MOVING TO WORK

FY2009

ANNUAL PLAN

DELAWARE STATE HOUSING AUTHORITY

MOVING TO WORK
FY2009 ANNUAL PLAN

TABLE OF CONTENTS

1.0 INTRODUCTION

- **1.1 Programs Covered In The MTW Demonstration And Included In This Plan**
- **1.2 Overview And Goals Of MTW Program**
- **1.3 Status Of MTW Program And Accomplishments To Date**
  - **Table 1 - Moving To Work Savings**
  - **Table 2 - Moving To Work Successful Move-outs**
- **1.4 Objectives/Activities Planned For The Current Year**

2.0 GENERAL HOUSING AUTHORITY OPERATING INFORMATION

- **2.1 Housing Stock Information For Public Housing**
  - **Table 3 – Number Of Public Housing Households Being Served**
  - **Table 4 – Published Area Median Income Levels**
  - **Table 5 – Income of Public Housing Households Being Served**
  - **Table 6a & 6b – Race/Ethnicity Of Public Housing Households Being Served**
- **2.2 Capital Plans**
  - **Table 7 – Five Year Capital Plan**
  - **Table 8 – Capital Expenditures Planned For FY08**
  - **Table 9 – Physical Needs Assessment**
  - **Table 10 – Current Expenditures – All CFP Programs**
- **2.3 Housing Stock Information for Housing Choice Vouchers**
  - **Table 11 – Number Of Housing Choice Voucher Households Being Served**
  - **Table 12 – Income of Housing Choice Voucher Households Being Served**
  - **Table 13a & 13b – Race/Ethnicity Of Housing Choice Voucher Households Being Served**
- **2.4 Changes In The Housing Stock**
  - **Table 14 – Changes In Housing Stock**
- **2.5 Occupancy Policies**
- **2.6 Deconcentration Policy/Public Housing (PH) & Housing Choice Voucher (HCV)**
  - **Table 15 – Changes In Family Average Gross Income**
- **2.7 Rent Policy**
- **2.8 Management Information For Owned/Managed Units**
  - **Table 16 – Public Housing Management Information**
  - **Table 17 – Public Housing Vacancy And Occupancy**
- **2.9 Management Information For Leased Housing**
- **2.10 Inspections**
- **2.11 Waiting List**
  - **Table 18 – Number Of Households On Waiting List**

3.0 LONG-TERM MTW PLAN

4.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

5.0 ONGOING MTW ACTIVITIES: HUD APPROVAL PREVIOUSLY GRANTED

5.1 Statutory Description Of Ongoing MTW Activities
- **Table 19 – Waiting List Comparison**
- **Table 20a – Time-Limit Housing For MTW Participants**
- **Table 20b – Reasons For Participants Going To Safety Net**
- **Table 21 – MTW Participants By Actual Hours Worked Per Week**
- **Table 22 – Safety Net Participants By Actual Hours Worked Per Week**
- **Table 23 – Market Rate Renters In Public Housing**
- **Table 24 – Working Preferences On Waiting List**
- **Table 25 – Successful MTW Completions**
- **Table 26 – Case Management**
- **Table 27 – Barriers To Self-Sufficiency**
- **Table 28 – Counseling And Referrals for Housing Choices**
- **Table 29 – MTW Escrow Fund Disbursements And Loans**
- **Table 30 – Resident Homeownership Program**

5.2 Resident Programs

5.3 Homeownership Programs

5.4 Security

5.5 Safety Net For MTW Participants

6.0 SOURCES AND USES OF FUNDS

Tables
Budget Narrative
Revenues
Expenditures
Excess (Deficit)
Project Based Accounting
Operating Reserves

7.0 ADMINISTRATIVE

General Order
Public Hearing Documentation

8.0 REPORTING COMPLIANCE WITH STATUTORY MTW REQUIREMENTS

Attachment A

Budget Submissions to HUD

1.0 INTRODUCTION

This document serves as the Delaware State Housing Authority's (DSHA) *Moving To Work* (MTW) Annual Plan for FY2009, which begins July 1, 2008 and ends June 30, 2009. On April 8, 2008, DSHA adopted and signed an Amended and Restated MTW Agreement with the U.S. Department of Housing and Urban Development (HUD) that extended the program until June 30, 2018. This is a standardized agreement that HUD presented to all MTW agencies and allows DSHA to continue all current initiatives and retain the present funding allocation of the existing contract.

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

The DSHA MTW Demonstration includes the following programs:

A. Low Rent Public Housing

B. Housing Choice Vouchers

C. Capital Fund Program

D. Resident Homeownership Program

1.2 OVERVIEW AND GOALS OF MTW PROGRAM

The three statutory objectives of the MTW Program continues to be A) to reduce costs and achieve greater cost effectiveness; B) to give incentives to families to obtain employment and become economically self sufficient; and C) to increase housing choices for low-income families. **Due to the cycle of the waiting list and preferences, DSHA now plans to serve up to 500 families each year in the program. During the last 18 to 24 months, there has been an increase in the number of MTW exempt families, elderly and disabled, especially in the Housing Choice Voucher Program.**

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. At the end of the time period, residents of PH with gross monthly incomes at or above the Safety Net threshold will be given the opportunity to rent their unit at market rent, which will free up the subsidy and allow an additional voucher to be issued.

6. Enhance the quality of life and standard of living for residents participating in MTW by assisting residents in the removal of barriers to self-sufficiency (obtain drivers license, purchase vehicle, coordinate child care).

7. Increase earned income of participating families enabling them to pay more towards their rent and requiring less subsidy, especially in cases where the family may not meet full self-sufficiency goals (re: Safety Net Families).

B. To give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:

1. Amend waiting list preferences to include working families.

2. To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant.

3. All MTW participants continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, educational opportunities and transportation stipends, as funds allow.

C. To improve housing choices for our residents by offering or coordinating the following resources:

1. Homeownership counseling and assistance.

2. Budget counseling.

3. Fair Market Housing counseling.

4. Assistance obtaining a Low Income Housing Tax Credit Unit.

5. MTW Savings Account as income increases.

6. Counseling to repair credit problems.

7. Financial Literacy Education.

8. Individual Development Account referral for approved participants.

9. Resident Homeownership Program.

1.3 STATUS OF MTW PROGRAM AND ACCOMPLISHMENTS TO DATE

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

A. Holly Square added to the PH stock.

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 will be done by DSHA Resident Service Staff.

G. Report established to identify and monitor needs of the MTW participants.

H. Agencies have been identified and contacts established that may provide services for unmet needs.

I. All funds are block granted.

J. MTW participants continue to be evaluated as they enter the program, and DSHA constantly networks with potential service providers and organizations to bring needed services to the participants and/or refer participants to services.

K. An Individual Development Account (IDA) Program has been implemented and completed in September 2006 to help qualified MTW participants develop assets. Thirty-six families completed their goals with 28 buying homes, five opening a business and three pursuing educational goals. The IDA program is now available from several outside organizations.

L. The Resident Homeownership Program (RHP) began accepting applications in FY-2004. There are six families now enrolled in the program.

M. Although DSHA's contract with NCALL has ended, we continue to provide referrals for, credit repair, budget counseling, fair market housing counseling and RHP homeownership counseling for PH MTW participants. The contract was completed in 2006 and services are available through local non-profit organizations.

N. DSHA completed an automated MTW case management system which tracks all statistical information for both PH and Housing Choice Voucher Program MTW participants. This system also includes an automated list that ensures timely compliance with quarterly reviews and completion of annual Resident Action Plans (RAP).

O. DSHA amended the RAP to include a certification by MTW participants that they understand the requirement that they must be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements will be increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.)

P. DSHA has awarded 147 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, 463 families have successfully completed the MTW Program. One hundred and sixty-five (165) have purchased homes and 298 have either begun paying the full rent at their current unit or moved to another unit and paid the full rent. Though some of those families would undoubtedly have been successful without MTW, we feel that the majority became successful by taking advantage of the counseling and social services made available through the program as well as the savings they accumulated while in the program. (See Tables 1 & 2)

S. The time limit safety-net feature was implemented in FY2005. Families who have **not** been able to increase their incomes to the level where 40% of their monthly adjusted income equals or exceeds the lower of their Housing Choice Voucher Program gross rent or Voucher payment standard, or the fair market rent for their PH unit, are being transferred to safety-net status. Their total tenant payment reverts to 30% and they forfeit the money in their MTW savings account. It is expected that about **85%** of DSHA's MTW families will be eligible for the safety-net. The condition for the family to retain the rental subsidy is that they must maintain employment of at least 20 hours per week, be involved in a full-time educational program or a combination of both which equals at least 20 hours.

Families whose monthly-adjusted incomes are at or above the safety-net threshold are having their subsidy terminated. PH families can either move or stay in their unit, sign a private-market lease and pay the market rent. Housing Choice Voucher Program families will begin paying the full market rent to their current landlord. All families who have remained in compliance with MTW requirements will be given the money in their savings accounts at this time.

T. Funds from the Housing Choice Voucher Program Reserves were used to provide security fencing at two of the PH sites. After discussions with local police, it was

determined that fencing along the side and rear perimeters of the sites would be the most effective and efficient way to assist city police to control and deter crime at those two sites and include cameras at Clarks Corner.

TABLE 1

Moving to Work Savings
Numbers as of April 1, 2008

Program	Current Participants	Total MTW Savings Accounts	Average MTW Savings Balance	Average Monthly Contribution
Public Housing	226	191	$2283.70	$169.00
Housing Choice Vouchers	184	143	$2601.03	$179.00
Total	410	334	$2419.56	$173.00

TABLE 2

Moving to Work Successful Move-outs
Numbers from 8/1/99 through 3/31/08

Program	Homeownership	Unsubsidized Rental
Public Housing	84	130
Housing Choice Vouchers	81	168
Total	165	298

1.4 OBJECTIVES/ACTIVITIES PLANNED FOR THE CURRENT YEAR

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

A. DSHA continues to work with the Department of Labor and the Delaware Economic Development Office to share information on new industry and business coming to Delaware, job trends and current job information. As needed, meetings will be scheduled for all parties as well as MTW participants.

B. DSHA continues to work with a local tenant advocacy group and efforts are maintained to assist individual communities with forming Resident Councils. Funding to offer appropriate stipends to Resident Council Officers and for approved site activities has been included in the FY2009 PH budget.

C. DSHA will continue to require all MTW participants to complete financial literacy training.

D. DSHA is working to continue providing services that were formerly funded under the Public Housing Drug Elimination Program (PHDEP). Funds from the Capital

Fund Program will be used to provide limited security services and will also be used to install surveillance cameras at one PH property during FY2008. DSHA continues to advocate for a change in legislation to return the PHDEP to HUD's budget.

E. DSHA is working to continue providing services that were previously funded from the MTW Technical Assistance Grant. Computer education and scholarships were funded from this source. DSHA continues to work to identify potential sources for funding scholarships and computer education.

2.0 GENERAL HOUSING AUTHORITY OPERATING INFORMATION (Both Public Housing and Housing Choice Voucher Program)

2.1 HOUSING STOCK INFORMATION FOR PUBLIC HOUSING

As of March 1, 2008, there were a total of 1,301 households being served by the Public Housing and Housing Choice Voucher Programs. This is an increase of 53 families, or 4.2 percent, since MTW was implemented in August of 1999. The income levels and racial and ethnic composition of the resident population have remained relatively constant and unchanged. The only notable exception is in the racial composition of Housing Choice Voucher families, due in part to a large turnover of vouchers during FY2007. Please refer to Tables 3 through 6b to see data for occupied units. Units in the Public Housing Homeownership Program are not included since those residents do not participate in the MTW Program.

TABLE 3

Number of households being served as of April 1, 2008

Public Housing						
	Total Households	Bedroom Size				
		1 BR	2 BR	3 BR	4 BR	5 + BR
Family	306	4	140	118	39	5
Elderly/ Disabled	179	96	56	22	3	2
Total	485	100	196	140	42	7

TABLE 4

Published area median income levels effective 3/1/08

Family Size	30% Median	50% Median	80% Median
One	12,300	20,550	32,850
Two	14,100	23,500	37,550
Three	15,850	26,400	42,250
Four	17,600	29,350	46,950
Five	19,000	31,700	50,700
Six	20,400	34,050	54,450

TABLE 5

Income of households being served as of April 7, 2008

Public Housing					
	Total Households	Less than 30% AMI*	30-50% AMI	50-80% AMI	Greater than 80% AMI
Number of Households	451**	307	106	29	9
Percent	100%	68%	24%	6%	2%
Change in Percent Since August 1999		- 3%	- 2%	+ 3%	+1%

* Area Median Income
** Does not include thirty-four (34) Fair Market Rent Households

DSHA has not adopted any new policies that would have an effect on racial distribution. Since MTW implementation, no significant changes have occurred in the racial and ethnic compositions of the resident population of either Housing Choice Voucher Program or Public Housing, and none are anticipated. See Tables 6a and 13a below.

TABLE 6a
Race of households being served as of April 1, 2008

Public Housing						
	Total Households	White	Black	Alaskan/ Native American	Asian	Pacific Islander
Number	485	109	369	4	3	0
Percent		22.5%	76.1%	.8%	.6%	0%
Change in Percent Since August 1999		+.6%	-1.6%	+.4%	+.6%	0%

TABLE 6b
Ethnicity of households being served as of April 1, 2008

Public Housing			
	Total Households	Hispanic	Non-Hispanic
Number	485	11	474
Percent	100%	2%	98%
Change in Percent Since August 1999		-2%	+2%

2.2 CAPITAL PLANS

A. STATEMENT OF EXISTING NEEDS

The total amount of DSHA existing capital needs is approximately $3,487,140 which is $7,160.45 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 $826,743 annually for the past five years. The FY2007 Capital Fund Program was funded at $745,295.

B. PLANNED CAPITAL EXPENDITURES

The five-year capital plan for DSHA is broken down by fiscal year. The plan reflects Capital Fund Program funds equal to the amount we expect to receive for FY2008, which is $812,031. The appropriate planning process and public hearings were held to get input from our residents and the public.

Table 7 that follows shows our five-year capital plan, including the planned use of the most recent funding.*

TABLE 7

Five Year Capital Plan

	FY2009	FY2010	FY2011	FY2012	FY2013
Physical Improvements	$661,328	$661,328	$661,328	$661,328	$661,328
Administration	$81,203	$81,203	$81,203	$81,203	$81,203
Management Improvements	$28,500	$28,500	$28,500	$28,500	$28,500
Fees & Costs	$41,000	$41,000	$41,000	$41,000	$41,000
TOTAL	**$812,031**	**$812,031**	**$812,031**	**$812,031**	**$812,031**

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

TABLE 8

Capital Expenditures Planned for FY09

Capital Project (list by Name)	Total Planned Expenditure in Current Year (specify year)	
Clarks Corner	$ 0	2009
McLane Gardens	$ 99,718	2009
Peach Circle	$ 30,000	2009
Mifflin Meadows	$ 0	2009
Burton Village	$ 0	2009
McLane Gardens Annex	$ 220,000	2009
Laverty Lane	$ 152,055	2009
Hickory Tree	$ 0	2009
Scattered Sites – Phase I	$ 0	2009
Liberty Court I	$ 16,500	2009
Liberty Court II	$ 122,055	2009
Holly Square	$ 15,000	2009
Scattered Sites – Phase II	$ 0	2009
Total	**$ 655,328**	

TABLE 9

Physical Needs Assessment

		2008	2009	2010	2011	2012
CLARK'S CORNER	**COST**					
Maintenance Building	70,000					70,000
Playground Equipment	75,000					75,000
Dumpster Enclosures	50,000					50,000
Bicycle Path	10,000			10,000		
Repave Parking Lot/Drive	53,563			53,563		
TOTAL	258,563	0	0	63,563	0	195,000

MCLANE GARDENS	**COST**					
Playground	79,991					79,991
Reinforce Stairways	11,000	11,000				
Replace Sidewalks	27,408	27,408				
Security Cameras	99,718		99,718			
Vinyl Siding	50,000			50,000		
Subfloor/VCT Flooring	20,000	20,000				
Recessed Porch Lights	3,190	3,190				
Roof Replacement/Gutter/Fas.	135,000				135,000	
TOTAL	426,307	61,598	99,718	50,000	135,000	79,991

PEACH CIRCLE	**COST**					
Replace Sidewalks	30,000		30,000			
Comm. Bldg. Rehab	5,000	5,000				
Roof/Gutters/Fascia/Soffits	150,000					150,000
Lighting Upgrades	10,000	10,000				
Repave Parking Lot/Drive	26,360			26,360		
Recessed Porch Lights	3,520	3,520				
Replace Carpet	9,000	9,000				
TOTAL	233,880	27,520	30,000	26,360	0	150,000

MIFFLIN MEADOWS	**COST**					
Bus Stop Rehab	14,563				14,563	
Sidewalk Replacement	90,000				90,000	
Replace Siding	100,000			100,000		
North Playground Equip.	80,155			80,155		
Dumpster Enclosures	45,000					45,000
Bicycle Path	10,000	10,000				
Repave Parking Lot/Drive	70,000				70,000	
South Playground Improvement	20,250			20,250		
Basketball Court	47,960				47,960	
TOTAL	477,928	10,000	0	200,405	222,523	45,000

TABLE 9 (cont)

Physical Needs Assessment

		2008	2009	2010	2011	2012
BURTON VILLAGE	**COST**					
Building Demolition	10,000	10,000				
Smoke Detectors	13,000	13,000				
Playground Equipment	60,000				60,000	
Border Fence	150,000					94,500
Repave Parking Lot/Drive	70,000			70,000		
Soffits	10,000	10,000				
TOTAL	313,000	33,000	0	70,000	60,000	94,500
MCLANE ANNEX	**COST**					
Windows/Doors/Posts	175,000		175,000			
Bathroom Rehab	30,000				30,000	
Replace Subfloor	20,000		20,000			
Gutters/Fascia/Soffits	25,000		25,000			
Vinyl Siding	44,000				44,000	
TOTAL	294,000	0	220,000	0	74,000	0
LAVERTY LANE	**COST**					
5 Handicap Showers/Tub Surrounds	10,000	10,000				
Security Cameras	100,000			100,000		
Comm. Bldg. Septic Repairs	30,000	30,000				
Reroofing	200,000	200,000				
Windows Replacement	152,055		152,055			
Expand Parking Lot	21,805				21,805	
Perimeter Fence	125,000					0
TOTAL	638,860	240,000	152,055	100,000	21,805	0
HICKORY TREE	**COST**					
Playground Equipment	10,000				10,000	
Kitchen Rehab	60,000			60,000		
Bathroom Rehab	70,000			70,000		
Subfloors/VCT Replaced	30,000	6,000	6,000	6,000	6,000	6,000
TOTAL	170,000	6,000	6,000	136,000	16,000	6,000
SCATTERED SITES-1; 010	**COST**					
Driveway Paving	10,000	10,000	0	0	0	0
SCATTERED SITES-2; 015	**COST**					
Driveway Paving	15,000	15,000	0	0	0	0

TABLE 9 (cont)

Physical Needs Assessment

		2008	2009	2010	2011	2012
LIBERTY COURT I	**COST**					
Playground Equipment	30,000				30,000	
Comm. Blding Hand. Entrances	16,500		16,500			
Bath Rehab	30,155	30,155				
Catch Basins	18,000	18,000				
Kitchen Cabinets/Counter Tops	122,055	122,055				
Roof Replacements/Gutters/Fas.	25,000	25,000				
Repave Parking Lot/Drive	30,000					30,000
TOTAL	271,710	195,210	16,500	0	30,000	30,000
LIBERTY COURT II	**COST**					
Kitchen Cabinets/Counter Tops	122,055		122,055			
Playground Equipment	30,000				30,000	
Bath Rehab	30,000	30,000				
Repave Parking Lot/Drive	30,837					30,837
TOTAL	212,892	30,000	122,055	0	30,000	30,837
HICKORY TREE II	**COST**					
Replace Heat Pumps	30,000	0	0	0	0	30,000
TOTAL	30,000	0	0	0	0	30,000
HOLLY SQUARE	**COST**					
Outdoor Lighting Upgrades	18,000	18,000				
Sidewalks/Porch Pads	45,000	15,000	15,000	15,000		
Replace Roofs	36,000				36,000	
Air Conditioners	36,000				36,000	
TOTAL	135,000	33,000	15,000	15,000	72,000	0
Police Protection		20,000	20,000	20,000	20,000	20,000
Administration		81,203	81,203	81,203	81,203	81,203
Management Improvements		8,500	8,500	8,500	8,500	8,500
Fees		41,000	41,000	41,000	41,000	41,000
*	3,487,140					
TOTAL		812,031	812,031	812,031	812,031	812,031

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

TABLE 10

Current Expenditures, All CFP Programs

Program	Year Awarded	Amount Awarded	Amount Expended as of End of Prior Year (specify date)	Amount Anticipated to be Expended in Current Year (specify year)	Balance Remaining as of End of Current Year (specify date)
CFP503	appr 2003	$890,509	$883,530 - 6/30/07	$6,979 - 2008	$0 - 6/30/08
CFP504	appr 2004	$859,928	$778,602 - 6/30/07	$81,326 - 2008	$0 - 6/30/08
CFP505	appr 2005	$827,148	$744,434 - 6/30/07	$82,714 - 2008	$0 - 6/30/08
CFP506	appr 2006	$747,586	$461,615 - 6/30/07	$285,791 - 2008	$0 - 6/30/08
CFP507	appr 2007	$745,295	$0 - 6/30/07	$74,529 - 2008	$670,766 - 6/30/08
Totals		**$4,070,466**	**$2,868,181**	**$531,519**	**$670,766 - 6/30/08**

2.3 HOUSING STOCK INFORMATION FOR HOUSING CHOICE VOUCHERS

TABLE 11

Number of households being served as of April 1, 2008

Housing Choice Voucher Program						
	Total Households	Bedroom Size				
		1 BR	2 BR	3 BR	4 BR	5 + BR
Family	238	7	89	120	18	4
Elderly/ Disabled	704	252	264	164	23	1
Total	942	259	353	284	41	5

TABLE 12
Income of households being served as of April 7, 2008

Housing Choice Voucher Program					
	Total Households	Less than 30% AMI*	30-50% AMI	50-80% AMI	Greater than 80% AMI
Number of Households	942	677	235	28	2
Percent	100%	72%	25%	2%	<1%
Change in Percent Since August 1999		- 4%	0%	- 1%	None

* Area Median Income

TABLE 13a
Race of households being served as of April 1, 2008

Housing Choice Voucher Program						
	Total Households	White	Black	Alaskan/ Native American	Asian	Pacific Islander
Number	942	356	577	4	5	0
Percent	100%	37.8%	61.2%	.4%	.5%	0
Change in Percent Since August 1999		+ 9.5%	- 9.9%	0%	0%	0%

TABLE 13b
Ethnicity of households being served as of April 1, 2008

Housing Choice Voucher Program			
	Total Households	Hispanic	Non-Hispanic
Number	942	33	909
Percent	100%	3.5%	96.5%
Change in Percent Since August 1999		+ 1.5%	- 1.5%

2.4 CHANGES IN THE HOUSING STOCK

1. NUMBER OF UNITS IN INVENTORY AT BEGINNING OF PERIOD

The total number of PH and Housing Choice Voucher units expected to be in the MTW program at the beginning of FY-2009 is 1,473. This number does not include our 15 scattered-site and five (5) homeownership units in our PH Program, as they are not participating in MTW.

2. PROJECTED NUMBER AT THE END OF THE YEAR

We do not expect the total number of units to increase since it seems unlikely at this time that funding for incremental Vouchers will be included in the federal budget. See Table 14.

TABLE 14
Changes in Housing Stock

Program	August 1999	End of FY-2007	End of FY-2009 (Planned)
Public Housing	503	503	503
Housing Choice Voucher Program	803	855	905 *
Section 8 New Construction	209	65**	65**
Total	1,515	1,508	1,473

* Includes: 903 MTW baseline vouchers and 2 displacement vouchers

** No longer includes Capitol Green Apartments (144 units), which is now managed by a private management company and does not utilize DSHA waiting lists.

2.5 OCCUPANCY POLICIES

A. STATEMENT OF ELIGIBILITY/ADMISSIONS POLICIES

DSHA has implemented the following changes to its leasing policies:

1. Combined PH & Housing Choice Voucher Program waiting lists into one list with the exception of Holly Square, an elderly site, which remains a site-based waiting list.

2. Applicants who are employed are given a preference for available assistance, and equal preference is given to elderly and disabled applicants.

3. Families are offered the first available PH unit or Housing Choice Voucher when their name comes to the top of the waiting list. Elderly and disabled applicants are able to select the type of housing program they desire.

4. All families who are eligible for MTW are required to sign a Contract of Mutual Participation (COMP) before they receive subsidy. A Resident Action Plan (RAP) must be completed and signed within one month after joining the MTW program.

5. Applicants can apply for housing on-line via DSHA's E-Housing internet website. This is in addition to the traditional forms of applying for housing (in person, via facsimile or through the mail).

2.6 DECONCENTRATION POLICY/PH & HOUSING CHOICE VOUCHER PROGRAM

DSHA is fortunate in that in its jurisdictional area poverty levels are relatively low in all census tracts. All applicants are counseled when they receive their Voucher on the portability features of the Voucher Program. However, the portability feature is only available to the elderly and disabled and not to those participating in the MTW Program.

A survey of public housing family incomes was completed in February 2007 in compliance with CFR 24.903. The average family income of each public housing family development was compared with the average family income of all DSHA's public housing family developments. The results are provided on the chart below.

The survey showed that only one of DSHA's family developments is below the Established Income Range (EIR). This range is defined by HUD as a range from 85% of the average income for all DSHA's family developments to the higher of either 115% of the average income for all developments or the extremely-low income limit threshold established by HUD.

Based on the survey and CFR 24.903, the deconcentration requirements do not apply to DSHA's developments since they fall below the local extremely-low income thresholds. Income has increased during the past year at five of the seven family sites (see chart). This can be attributed to an increase in the number of MTW participants completing their 5-year MTW contracts and moving from the site to private housing or electing to remain at their site and paying market rent. This would remove higher Average Gross Incomes for these families from the overall calculations, thus reducing Average Gross Income for the individual sites. There are 30 families that have chosen to remain at the site and pay market rent. They are spread over six of the seven family sites.

TABLE 15
Changes in Family Average Gross Income

Property Name	Family Average Gross Income			Percent Increase/Decrease Over 2007
	Aug 1999	Feb 2007	Feb 2008	
McLane Gardens	$9,723	$10,931	15,914	+4.5%
Liberty Court	$7,824	$9,069	14,084	+5.4%
Mifflin Meadows	$10,785	$14,989	14,724	-1.8%
Laverty Lane	$7,881	$12,839	10,632	-2.1%
Clarks Corner	$9,007	$10,563	13,306	+2.6%
Burton Village	$10,636	$15,548	15,185	-2.4%
Hickory Tree	$10,343	$16,823	15,878	-5.9%
All Sites (weighted average)	Unavailable	$12,378	14,207	+14.8%

Established Income Range per HUD regulations:
Kent County $12,076 through $16,338 *
Sussex County $12,076 through $16,338 *
*115% of the FY2008 average income for all developments.

2.7 RENT POLICY

Under MTW, DSHA made the following changes to the rent structure during the first year and subsequent changes in the third year. These changes only apply to families participating in the MTW Program. The changes are as follows:

A. The total tenant payment (TTP) is now based on 35% of the family's adjusted gross income.

B. If a family enters MTW and their TTP is below $120, a rent cap will be established and will be set at the higher of $120 or their utility allowance and will increase only if the utility allowance increases. When income increases in the future to a point where TTP is higher than the rent cap, the difference between the rent cap and 35% of monthly adjusted income will be placed in a savings account by DSHA for the family. The family will still be required to pay the full amount of their tenant rent.

C. If a family enters the MTW program and their TTP exceeds the higher of $120 or their utility allowance, the family's rent cap will be set at that amount, not to exceed $350, and will not increase. When the family's income increases thereafter, the difference between the established rent cap and TTP will be placed in a savings account by DSHA for the participant. The family will still be required to pay the full amount of their tenant rent.

D. Children born ten months or more after the COMP is signed do not receive a $480 deduction.

E. DSHA has established Fair Market Rents for each of its PH developments by bedroom size that reflect the market value of the units. No one will be required to pay more than Market Rent for their unit. New appraisals on all developments were completed in the fall of 2001 and again in November 2004. As a result, the Fair Market Rents were increased by $25 to $75 on March 1, 2005.

F. If a PH family's 35% of monthly adjusted income exceeds the established market rent for their unit prior to the completion of their five-year COMP, they will have three options:

1. Remain in the MTW Program for the remainder of their five-year COMP, stay in the Public Housing unit and pay into their savings account the difference between their rent cap and the market rent for their unit.

2. Remain in the unit, sign a market-rate lease and begin to pay the market rent. The family will no longer be considered a Public Housing tenant.

3. Terminate their Public Housing lease and move out.

2.8 MANAGEMENT INFORMATION FOR OWNED/MANAGED UNITS

This section of the Plan describes DSHA's current and anticipated performance in managing the Public Housing units.

A. OCCUPANCY

The public housing occupancy rate has been on average 97.5% over the past few years (see Tables 16 & 17). The high turnover rates experienced at some sites are the result of DSHA's strict enforcement of rent payment and anti-crime policies. The importance of timely rent payment is constantly stressed to residents by the housing managers as well as the MTW case managers. Though criminal background checks are performed prior to admission of all new residents 18 years of age and older, we still lose families because of drug-related criminal activity, many times involving their non-resident visitors.

B. INSPECTIONS

DSHA inspects all of its public housing units twice a year to insure that 100% of the units meet Housing Quality Standards. Each resident's file has documentation of these inspections. We expect to continue this level of performance for the upcoming year.

C. RENT COLLECTION

See Table 16. We project that for FY08 and FY09, rent collection will be 96% due to a decrease in fair market renters.

D. 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.

FY08 Actual Response Time

Emergency	Non-Emergency
2 hrs	4 days

TABLE 16
Public Housing Management Information

	FY05 Actual	FY06 Actual	FY07 Actual	FY08 7/1/07 – 4/30/08	Planned FY09
Occupancy Percentage Overall	98%	97%	98%	97%	98%
Average Turnover Time - Days	30	28	20	30	20
Rent Collections	96%	93%	96%	96%	98%
Inspections - # of units	503	503	503	503	503

TABLE 17
Public Housing Vacancy and Occupancy - 7/1/05 - 4/30/08*

Development	# of Units	Units Vacated			Occupancy 4/30/08	Planned FY09
		FY05	FY06	FY07		
Burton Village	51	11	10	2	88%	98%
Clarks Corner	70	11	12	7	99%	98%
Hickory Tree	55	12	7	4	95%	98%
Holly Square	24	1	3	2	100%	98%
Laverty Lane	50	10	16	11	100%	98%
Liberty Court	108	25	24	19	96%	98%
McLane Gardens	29	5	4	5	97%	98%
McLane Gardens Annex	21	4	8	5	100%	98%
Mifflin Meadows	54	14	14	15	100%	98%
Peach Circle	32	5	1	4	97%	98%
Scattered-site rentals	9	1	0	1	93%	98%
Total	**503**	**99**	**99**	**75**		

2.9 MANAGEMENT INFORMATION FOR LEASED HOUSING

A. LEASING INFORMATION

DSHA's Housing Choice Voucher utilization rate is currently at 104%, and that number will decrease to 100 – 102% utilization.

Lease-up figures for the past 12 months show that 72% of families on the waiting list successfully leased a unit within 120 days after receiving their new voucher. This is about 6% higher than the historical average. We are not optimistic that families will be any more successful in the near future since fair market rents proposed by HUD are not increasing at a rate to adequately keep up with market demand and supply.

Applicants are given in-depth information about DSHA's extension policy at voucher briefing sessions and reminders are mailed at the end of the 60-, 90- and 120-day periods. They are also given an extensive list of landlords willing to participate in the HVC Program. The extension approval policy is liberal and only requires voucher holders to show a list of landlords who have been contacted during the period. Extensions beyond the maximum 120-day search period are given to disabled families who are having difficulty finding a suitable unit. Poor rental history and increased market rents seem to be the major reasons for failure to lease a unit since almost a quarter of the vouchers expire after only 60 days.

One hundred and three (103) new landlords joined the voucher program during calendar year 2007. Landlord recruiting information on DSHA's website, recurring advertisements for landlord outreach, word of mouth and a voucher payment standard at 110% of HUD's Fair Market Rents are all major contributors to the continued success of DSHA's voucher program. A list of available units is updated weekly and is made available to voucher participants through DSHA's website, Management and Waiting List Offices.

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

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

2.10 INSPECTIONS

DSHA performs initial, annual and special (complaint) Housing Quality Standards (HQS) Inspections. DSHA consistently meets the goal of inspecting all units within the required time frames. Units that fail re-inspection following the annual inspection have the HAP abated for the period they are out of compliance.

2.11 WAITING LIST

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 (see Table 18). 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 twelve months for Public Housing and 24 months for the Housing Choice Voucher Program.

Based on the current economic climate and increase in fuel, utility and rental costs, we anticipate that the total number of applicants on the waiting list will grow approximately 15% during FY2009. The increase in applicants shown below, from FY2007 to FY2008, can be partially attributed to the implementation of a web-based application process. This new system has made applying for housing more accessible to the general public and has increased the number of out-of-jurisdiction applications.

TABLE 18

Number of Households on the Waiting List by Program and Bedroom Size on 4/1/2008

Combined Public Housing and Housing Choice Voucher							
	Total Households		April 2008				
	MAR 2007	APR 2008	1 BR	2 BR	3 BR	4 BR	5 + BR
Family	1,731	3,406	594	1,522	937	295	58
Elderly/Disabled	1,160	1,638	1,059	330	174	69	6
Total	2,891	5,044	1,653	1,852	1,111	364	64

3.0 LONG-TERM MTW PLAN

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

A. Adoption of income/asset verification procedures in lieu of the current HUD system for both Public Housing and Housing Choice Vouchers. This would allow DSHA to reduce costs and make the processing of applications and interim/annual certifications more efficient.

B. Explore alternative rent policies to simplify the calculation of subsidy and tenant rents. This includes a process that would be less intrusive to the residents, simple to perform and understand, reduce the potential for errors, and reduce administrative burden and transaction volume. DSHA would work with housing advocates, residents and other interested parties to insure that any proposed alternative rent policies would be equitable and fair to residents.

C. Restructuring of initial, annual and interim certification and inspection policies. This would create administrative efficiencies by reducing the frequency of re-certifications and annual inspections, and making the process less intrusive/burdensome for residents.

4.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

NONE

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

5.1 STATUTORY DESCRIPTIONS OF ONGOING MTW ACTIVITIES

A. Statutory Objective #1

MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:

MTW Activity A1

Combine the waiting lists for PH and Housing Choice Voucher Program with preferences consistent between the two programs. This reduces overall costs, increases the efficiency of processing housing applications, and reduces the duplication of applications associated with maintaining separate waiting lists. Also, during the actual time a family is housed, it may not apply for an alternative form of subsidy. This provides greater access to housing assistance for applicants that are not currently receiving DSHA provided housing subsidy.

Baseline

The baseline will be the Combined Waiting List totals for FY2008.

Benchmark

The benchmark will be a comparison of the number of applicants on the Combined Waiting List versus the number of applicants that would be maintained on separate lists for Public Housing and Housing Choice Vouchers. Table 19 below shows the duplication that would be present by maintaining two separate waiting lists.

Data Collection/Metrics

Waiting List software will be utilized to track the number of applicants and residents. The software already provides this data.

Authorization(s)

1) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 1. Site Based or Geographic Area Waiting List System. This authorization waives certain provisions of Section 6 (r) of the 1937 Act and 24 C.F.R 903.7 as necessary to implement the Agency's Annual MTW Plan.
2) 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.
3) Attachment C, Section D. Authorizations Related to Section 8 Housing Choice Vouchers Only. This authorization waives certain provisions of Section 8(o)(7)(a), 8(o)(13)(F) and 8(o)(13)(G) of the 1937 Act and 24 C.F.R 982.162 as necessary to implement the Agency's Annual MTW Plan.

TABLE 19

Waiting List Comparison: Combined vs. Separate

Combined Waiting List vs. Separate Waiting Lists		
	Combined Waiting List	Separate Waiting Lists
Public Housing	3,406	4,442
Housing Choice Voucher	1,638	4,608
Totals	5,044	9,050
Number of Duplicate Apps.	N/A	4,006
Percentage of Duplication	N/A	79%

A. Statutory Objective #1 (continued)	**MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:**
MTW Activity A2	The ability to combine Public Housing and Housing Choice Voucher funding into a single, block grant funding source. This has allowed DSHA the flexibility to utilize Housing Choice Voucher reserves for capital improvements up to and above the amount of funding provided by Public Housing Capital Funds. This includes the installation of air conditioning and replacement of heaters in most public housing units and the planned installation of security cameras at several public housing sites. It has also allowed DSHA to properly maintain and operate its public housing communities in years when overall program funding has been reduced. Additionally, many MTW activities such as resident case management, housing and credit counseling, and other resident services have been provided using combined Public Housing and Housing Choice Voucher funds.
Baseline	The baseline will begin with the FY2008 fiscal year showing Funds received for Public Housing and Housing Choice Vouchers, amounts used for fungible amounts to supplement capital improvements in Public Housing and/or fund programs that would normally be cut through appropriations.
Benchmark	Since this activity deals with the combined use of funds, each fiscal year (from FY2008 to FY2018) will be compared showing the use of block grant funds vs. what would occur if the agency did not participate in the MTW program. <u>See Section 6-Sources and Uses of Funds for complete financial information</u>.
Data Collection/Metrics	Un-audited accounting records, capital expenditures and program appropriation reports will be used to determine the affects of the block grant on the agency.
Authorization(s)	Attachment C, Section B. Authorizations Related to Both Public Housing and Section 8 Housing Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section 8(o), 9(d) and 9(e) of the 1937 Act.

A. Statutory Objective #1 (continued)

MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:

MTW Activity A3

Time-limit housing assistance for MTW participants to five (5) years, with a potential one (1) year extension. This improves the overall cost effectiveness of the housing programs by moving families into self-sufficiency and non-subsidized housing, and allowing another eligible family in need of housing to participate in the MTW program.

Baseline

The baseline will be the number of MTW participants in their fifth year of the program, the number successfully completing the program and the number going to Safety Net for FY2008.

Benchmark

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

Data Collection/Metrics

The Case Management and Easy Housing resident software will be utilized to track and identify the number of MTW participants, program graduates and Safety Net families. The programs are being modified to provide this data starting with FY2008.

Authorization(s)

1) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 11. Rent Policies and Term Limits. This authorization waives certain provisions of Section 3(a)(2), 3(a)(3)(A) and Section 6(l) of the 1937 Act and 24 C.F.R 5.603,5.611, 5.628, 5.630, 5.632, 5.634 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.
2) Attachment C, Section D. Authorizations Related to Section 8 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.

TABLE 20a
Time-Limit Housing for MTW Participants
July 1, 2007 to May 6, 2008

	MTW Participants	Successful Completion	Total MTW Expirations	Number Going To Safety Net
Housing Choice Vouchers	184	12	9	7
Public Housing	225	13	11	8
Total	409	25	20	15
Percentage	28%	2%*/6%**	5%*	4%*
Benchmark Percentage	25-30%	2-5%* 6-9%**	5-10%	4-6%

* Percentage of total number of clients served (1,427) ** 6% of MTW participants (409)
Note: The majority of current participants will have their five (5) year MTW period ending between 2009-2012.

TABLE 20b
Reasons For Participants Going To Safety Net
July 1, 2008 to April 2009

Reasons for Clients Going to Safety Net					
	2009	2010	2011	2012	2013
Total Going to Safety Net					
Employment Issues					
Lack of Transportation					
Education					
Childcare					
Benchmark – Safety Net Cases					

A. Statutory Objective #1 (continued)	**MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:**
MTW Activity A4	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 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.) This is to stimulate an increase in resident earning potential, create a stepped requirement leading to self-sufficiency, and reduce the subsidy needed for the participant.
Baseline	The baseline will be the total number of MTW participants, the number employed, and a range of weekly hours worked (20-30 hrs, 30+ hours) as of FY2008.
Benchmark	The benchmark will be based on a percentage of MTW participants that are employed and increase work hours on an annual basis from FY2008 to FY2018.
Data Collection/Metrics	The Case Management and Easy Housing resident software will be utilized to track individuals with employment income and weekly hours. Both software systems are being modified to provide this information for FY2008 and beyond.
Authorization(s)	1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section D. Authorizations Related to Section 8 Housing Choice Voucher Only, Paragraph 3 (a). Eligibility of Participants, This authorization waives certain provisions of Section 16(b) and Sections 8(o)(4) 1937 Act and 24 C.F.R 5.603, 5.609, 5.611, 5.628 and 982.201 as necessary to implement the Agency's Annual MTW Plan.

TABLE 21

MTW Participants Shown by Actual Hours Worked Per Week as of May 5, 2008

	MTW Families	Total Employed	20-24 hrs	25-29 hrs	30-34 hrs	35 + hrs
MTW Participants	409	404	42	47	79	236
Percentage	100%	99%	10%	12%	20%	58%
Benchmark Percentage		90-95%	8-10%	10-12%	16-20%	54-58%

A. Statutory Objective #1 (continued)	MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
MTW Activity A5	Safety Net participants who did not successfully complete the MTW five (5) year program continue to be required to work at least twenty hours per week, earning no less than minimum wage. This requirement increases the earned income of Safety Net participants enabling them to pay more towards their rent and requiring less overall subsidy.
Baseline	The baseline will be the total number of Safety Net participants, the number employed, a range of weekly hours worked (20-30 hrs, 30+ hours) and the working income of Safety Net families as of FY2008.
Benchmark	The benchmark will be based on a percentage of Safety Net participants that are employed and increase income on an annual basis from FY2008 to FY2018.
Data Collection/Metrics	Easy Housing resident software will be utilized to track and identify the number of MTW participants, successful completions and Safety Net families. The Easy Housing software already provides this data.
Authorization(s)	Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 2, Local Preferences and Admission and Continued Occupancy Policies and Procedures. This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan.

TABLE 22

Safety Net Participants Shown by Actual Hours Worked Per Week as of May 5, 2008

	Safety Net Families	Total Employed	20-24 hrs	25-29 hrs	30-34 hrs	35 + hrs
Safety Net Participants	101	72	19	11	10	32
Percentage	100%	71%	26%	15%	14%	44%
Benchmark Percentage		90-95%	8-10%	10-12%	16-20%	54-58%

A. Statutory Objective #1 (continued)	**MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:**
MTW Activity A6	At the end of the MTW participation period, residents of PH with monthly gross incomes at or above the Safety Net threshold will be given the opportunity to rent their unit at market rent, which will free up the subsidy and provide additional income for the Public Housing program.
Baseline	The baseline will be the number of Market Rate renters in Public housing as of FY2008.
Benchmark	The benchmark will be based on a percentage of Public Housing residents electing to become Market Rate renters each year from FY2008 to FY2018.
Data Collection/Metrics	Easy Housing resident software will be utilized to track and identify the number of Market Rate renters. The Easy Housing software already provides this data.
Authorization(s)	Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.

TABLE 23

Market Rate Renters in Public Housing as of May 1, 2008

Market Renters in Public Housing					
	2008	2009	2010	2011	2012
Total	34				
Percentage of P/H Units	6.6%				
Benchmark Percentage	5-7%	5%*	6%*	6%*	6%*

*Projected Percentage of Market Renters

B. Statutory Objective #2

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

MTW Activity B1

Amend waiting list preferences to include working families. This gives priority to families that have the foundation of employment to work towards self-sufficiency. This also encourages applicants to seek employment to obtain the preference on the waiting list.

Baseline

The baseline will be the number of MTW working preference applicants to be on the waiting list during FY2008.

Benchmark

The benchmark will be a percentage of MTW working preference applicants vs. total MTW eligible applicants each year from FY2008 to FY2018.

Data Collection/Metrics

Waiting List software will be utilized to track and identify the number of applicants on the combined waiting list to show MTW eligible individuals with and without a working preference. The Waiting List software already provides this data.

Authorization(s)

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

TABLE 24

Working Preferences on Waiting List

Working Preference Waiting List Applicants					
	2008	2009	2010	2011	2012
Total Number of Applicants	5,044				
Total Working Pref. Applicants	3,406				
Percentage Working Pref. Apps.	61%				
Benchmark Percentage	55-60%	55-60%*	50-55%*	50-55%*	50-55%*

*Projections to decrease due to aging population.

B. Statutory Objective #2 (continued)

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

MTW Activity B2

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. Upon successful completion of the MTW program, the escrow funds in the savings account are released to the participant if they move into non-subsidized housing or homeownership. Many of our successful participants have used these funds towards the purchase of a home or rental of a market rate property.

Baseline

The baseline will be the number of participants that successfully complete the MTW program each year and the average amount of escrow disbursements. The baseline will also show if a participant moves into homeownership or unsubsidized rental housing. The baseline will begin with FY2009.

Benchmark

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

Data Collection/Metrics

Case Management software will be utilized to track and identify the number of MTW residents that have successfully completed the program and amount of disbursements. Case Management software will be updated to provide this data beginning with FY2008-2009.

Authorization(s)

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

TABLE 25

Successful MTW Completions as of May 5, 2008

Successful MTW Completions					
	2008	2009	2010	2011	2012
Total Active MTW Participants	409				
Successful MTW Completions	25				
Homeownership	9				
Unsubsidized Rental Housing	16				
Avg. Escrow Disbursement	5,719				
Benchmark – Completions/Partic.	6%	5-10%	5-10%	5-10%	5-10%

B. Statutory Objective #2 (continued)	**MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:**
MTW Activity B3	All MTW participants continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, financial literacy classes and transportation stipends, as funds allow.
Baseline	The baseline will be the number of referrals and participants actively involved in case management programs for FY2008-2009.
Benchmark	The benchmark will be based on a percentage of participants actively involved in programs from FY2009 to FY2018.
Data Collection/Metrics	Case Management software will be utilized to track and identify the number of MTW residents that have participated in services and/or programs. Case Management software will be updated to provide this data beginning with FY2008-2009.
Authorization(s)	1) Attachment C, Section B. Authorizations Related to Both Public Housing and Section 8 Housing 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.

TABLE 26

Case Management
July 1, 2008 to April 1, 2009

Case Management					
	2009	2010	2011	2012	2013
Total Active MTW Participants					
Job Training					
Placement Referrals					
Financial Literacy Classes					
Transportation Stipends					

B. Statutory Objective #2 (continued)	**MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:**
MTW Activity B4	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 employment, drivers license, purchase vehicle, coordinate child care, obtain GED, enroll for college courses, expunge criminal record, clear credit history).
Baseline	The baseline will be the number of participants with identified barriers to self-sufficiency for FY2008-2009.
Benchmark	The benchmark will be based on a percentage of participants actively working to eliminate barriers and number of actual achievements from FY2009 to FY2018.
Data Collection/Metrics	Case Management software will be utilized to track and identify the number of MTW residents that have participated in services and/or programs to remove specific barriers to self-sufficiency. Case Management software will be updated to provide this data beginning with FY2008-2009.
Authorization(s)	1) Attachment C, Section B. Authorizations Related to Both Public Housing and Section 8 Housing 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.

TABLE 27

Barriers to Self-Sufficiency
July 1, 2008 to April 1, 2009

Overcoming Barriers to Self-Sufficiency				
	Identified Barriers	Actual Achievements	Percentage of Achievements	Goal/Benchmark
Total # MTW Participants				
Employment				
Drivers License/Transportation				
GED/Certificate				
College Degree				
Clear Criminal Record				
Clear Credit History				
Other (benefits, promotion)				
Total Achievements				

C. Statutory Objective #3	MTW activities to improve housing choices for our residents:
MTW Activity C1	Homeownership counseling and assistance, Individual Development Account referrals, budget counseling, fair market housing counseling, assistance obtaining a Low Income Housing Tax Credit (LIHTC) unit and credit counseling to repair problems. Strategic relations have been established with several non-profit agencies within Kent and Sussex County to provide credit and housing counseling. This includes NCALL Research, People's Place II and First State Community Action Agency.
Baseline	The baseline will be the number of participants in counseling activities tracked for FY2008-2009.
Benchmark	The benchmark will be based on a percentage of participants actively involved in counseling programs from FY2009 to FY2018.
Data Collection/Metrics	Case Management software will be utilized to track and identify number of MTW residents that have participated in specific counseling activities. Case Management software will be updated to provide this data begin with FY2008-2009.
Authorization(s)	Attachment C, Section B. Authorizations Related to Both Public Housing and Section 8 Housing 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.

TABLE 28

Counseling and Referrals for Housing Choices
July 1, 2008 to April 1, 2009

Counseling and Referrals for Housing Choices					
	2009	2010	2011	2012	2013
Total # MTW Participants					
Homeownership Counseling					
IDA Referrals					
Budget Counseling					
Credit Counseling					
Fair Market Housing Referral					
LIHTC Referral					
Other					
Total Counseling/Referral Svs.					
Benchmark- % of Services to Participants					

C. Statutory Objective #3 (continued)	MTW activities to improve housing choices for our residents:
MTW Activity C2	The creation of MTW Savings Accounts, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant. These savings accounts can be utilized while the participant is actively involved in the MTW program to help overcome barriers to self-sufficiency (purchase or repair a car, college tuition, etc.) or towards homeownership and/or leasing of unsubsidized housing upon successful completion of the program (as noted in Statutory Objective B, MTW Activity B2).
Baseline	The baseline will be the number and average amounts of disbursements of MTW escrow funds since FY2007 for both MTW loans, and full escrow payments for participants that successfully complete the MTW program.
Benchmark	The benchmark will be based on the projected number of loans and amount of MTW loans and successful completion escrow disbursements for the next ten (10) years.
Data Collection/Metrics	Case Management software will be utilized to track and identify escrow disbursements.
Authorization(s)	1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 5. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 960.201 as necessary to implement the Agency's Annual MTW Plan.

TABLE 29

MTW Escrow Fund Disbursements and Loans

Use of MTW Escrow Funds					
	2008	2009	2010	2011	2012
Total Active MTW Participants	409				
MTW Completion Disbursements					
MTW Completion Disbursements	18				
Avg. Escrow Disbursement	$5,819.00				
Benchmark – Participants/disburse.	18	16-18*	16-18*	16-18*	16-18*
MTW Escrow Loans					
	2008	2009	2010	2011	2012
MTW Escrow Loans	37				
Avg. Escrow Loan Disbursement	$842.00				
Benchmark – Participants/# Loans	37	32-35*	32-25*	32-35*	32-35*

* Projected

C. Statutory Objective #3 (continued)	MTW activities to improve housing choices for our residents:
MTW Activity C3	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.
Baseline	The baseline will be the number of participants in the RHP Program during the first year of utilization (2007).
Benchmark	The benchmark will be based on the number of participants anticipated to participate in the RHP program from FY2008 to FY2018.
Data Collection/Metrics	Internal housing choice voucher and RHP records will be used to track participation.
Authorization(s)	Attachment C, Section D. Authorizations Related to Section 8 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.

TABLE 30

Resident Homeownership Program

RHP Participants					
	2008	2009	2010	2011	2012
Total RHP Participants	2				
New RHP Participants During Year	1				
Increase/Decrease	1				
Benchmark – Participants	2	3*	4*	5*	6*

* Projected to add one new RHP participant each year.

5.2 RESIDENT PROGRAMS

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

A. Holiday Parties - Each community has appropriate holiday celebrations in which the residents take the lead on planning and organizing the event.

B. Computer access and instruction for youth and adults – DSHA provides computers with Internet access at all sites. The computer labs are monitored by volunteers from DSHA staff, outside agencies, GED instructors or other non-profit organizations. DSHA purchased an assortment of educational software and board games (funded by Lightspan/Discover) of its sites. The games and software target youth and adults.

C. Student Award Program for Honor Roll, Perfect Attendance and College Acceptance – Each year DSHA hosts a Student Award Luncheon to recognize students who make the extra effort to succeed. Winners receive a backpack filled with age-appropriate school supplies and are treated to lunch with DSHA's Director and Management staff. A guest speaker is invited to address the group. This event has been very successful and a positive motivation for the students and parents at our sites.

D. DSHA has signed MOUs with the Boys and Girls Club of Delaware to provide after-school programs, including pregnancy prevention, at one site. Youth from other sites have access to Boys and Girls Clubs located at facilities nearby. Funding is provided through grants from the Division of Public Health and the United Way.

E. DSHA has signed an MOU with the University of Delaware to provide 4-H programs at two sites. Services include after-school homework assistance and recreation. DSHA is working with 4-H staff to develop programs for other sites.

F. DSHA has awarded 147 Scholarships to MTW participants and expects to continue this service from MTW Budget funds.

G. DSHA signed a Memorandum Of Understanding with James Groves Adult High School to provide Adult Basic Education and GED classes for two communities.

H. Children and Families First - Provides pregnancy testing, family planning material, STD testing, treatment and counseling; and also organizes resources for grandparents and relatives raising someone else's children. They currently offer support groups at two sites and are planning to offer Family Enrichment programs at 2-3 additional sites in the fall.

I. Delmarva Rural Ministries - Provides counseling and treatment for drug and alcohol abuse. Also administers the Mobile Access to Community Health

(MATCH) van health program that travels to low-income areas including all DSHA sites, upon request, throughout Kent and Sussex Counties. The MATCH van provides basic health care, screening and referrals as needed.

J. Even Start - Offers parenting classes to families with children under the age of eight. Activities involve both parent and child(ren) at two sites, with a third site being considered for the fall of 2007.

K. Child, Inc. - Provides one-on-one case management services upon request or referral and offers parenting classes.

L. Consumer Credit Counseling provides financial counseling and assists with budgeting and establishing credit.

M. Rental Assistance/Other financial assistance – Peoples Place II and First State Community Action Agency, Catholic Charities, Salvation Army, CASA San Francisco, State Service Centers and local churches.

N. First State Community Action Agency - Provides limited financial assistance, administers the Summer Food Service Program for Sussex County sites and offers employment training at a center in Georgetown.

O. Department of Labor - Provides all aspects of employment training, including assistance preparing resumes and applications and improving interviewing skills and workplace training. DSHA serves on the Workforce Investment Board for Delaware. This board administers the state's requirements and initiatives for employment and job training.

P. Delaware Technical and Community College, Kent County Poly-Tech, Sussex Tech, Delaware State University - All institutions have various courses available for general education as well as specific job training. They require a minimum number of participants to come to DSHA sites, but individuals can go to the schools for classes. Many courses are free of charge, based on income, or have a small fee.

Q. DSHA has installed GED tutorial software at multiple sites. The program is used by instructors giving group instruction and by residents who study independently.

R. In a partnership with DSHA's Clarks Corner Public Housing site, Lake Forest School District, University of Delaware Cooperative Extension, Greater Milford Area Boys and Girls Club and Kidz Kottage received a 21st Century Grant of $335,000 to provide a variety of youth and family programs including educational and social activities. This is the fifth of 5 funded years. The 4-H Club is actively seeking grants to continue the program.

S. DSHA participates on the Interagency Council for Adult Literacy. This is a group from various agencies that are working to address literacy issues for Delaware. The group meets regularly and continues to develop and coordinate adult literacy programs for DSHA residents.

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

5.3 HOMEOWNERSHIP PROGRAMS

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

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

DSHA implemented a Resident Homeownership Program three years ago. This program allows qualified participants from either the Public Housing or Housing Choice Voucher program to use a Housing Choice Voucher subsidy toward the mortgage for up to 15 years on a first home.

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.

5.4 SECURITY

As the Public Housing Drug Elimination Program is no longer available, DSHA is consistently seeking resources to continue security services. Limited funds are available from the MTW Budget and reserves, and additional lighting and fencing have been installed at three DSHA sites. Security cameras have been installed at one site and there is an agreement with the local police to monitor the cameras. Plans are in place to install cameras at four (4) additional sites, including Liberty Court, Burton Village, Hickory Tree and Mifflin Meadows. DSHA meets with all local law enforcement agencies to provide some security and to participate in site prevention activities. In addition, DSHA has a

"One-Strike" Policy and, through reports received from the police, DSHA tracks arrests made on DSHA properties.

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

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

5.5 SAFETY NET FOR MTW PARTICIPANTS

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

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

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

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

6.0 SOURCES AND USES OF FUNDS

The combined budget for the MTW program for FY2009: $10,353,805

Sources and Uses of Funds

CATEGORY	FY07 ACTUALS	FY08 BUDGET	FY09 BUDGET
Revenue			
Dwelling Rent	$522,234	$544,340	$545,800
Investment Income	87,113	38,370	78,200
Other Income	869,239	673,330	222,750
Operating Subsidy	1,941,529	2,005,880	2,166,980
Capital Funds	1,284,596	747,590	660,195
Section 8 Subsidies	5,768,229	5,679,230	6,514,190
Total Revenue	**$10,472,940**	**$9,688,740**	**$10,188,115**
Expenses			
Administration	$1,675,880	$1,658,250	$1,987,573
Tenant Services	436,239	450,900	15,000
Utilities	474,247	444,270	507,630
Maintenance	1,338,481	1,268,530	1,403,800
Protective Services	0	20,000	20,000
General	584,559	640,640	632,810
Central Office Cost Center	296,740	296,740	0
Resident Homeownership		25,000	25,000
Total Routine	$4,806,146	$4,804,330	$4,591,813
Non-Capitalized Expense	85,155	220,770	190,057
Capital Outlays	1,139,042	432,060	588,935
Payments to Landlords	4,308,637	4,790,650	4,983,000
Total Expenses	**$10,338,980**	**$10,247,810**	**$10,353,805**
Excess/(Deficit)	**$133,960**	**($559,070)**	**($165,690)**

6.0 CONTINUED DETAILED SOURCES AND USES OF FUNDS BY REVENUE

The combined budget for the MTW program for FY2009: $10,353,805

Sources and Uses of Funds

CATEGORY		FY07 ACTUALS		FY08 BUDGET		FY09 BUDGET
Revenue						
Dwelling Rent - Public Housing		**$522,234**		**$544,340**		**$545,800**
Investment Income						
Public Housing	$81,172		$31,620		$45,700	
S8 Vouchers	5,941	**87,113**	6,750	**38,370**	32,500	**78,200**
Total Revenue						
Other Income						
Public Housing	$435,256		$258,430		$160,680	
Section 8 Voucher	98,983		79,900		62,070	
Com. Svc. Block Grant	335,000	**869,239**	335,000	**673,330**	0	**222,750**
Operating Subsidy - Public Hsg.		**1,941,529**		**2,005,880**		**2,166,980**
PH Capital Fund		**1,284,596**		**747,590**		**660,195**
Section 8 Subsidies						
S8 Hsg. Choices Voucher		**5,768,229**		**5,679,230**		**6,514,190**
Total Revenue		**$10,472,940**		**$9,688,740**		**$10,188,115**

6.0 Consolidated Budget for the MTW PROGRAM for FY2009: $10,353,805

Sources and Uses of Funds

CATEGORY	PUBLIC HOUSING	HSG CHOICE VOUCHERS	PUBLIC HSG CAPITAL FUND	COMM SERVICE BLOCK GRANT	TOTAL MTW
Revenue					
Dwelling Rent	$545,800	$0	$0	$0	$545,800
Investment Income	45,700	32,500			78,200
Other Income	160,680	62,070		0	222,750
Operating Subsidy	2,166,980				2,166,980
PH Capital Fund			660,195		660,195
Section 8 Subsidies		6,514,190			6,514,190
Total Revenue	$2,919,160	$6,608,760	$660,195	$0	$10,188,115
Expenses					
Administration	$683,430	$1,222,940	$81,203	$0	$1,987,573
Tenant Services	15,000	0		0	15,000
Utilities	507,630				507,630
Maintenance	1,403,800				1,403,800
Protective Services			20,000		20,000
General	632,810				632,810
Central Office Cost Center	0				0
Resident Homeownership		25,000			25,000
Total Routine	$3,242,670	$1,247,940	$101,203	$0	$4,591,813
Non-Capitalized Expense	$0	$0	$190,057	$0	$190,057
Capital Outlays		220,000	368,935		588,935
Payments to Landlords		4,983,000			4,983,000
Total Expenses	$3,242,670	$6,450,940	$660,195	$0	$10,353,805
Excess/(Deficit)	($323,510)	$157,820	$0	$0	($165,690)
Transfers In / Out	58,850	(58,850)	0	0	$0
Excess/(Deficit) After Transfers	($264,660)	$98,970	$0	$0	($165,690)

6.0 CONTINUED DETAILED SOURCES AND USES OF FUNDS BY EXPENDITURE

The combined budget for the MTW Program for FY2009: $10,353,805

Sources and Uses of Funds CATEGORY		FY07 ACTUALS		FY08 BUDGET		FY09 BUDGET
Expenses						
Administration						
Public Housing	$792,435		$749,130		$683,430	
S8 Hsg. Choices Vouchers	823,046		834,360		1,222,940	
PH Capital Fund	60,399	**$1,675,880**	74,760	**$1,658,250**	81,203	**$1,987,573**
Tenant Services						
Public Housing	$10,477		$15,000		$15,000	
S8 Hsg. Choices Vouchers	90,762		100,900		0	
PH Capital Fund	0		0			
Com. Svc. Block Grant	335,000	**436,239**	335,000	**450,900**	0	**15,000**
Utilities - Public Housing		**474,247**		**444,270**		**507,630**
Maintenance						
Public Housing		**1,338,481**		**1,268,530**		**1,403,800**
Protective Services						
Public Housing			$0		$0	
PH Capital Fund	0	**0**	20,000	**20,000**	20,000	**20,000**
General - Public Housing		**584,559**		**640,640**		**632,810**
Central Office Cost Center						
Public Housing			296,740		$0	
S8 Hsg. Choices Vouchers			0	**296,740**	0	**0**
Resident Home Ownership		**296,740**		**25,000**		**25,000**
Total Routine		**$4,806,146**		**$4,804,330**		**$4,591,813**
Non-Capitalized Expense						
PH Capital Fund		**85,155**		**220,770**		**190,057**
Capital Outlays						
Public Housing	$0		$0		$0	
PH Capital Fund	1,139,042		432,060		368,935	
S8 Hsg. Choices Voucher	0	**1,139,042**	0	**432,060**	220,000	**588,935**
Payments to Landlords						
S8 Hsg. Choices Voucher		**4,308,637**		**4,790,650**		**4,983,000**
Total Expenses		**$10,338,980**		**$10,247,810**		**$10,353,805**
Excess/(Deficit)		**$133,960**		**($559,070)**		**($165,690)**

FY09 - BUDGET NARRATIVE

REVENUES

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

- **Dwelling Rent.** The estimated dwelling rental income was determined by an analysis of January 2008 through March 2008 rent roll (dwelling rent less utility allowances and MTW escrow savings), FY07 actuals and FY08 year-to-date (YTD) income. The three month average of occupied units for the January thru March period was 485. The lowest dwelling rental income for that same period was 93.78 PUM. The FY09 dwelling rental income is estimated at $545,800 (485 units multiplied by 93.78 PUM multiplied by 12 months). This amount is consistent with FY07 actuals of $544,340 and the FY08 budgeted amount of $544,340.

- **Investment Income.** After examining the Appropriations and Money Market balances, interest earned in FY07 and FY08 YTD, an estimated FY09 investment income (EII) was established based on reduced operating reserve balances and current interest rates. This amount is greater that the FY08 budgeted amount which did not anticipate over 100% funding of the Housing Choice Voucher Program.

- **Other Income.** Daycare centers in the community buildings of Laverty Lane and Hickory Tree generate monthly income in the amount of $624 and $535 respectively as well as the community building at Holly Square generating $1,250 a month in income. Public Housing laundry machines are supplied by a vendor and the Authority receives 50% of the revenue generated. DSHA also receives a small percentage of telephone receipts. Also included in other income are maintenance charges, court fees, late fees received from residents and MTW savings forfeitures. Savings forfeitures for the period July 2007 through February 2008 were $49,338.

  Section 8 Housing Choice Vouchers receives other income from fraud recovery payments and forfeitures of MTW Escrow savings. Savings forfeitures for the period July 2007 through February 2008 were $44,965. The forecast for other income was derived from FY08 YTD annualized receipts.

  In past years, the Community Services Block Grant provided funding in support of five case managers through two Nonprofit Agencies: First State Community Action Agency and Peoples Place. These case managers worked with DSHA's Section 8 Voucher holders. The funds were provided to the State Division of Community Services as a pass through from the U.S. Department of Health and Human Services. The estimated yearly value of the State Match was $335,000 and was reflected as other income. In FY09, as part of DSHA's efforts to control costs and provide consistent case management these services will be provided by in-house staff.

- **Operating Subsidies.** The agency receives an operating subsidy for its Public Housing units that is calculated in two parts: utility and non-utility. The amount of non-utility subsidy is determined by the per unit non-utility subsidy that the agency received in the prior year. This figure is then adjusted annually for inflation. The agency receives a subsidy equal to the utility consumption, on a three year rolling base, that was in place for the MTW base year (FY99) and is then adjusted by current utility rates. The budgeted subsidy amount used for FY09 is DSHA's

CY08 subsidy request of $2,549,391 reduced to a proration of 85% resulting in the $2,166,980 budgeted.

- **Modernization/Capital Fund.** Typically, an agency receives a proportionate share of the national appropriation for modernization based on its "formula factor", a figure that considers the agency's needs relative to the nation as a whole. Under MTW, this formula factor is, for all practical purposes, frozen during the demonstration period, regardless of any changes in the agency's Public Housing stock.

  In accordance with new guidelines under GAAP, the income reported as budgeted to be received from the Public Housing Capital Fund is the expense amount that the agency actually anticipates incurring in all prior-year funds, not necessarily the amount that the agency anticipates being awarded in new funds in FY09, which often takes up to three years to expend.

- **Section 8 Housing Choice Voucher.** The amount of funding that the agency received in prior years was a function of the average monthly subsidy paid for each Section 8 Existing and/or Voucher unit in the year before MTW. This figure was then adjusted annually from MTW year two forward, for inflation and multiplied by the number of Section 8 Vouchers (under MTW, all contracts are called vouchers) units per original ACC contracts (903 units), and again by 12 months, to determine the annual Section 8 Block Grant. However, starting in January 2005, Section 8 Voucher funding is being awarded by calendar year. The approved CY08 funding should be $6,857,038. A 95% proration was used to estimate the Grant for FY09 at $6,514,190.

While the amount of funding is calculated separately, the agency can use the above funds flexibly. To this end and pursuant to Article 1.B of DSHA's MTW Agreement, all of the MTW funds will be deposited in State of Delaware accounts, which is consistent with both the preservation of principal, the maximizing of return, and DSHA's standard practice for the administration of all other HUD funds.

EXPENDITURES

MTW program expenses for FY09 consist of Administration Expense, Tenant Services, Utilities, Maintenance, Protective Service, General Expense, Resident Home Ownership Program, Non-Capitalize Expense, Capital Outlays and Payments to Landlords. Expenses are calculated after reviewing prior years expense levels plus an inflation factor and adding any new contractual obligations. A broad overview by Program is listed below.

- **Administration Expense.** Public Housing, Section 8 and Capital Funds Program include salaries, legal, staff training/travel, CFP administrative fees, auditing fees, supplies, postage where appropriate. Even though there will not be any salary increases in FY09, the increase in this year's budget reflects direct charging an additional four full time positions and three positions at fifty percent which had previously been paid utilizing Central Office Cost Center Fees. This line also reflects the rising costs of postage and supplies.

- **Tenant Services.** Public Housing expenses include education and recreational activities for children, Internet access at all sites, and $4,170 to fund organized tenant councils. Expenses formerly paid by the Resident Services Assistance Grant, including scholarship opportunities for residents, have been moved to this line.

  In prior years, Section 8 financial awareness counseling for program participants through contracts with two non-profit agencies, NCALL and People's Place, were shown in this line.

Starting in FY09, these services will be provided to residents through DSHA's in-house staff to help manage costs.

In the past, the Community Services Block Grant covered the expense of five case managers who worked with Section 8 Voucher holders. Starting in FY09, as part of DSHA's efforts to control costs and provide consistent case management these services will be provided by in-house staff.

- **Utilities.** The expense for lighting, heating and providing water and sewer to all sites was based on FY08 YTD expenses. The increase in this budget line also recognizes rising utility costs.

- **Maintenance.** Maintenance salaries of site personnel, which does not include a salary increase for FY09, building materials, supplies, and contractual costs including trash pickup, grass cutting, exterminating and routine painting of empty units at all sites are combined in this category. The increase in this year's budget over last is to cover an anticipated 4% increase is contractual costs and is based on FY08 YTD actuals which are higher than budgeted.

- **Protective Service.** State Police and Local Policing authorities provide after hours protection to targeted Public Housing sites as a deterrent to criminal activity. Due to the elimination of the Drug Elimination Grant and Budgetary constraints within the Public Housing Program, these costs will be covered in FY09 by the Capital Funds Program ($20,000). In FY09, installation of Security Cameras at Liberty Court will be funded by the Capital Fund Program

- **General Expense.** Grouped in this area are payments in lieu of taxes to counties and school districts, insurance coverage costs, benefit contributions for administrative and maintenance employees and any loss on collections.

- **Central Office Cost Center.** In FY09, there will be no budget for Central Office Cost Center Fees. All salaries will be directly charged.

- **Resident Home Ownership Program.** This program was established to assist MTW Participants with mortgage down payment and settlement costs. Funds from Section 8 reserves will be issued as deferred loans to Participants. This program's first expenditures are expected to be recognized in FY09.

- **Non-Capitalized Expense.** Represents expenses incurred by the Capital Fund Program for cyclical painting, building maintenance/repairs, land/site improvements, appliance installation/repair, community equipment, maintenance equipment, and grounds maintenance at all Public Housing sites which are under the capitalization threshold of $100,000.

- **Capital Outlays.** The Capital Fund Program expends funds for general equipment, air conditioning/heating upgrades, land improvements and building/ground improvements at Public Housing sites in excess of the Fixed Asset threshold. In FY09, door and window replacements are planned at Burton Village, Mifflin Meadows and McLane Gardens as well as placement of Security Cameras at Liberty Court.

  The Housing Choice Voucher Program will fund the placement of Security Cameras at Burton Village, Hickory Tree and Mifflin Meadows.

- **Payments to Landlords.** The Section 8 payments to landlords in the amount of $4,983,000 reflects an increase over the FY08 budgeted amount. DSHA plans to fund an additional 1% of authorized units.

EXCESS/(DEFICIT)

Public Housing. A decrease in operating reserves in the amount of $323,510 is expected for FY09 and could be smaller or greater once final proration figures are established.

Section 8 Housing Choice Vouchers. An increase in reserves of $157,820 is expected for FY09 depending on funding proration levels for CY09.

OPERATING RESERVES

The decrease/increase in Operating Reserves for Public Housing and Housing Choice Vouchers shown in FY07 actuals are supported by documentation submitted with the FY07 Annual Report dated August 31, 2007.

The decrease to Operating Reserves for Public Housing and the increase to Operating Reserves for Housing Choice Vouchers shown in FY08 (Projections) were derived by projecting FY08 actuals thru March 31, 2008. Using the fungibility of MTW funds, a transfer of $675,000 was done to support the Public Housing Program due to decreased funding levels.

The $323,510 decrease in Public Housing Operating Reserves and an increase of $157,820 for the Housing Choice Voucher Program for FY09 is supported by the attached documentation including the Consolidated Budget for the FY09 MTW Program, the Sources and Uses of Funds, the Detailed Sources and Uses of Funds by Revenue and the Detailed Sources and Uses of Funds by Expenditure. A transfer of $58,850 from the Housing Choice Voucher Program to the Public Housing Program is expected for FY09 to maintain the current level of service and to augment the current funding proration of 85%.

The projected FY09 year end Operating Reserve balance for Public Housing is $270,220 which represents one month of total routine expenditures. The projected Operating Reserve balance for the Housing Choice Voucher Program is $1,443,159 which represents two and one half months of total expenses.

OPERATING RESERVES

	FY07 (Actuals)			FY08 (Projections based on FY08 YTD)				FY09 (Projected)			
	Beginning of Year	Increase/ Decrease	End of Year	Beginning of Year	Increase/ Decrease	Transfer To/From	End of Year	Beginning of Year	Increase/ Decrease	Transfer To/From	End of Year
Public Housing	$915,078	($516,748)	$398,330	$398,330	($538,450)	$675,000	$534,880	$534,880	($323,510)	$58,850	$270,220
Housing Choice Vouchers	4,309	650,708	655,017	655,017	1,364,172	(675,000)	$1,344,189	1,344,189	157,820	(58,850)	1,443,159
Total MTW	$919,387	$133,960	$1,053,347	$1053,347	$825,722	$0	$1,879,069	$1,879,069	($165,690)	$0	$1,713,379

7.0 ADMINISTRATIVE

General Order and Public Hearing Documentation follow.

GENERAL ORDER NO. 506

GENERAL ORDER ADOPTING THE MOVING TO WORK ANNUAL PLAN FOR FY09

WHEREAS, the Delaware State Housing Authority entered into a Moving to Work Demonstration Agreement with HUD; and

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

WHEREAS, the Moving to Work Demonstration 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 Demonstration.

NOW THEREFORE, BE IT ORDERED as follows:

1. The director has reviewed and approved the Moving to Work Annual Plan for FY09.

2. The Delaware State Housing Authority certifies that it held public hearings regarding the FY09 Moving to Work Annual Plan.

DELAWARE STATE HOUSING AUTHORITY

6/24/08
Date

BY: Saundra R. Johnson
Saundra R. Johnson, Director

Created: 6/24/08
Effective: 6/24/08

PHA Certifications of Compliance with MTW Plan Requirements and Related Regulations
Board Resolution to Accompany the MTW Plan

Note: Items in italics are those required by MTW Agreement

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 MTW Plan for PHA fiscal year beginning July 1, 2008, 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 held a public hearing regarding the Plan.*
2. 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.
3. *For PHA Plan that includes a policy for site based waiting lists:*
   - *The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);*
   - *The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;*
   - *Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;*
   - *The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;*
   - *The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7.*
4. *If the Plan includes an annual submission of rent policies to HUD, the PHA certifies that:*
   - *The PHA Board approves of this policy and has approved the required analysis of the impact of such policies specified in Article I, Section I of the MTW Agreement and*
   - *The PHA is in compliance with all provisions of that section.*
5. For an MTW Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
   - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
   - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
   - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
   - Coordination with other law enforcement efforts;
   - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
   - All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.

6. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
7. 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.
8. 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.
9. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by CFR Part 24, Subpart F.
10. The PHA has submitted with the Plan a certification 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.
11. 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.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. The PHA will provide HUD or the responsible entity any documentation that the Department needs to
14. carry out its review under the National Environmental Policy Act and other related authorities. In accordance with 24 CFR Part 58.
15. 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.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
18. 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.).
19. *The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and the MTW Agreement executed by the PHA and HUD and will utilize funds made available under the Capital Fund, Operating Fund and Section 8 tenant-based assistance only for activities that are allowable under applicable regulations as modified by the MTW Agreement and included in its Plan.*

Delaware State Housing Authority DE004, DE901

PHA Name PHA Number

Signed/Dated by PHA Board Chair or other authorized PHA official

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

Notice is given that the Delaware State Housing Authority (DSHA) will conduct two Public Hearings concerning the submission of their Moving To Work Annual Plan for FY2009 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 tenth year of the Moving To Work Demonstration.

A copy of the Plan will be available for inspection and review at DSHA's offices during normal business hours, Monday through Friday, at 18 The Green, Dover and each Public Housing development beginning May 19, 2008. The Plan will also be available on the DSHA website, www.destatehousing.com. After the end of the comment period on June 25, 2008, the Plan will be finalized and submitted to HUD for final approval.

The first hearing will be held in the Community Building of the Liberty Court complex at 6:30 P.M., Tuesday, June 17, 2008. Liberty Court is located at 1289 W. Walker Road, Dover, DE 19904. The Community Building is handicapped accessible.

The second hearing will be held in the Community Building of the Burton Village complex at 6:30 P.M., Wednesday, June 18, 2008. Burton Village is located at 100 Burton Village, Rehoboth Beach, DE 19971. The Community Building is handicapped accessible.

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

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

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Equal Opportunity Employer
Equal Housing Opportunity

SMYRNA/CLAYTON SUN-TIMES

224 E. Glenwood Ave., Smyrna, DE 19977
(302) 653-2083

Office:
224 E. Glenwood Avenue
Mailing Address:
P.O. Box 327
Smyrna, DE 19977

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

This is to certify that the following legal advertisement:

Public Hearing and community meeting notice – Moving to Work Annual Plan was carried in the Smyrna/Clayton Sun-Times, a weekly newspaper, on the following date(s):

May 14 and May 21, 2008

A copy of that advertisement is attached.

Mary Ann MacDonald
For the Smyrna/Clayton Sun-Times

Sworn to and subscribed before me this
21st of May, 2008

Linda Faye Spry Miller
Notary Public

LINDA FAYE SPRY-MILLER
MY COMMISSION EXPIRES January 8, 2012
NOTARY PUBLIC
State of Delaware

Independent Newspapers, Inc.

P.O. Box 7001 · Dover, Delaware · 19903 · 1-800-282-8586

State of Delaware:

:ss.

Counties of Kent:

Before me, a Notary Public, for the County and State aforesaid, Wanda Ford-Waring, known to me to be such, who being sworn according to law deposes and says that she is an officer of Independent Newspaper Inc, the Publisher of the **The Harrington Journal**, a weekly newspaper published at Harrington, County of Kent, and State of Delaware, and that the notice, a copy of which is hereto attached, as published in the **The Harrington Journal** in its issue of May 15 & 22, 2008,

Vice President, Corporate Services
Independent Newspapers, Inc.

Sworn to and subscribed before me this 22nd

Day of May A.D. 2007

Notary Public

Independent Newspapers, Inc.

P.O. Box 7001 • Dover, Delaware • 19903 • 1-800-282-8586

State of Delaware:

:ss.

Counties of Kent:

Before me, a Notary Public, for the County and State aforesaid, Wanda Ford-Waring, known to me to be such, who being sworn according to law deposes and says that she is an officer of Independent Newspaper Inc, the Publisher of the **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 **The Delaware State News** in its issue of May 18, 21, 25 & 28, 2008

Vice President, Corporate
Independent Newspaper

Sworn to and subscribed before me this 28th

Day of May A.D. 2008

Janet Kelly
Notary Public

Mailing:
The News Journal
PO Box 15505
Wilmington, DE 19850

Street
The News Journal
950 W. Basin Road
New Castle, DE 19720
(302) 324-2500

Sunday News Journal
The News Journal

The News Journal

AFFIDAVIT OF PUBLICATION

STATE OF DELAWARE COUNTY OF NEW CASTLE

Personally appeared before me this 28th day of May, 2008:

I, Kristin Segner, of the NEWS JOURNAL COMPANY, a daily newspaper printed and published in the County of New Castle County, State of Delaware, who, being duly sworn states that the advertisement of S/D State Housing Authority – Public Hearing and Community Meeting Notice on Moving to Work Annual Plan

was published in THE NEWS JOURNAL on May 18, 21, 25, 28, 2008

and/or THE SUNDAY NEWS JOURNAL on N/A

Kristin Segner
Name

Legal Coordinator
Title

Sworn to before me this 28th day of May, 2008

Wanda James
Notary Public

MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY
PUBLIC HEARING ON THE
MOVING TO WORK FY 2009 ANNUAL PLAN
JUNE 17, 2008

The hearing was called to order by Christopher A. Whaley at 6:30 p.m. in the Liberty Court Community Building.

Christopher Whaley advised attendees that Delaware State Housing Authority has recently signed an Agreement with the U.S. Department of Housing and Urban Development (HUD) to extend the Moving to Work (MTW) Program for ten years. He then stated that the only substantive change to the Plan from FY 2008 is that gross income instead of adjusted income will be used in determining a resident's eligibility for Fair Market Rentals, allowing more residents to successfully complete the Program. He also said the Plan's format has been changed in accordance with the new HUD guidelines.

As there were no questions or comments offered by attendees, Mr. Whaley adjourned the meeting at 6:45 p.m.

MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY
PUBLIC HEARING ON THE
MOVING TO WORK FY 2009 ANNUAL PLAN
JUNE 18, 2008

The hearing was called to order by Christopher A. Whaley at 6:30 p.m. in the Burton Village Community Building.

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

The meeting was adjourned by Mr. Whaley at 6:50 p.m.

8.0 REPORTING COMPLIANCE WITH STATUTORY MTW REQUIREMENTS

N/A

Attachment A

Budget Submissions to HUD

Operating Fund
Calculation of Operating Subsidy
PHA-Owned Rental Housing

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

OMB Approval No. 2577-0029 (exp. 10/31/2008)

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

Enter Total Number of ACC Units for this PHA > > 516

Section 1

1. Name and Address of Public Housing Agency:
Delaware State Housing Authority
18 the Green
Dover, DE 19901

2. Funding Period: 01/01/2008 to 12/31/2008

3. Type of Submission: ☑ Original ☐ Revision No.

4. ACC Number: P-4520

5. Fiscal Year End: ☐ 12/31 ☐ 03/31 ☑ 06/30 ☐ 09/30

6. Operating Fund Project Number: DE004000003

7. DUNS Number: 611186909

HUD Use Only

8. ROFO Code: 0301

Section 2

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

	ACC Units on 7/1/2006	Units Added to ACC (+)	Units Deleted from ACC (-)	ACC Units on 6/30/2007 (=)
Requested by PHA	516	0	0	516
HUD Modifications				

Line No.	Category	Column A Unit Months		Column B Eligible Unit Months (EUMs)		Column C Resident Participation Unit Months	
		Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.	Req'd by PHA	HUD Mod.
Categorization of Unit Months:							
Occupied Unit Months							
01	Occupied dwelling units -- by public housing eligible family under lease	6,192		6,192		6,192	
02	Occupied dwelling units -- by PHA employee, police officer, or other security personnel who is not otherwise eligible for public housing	0				0	
03	New units -- eligible to receive subsidy during the Funding Period but not included on Lines 01, 02, or 05-13 of this section	0		0		0	
04	New units -- eligible to receive subsidy from 10/1 to 12/31 of previous funding period but not included on previous Calculation of Operating Subsidy	0		0		0	
Vacant Unit Months							
05	Units undergoing modernization	0		0			
06	Special use units	0		0			
06a	Units on Line 02 that are occupied by police officers and that also qualify as special use units			0			
07	Units vacant due to litigation	0		0			
08	Units vacant due to disasters	0		0			
09	Units vacant due to casualty losses	0		0			
10	Units vacant due to changing market conditions	0		0			
11	Units vacant and not categorized above	0					
Other ACC Unit Months							
12	Units eligible for asset repositioning fee and still on ACC (occupied or vacant)	0					
13	All other ACC units not categorized above	0					

			Operating Fund Project No.:	DE004000003	
Calculations Based on Unit Months:					
14	Limited vacancies		0		
15	**Total Unit Months**	6,192	6,192	6,192	
16	Units eligible for funding for resident participation activities (Line 15C divided by 12)			516	
Special Provision for Calculation of Utilities Expense Level:					
17	Unit months for which actual consumption is included on Line 01 of form HUD-52722 and that were removed from Lines 01 through 11, above, because of removal from inventory, including eligibility for the asset repositioning fee		6,192		

Section 3

Line No.	Description		Requested by PHA	HUD Modifications
Part A. Formula Expenses				
Project Expense Level (PEL)				
01	PUM project expense level (PEL)		$0.00	
02	Inflation factor		0.00000	
03	PUM inflated PEL (Part A, Line 01 times Line 02)		$0.00	
04	PEL (Part A, Line 03 times Section 2, Line 15, Column B)		$0	
Utilities Expense Level (UEL)				
05	PUM utilities expense level (UEL) (from Line 26 of form HUD-52722)		$0.00	
06	UEL (Part A, Line 05 times Section 2, Line 15, Column B)		$0	
Add-Ons				
07	Self-sufficiency		$0	
08	Energy loan amortization		$0	
09	Payment in lieu of taxes (PILOT)		$0	
10	Cost of independent audit		$0	
11	Funding for resident participation activities		$12,900	
12	Asset management fee ☐ Eligible for an Asset Management Fee		$24,768	
13	Information technology fee		$12,384	
14	Asset repositioning fee		$0	
15	Costs attributable to changes in federal law, regulation, or economy		$0	
16	**Total Add-Ons** (Sum of Part A, Lines 07 through 15)		$50,052	
17	**Total Formula Expenses** (Part A, Line 04 plus Line 06 plus Line 16)		$50,052	
Part B. Formula Income				
01	PUM formula income		$0.00	
02	PUM change in utility allowances		$0.00	
03	PUM adjusted formula income (Sum of Part B, Lines 01 and 02)		$0.00	
04	**Total Formula Income** (Part B, Line 03 times Section 2, Line 15, Column B)		$0	
Part C. Other Formula Provisions				
01	Moving-to-Work (MTW)		$2,499,339	
02	Transition funding	0.00	$0	
03	Other		$0	
04	**Total Other Formula Provisions** (Sum of Part C, Lines 01 through 03)		$2,499,339	
Part D. Calculation of Formula Amount				
01	Formula calculation (Part A, Line 17 minus Part B, Line 04 plus Part C, Line 04)		$2,549,391	
02	Cost of independent audit (Same as Part A, Line 10)		$0	
03	Formula amount (Greater of Part D, Lines 01 or 02)		$2,549,391	
Part E. Calculation of Operating Subsidy (HUD Use Only)				
01	Formula amount (Same as Part D, Line 03)			
02	Adjustment due to availability of funds			
03	HUD discretionary adjustments			
04	**Funds Obligated for Period** (Part E, Line 01 minus Line 02 minus Line 03) Appropriation symbol(s):			

Operating Fund Project No.:	DE004000003

Section 4

Remarks (provide section, part and line numbers):

HUD-52723, Section 3, Part C (Other Formula Provisions), Line 1 (Moving To Work $) and Line 4 (Total Other Formula Provisions $) were completed per Notcie PIH 2007-21 dated July 23, 2007 and calculated in accordance with Attachment A of the MTW Agreement.

Line 1:
Prior Year PEL: 311.91
Multiplied by: 1.005
CALCULATION: 313.47 (311.91 x 1.005)
Inflation Factor: 1.024
CALCULATION: 320.99 (313.47 x 1.024)
Eligible Unit Months: 6,192 (516 x 12)
PEL CALCULATION: 1,987,570 (320.99 x 6,192)
UEL PUM: 82.65 (HUD-52722 was attached in SAGIS)
Eligible Unit Months: 6,192 (516 x 12)
UEL CALCULATION: 511,769 (82.65 x 6,192)

Subsidy Prior To Add-Ons: 2,499,339 (1,987,570 + 511,769)

Line 4: 2,499,339

HUD-52723, Section 3, Part D (Calculation of formula Amount)
Line 1 and 4: 2,549,391 (2,499,339 + 50,052 Formula Expense Add-Ons)

Section 5

Certifications

☑ In accordance with 24 CFR 990.215, I hereby certify that Delaware State Housing Authority is in compliance with the annual income reexamination requirements and that rents and utility allowance calculations have been or will be adjusted in accordance with current HUD requirements and regulations.

☐ In accordance with 24 CFR 990.190(f), I hereby certify that Delaware State Housing Authority has fewer than 250 units and has elected to transition to asset management and therefore is eligible to receive an asset management fee.

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

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

Signature of Authorized PHA Representative & Date:	Signature of Authorized HUD Representative & Date:
X 6/23/08	X

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

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

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

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

Section 1 – General Information

1. Name of Public Housing Agency:	2. Funding Period:	3. Type of Submission:	4. Unit Change Indicator:	5. Frozen Rolling Base:	6. Rate Reduction Incentive:
Delaware State Housing Authority 18 The Green Dover, DE 19901	1/1/ 08 to 12/31/ 08	☒ Original ☐ Revision No. ____	☐ Yes	☒ Yes	☐ Yes

7. ACC Number:	8. Operating Fund Project Number:	9. Fiscal Year End:	10. ROFO Code (HUD Use Only):	11. DUNS Number:
P-4520	D E 0 0 4 0 0 0 0 0 3	☐ 12/31 ☐ 3/31 ☒ 6/30 ☐ 9/30		611186909

Line No.	Description	Sewerage and Water	Electricity	Gas	Fuel (Specify Type, e.g., oil, coal, wood): Common Area lighting	Propane		Total
A	B	C	D	E	F	G	H	I
	Section 2 – Current Consumption Level							
01	Actual consumption (12-month period 7/1/ 06 to 6/30/ 07)	284,056	609,782	20,158	328,195	70,530		
01a	Unit of consumption (e.g., gallons, kWh, therms)	Flat Rate	KWH	Pounds	KWH	Gallons		
	Section 3 – Rolling Base Consumption Level							
02	Rolling base year 1- actual consumption (12-month period 7/1/95 to 6/30/95)	Flat Rate	493,441	19,267	92,022	78,300		
03	Rolling base year 2 - actual consumption (12-month period 7/1/95 to 6/30/96)	Flat Rate	928,693	21,091	132,385	68,470		
04	Rolling base year 3 - actual consumption (12-month period 7/1/ 96 to 6/30/97)	Flat Rate	1,066,796	18,294	146,090	57,870		
05	Total consumption during 3-year rolling base period (Line 02 + Line 03 + Line 04)	Flat Rate	2,488,930	58,652	370,497	204,640		

Operating Fund Project Number: DE004000003

06	Average rolling base consumption (Line 05 ÷ 3)	Flat Rate	829,643	19,551	123,499	68,213		
07	Actual consumption for new units	------	8,377	------	123,064	-------		
08	Rolling Base Consumption (Line 06 + Line 07)	Flat Rate	838,020	19,551	246,563	68,213		
	Section 4 – Base Consumption							
09	Base Consumption (Lesser of Line 01 or Line 08)	284,056	838,020	19,551	246,563	68,213		
	Section 5 – Utility Consumption Incentive							
10	Actual consumption > rolling base (If Line 01 is greater than Line 08, enter the difference as positive; if not, enter 0)							
11	Actual consumption < rolling base (If Line 01 is less than Line 08, enter the difference as positive; if not, enter 0)							
12	75%/25% Split (Line 10 x 0.25)							
13	75%/25% Split (Line 11 x 0.75)							
	Section 6 – Payable Consumption							
14	Annualization of consumption for new units							
15	Payable consumption (Sum of Line 09, Line12, Line13 and Line 14)	284,056	838,020	19,551	246,563	68,213		
	Section 7 – Actual Utility Costs and Average Rate							
16	Actual utility costs (12-month period 7/1/06 to 6/30/07)	284,056	94,150	37,330	54,658	4,054		
17	Actual average utility rate (Line 16 ÷ Line 01)	Flat Rate	0.1544	1.8518	0.1665	0.0575		
	Section 8 – Base Utilities and Inflation/Deflation Factor							
18	Base utilities expense level – whole dollars (Line 15 x Line 17)	284,056	129,390	36,205	41,058	3,922		494,626
19	Surcharges for excess consumption of PHA-supplied utilities (12-month period 7/1/__ to 6/30/__) – whole dollars							

Operating Fund Project Number:

20	Base utilities expense level minus surcharges (Line 18 minus Line 19)	494,626
21	Utilities inflation/deflation factor	1.0346

Section 9 – Calculation of Utilities Expense Level

22	Utilities expense level adjusted for inflation/deflation – whole dollars (Line 20 x Line 21)	511,740
23	Energy rate incentive	
24	Utilities expense level – whole dollars (Line 22 + Line 23)	511,740
25	Eligible unit months (from the original form HUD-52723, Column B, Line 15 plus Line 17 minus Line 04)	6,192
26	Utilities Expense Level – PUM (Line 24 ÷ Line 25)	82.65

Section 10 – Remarks (provide section, part and line numbers)

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424

Version 02

*** 1. Type of Submission:**
- [ ] Preapplication
- [x] Application
- [ ] Changed/Corrected Application

*** 2. Type of Application:**
- [ ] New
- [x] Continuation
- [ ] Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify)**

*** 3. Date Received:** Completed by Grants.gov upon submission.

4. Applicant Identifier: DE004000003

5a. Federal Entity Identifier:

*** 5b. Federal Award Identifier:** P-4520

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:** Delaware State Housing Authority

*** b. Employer/Taxpayer Identification Number (EIN/TIN):** 51-0116653

*** c. Organizational DUNS:** 611186909

d. Address:

*** Street1:** 18 The Green
Street2:
*** City:** Dover
County: Kent
*** State:** Delaware
Province:
*** Country:** USA — USA: UNITED STATES
*** Zip / Postal Code:** 19901

e. Organizational Unit:

Department Name: Delaware State Housing Authority

Division Name: Administration

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mr.
*** First Name:** Douglas
Middle Name: S.
*** Last Name:** Croft
Suffix:

Title:

Organizational Affiliation: Assistant Director, Financial Management

*** Telephone Number:** (302) 739-4263
Fax Number: (302) 739-2086

*** Email:** Doug@destatehousing.com

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

9. Type of Applicant 1: Select Applicant Type:

State Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

NGMS Agency Dept. of Housing & Urban Development

11. Catalog of Federal Domestic Assistance Number:

14-850

CFDA Title:

Public Housing Subsidy

*** 12. Funding Opportunity Number:**

MBL-SF424FAMILY-ALLFORMS 9999

*** Title:**

MBL-SF424Family-AllForms

13. Competition Identification Number:

9999

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Kent and Sussex Counties of Delaware

*** 15. Descriptive Title of Applicant's Project:**

Public Housing Subsidy

Attach supporting documents as specified in agency instructions.

Add Attachments | Delete Attachments | View Attachments

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant: Delaware
* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment | Delete Attachment | View Attachment

17. Proposed Project:

* a. Start Date: 01/01/08
* b. End Date: 12/31/08

18. Estimated Funding ($):

* a. Federal	2,549,391
* b. Applicant	0
* c. State	0
* d. Local	0
* e. Other	0
* f. Program Income	0
* g. TOTAL	2,549,391

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

[X] a. This application was made available to the State under the Executive Order 12372 Process for review on 02/26/08.

[ ] b. Program is subject to E.O. 12372 but has not been selected by the State for review.

[ ] c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

[ ] Yes [X] No Explanation

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

[X] ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:	Mr.
* First Name:	
Middle Name:	
* Last Name:	
Suffix:	

Douglas A. Croft

* Title:	Assistant Director, Financial Management
* Telephone Number:	(302) 729-4263
Fax Number:	(302) 739-2086
* Email:	Doug@destatehousing.com
* Signature of Authorized Representative:	Completed by Grants.gov upon submission.
* Date Signed:	Completed by Grants.gov upon submission. /2008

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