualifying residents⁵ of a converting public housing project are eligible for relocation assistance under RAD, some residents or household members may not meet the statutory and regulatory requirements for eligibility under URA.

This Notice supersedes PIH Notice 2012-32 (HA), REV-1, with respect to relocation matters. This Notice also specifically addresses when relocation may begin (see Section 9 below). As necessary, the Department will issue additional guidance on relocation issues and requirements as they relate to RAD.

⁵ The term “resident” as used in this Notice refers to eligible resident families of public housing residing in a property applying for participation in RAD or a property that undergoes a conversion of assistance through RAD.

2. Background

RAD allows public housing properties to convert assistance to long-term project-based Section 8 contracts. In many cases, a RAD project may require relocation of residents when properties undergo repairs, are demolished and rebuilt, or when the assistance is transferred to another site. PIH Notice 2012-32 REV-1 (see also FR Notice 5630-N-05, 78 FR 39759-39763 (July 2, 2013)) details RAD program requirements.

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (URA) is a federal law that establishes minimum standards for federally-funded programs and projects that include the acquisition of real property (real estate) and/or displace persons from their homes, businesses, or farms as a result of acquisition, rehabilitation, or demolition of real property.⁶

The URA will apply to acquisitions of real property and relocation of persons from real property that occurs as a direct result of acquisition, rehabilitation, or demolition for a project that involves conversion of assistance to Project-Based Voucher (PBV) or Project-Based Rental Assistance (PBRA) programs under RAD.

Additionally, all relocation conducted as part of a RAD conversion and all relocation assistance provided under URA must be consistent with applicable fair housing and civil rights laws, including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973.

Because each RAD proposal varies in its scope, this Notice may not address each PHA's specific circumstances. RAD PHAs and participants should carefully review the regulations, notices, and guidance material referenced in this Notice. Any questions related to the applicability of these requirements should be referred to the RAD Transaction Managers (TM) or may be emailed to rad@hud.gov.

3. Applicable Legal Authorities

RAD: Consolidated and Further Continuing Appropriations Act of 2012 (Public Law 112-55, approved November 18, 2011), with the implementing PIH Notice 2012-32, REV-1

- URA statute and implementing regulations: 49 CFR part 24
- FHEO: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Fair Housing Act
- Section 104(d) of the Housing and Community Development Act of 1974, statute and implementing regulations (if CDBG and/or HOME funds are used): 24 CFR part 42, subpart C

4. Relocation Planning

If there is a possibility that residents will be relocated as a result of acquisition, demolition, or rehabilitation for a project converting under RAD, PHAs must undertake a planning process in conformance with URA in order to minimize the adverse impact of relocation (49 CFR 24.205(a)). While a written Relocation Plan is not a requirement under RAD or URA, the Department strongly encourages PHAs to prepare a written Relocation Plan, both to establish their relocation process and to communicate this process consistently and effectively to all relevant stakeholders. Appendix 1 contains recommended elements of a Relocation Plan.

The following presents a general sequencing of relocation planning activities within the RAD milestones:

Stage

Activities

- | | |
|---|---|
| 1. Prior to submission of RAD application | <ul style="list-style-type: none"><input type="checkbox"/> Determine potential need for relocation<input type="checkbox"/> Meet with residents to discuss plans, communicate right to return, and solicit feedback<input type="checkbox"/> Provide <i>General Information Notice (GIN)</i> to residents<input type="checkbox"/> Survey residents to prepare Relocation Plan and relocation process cost estimate |
| 2. After receipt of the Commitment to Enter into a HAP Contract (CHAP) Award | <ul style="list-style-type: none"><input type="checkbox"/> Prepare Significant Amendment to PHA Plan<input type="checkbox"/> Assess and refine need for relocation<input type="checkbox"/> Develop a Relocation Plan (See Appendix 1 for recommended content)<input type="checkbox"/> Identify relocation housing options |
| 3. Preparing Financing Plan (due to RAD Transaction Manager no later than 180 days following Chap award). | <ul style="list-style-type: none"><input type="checkbox"/> Budget for relocation expenses<input type="checkbox"/> Submit FHEO Accessibility & Relocation checklist (PHAs may submit Relocation Plan along with checklist). |
| 4. Receipt of RAD Conversion Commitment (RCC) | <ul style="list-style-type: none"><input type="checkbox"/> The date of issuance of the HUD RCC marks the date of “Initiation of Negotiations” (ION), as defined in the URA (49 CFR 24.2(a)(15))<input type="checkbox"/> Provide residents with appropriate notice informing them if they will be relocated and any associated relocation assistance<input type="checkbox"/> Meet with residents to describe approved conversion plans and discuss required relocation |

5. Closing/RAD conversion

- Generally, resident relocation should not begin until after the date of closing/conversion of assistance under RAD
- PHAs must adhere to notification requirements (described in Paragraph 8 of this Notice): generally, a minimum of 30 days for residents to be temporarily relocated for up to a year, and 90 days for permanent relocation
- PHAs seeking to move residents prior to closing must receive prior approval from HUD as described in Paragraph 9 of this Notice.

5. Resident Right to Return

RAD program rules prohibit the permanent involuntary relocation of residents as a result of conversion. Residents that are temporarily relocated retain the right to return to the project once it has been completed and is in decent, safe, and sanitary conditions. The period during which residents may need to be temporarily relocated is determined by the period of rehabilitation or construction, which will be specific to each project.

Where If proposed plans for a project would preclude a resident from returning to the RAD project, the resident must be given an opportunity to comment and/or object to such plans. If the resident objects to such plans, the PHA must alter the project plans to accommodate the resident in the converted project. If a resident agrees to such plans, the PHA must secure informed, written consent from the resident to receive permanent relocation assistance and payments consistent with URA and acknowledge that acceptance of such assistance terminates the resident's right to return to the project. In obtaining this consent, PHAs must inform residents of their right to return, potential relocation, and temporary and permanent housing options at least 30 days before residents must make a decision. The PHA cannot employ any tactics to pressure residents into relinquishing their right to return or accepting permanent relocation assistance and payments.⁸ A PHA may not terminate a resident's lease if it fails to obtain this consent.

PHAs must keep documentation of such information provided to residents and such consent by residents. While HUD does not require PHAs to submit documentation of obtaining this consent, PHAs and participants must properly brief residents on their housing and relocation options and must keep auditable written records of such consultation and decisions. HUD may request this documentation during a review of the FHEO Relocation and Accessibility Checklist or if relocation concerns arise.

Examples of project plans that may preclude a resident from returning to the converted RAD project include, but are not limited to:

- Changes in bedroom distribution (i.e. when larger units will be replaced with smaller units such that current residents would become under-housed or when smaller units will be replaced with larger units such that current residents would become over-housed);

- Where a PHA is reducing the number of assisted units at a property by a de minimis amount⁹, but those units are occupied by assisted residents; or
- The reconfiguration of efficiency apartments, or the repurposing of dwelling units in order to facilitate social service delivery.

In all scenarios where residents voluntarily accept permanent relocation to accommodate project plans, these residents are eligible for permanent relocation assistance and payments under URA. If a resident accepts permanent relocation assistance, the resident surrenders his or her right to return to the completed project.

6. Relocation Assistance

Under RAD, relocation assistance may vary depending on the length of time relocation is required.

a. In instances when the PHA anticipates that a resident will be relocated for more than a year, the PHA must offer the resident the choice of:

- Permanent relocation assistance and payments at URA levels; or
- Temporary relocation assistance, including temporary housing, while the resident retains his or her right to return and reimbursement for all reasonable out-of-pocket expenses associated with the temporary relocation.

The PHA must give the resident no less than 30 days to decide between permanent and temporary relocation assistance. If the resident elects to permanently relocate with assistance at URA levels, the PHA must inform the resident that his or her acceptance of permanent relocation assistance terminates the resident's right to return to the completed RAD project.

b. In instances when a resident elects temporary relocation assistance and reoccupies a unit in the completed project within one year, the resident need not be offered permanent relocation assistance pursuant to URA. Great care must be exercised to ensure that residents are treated fairly and equitably. If a resident is required to relocate temporarily in connection with the project, his or her temporarily occupied housing must be decent, safe, and sanitary and the resident must be reimbursed for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation.

These expenses include, but are not limited to, moving expenses and increased housing costs during the temporary relocation.

c. In the event that a resident elects to receive temporary relocation assistance and the temporary relocation exceeds one year, the resident becomes eligible for all permanent relocation assistance and payments under URA. (This assistance would be in addition to any assistance the person has already received for temporary relocation, and may not be reduced by the amount of any temporary relocation assistance.) In such event, the PHA shall give the resident the opportunity to choose to remain temporarily relocated for an agreed-to period (based on new information about when they can return to the completed RAD unit), or choose to permanently relocate with URA assistance.

PHAs may not propose or request that a displaced person waive rights or entitlements to relocation assistance under the URA. If the resident elects to permanently relocate with URA assistance, the PHA must inform the person that the person's acceptance of URA relocation assistance to permanently relocate will terminate the person's right to return to the completed RAD project. Conversely, unless and until the resident elects to be permanently relocated, the resident may remain temporarily relocated with a right to return to the completed project.

7. Initiation of Negotiations (ION) Date

Eligibility for URA relocation assistance is generally effective on the date of initiation of negotiations (ION) (49 CFR 24.2(a)(15)). For RAD projects, the ION date is the date of the issuance of the RAD Conversion Commitment (RCC).

8. Resident Notification

When a project converting under RAD will include relocation of residents, notice must be provided to those resident households. For each notice listed below, one notice shall be given to each resident household. The purpose of these notifications is to ensure that residents are informed of their potential rights and the relocation assistance available to them. During initial meetings with residents about RAD and in subsequent communications with residents related to relocation, the PHA should inform residents that if they choose to move after receiving a written GIN, but prior to receiving a RAD Notice of Relocation, they may jeopardize their eligibility for relocation assistance. However, PHAs should note that a resident move undertaken as a direct result of the project may still require relocation assistance and the resident may be eligible to receive permanent relocation assistance under the URA even though the PHA has not yet issued notices.

a. General Information Notice (49 CFR 24.203(a) & Handbook 1378, Paragraph 2-3(B))

As soon as feasible in the planning process, the PHA must provide each resident with a written GIN (see sample in Appendix 2) to provide a general description of the project, the activities planned, and the relocation assistance that may become available. URA regulations state that the GIN should be provided *as soon as feasible*.

Under RAD, PHAs must provide GINs during the initial RAD resident meetings, before submitting a RAD application. GINs must do at least the following:

- Inform the resident that he or she may be displaced for the project and generally describe the relocation payment(s) for which the resident may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payment(s);
- Inform the resident that he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the resident successfully relocate;
- Inform the resident that, if he or she qualifies for relocation assistance as a displaced person under the URA, he or she will not be required to move without at least 90 days advance written notice, and inform any person to be displaced from a dwelling that he or she cannot be required to move permanently unless at least one comparable replacement dwelling has been made available;

- Inform the resident that any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child (see 49 CFR 24.208(h) for additional information); and
- Describe the resident's right to appeal the PHA's determination as to a person's eligibility for URA assistance.

b. RAD Notice of Relocation

If a resident will be relocated to facilitate the RAD conversion, the PHA shall provide notice of such relocation (RAD Notice of Relocation). The PHA shall issue this notice upon the PHA's receipt of the RCC from HUD, which is the ION date.

If residents will not be relocated, notice of relocation is not required, but the PHA should notify them that they are not being relocated.

The RAD Notice of Relocation must conform to the following requirements:

- The notice must state the anticipated duration of the resident's relocation.
- PHAs must provide this notice a minimum of 30 days prior to relocation to residents who will be temporarily relocated.¹² Longer notice may be appropriate for persons who will be relocated for an extended period of time (over 6 months), or if necessary due to personal needs or circumstances.
- Residents whose temporary relocation is anticipated to exceed one year must be informed that they will have no less than 30 days to elect temporary or permanent relocation as described in Section 6 of this Notice. When timing is critical for project completion, the 30-day decision period can run concurrently with the 30-day notice period for temporary relocation and with the 90-day period for permanent relocation if the PHA makes available comparable replacement dwellings consistent with 24.204(a).
- Residents who will be permanently relocated must receive written notice a minimum of 90 days prior to relocation. This 90-day time period may only begin once the PHA has made available at least one comparable replacement dwelling consistent with 49 CFR 24.204(a).¹³
- The notice must describe the available relocation assistance, the estimated amount of assistance based on the individual circumstances and needs, and the procedures for obtaining the assistance. The notice must be specific to the resident and his or her situation so that the resident will have a clear understanding of the type and amount of payments and/or other assistance the resident household may be entitled to claim.
- The notice must explain the reasonable terms and conditions under which the resident may continue to lease and occupy a unit in the completed project.
- The notice must state that the PHA will reimburse the resident for all reasonable out-of-pocket expenses incurred in connection with any temporary move. These expenses include, but are not limited to, moving expenses and increased housing costs (rent, utilities, etc.).

c. Notice of Intent to Acquire (49 CFR 24.203(d))

For RAD projects involving acquisition, residents may be provided with a notice of intent to acquire (“*Notice of Intent to Acquire*”) prior to the ION date with HUD’s prior approval. Once the Notice of Intent to Acquire is provided, a resident’s eligibility for relocation assistance and payments is established. Therefore, the RAD Notice of Relocation must be provided in conjunction with or after the Notice of Intent to Acquire. A RAD Notice of Relocation would not otherwise be sent prior to the ION date.

Since residents who accept permanent relocation must receive 90 days advanced written notice prior to being required to move, providing residents the Notice of Intent to Acquire and RAD Notice of Relocation prior to the ION date may be necessary to provide sufficient notice of relocation to a resident in instances where there may not be 90 days between the issuance of the RCC (ION date) and the anticipated closing date. This allows the PHA to issue the notice earlier so that relocation may begin upon closing. This allows program participants to conduct orderly relocation upon closing, minimize adverse impacts on displaced persons, and to expedite project advancement and completion.

d. URA Notice of Relocation Eligibility – for residents whose temporary relocation exceeds one year (49 CFR 24.203(b) & Handbook 1378, Paragraph 2-3(C))

After a resident has been temporarily relocated for one year, the PHA must provide a notice of relocation eligibility in accordance with URA requirements (“*Notice of Relocation Eligibility*”). This notice is not required if the resident has already accepted permanent relocation assistance. The Notice of Relocation Eligibility must conform to URA requirements as set forth in 49 CFR Part 24, to HUD Handbook 1378 and to the following requirements:

- The PHA must provide updated information as to when it is anticipated that the resident will be able to return to the completed project.
- The resident may choose to remain temporarily relocated based upon such updated information or may choose to accept permanent URA relocation assistance in lieu of exercising the right to return.
- If the resident chooses to accept permanent URA relocation assistance and such assistance requires that the resident move, the URA requires such resident to receive 90 days advance written notice of the earliest date they will be required to move (i.e., 90-Day Notice, 49 CFR 24.203(c)). The PHA should be mindful that the 90-day time period may only begin once the PHA has made available at least one “comparable replacement dwellings” as set forth in 49 CFR 24.204(a).

9. Initiation of Relocation

Unless otherwise approved by HUD, relocation may not begin until the date of closing of the RAD transaction and recordation of the RAD Use Agreement. PHAs must provide residents being temporarily relocated at least 30 days advance written notice of the required move. PHAs must give residents being permanently relocated at least 90 days advance written notice of the required move. This means PHAs are advised to plan carefully to account for this 30-day or 90-day notice period to ensure the closing is not delayed.

However, HUD is aware that, in rare cases, some project plans necessitate relocation prior to closing. With prior HUD approval, for projects involving acquisition, PHAs may relocate residents prior to the closing date subject to public housing requirements (see 24 CFR part 5 and 24 CFR 966). PHAs must contact their assigned RAD transaction manager (TM) to discuss plans as early as possible in the process to ensure compliance with all RAD and URA requirements.

If relocation prior to closing is desired, PHAs should submit to the TM the following information, as early as possible in the process:

- A written request for relocation prior to closing.** The request must include justification of why the early relocation is necessary for the viability of the RAD transaction. Justification may include the presence of outside financing, such as Low Income Housing Tax Credit (LIHTC) awards, if the PHA can show that early relocation is necessary to meet critical LIHTC deadlines.
- FHEO Accessibility and Relocation Checklist.**
- Evidence of intent to comply with public housing requirements, as applicable.** Generally, public housing regulations require public housing residents to receive 30 days' notice prior to relocation and that such notice either be published in the PHA's admissions and continued occupancy policies (ACOP) or published elsewhere at least 30 days prior to receipt of such notice (24 CFR parts 5 and 966).

When seeking to relocate residents prior to closing, submission of this request as early as possible is preferred, prior to the 180-day Financing Plan milestone if possible (with Financing Plan submission following the request).

HUD reserves the right to request additional follow-up information, including a Relocation Plan and related budget, prior to approving such requests. PHAs must receive written HUD approval before beginning relocation of residents prior to closing.

Early planning and submission of the Financing Plan and FHEO checklist to HUD will ensure the PHA has built in the 30- or 90-day notice period prior to initiating relocation.

10. Fair Housing and Civil Rights Requirements

PHAs must comply with all applicable fair housing and civil rights laws, including, but not limited to, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, when conducting relocation planning and providing relocation assistance.

Further, communication must be provided in a manner that is effective for persons with disabilities (24 CFR 8.6) and for person who are Limited English Proficient (see 72 FR 2732). This section discusses some of the PHA's obligations under these laws and regulations.

However, the applicability of civil rights laws is not limited to the activities discussed in this section. PHAs conducting relocation activities should familiarize themselves with applicable civil rights statutes, regulations, and guidance, including but not limited to, those listed at the end of this section.

□ **Effective Communication for Persons with Disabilities:** Communications and materials must be provided in a manner that is effective for persons with hearing, visual, and other communication-related disabilities consistent with Section 504 of the Rehabilitation Act of 1973 (24 CFR 8.6), and as applicable, the Americans with Disabilities Act; and for persons who are limited English proficient (*see* 72 Fed Reg 2732). This includes ensuring that training materials are in appropriate alternative formats as needed, e.g., Braille, audio, large type, assistive listening devices, and sign language interpreters.

□ **Accessible Meeting Facilities for Persons with Disabilities:** When holding public meetings, PHAs must give priority to methods that provide physical access to individuals with disabilities, i.e., holding the meetings, workshops, and briefings or any other type of meeting in an accessible location, in accordance with the regulations implementing Section 504 of the Rehabilitation Act of 1973 and Titles II and III of the Americans with Disabilities Act of 1990, as applicable. All programs and activities must be held in accessible locations unless doing so would result in an undue financial and administrative burden, in which case the PHA must take any action that would not result in such an alteration or such burden but would nevertheless ensure that individuals with disabilities receive the benefits and services of the program or activity, e.g., briefings at an alternate accessible, in-home briefing. Individuals with disabilities must receive services in the most integrated setting appropriate to their needs.

The most integrated setting appropriate to the needs of qualified individuals with disabilities is a setting that enables individuals with disabilities to interact with nondisabled person to the fullest extent possible (28 CFR part 35, appendix B).

□ **Meaningful Access for Persons with Limited English Proficiency (LEP):** PHAs must provide meaningful access to programs and activities for persons who have a limited ability to read, speak, or understand English. Any person with LEP who will be temporarily relocated or permanently displaced must have meaningful access to any public meetings regarding the project. In addition, any information provided to residents including, but not limited to, any notices required under the URA, should be provided in the appropriate language to persons with LEP. Generally, PHAs will be responsible for providing oral interpreters at meetings, including ensuring their competence, and covering any associated translation and interpretation costs.

□ **URA requires** that PHAs provide persons who are unable to read or understand the notices, such as persons with disabilities or persons with LEP, with appropriate translation and counseling to ensure that they understand their rights and responsibilities and the assistance available to them (49 CFR 24.5). URA also requires that each notice indicate the name and telephone number of a person to contact with questions or for other needed help (49 CFR 24.5). This notice should include the number for the telecommunication device for the deaf (TDD) or other appropriate communication device, if applicable (24 CFR 8.6(a)(2)).

□ **Comparable Housing for Persons with Disabilities:** PHAs should identify the accessibility needs of residents to be relocated by consulting existing information (e.g., tenant characteristics forms, including identification of the need for accessible unit features; records of approved reasonable accommodations, and records of the presence of accessible unit features). For guidance on providing relocation assistance to persons with disabilities, see Exhibit 3-1 in HUD Handbook 1378.

Advisory Services: PHAs should determine the advisory services that will be necessary to ensure a successful relocation program consistent with 49 CFR 24.205(c). Such advisory services may include housing counseling that should be facilitated to ensure that residents affected by the project understand their rights and responsibilities and the assistance available to them (49 CFR 24.205(c)). Advisory counseling must also inform residents of their fair housing rights and be carried out in a manner that satisfies the requirements of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and Executive Order 11063 (49 CFR 24.205(c)(1)). In addition, PHAs should inform residents that if they believe they have experienced unlawful discrimination, they may contact HUD at 1-800-669-9777 (Voice) or 1-800-927-9275 (TDD) or at <http://www.hud.gov>.

Fair Housing References:

- Section 504 of the Rehabilitation Act of 1973
- Regulations: 24 CFR part 8
- Fair Housing Act Regulations: 24 CFR part 100
- Title VI of the Civil Rights Act of 1964
- Regulations: 24 CFR part 1
- Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (LEP Guidance) (72 FR 2732)
- Exhibit 3-1 Compliance with Section 504 of the Rehabilitation Act in HUD Handbook 1378 (Tenant Assistance Relocation and Real Property Acquisition)

11. Other Requirements

a. Public Housing Program Compliance

PHAs should note that public housing resident provisions related to occupancy and termination, including grievances and related hearings, will remain in effect until the execution of the new PBV or PBRA Housing Assistance Payment (HAP) contract.

b. Evictions for Cause

If the PHA determines that a resident was evicted in accordance with applicable state and local law for serious or repeated violation of material terms of the lease, and the eviction was not undertaken for the purpose of evading the obligation to make available URA payments and other assistance, the resident is not entitled to relocation payments and assistance under the URA (49 CFR 24.206).

SIGNIFICANT AMENDMENT DEFINITION

As part of the Rental Assistance Demonstration (RAD), (insert PHA name here) is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

- a. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;
- b. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- c. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- d. Changes to the financing structure for each approved RAD conversion.