



# **MOVING TO WORK**

**FY2013**

# **ANNUAL PLAN**

June 19, 2012

# **MOVING TO WORK FY2013 ANNUAL PLAN**

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## **1.0 INTRODUCTION**

This document serves as the Delaware State Housing Authority's (DSHA) *Moving To Work* (MTW) Annual Plan for FY2013, which starts July 1, 2012 and ends June 30, 2013. On April 8, 2008, DSHA adopted and signed an Amended and Restated MTW Agreement with the U.S. Department of Housing and Urban Development (HUD) that extended the program until June 30, 2018. This is a standardized agreement that HUD presented to all MTW agencies and allows DSHA to continue all current initiatives and retain the present funding allocation of the existing contract.

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

The DSHA MTW Demonstration includes the following programs:

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

### **1.2 OVERVIEW AND GOALS OF MTW PROGRAM**

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

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

Hardship Panel will be utilized to review cases that request housing assistance beyond year seven (7) due to extenuating circumstances.

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

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

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

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

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

- A. Holly Square added to the PH stock on March 1, 2000.
- B. Certificate and Voucher Programs were combined into one Housing Choice Voucher Program.
- C. Rents were increased to 35% of adjusted income for all MTW participants.
- D. PH and Housing Choice Voucher Program waiting lists were combined.
- E. Working preference added.
- F. Case management services were established and contracts signed with two nonprofit counseling agencies for all Housing Choice Voucher Program MTW participants. All PH residents are assigned DSHA case managers at the time they enter the Program. Effective July 1, 2008, all case management is done by DSHA Resident Services Staff.
- G. Report established to identify and monitor needs of the MTW participants.
- H. Agencies have been identified and contacts established that may provide services for unmet needs.
- I. All funds are block granted.
- J. MTW participants continue to be evaluated as they enter the program, and DSHA constantly networks with potential service providers and organizations to bring needed services to the participants and/or refer participants to services.
- K. An Individual Development Account (IDA) Program has been implemented and completed in September 2006 to help qualified MTW participants develop assets.

Thirty-six families completed their goals with 28 buying homes, five opening a business and three pursuing educational goals. The IDA program is now available from several outside organizations.

- L. The Resident Homeownership Program (RHP) began accepting applications in FY 2004. The RHP was revised in FY2011 to create a more realistic program and better prepare new participants to assume full homeownership responsibilities in seven (7) years. There are four families now participating in the program.
- M. Although DSHA's contract with NCALL has ended, we continue to provide referrals for credit repair, budget counseling, fair market housing counseling and RHP homeownership counseling for PH MTW participants. The contract was completed in 2006 and services are available through local nonprofit organizations.
- N. DSHA completed an automated MTW case management system which tracks all statistical information for both PH and Housing Choice Voucher Program MTW participants. This system also includes an automated list that ensures timely compliance with quarterly reviews and completion of annual Resident Action Plans (RAP).
- O. DSHA amended the RAP to include a certification by MTW participants that they understand the requirement that they must be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements will be increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.)
- P. DSHA has awarded 153 educational scholarships from the MTW budget.
- Q. DSHA purchased an Adult Basic Education/GED computer program for each of its PH sites to assist residents working toward educational goals.
- R. Since MTW implementation in August 1999, 676 families have successfully completed the MTW Program. Two hundred and two (202) have purchased homes and 474 have either begun paying the full rent at their current unit or moved to another unit and paid the full rent. Though some of those families would undoubtedly have been successful without MTW, we feel that the majority became successful by taking advantage of the counseling and social services made available through the program as well as the savings they accumulated while in the program. (See Tables 1 & 2)
- S. DHSAs created a time limit safety-net feature in FY2005. This was for families who have **not** been able to increase their incomes to the level where 40% of their monthly adjusted income equals or exceeds the lower of their Housing Choice Voucher Program gross rent or Voucher payment standard, or the fair market rent for their PH unit, are being transferred to safety-net status. Their total tenant payment would revert to 30% and they forfeited the money in their MTW savings

account. The condition for the family to retain the rental subsidy is that they must maintain employment of at least 20 hours per week, be involved in a full-time educational program or a combination of both which equals at least 20 hours.

Families whose monthly-adjusted incomes are at or above the safety-net threshold are having their subsidy terminated. Housing Choice Voucher Program families will begin paying the full market rent to their current landlord, while Public Housing families are required to move out of the subsidized unit. All families who have remained in compliance with MTW requirements will be given the money in their savings accounts at this time.

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

**TABLE 1**

**Moving to Work Savings – Participants with Savings Accounts  
Numbers as of February 1, 2012**

<b>Program</b>	<b>Current Participants*</b>	<b>Total MTW Savings Accounts**</b>	<b>Average MTW Savings Balance</b>	<b>Average Monthly Contribution</b>
<b>Public Housing</b>	220	215	\$2658.45	\$221.54
<b>Housing Choice Vouchers</b>	88	138	\$3049.89	\$254.16
<b>Total</b>	<b>308</b>	<b>353</b>	<b>\$2811.48</b>	<b>\$234.29</b>

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

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

**TABLE 2**

**Moving to Work Successful Move-outs  
Numbers from 8/1/99 through 2/01/12**

<b>Program</b>	<b>Homeownership</b>	<b>Unsubsidized Rental</b>
<b>Public Housing</b>	117	239
<b>Housing Choice Vouchers</b>	85	235
<b>Total</b>	<b>202</b>	<b>474</b>
<b>Percentage</b>	29.8%	70.2%

## 1.4 SHORT-TERM GOALS FOR THE CURRENT PLAN YEAR

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

- A. DSHA will continue to integrate all families previously in the Safety-Net into the MTW program as Tier II participants. Effective September 1, 2011, these existing residents were given one (1) year from the date of their next annual recertification to complete the revised MTW Tier II program. After the end of this 1 year period, the family will stop receiving housing assistance. A participant may request that their case be reviewed by the Hardship Panel if they have extenuating circumstances supporting a continuation of housing assistance beyond the seven (7) year period.
- B. DSHA case managers will continue to work closely with the previous Safety-Net participants to ascertain their current self-sufficiency barriers and non-DSHA housing needs. Many of these residents have not received case management in several years since case management was discontinued when they entered the Safety Net. As a result, the case managers are experiencing increased appointment scheduling and appointment durations while they provide specialized services to this target group.
- C. DSHA has partnered with the National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL) to provide “Getting Ready for Fair Market Housing” workshops for the MTW Tier II participants. Through the workshops, each resident will develop the steps necessary to make the transition to fair market housing.
- D. Effective July 1, 2012, DSHA will require all MTW program participants to complete Financial Literacy training within the first two years of Tier I. If they do not complete the training, then a strike may be issued for program non-compliance. Currently, MTW program participants must take a Financial Literacy course but they can do so whenever they want. DSHA has found that in order for residents to receive the optimal benefits of credit repair and Financial Literacy then they must complete the program early in MTW participation.
- E. Currently, MTW Tier I and Tier II participants are considered in compliance if they participate in school, education or training programs that meet MTW hourly employment guidelines. Effective July 1, 2012, DSHA will time limit compliant school, education or training program participation to Tier I only. Tier I participants must begin school, education or training within years 1 through 3 of MTW participation in order for the time to be considered toward hourly work compliance. For MTW Tier II participants, compliance will be based on work hours only.
- F. Effective January 1, 2013, DSHA will eliminate all accounts payable (AP) checks for utility reimbursement to all Public Housing and Housing Choice Voucher residents. The elimination of this type of reimbursement will save DSHA approximately \$20,000 each month or \$240,000 annually, not including administrative costs consisting of postage and staff time. Families who may have normally been eligible to receive a utility reimbursement check will be exempt from paying minimum rent, in lieu of receiving a utility payment.

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

## II. Plan Housing Stock

### A. MTW Plan: Housing Stock Information

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

Housing Program	Anticipated Total Authorized at the Beginning of the Fiscal Year
Federal Public Housing Units	508
Federal Authorized MTW Voucher (HCV) Units	955
Federal Authorized non-MTW Voucher (HCV) Units	X
Local, Non-Traditional MTW Units/Subsidies *	X
<b>Totals</b>	<b>1463</b>

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

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

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

**Total Public Housing Units to be Added**

**0**

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

If Other, please describe:

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

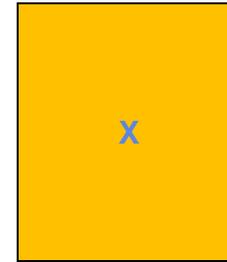
### Planned Public Housing Units to be Removed During the Fiscal Year

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

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

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

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



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

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### **Other Changes to the Housing Stock Anticipated During the Fiscal Year**

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

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

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

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

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

**See attached detailed narrative of all planned Capital Fund Expenditures.**

## 2.0 (A) HOUSING STOCK INFORMATION

### • NUMBER OF PUBLIC HOUSING UNITS AT THE BEGINNING OF FY2012

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

**Table 3**

#### Number of Public Housing Units as of July 1, 2011

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

○ **SIGNIFICANT CAPITAL EXPENDITURES BY DEVELOPMENT- FY2011**

This section compares FY2010 budgeted capital work with the actual FY2011 Capital Expenditures by property.

**Table 4**

<b>ACTIVITY</b>	<b>COMMUNITIES</b>	<b>ORIGINAL BUDGET</b>	<b>REVISED BUDGET</b>	<b>EXPENDED</b>
Architect Fees – Siding Replacement	Lavery Lane	2,925.60	3,529.52	3,529.52
Siding Replacement	Lavery Lane	48,936.29	48,936.29	48,936.29
Bathroom Renovations	Liberty Court	31,722.00	32,148.13	20,775.47
Architect Fees- Window & Door Replacements	McLane Gardens	9,582.48	9,582.48	9,582.48
Window and Door Replacements	McLane Gardens and Annex	374,900.00	415,932.88	415,932.88
Architect Fees- Bathroom Renovations	McLane Annex	360.00	360.00	360.00
Architect Fees- Playground Equipment	Mifflin Meadows	3,006.56	4,509.30	4,509.30
Play Area Improvements	Mifflin Meadows	615.00	615.00	615.00
Security Cameras	Mifflin Meadows	21,002.00	22,689.50	1,109.90
Community Building Re-Roofing	Hickory Tree	42,242.00	38,406.00	38,406.00
Administrative Costs	Authority Wide	81,420.00	81,420.00	81,420.00
Management Improvements- Printing and Bid Advertising	Various Sites	-0-	3,333.78	3,333.78
<b>Capital Program Totals</b>		<b>\$616,711.93</b>	<b>\$661,462.88</b>	<b>\$628,510.62</b>

**DISCUSSION OF THE CAPITAL EXPENDITURE AMOUNTS:**

The following are descriptions of the expenditures made during FY2010 that exceeded 30% of the agency’s total budgeted capital expenditures for the fiscal year. Total Planned Expenditures for FY2011 were \$616,711.93.

McLane Gardens and Annex Window and Door Replacements: \$425,515.36 (Window/Door Replacements: \$415,932.88 and Architect Fees: \$9,582.48). This entailed the removal and replacement of all tenant building windows and exterior doors.

**CAPITAL PLANS**

**A. STATEMENT OF EXISTING NEEDS**

The total amount of DSHA existing capital needs is approximately \$9,171,986 which is \$18,833.64 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 \$772,476 annually for the past five years. The FY2011 Capital Fund Program was funded at \$682,415.

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 to be awarded for FY2012, which is \$611,203. The appropriate planning process and public hearings were held to get input from our residents and the public.

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

**TABLE 5**

**Five Year Capital Plan**

	FY2013	FY2014	FY2015	FY2016	FY2017
Physical Improvements	\$536,173	\$536,173	\$536,173	\$536,173	\$536,173
Administration	68,242	68,242	68,242	68,242	68,242
Management Improvements & Police Protection	38,000	38,000	38,000	38,000	38,000
Fees & Costs	40,000	40,000	40,000	40,000	40,000
<b>TOTAL</b>	<b>\$682,415</b>	<b>\$682,415</b>	<b>\$682,415</b>	<b>\$682,415</b>	<b>\$682,415</b>

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

**Table 6**  
**Capital Expenditures Planned for FY2013**

Capital Project (list by Name)	Total Planned Expenditure in Current Year (specify year)
Clarks Corner	\$ 0 2013
McLane Gardens	\$ 1,740 2013
Peach Circle	\$ 1,920 2013
Mifflin Meadows	\$ 0 2013
Burton Village	\$ 222,873 2013
McLane Gardens Annex	\$ 0 2013
Laverty Lane	\$ 0 2013
Hickory Tree	\$ 151,910 2013
Scattered Sites – Phase I	\$ 1,720 2013
Liberty Court I	\$ 0 2013
Liberty Court II	\$ 0 2013
Hickory Tree – Phase II	\$ 90,000 2013
Holly Square	\$ 0 2013
Scattered Sites – Phase II	\$ 7,920 2013
<b>Total</b>	<b>\$ 478,083</b>

**TABLE 7****Physical Needs Assessment**

		2013	2014	2015	2016	2017
<b>CLARK'S CORNER</b>	<b>COST</b>					
Maintenance Building	70,000					
Community Building Solar Panels/Energy	200,000					
Siding Replacement	67,900					
Entrance Doors/Screen Doors	140,800					140,800
Bathroom Rehabilitation Phase II	178,030		178,030			
Replace Furnaces Phase II	40,000			40,000		
Kitchen Rehabilitation Phase II	143,000					
Comm. Building & Phase II Re-Roofing	126,000					
Playground Equipment	113,000					
Dumpster Enclosures	75,000					
Bicycle Path	27,000					
<b>TOTAL</b>	<b>1,180,730</b>		<b>178,030</b>	<b>40,000</b>		<b>140,800</b>

<b>MCLANE GARDENS</b>	<b>COST</b>					
Reinforce Stairways	14,500			60,000		
Replace Furnaces	60,000					
Replace Ranges	14,500					
Kitchen Rehabilitation	207,350					
Electrical Upgrade – Arc Faults	1,740	1,740				
Bathroom Rehabilitation	249,014					249,014
Repave Parking Lot/Drive	48,000					
Subfloor/VCT Flooring	40,000					
<b>TOTAL</b>	<b>635,104</b>	<b>1,740</b>		<b>60,000</b>		<b>249,014</b>

<b>PEACH CIRCLE</b>	<b>COST</b>					
Site Lighting Upgrades	25,000					
Water Line Plumbing Replacements	3,800			3,800		
Electrical Upgrade-Arc Faults	1,920	1,920				
Sidewalk Replacements	2,000					
Furnace Replacements	65,400			65,400		
Siding Replacement	34,000					
Repave Parking Lot/Drive	50,000					
<b>TOTAL</b>	<b>182,120</b>	<b>1,920</b>		<b>69,200</b>		

<b>MIFFLIN MEADOWS</b>	<b>COST</b>					
Sidewalk Replacement	95,000					
Replace Siding/Shutters	100,000					
Dumpster Enclosures	60,000					
Furnace Replacements	110,073			110,073		
<b>TOTAL</b>	<b>365,073</b>			<b>110,073</b>		

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

		2013	2014	2015	2016	2017
<b>BURTON VILLAGE</b>	<b>COST</b>					
Maintenance Building Siding	4,900					
Community Building Solar Panels	200,000					
HVAC Improvements	222,873	222,873				
Roof Replacements	360,000					
Window Replacements	119,000					
Playground Equipment	140,000					
Border Fence	185,000					
Repave Parking Lot/Drive	115,000					
Bathroom Renovations	364,650					
<b>TOTAL</b>	<b>1,711,423</b>	<b>222,873</b>				

<b>MCLANE ANNEX</b>	<b>COST</b>					
Kitchen Rehabilitation	150,150					
Play Area	131,910				131,910	
Repave Parking Lot	50,000					
Replace Flooring	25,000					
HVAC Upgrades	210,000					
<b>TOTAL</b>	<b>567,060</b>				<b>131,910</b>	

<b>LAVERTY LANE</b>	<b>COST</b>					
Parking Lot Expansion	50,000					
Security Cameras	122,000					
Kitchen Rehabilitation	300,053		300,053			
Entrance Doors/Screen Doors	88,269					88,269
Shed	7,041					
Comm. Building Septic Repairs	44,000					
Bathroom Rehabilitation	508,800					
Perimeter Fence	150,000					
<b>TOTAL</b>	<b>1,270,163</b>		<b>300,053</b>			<b>88,269</b>

<b>HICKORY TREE</b>	<b>COST</b>					
Playground Equipment Comm. Building	100,000					
Screen Doors	35,000					
Perimeter Fence	150,000					
Roof Replacements	151,910	151,910				
Security Cameras	120,000					
Kitchen Rehabilitation	250,250					
Comm. Building Heat Pump	5,800			5,800		
Bathroom Rehabilitation	356,160					
Siding Replacements	91,520					
<b>TOTAL</b>	<b>1,260,640</b>	<b>151,910</b>		<b>5,800</b>		

**TABLE 7 (cont)**

**Physical Needs Assessment**

		2013	2014	2015	2016	2017
<b>SCATTERED SITES-1; 010</b>	<b>COST</b>					
Electrical Upgrade-Smoke D/Arc Faults	1,720	1,720				
Replace Sidewalk and Steps	3,500			3,500		
Driveway Paving	3,000			3,000		
Kitchen Rehabilitation	7,150				7,150	
HVAC Upgrade	5,800				5,800	
<b>TOTAL</b>	<b>21,170</b>	<b>1,720</b>		<b>6,500</b>	<b>12,950</b>	

<b>SCATTERED SITES-2; 015</b>	<b>COST</b>					
Electrical Upgrade-Smoke D./Arc Faults	2,120	2,120				
HVAC Upgrade	5,800	5,800				
Roof Replacements	8,000			8,000		
Kitchen Rehabilitation	2,500			2,500		
Driveway Paving	2,800			2,800		
Bathroom Rehabilitation	3,750			3,750		
<b>TOTAL</b>	<b>24,970</b>	<b>7,920</b>		<b>17,050</b>		

<b>LIBERTY COURT I</b>	<b>COST</b>					
Comm. Building Solar Panels	90,000					
Replace Meter Banks	16,000			16,000		
Drainage Improvements/Fire Lane	73,000					
Window Replacements	125,000					
Front Door Replacements	63,600					
Kitchen Rehabilitation	328,950				328,950	
<b>TOTAL</b>	<b>696,550</b>			<b>16,000</b>	<b>328,950</b>	

<b>LIBERTY COURT II</b>	<b>COST</b>					
Comm. Building Solar Panels	90,000					
Kitchen Rehabilitation	393,250					
Window Replacements	125,000					
Front Door Replacements	66,000					
<b>TOTAL</b>	<b>674,250</b>					

<b>HICKORY TREE II</b>	<b>COST</b>					
Roof Replacements	90,000	90,000				
Curbing Repair/Sidewalk Replacements	900			900		
Bathroom Rehabilitation	203,520					
Siding Replacements	51,480					
<b>TOTAL</b>	<b>345,900</b>	<b>90,000</b>		<b>900</b>		

**TABLE 7 (cont)**

**Physical Needs Assessment**

		<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
<b>HOLLY SQUARE</b>	<b>COST</b>					
Concrete Pads/Sidewalks	4,273				4,273	
Perimeter Fencing	80,000					
Replace Roofs/Siding/Porch Posts	152,560			152,560		
<b>TOTAL</b>	<b>236,833</b>			<b>152,560</b>	<b>4,273</b>	

<b>Police Protection</b>		30,000	30,000	30,000	30,000	30,000
<b>Administration</b>		61,120	61,120	61,120	61,120	61,120
<b>Management Improvements</b>		7,000	7,000	7,000	7,000	7,000
<b>Fees</b>		35,000	35,000	35,000	35,000	35,000

\* 9,171,986

**TOTAL** **611,203** **611,203** **611,203** **611,203** **611,203**

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

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

Fifty (50) Family Unification Program (FUP) voucher were awarded to DSHA in October 2009. These vouchers are to be used for 1) Families for whom the lack of adequate housing is a primary factor in the imminent placement in foster care, or delaying the return of the children from foster care, 2) Youth 18 to 21 years of age exiting foster care. DSHA does not plan any further changes to the number of MTW or non-MTW vouchers authorized for use by DSHA as of July 1, 2012. DSHA does not have any project-based Housing Choice Vouchers.

**Table 8**

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

## II. Plan Leasing

### B. MTW Plan: Leasing Information

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

MTW Households to be Served Through:	Anticipated Number of Households to be Served*	Anticipated Number of Unit Months Occupied/Leased***
Federal MTW Public Housing Units to be Leased	508	6,096
Federal MTW Voucher (HCV) Units to be Utilized	904	10,848
Number of Units to be Occupied/Leased through Local, Non-Traditional MTW Funded Property-Based Assistance Programs **	1	12
Number of Units to be Occupied/Leased through Local, Non-Traditional MTW Funded Tenant-Based Assistance Programs **	50	600
<b>Total Households Projected to be Served</b>	<b>1463</b>	<b>17,556</b>

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

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

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

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

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

NA

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

NA

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

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

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

**Anticipated  
Average Families  
Served Per Month**

NA

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

NA

## Reporting Compliance with Statutory MTW Requirements

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

### Vacancy Information

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

3%
2%

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

#### Housing Program

Public Housing

#### Description of Anticipated Leasing Issues and Possible Solutions

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

**Housing Choice Vouchers**

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

**Family Unification Vouchers**

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

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

Public Housing
Housing Choice Voucher
Housing Program
Housing Program

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

**Optional: Agency Definition of Self-Sufficiency**

Families who increase their incomes to the level where 40% of their monthly gross income equals or exceeds the fair market rent for the unit they are currently renting or a non-subsidized unit they contract to lease, and move into unsubsidized rental housing or homeownership. *\*DSHA has not changed our definition of self-sufficiency since the last Plan year.*

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

**2.0 (B) LEASING INFORMATION-ACTUAL AS OF JUNE 30, 2011**

○ **WORK ORDER RESPONSE TIMES**

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

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

**TABLE 9  
Public Housing Management Information**

	<b>FY09 Actual</b>	<b>FY10 Actual</b>	<b>FY11 Actual</b>	<b>FY12 7/1/11 – 2/01/12</b>	<b>Planned FY13</b>
Occupancy Percentage Overall	98%	98%	96%	96%	98%
Average Turnover Time - Days	58	33	53	47	20*
Rent Collections	96%	96%	96%	96%	98%
Inspections - # of units	503	503	503	503	503

\* DSHA is going to work diligently to use maintenance staff from other public housing sites to assist in turnover at properties that have high turnover rates. It should also be noted at one of our sites (Clarks Corner), the maintenance position was vacant during the period on two (2) occasions for a period of three (3) months. This vacancy significantly increased the number of days required to turnover units.

**TABLE 10**

**Public Housing Vacancy and Occupancy - 7/1/08 - 2/1/12\***

Development	Total Units	Units Vacated			Occupancy 2/01/12	Planned FY13	Anticipated Total Number Leased
		FY09	FY10	FY11			
Burton Village	51	5	7	11	87%	98%**	50
Clarks Corner	70	9	13	19	93%	98%**	69
Hickory Tree	55	10	8	13	97%	98%	54
Holly Square	24	2	1	1	96%	98%	24
Laverty Lane	50	8	9	16	98%	98%	49
Liberty Court	108	24	17	27	100%	98%	106
McLane Gardens	29	3	5	9	100%	98%	28
McLane Gardens Annex	21	3	7	9	96%	98%	21
Mifflin Meadows	54	15	10	12	100%	98%	53
Peach Circle	32	8	1	1	100%	98%	31
Scattered-site rentals	9	1	1	3	100%	98%	9
<b>Total</b>	<b>503</b>	<b>88</b>	<b>79</b>	<b>121</b>	<b>97%</b>	<b>98%</b>	<b>494</b>

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

\*\* Both Burton Village and Clarks Corner have had an unusually high number of vacancies caused not only by lease violations and eviction but also by elimination of Fair Market renters in public housing units. The occupancy rate for Burton Village has increased from 87% in February 2012 to 93% as of May 30, 2011 by utilizing maintenance staff from other locations. As of this same date, the occupancy rate for Clarks Corner has remained at 93%, however as previously noted Clarks Corner experienced a vacancy in maintenance staff which impacted turnover rates. DSHA anticipates that the vacancy will be filled by the end of June 2012.

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

All Public Housing units leased are under the MTW Program.

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

**Table 11**  
**Anticipated Total Number of MTW and Non-MTW units leased during FY2013**

<b>Program</b>	<b>August 1999</b>	<b>Beginning of FY-2012</b>	<b>End of FY-2013 (Planned)</b>
MTW	803	903	904
Non-MTW (Conversion)	-0-	2	1
Non-MTW (Family Unification Program)	-0-	23	50
<b>Total</b>	<b>803</b>	<b>928</b>	<b>955</b>

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

DSHA plans to use twenty (20) Housing Choice Vouchers as project-based vouchers for Wexford Village during the FY2013 Plan year.

## II. Plan Wait List

### C. MTW Plan: Wait List Information

#### Wait List Information Projected for the Beginning of the Fiscal Year

Housing Program(s) *	Wait List Type**	Number of Households on Wait List	Wait List Open, Partially Open or Closed***	Are There Plans to Open the Wait List During the Fiscal Year
Federal MTW Public Housing Units and Federal MTW Housing Choice Voucher Program	Merged (Combined Public Housing or Voucher Wait List)	7,842	Open	N/A
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No
Housing Program(s)	Wait List Type	Number of Households	Open, Partially Open or Closed	Yes or No

More can be added if needed.

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

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

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

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

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

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

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

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

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

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

If Other Wait List Type, please describe:

Name and Description of "other" wait list type

Name and Description of "other" wait list type

Name and Description of "other" wait list type

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

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

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

The waiting list is a combined list for Housing Choice Voucher Program Vouchers and Public Housing. MTW applicants are provided the type of housing that is available when their name comes to the top of the list. The waiting list has been open since 1991, and DSHA anticipates that it will remain open. There is significant change in the number of applicants since last year. Prior to the commencement of MTW, the wait for housing ranged from about 8 months for some bedroom sizes in Public Housing, to about 22 months for a Housing Choice Voucher. Currently, the wait for those with an MTW preference and the elderly/disabled is approximately eighteen months for Public Housing and 24 months for the Housing Choice Voucher Program. DSHA eliminated the subsidy choice between Public Housing and Housing Choice Vouchers for elderly and disabled families during FY 2012. With this change, all applicants (MTW participants and exempt elderly/disabled applicants) are required to accept the form of subsidy offered (Public Housing or HCV). If the applicant desires a form of subsidy other than what is offered (Public Housing or HCV), their name will be placed on the bottom of the waiting list based on the date of refusal. DSHA does not anticipate any changes to the waiting list structure during FY2013.

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

Based on the current economic climate and increase in utility and rental costs, we anticipate that the total number of applicants on the waiting list will grow approximately 10% during FY2013. The increase in applicants shown below can be partially attributed an overall poor economy in the state and lack of affordable housing. In addition, the implementation of a web-based application process in 2007 has made applying for housing more accessible to the general public and has increased the number of out-of-jurisdiction applications.

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

**Table 12****Number of Households on the Waiting List by Bedroom Size on February 1, 2012**

<b>Combined Public Housing and Housing Choice Voucher Waiting List</b>							
	<b>Total Households</b>		<b>February 2012</b>				
	<b>FEB 2011</b>	<b>FEB 2012</b>	<b>1 BR</b>	<b>2 BR</b>	<b>3 BR</b>	<b>4 BR</b>	<b>5 + BR</b>
<b>Family</b>	5,575	5,651	1,262	2,228	1,583	466	112
<b>Elderly/Disabled</b>	2,108	2,191	1,431	426	227	83	24
<b>Total</b>	7,683	7,842	2,693	2,654	1,810	549	136

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

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

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

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

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

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

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

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

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

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

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

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

#### **4.0 LONG-TERM GOALS FOR THE CURRENT PLAN YEAR**

- A. DSHA's long-term vision for the MTW Program will be to expand and evolve current activities, utilize a greater number of the authorizations permitted under the MTW agreement and create a comprehensive system to identify and document MTW accomplishments. With the acceptance of the Restated and Amended MTW Agreement, DSHA will be looking at the following areas:
  - 1. Adoption of income/asset verification procedures in lieu of the current HUD system for both Public Housing and Housing Choice Vouchers. This would allow DSHA to reduce costs and make the processing of applications and interim/annual certifications more efficient.
  - 2. Continue to explore alternative rent policies to simplify the calculation of subsidy and tenant rents. This includes a process that would be less intrusive to the residents, simple to perform and understand, reduce the potential for errors, and reduce administrative burden and transaction volume. DSHA would work with housing advocates, residents and other interested parties to insure that any proposed alternative rent policies would be equitable and fair to residents.

## 5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED

<b>Activity Name</b>	<b><u>Rent Reform: Elimination of Utility Reimbursement Payments</u></b>
<b>Activity Number</b>	A-1
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	Effective January 1, 2013, DSHA will eliminate utility reimbursement checks to Public Housing and Housing Choice Voucher residents. Normally, residents whose utility allowance for the unit is greater than Total Tenant Payment (TTP) receives a utility reimbursement payment. Under this activity, residents in this situation would no longer receive a utility reimbursement payment. These residents who would normally receive a utility reimbursement, would no longer receive this payment, but would pay no rent.
<b>Changes to Activity</b>	Currently, DSHA disburses approximately \$245,328 annually directly to eligible residents to assist with utility charges. DSHA has found that disbursing accounts payable utility checks directly to residents does not promote self-sufficiency but rather creates further dependence on government assistance since residents moving to fair market rent (FMR) or homeownership assume total responsibility for utility charges. No changes or modifications, or any additions to Attachment C/D authorizations are required for the changes noted above.
<b>Hardship Case Criteria</b>	<p>Existing families affected by the elimination of Utility Reimbursement payments, specifically in cases where the utility allowance is greater than the Total Tenant Payment (TTP), may request an exemption from the policy when one or more of the following financial hardships exist:</p> <ol style="list-style-type: none"><li>1. The family has lost eligibility or are waiting for an eligibility determination for a Federal, State or local assistance program;</li><li>2. The income of the family has decreased because of significant change in circumstances, including loss of employment, which are beyond their control;</li><li>3. The death of a household member has occurred affecting a major source of income for the family; and/or</li><li>4. Other circumstances determined by DSHA or HUD.</li></ol> <p>The hardship policy is only for existing residents. New Public Housing and Housing Choice Voucher residents that are housed after the effective date of the Utility Reimbursement Elimination Policy will not be eligible for the hardship policy.</p> <p>Requests for a hardship exemption from the Utility Reimbursement Elimination Policy must be received by DSHA in writing. The resident must provide documentation with the request showing that the loss of the utility reimbursement would have a significant impact on their ability to abide by the terms of the lease.</p>

The requests for an exemption will be reviewed by the Section 8 Supervisor and Housing Management Program Administrator for Housing Choice Vouchers and the Housing Manager and Regional Manager for Public Housing.

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

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

**Anticipated Impact**

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

**Baseline**

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

**Benchmark**

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

**Data Collection/Metrics**

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

**Authorization(s)**

- 1) Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 11. Rent Policies and Term Limits. This authorization waives certain provisions of Section 3(a)(2), 3(a)(3)(A) and Section 6(1) of the 1937 Act and 24 C.F.R 5.603,5.611, 5.628, 5.630, 5.632, 5.634 and 960.255 and 966 Subpart A as necessary to implement the Agency's Annual MTW Plan.
- 2) Attachment C, Section D. Authorizations Related to Housing Choice Vouchers Only, Paragraph 2(a) and 2(d). Rent Policies and Term Limits. This authorization waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R 982.508,982.503 and 982.518 A as necessary to implement the Agency's Annual MTW Plan.

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

C-2

**Statutory Objective**

MTW activities to improve housing choices for our residents:

**MTW Activity**

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

**Changes to Activity**

N/A

**Anticipated Impact**

By improving housing choices for our residents, DSHA will achieve one of the statutory objectives of the MTW program. After the renovation, Wexford Village would add an additional 60 units of affordable housing to DSHA's MTW portfolio, insuring that the apartment community will continue to remain affordable and financially viable for many years to come. In addition, DSHA can provide a unique opportunity for mixed-income housing in the community by project-basing 20 existing Housing Choice Vouchers and leasing the remaining 40 units to nonsubsidized families with incomes between 60% and 80% of area median income. This will enable more families to be served by DSHA's MTW program, over and above the 508 public housing units currently owned and managed by DSHA and the 955 vouchers currently administered by the agency.

**Baseline**

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

**Benchmark**

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

**Data Collection/Metrics**

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

**Authorization(s)**

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

3) Attachment C, Authorizations Related to Section 8 Housing Choice Vouchers Only, Section 7, paragraph a.- Authorization waives certain provisions of Section 8(0)(13)(B&D) of the 1937 Act and 24C.F.R. 982.1 982.102 and 24 C.F.R. Part 983 as necessary to implement the Agency's annual MTW Plan.

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

<b>Activity Name</b>	<b><u>Time Limiting Housing Assistance for MTW Participants</u></b>
<b>Activity Number</b>	A-2
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	<p>Time-limit housing assistance for MTW participants to seven (7) years (effective FY2012). This includes an initial five (5) year period, with a two (2) year extension. The initial five (5) year period will be called MTW Tier I and the two (2) year extension will be called MTW Tier II. The previous time limit was five (5) years, with a potential one (1) year extension. #1. This improves the overall cost effectiveness of the housing programs by #2. Moving families into self-sufficiency and nonsubsidized housing, and #3. Allowing another eligible family in need of housing to participate in the MTW program.</p> <p><u>Definition of Self-Sufficiency:</u> Families who increase their incomes to the level where 40% of their monthly gross income equals or exceeds the fair market rent for the unit they are currently renting or a non-subsidized unit they contract to lease, and move into unsubsidized rental housing or homeownership.</p>
<b>Update on the Status of Activity</b>	Effective September 1, 2012, DSHA implemented the MTW activity time-limiting housing assistance for MTW participants to 7 years. DSHA is currently providing intensive case management and individualized financial literacy to assist residents formally in the Safety Net as they transition from the MTW program to either FMR or homeownership.
<b>Changes to Activity</b>	For FY2012, the time-limit was increased from five (5) to seven (7) years, with two levels of participation; MTW Tier I for the first five (5) years and MTW Tier II for the final two (2) years. The Safety-Net program was eliminated. After the seventh (7 <sup>th</sup> ) year of participation, the participant will stop receiving housing assistance. A participant may request that their case be reviewed by a Hardship Panel/Board if they have extenuating circumstances supporting a continuation of housing assistance beyond the seven (7) year period. No changes or modifications, or any additions to Attachment C/D authorizations were required for the changes noted above.
<b>Anticipated Impact</b>	#1. Able to serve more people with same amount of funding; #2. Create increased homeownership or Fair Market rental options with the use of MTW savings; #3. Reduce recidivism on Waiting List.
<b>Baseline</b>	The baseline will be the number of MTW participants in their fifth year and 7 <sup>th</sup> of the program, the number successfully completing the program and the number going to Exempt Status for FY2012.
<b>Benchmark</b>	The benchmark will be a percentage of MTW participants graduating from the MTW program for each year from FY2008 to FY2018.
<b>Data Collection/Metrics</b>	The Case Management and Easy Housing resident software will be utilized to track and identify the number of MTW participants, program graduates and Safety Net families. The programs are being modified to provide this data starting with FY2008. <u>No outside evaluators are used.</u>

**Authorization(s)**

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

2) Attachment C, Section D. Authorizations Related to Housing Choice Vouchers Only, Paragraph 2(a) and 2(d). Rent Policies and Term Limits. This authorization waives certain provisions of Section 8(o)(1), 8(o)(2), 8(o)(3), 8(o)(10) and 8(o)(13)(H)-(I) of the 1937 Act and 24 C.F.R 982.508,982.503 and 982.518 A as necessary to implement the Agency's Annual MTW Plan.

<b>Activity Name</b>	<b><u>MTW Tier I - Mandatory Employment and/or Education Requirement</u></b>
<b>Activity Number</b>	A-3
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness and self-sufficiency by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	MTW participants are required to be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements were increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.) #1. This is to stimulate an increase in resident earning potential; #2. Create a stepped requirement leading to self-sufficiency; and #3. Reduce the subsidy needed for the participant. <u>Initially implemented in FY2000 Annual Plan, revised in the FY2008 Annual Plan.</u>
<b>Update on the Status of Activity</b>	All MTW Participants continue to have a mandatory work hour and educational requirements as noted above.
<b>Changes to Activity</b>	Effective July 1, 2012 (FY2013), DSHA will time-limit compliant school, education or training program participation to Tier I only. Tier I participants must begin school, education or training within years 1 through 3 of MTW participation in order for the time to be considered toward hourly work compliance. For MTW Tier II participants, compliance will be based on work hours only. No changes or modifications, or any additions to Attachment C/D authorizations are required for the changes noted above.
<b>Anticipated Impact</b>	#1. Able to serve more people with same amount of funding; #2. Create increased homeownership or Fair Market rental options with the use of MTW savings; #3. Reduce recidivism on Waiting List.
<b>Baseline</b>	The baseline will be the total number of MTW participants, the number employed, and a range of weekly hours worked (20-24 hr, 25-29 hrs, 30-34 hrs, and 35+ hours) as of FY2008.
<b>Benchmark</b>	The benchmark will be based on a percentage of MTW participants that are employed at least 20 hours per week on an annual basis from FY2008 to FY2018. <b>This benchmark has been redefined by including the wording “at least 20 hours per week” since this is a requirement of the MTW program.</b>
<b>Data Collection/Metrics</b>	The Case Management and Easy Housing resident software will be utilized to track individuals with employment income and weekly hours. Both software systems are being modified to provide this information for FY2008 and beyond. <u>No outside evaluators will be used.</u>
<b>Authorization(s)</b>	1) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency’s Annual MTW Plan. 2) Attachment C, Section D. Authorizations Related to Housing Choice Voucher Only, Paragraph 3 (a). Eligibility of Participants, This authorization waives certain provisions of Section 16(b) and Sections 8(o)(4) 1937 Act and 24 C.F.R 5.603, 5.609, 5.611, 5.628 and 982.201 as necessary to implement the Agency’s Annual MTW Plan.

<b>Activity Name</b>	<b><u>MTW Tier II Work Requirement</u></b>
<b>Activity Number</b>	A-4
<b>Statutory Objective</b>	MTW Activities to reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing (PH) and Housing Choice Voucher Programs as indicated below:
<b>MTW Activity</b>	Participants who do not successfully complete the MTW program within five (5) years (under MTW Tier I) will continue to be required to work at least thirty (30) hours per week, earning no less than minimum wage, for the remaining two (2) years while under the MTW Tier II. This requirement increases the earned income of MTW Tier II participants enabling them to pay more towards their rent and requiring less overall subsidy. <u>Initially implemented in the FY2012 Annual Plan</u>
<b>Status of Activity</b>	All MTW Tier II participants continue to be required to work at least thirty (30) hours per week, earning no less than minimum wages.
<b>Changes to Activity</b>	Previously, the participants who did not successfully complete the MTW Program within five (5) years were eligible to continue receiving housing subsidy under a Safety-Net Program for an indefinite period. The Safety-Net has been renamed MTW Tier II and the entire program time-limited to seven years (five (5) years under MTW Tier I and two (2) years under MTW Tier II).  <b>In FY2013, MTW Tier II participant compliance will be based on work hours only.</b> School, education or training program hours will not be counted toward the work hour compliance requirement. No changes or modifications, or any additions to Attachment C/D authorizations are required for the changes noted above.
<b>Anticipated Impact</b>	By continuing the work requirements while in MTW Tier II, the tenant will require less subsidy and will continue to work to achieve self-sufficiency.
<b>Baseline</b>	The baseline will be the total number of MTW Tier II participants, the number employed, a range of weekly hours worked (20-30 hrs, 30+ hours) and the working income of Safety-Net families as of FY2008.
<b>Benchmark</b>	The benchmark will be based on a percentage of MTW Tier II participants that are employed and increased income on an annual basis from FY2008 to FY2018.
<b>Data Collection/Metrics</b>	Easy Housing resident software will be utilized to track and identify the number of MTW participants, successful completions and Safety-Net families. The Easy Housing software already provides this data. <u>No outside evaluators are used.</u>
<b>Authorization(s)</b>	Attachment C, Section C. Authorizations Related to Public Housing Only, Paragraph 2, Local Preferences and Admission and Continued Occupancy Policies and Procedures. This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan.

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

<b>Activity Name</b>	<b><u>MTW Savings Account and Disbursements</u></b>
<b>Activity Number</b>	B-1
<b>Statutory Objective</b>	MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
<b>MTW Activity</b>	<p>To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant. When a client reaches the end of the contract (5 years or less) if their income has increased to where 40% of their monthly gross income equals or exceeds the fair market rent for their unit they currently rent, or a non-subsidized unit they commit to lease or home ownership they will receive the balance of any monies in their savings account. If a client does not successfully complete the MTW Program, all savings account funds will be forfeited. <u>Initiated in the FY2000 Annual Plan.</u></p> <p>As of FY2011 this activity was modified to include provisions for the use of MTW saving funds. Successful MTW clients will be required to utilize at least 60% of the savings fund for homeownership/fair market rental related expenses. This includes: down payment, closing costs, security deposits, utility deposits, clearing credit issues and satisfying debt for medical bills, education and transportation. The remaining 40% of the MTW savings is distributed to the client for discretionary use. <u>Initiated in the FY2011 Plan.</u></p>
<b>Status of the Activity</b>	All MTW Participants continue to have the ability to contribute to the MTW savings account and use the funds as noted above upon successful completion of the program.
<b>Changes to Activity</b>	For FY2012, The MTW Savings Account was expanded to include individuals in years 6 and 7 of the program. For participants that successfully complete the program before or in the fifth (5 <sup>th</sup> ) year of the program (under MTW Tier I), they will be eligible to utilize 100% of their MTW savings account. Contributions to the MTW Savings will stop after the 5 <sup>th</sup> year. For participants in their sixth (6 <sup>th</sup> ) and seventh (7 <sup>th</sup> ) year of the MTW Program (under the MTW Tier II), they will have access to only 60% of MTW Savings in year six and 40% of MTW Savings in year 7. No anticipated changes or modifications, or any additions to Attachment C/D authorizations are planned for the revision noted above.
<b>Anticipated Impact</b>	Encourage residents to work at capacity rather than least amount required. Provides participants with funds to repair credit, debt issues and/or move into homeownership upon successful completion of MTW program.
<b>Baseline</b>	The baseline will be the number of participants that successfully complete the MTW program during FY2008 (page 30) and the average amount of escrow disbursements each year thereafter. The baseline will also show if a participant moves into homeownership or unsubsidized rental housing.
<b>Benchmark</b>	The benchmark will be based on the projected number of successful MTW completions and escrow disbursements from FY2009 to FY2018.

**Data Collection/Metrics**

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

**Authorization(s)**

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

<b>Activity Name</b>	<b><u>MTW Case Management Services</u></b>
<b>Activity Number</b>	B-2
<b>Statutory Objective</b>	MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
<b>MTW Activity</b>	All MTW participants (MTW Tier I and Tier II) continuously participate in case management and are offered services and/or resource referrals including job training and placement services, computer experience, financial literacy classes and transportation stipends, as funds allow. <u>Initiated in the FY 2000 Annual Plan.</u>
<b>Status of Activity</b>	All MTW participants continue to receive personalized case management services and/or resource services, on a quarterly basis or as needed.
<b>Changes to Activity</b>	<p>During FY2012, case management activities included not only the participants within their initial five (5) year period under MTW Tier I, but those participants that continue in the program for the remaining two (2) years under MTW Tier II.</p> <p><b>Effective July 1, 2012 (FY2013), DSHA will require all MTW program participants to complete Financial Literacy training within the first two years of Tier I. If they do not complete the training, then a strike may be issued for program non-compliance. Currently, MTW program participants must take a Financial Literacy course but they can do so whenever they want. DSHA has found that in order for residents to receive the optimal benefits of credit repair and Financial Literacy then they must complete the program early in MTW participation. No changes or modifications, or any additions to Attachment C/D authorizations for the changes noted above are required.</b></p>
<b>Anticipated Impact</b>	Better prepares MTW participants to succeed in finding employment and overcoming barriers to self-sufficiency as they move toward Fair Market Housing or Homeownership.
<b>Baseline</b>	The baseline will be the number of referrals and participants actively involved in case management programs for FY2008-2009.
<b>Benchmark</b>	The benchmark will be based on a percentage of participants actively involved in programs from FY2009 to FY2018.
<b>Data Collection/Metrics</b>	Case Management software will be utilized to track and identify the number of MTW residents that have participated in services and/or programs. Case Management software will be updated to provide this data beginning with FY2008-2009. <u>No outside evaluators will be used.</u>
<b>Authorization(s)</b>	<p>1) Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section b. (iii). This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 982 and 990 as necessary to implement the Agency's Annual MTW Plan.</p> <p>2) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section</p>

23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.

## **Removal of Barriers to Self-Sufficiency**

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

<b>Activity Name</b>	<b><u>500 Unit Set-Aside for MTW Eligible Participants</u></b>
<b>Activity Number</b>	<b>B-4</b>
<b>Statutory Objective</b>	<b>MTW activities to give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:</b>
<b>MTW Activity</b>	To create a 500 unit set-aside for eligible MTW participants. The set-aside will be administered for both Public Housing and the Housing Choice Voucher Programs to increase the overall number MTW participants. To reach the goal of having 500 participants enrolled in the MTW program, two of every three available units/vouchers will be offered to MTW eligible applicants. Once the set-aside is reached and maintained, public housing units and vouchers would be offered based on preference and date of application.
<b>Status of Activity</b>	DSHA did not initiate the activity during FY2012 due to increases in MTW eligible participants with the re-integration of Safety- Net participants into the program with the restructuring of the time-limit feature. DSHA plans to use this activity if changes proposed in the FY2013 plan, and previously instituted in the FY2011 and FY2012 plan are not sufficient to increase the number of participants in the program.
<b>Changes to Activity</b>	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
<b>Anticipated Impact</b>	Increase the overall number of MTW participants and create greater turnover of the waiting list as successful participants complete the five (5) year MTW program.
<b>Baseline</b>	The baseline will be the number of participants that were in the MTW program as of July 1, 2010.
<b>Benchmark</b>	The benchmark will be based on the total MTW participants added to the program each year to maintain the 500 set-aside level.
<b>Data Collection/Metrics</b>	Case Management software will be utilized to track and identify the number of MTW residents that enter the program each year.
<b>Authorization(s)</b>	1) Attachment C, Section C. Authorizations Related to Public Housing, Paragraph (2). This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan. 2) Attachment C, Section D. Authorizations Related to Section 8 Housing Choice Vouchers Only, Section 3. Eligibility of Participants, Paragraph (4), Waiting List Policies. Use of Public Housing as an Incentive for Economic Progress. This authorization waives certain provisions of Section 8 (o)(6),8(o)(13)(J) and 8(o)(16) of the 1937 Act and 24 C.F.R 982 subpart E, 983 Subpart F as necessary to implement the Agency's Annual MTW Plan.

<b>Activity Name</b>	<b>Resident Homeownership Program (RHP)</b>
<b>Activity Number</b>	C-1
<b>Statutory Objective</b>	MTW activities to improve housing choices for our residents:
<b>MTW Activity</b>	A Resident Homeownership Program (RHP) was created to provide eligible DSHA Housing Choice Voucher and Public Housing residents the ability to participate in a program to own a home by utilizing Housing Choice Voucher rental assistance towards the payment of a mortgage. The flexibility of the MTW program has been used to make the program accessible to Public Housing residents and other non-MTW participants, including elderly and disabled families, in addition to Housing Choice Voucher residents. <u>Initiated in the FY2004 Annual Plan.</u>
<b>Status of Activity</b>	In FY2011, DSHA made changes to the RHP program to reduce the duration of the subsidy from the 15 year period (for non-disabled, non-elderly families), and revise the calculation formula used to determine the amount of voucher assistance. These changes provide a more realistic program for the homeowner as they will be better prepared to assume all responsibility for the mortgage at the end of the subsidy period. Families that currently participate in the RHP program will be grandfathered under the existing subsidy calculation.
<b>Changes to Activity</b>	No anticipated changes or modifications, or any additions to Attachment C/D authorizations are planned.
<b>Anticipated Impact</b>	To be able to utilize Housing Choice Voucher to assist eligible participants to purchase a home through this program, especially elderly/disabled (non-MTW) that do not have the opportunity to participate in MTW.
<b>Baseline</b>	The baseline will be the number of participants in the RHP Program during the first year of utilization (2007).
<b>Benchmark</b>	The benchmark will be based on the number of participants anticipated to participate in the RHP program from FY2008 to FY2018.
<b>Data Collection/Metrics</b>	Internal housing choice voucher and RHP records will be used to track participation. <u>No outside evaluators will be used.</u>
<b>Authorization(s)</b>	Attachment C, Section D. Authorizations Related to Housing Choice Voucher Only, Paragraph 8. Homeownership Program (a) and (b), This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan.

## 6.1 RESIDENT PROGRAMS

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

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

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

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

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

## **6.2 HOMEOWNERSHIP PROGRAMS**

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

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

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

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

The subsidy calculation is as follows:

A. **Homeownership Assistance Payment**: Homeownership Assistance Payment (“HAP”) is the monthly amount paid to the lender by DSHA. The HAP check is issued to the participant as a co-payee with the master servicer. The HAP amount will be the monthly mortgage payment (including principal, interest, tax and insurance escrows) less the greater of:

1. The amount left after subtracting the applicable utility allowance, from a percentage of the monthly gross income of the family (30%-1<sup>st</sup> & 2<sup>nd</sup> years, 32%-3<sup>rd</sup> & 4<sup>th</sup> years 34%-the 5<sup>th</sup> & 6<sup>th</sup> years and 34% for the 7<sup>th</sup> year), or;
2. A percentage of the mortgage payment (including principal, interest, tax and insurance escrow), 40%-1<sup>st</sup> & 2<sup>nd</sup> years, 50%-3<sup>rd</sup> & 4<sup>th</sup> years, 60%-5<sup>th</sup> & 6<sup>th</sup> years and 70% during the 7<sup>th</sup> year.

B. **Total Family Payment (“TFP”)**: is that portion the family must pay towards the actual mortgage amount. The TFP will be the greater of:

1. The amount left after subtracting the applicable utility allowance, from a percentage of the monthly gross income of the family (30%-1<sup>st</sup> & 2<sup>nd</sup> years, 32%-3<sup>rd</sup> & 4<sup>th</sup> years 34%-the 5<sup>th</sup> & 6<sup>th</sup> years and 34% for the 7<sup>th</sup> year), or;
2. A percentage of the mortgage payment (including principal, interest tax and insurance escrows), 40%-1<sup>st</sup> & 2<sup>nd</sup> years, 50%-3<sup>rd</sup> & 4<sup>th</sup> years, 60%-5<sup>th</sup> & 6<sup>th</sup> years and 70% during the 7<sup>th</sup> year.

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

### 6.3 SECURITY

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

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

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

## **6.4        HARDSHIP POLICY:**

### **A.   MTW PARTICIPANTS**

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

Extenuating circumstances that may be considered include:

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

### **B.   DSHA MINIMUM RENT HARDSHIP EXCEPTIONS POLICY**

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

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

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

Requests for a hardship exemption from the Utility Reimbursement Elimination Policy must be received by DSHA in writing. The resident must provide documentation with

the request showing that the loss of the utility reimbursement would have a significant impact on their ability to abide by the terms of the lease.

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

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

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

**7.0 SOURCES AND USES OF FUNDING**

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

**Attachment B**

**VII. Sources and Uses**

**VII. Plan Sources and Uses of Funding**

**MTW Plan: Sources and Uses of Funding**

**A. Planned Sources and Uses of MTW Funds for the Coming Fiscal Year**

<b>Planned Sources of MTW Funds</b>	<b>Projected Budget</b>	or	<b>Adopted Budget</b>
Public Housing Rental Income	\$ X		555,220
Public Housing Subsidy	\$ X		2,429,300
Public Housing MTW Capital Funds	\$ X		1,080,903
HCV Subsidy and Fees	\$ X		6,998,950
Investment / Interest Income	\$ X		0
Non-Rental Income	\$ X		240,060
RHF Funding (If RHF is block granted)	\$ X		\$ X
Reserves	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
<b>Total Planned Sources:</b>			<b>11,304,433</b>

<b>Planned Uses of MTW Funds</b>	<b>Projected Budget</b>	or	<b>Adopted Budget</b>
HCV Housing Assistance Payments	\$ X		6,334,640
HCV Administration	\$ X		1,160,580
Agency Managed Housing Operations	\$ X		2,953,605
Privately Managed Housing Operations	\$ X		\$ X

Utility Payments	\$ X	467,610
Public Housing Rehabilitation Expenses	\$ X	1,050,903
Debt Service Repayment Expenses	\$ X	\$ X
Development Activities	\$ X	\$ X
Resident Services Expenses	\$ X	15,680
Protective Services Expenses	\$ X	30,000
Local Housing Program Expenses	\$ X	\$ X
Added to Reserves	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other: Wexford Village Rehab	\$ X	500,000
<b>Total Planned Uses:</b>		<b>12,513,018</b>

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

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

<b>Planned Sources of Non-MTW Federal Funds</b>	<b>Projected Budget</b>	<b>or</b>	<b>Adopted Budget</b>
HOPE VI Funding	\$ X		\$ X
Non-MTW Capital Funding	\$ X		\$ X
ROSS Grant Funding	\$ X		\$ X
FSS Grants	\$ X		\$ X
Non-MTW HCV Funding	\$ X		\$ X
RHF Funding (If RHF is not block granted)	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
Other:	\$ X		\$ X
<b>Total Planned Sources:</b>			

**Planned Uses of Non-MTW Federal Funds**

**Projected Budget** or **Adopted Budget**

HOPE VI Authorized Activities	\$ X	\$ X
ROSS Grant Authorized Activities	\$ X	\$ X
FSS Grant Authorized Activities	\$ X	\$ X
Non-MTW HCV Program Expenses	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other:	\$ X	\$ X
Other: FUP Voucher Expenses	\$ X	\$ 233,628
<b>Total Planned Uses:</b>		<b>\$233,628</b>

**C. Local Asset Management Plan**

Is the agency allocating costs within statute?

<u>Yes</u>	No
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Is the agency implementing a local asset management plan (LAMP)?

<u>Yes</u>	or	No
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\*If the agency is implementing a LAMP, it shall be described in an appendix every year beginning with the year it is proposed and approved. The narrative shall explain the deviations from existing HUD requirements and should be updated if any changes are made to the LAMP.

Has the agency provided a LAMP in the appendix?

<u>Yes</u>	or	No
------------	----	----

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

**\*DSHA has attached a copy of the approved Local Asset Management Plan in the appendix under the Attachment A heading.**

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

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

**Agencies should provide this narrative in the body of the Plan.**

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

Reserve Account	Reserve Balance
Public Housing	0
Housing Choice Voucher	2,054,829
Reserve Account 3	\$ X
Reserve Account 4	\$ X
Reserve Account 5	\$ X
Reserve Account 6	\$ X
<b>Total Reserve Balance Amount:</b>	<b>2,054,829</b>

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

## **F. BUDGET NARRATIVE – FY2013**

### **REVENUES**

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

- o Dwelling Rent. The estimated dwelling rental income was determined by an analysis of December 2011 through February 2012 rent roll (dwelling rent less utility allowances and MTW escrow savings), FY11 actuals and FY12 year-to-date (YTD) income. The lowest dwelling rental income for that period was 80.21 PUM. The FY13 dwelling rental income is estimated at \$555,220 (508 units multiplied by 80.21 PUM multiplied by 12 months). This amount is lower than FY11 actuals of \$574,556 and the FY12 budgeted amount of \$638,620 due to lower PUM costs.
- o Investment Income. Interest Income has been reduced to zero. Effective 1/1/2012, money markets accounts were changed to checking accounts. The checking accounts are non-interest bearing accounts.
- o Other Income. Daycare centers in the community buildings of Laverty Lane and Hickory Tree generate monthly income in the amount of \$700 and \$750 respectively as well as the community building at Holly Square generating \$1,400 a month in income. Public Housing laundry machines are supplied by a vendor and the Authority receives 50% of the revenue generated. DSHA also receives a small percentage of telephone receipts. Also included in other income are maintenance charges, court fees, late fees received from residents and MTW savings forfeitures. Savings forfeitures for the period July 2011 through December 2011 were \$27,333.

Section 8 Housing Choice Vouchers receives other income from fraud recovery payments and forfeitures of MTW Escrow savings. Savings forfeitures for the period July 2011 through December 2011 were \$10,591. The forecast for other income was derived from FY12 YTD annualized receipts.

- o Operating Subsidies. The agency receives an operating subsidy for its Public Housing units that are 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. DSHA's CY12 Subsidy request is subject to an allocation adjustment according to our Peer Group percentage of 23.63%. HUD has approved the CY13 Adjusted Subsidy at 95%. The FY13 Subsidy Revenue has been calculated using the CY12 approved amount and FY12 Anticipated Revenue resulting in a budgeted amount of \$2,429,300.
- o Modernization/Capital Fund. Typically, an agency receives a proportionate share of the national appropriation for modernization based on its "formula factor", a

figure that considers the agency's needs relative to the nation as a whole. Under MTW, this formula factor is, for all practical purposes, frozen during the demonstration period, regardless of any changes in the agency's Public Housing stock.

In accordance with new guidelines under GAAP, the income reported as budgeted to be received from the Public Housing Capital Fund is the expense amount that the agency actually anticipates incurring in all prior-year funds, not necessarily the amount that the agency anticipates being awarded in new funds in FY12, which often takes up to three years to expend. Please see Capital Fund "Awarded Budget" as shown in Section 2.0 of this Plan.

- o Section 8 Housing Choice Voucher. The amount of funding that the agency received in prior years was a function of the average monthly subsidy paid for each Section 8 Existing and/or Voucher unit in the year before MTW. This figure was then adjusted annually from MTW year two forward, for inflation and multiplied by the number of Section 8 Vouchers (under MTW, all contracts are called vouchers) units per original ACC contracts (905 units), and again by 12 months, to determine the annual Section 8 Block Grant. However, starting in January 2005, Section 8 Voucher funding is being awarded by calendar year. The CY12 funding is estimated to be \$7,367,318. A 95% proration was used to estimate the Grant for FY12 at \$6,998,950.

While the amount of funding is calculated separately, the agency can use the above funds flexibly. The agency uses an in-house A/P system for accounting purposes, effective July 1, 2010. All MTW funds are held in M & T Bank checking accounts, collateralized or covered by FDIC insurance.

## **EXPENDITURES**

MTW program expenses for FY12 consists of Administration Expense, Tenant Services, Utilities, Maintenance, Protective Service, General Expense, Non-Capitalize Expense, Capital Outlays and Payments to Landlords. Expenses are calculated after reviewing prior years expense levels plus an inflation factor and adding any new contractual obligations. A broad overview by Program is listed below.

- o Administration Expense. Public Housing, Section 8 and Capital Funds Program include salaries, legal, staff training/travel, CFP administrative fees, auditing fees, supplies, postage where appropriate. The small decrease in this year=s budget represents controlling costs.
- o Tenant Services. Public Housing expenses include education and recreational activities for children, Internet access at all sites, and funding for organized tenant councils. Expenses formerly paid by the Resident Services Assistance Grant including scholarship opportunities for residents have been moved to this line.
- o Utilities. The expense for lighting, heating and providing water and sewer to all sites was based on inflated FY12 Projected expenses.

- Maintenance. Maintenance salaries of site personnel, which does not include a salary increase for FY13, 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.
- 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 FY13 by the Capital Fund Program (\$30,000).
- 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.
- 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 FY13, Phase 2 of bathroom upgrades at Liberty Court, roof replacement at Hickory Tree, and HVAC upgrades at Burton Village will be funded by the Capital Fund Program. The Housing Choice Voucher Program may fund renovations at Wexford Village pending HUD's approval.
- Payments to Landlords. The Section 8 payments to landlords in the amount of \$6,334,640 reflects an increase over the FY12 budgeted amount and includes payments for four Resident Homeownership Program Participants. This program's first expenditures were recognized in FY07.

**EXCESS/(DEFICIT)**

- Public Housing. A decrease in operating reserves in the amount of \$291,815 is expected for FY13 and could be smaller or greater once final pro-ration figures are established.
- Section 8 Housing Choice Vouchers. A decrease in reserves of \$914,770 is expected for FY13.

## **OPERATING RESERVES**

The decrease in Operating Reserves for Public Housing and increase in Operating Reserves for Housing Choice Vouchers shown in FY11 actuals are supported by documentation submitted with the FY11 Revised Annual Report dated November 14, 2011.

The decrease to Operating Reserves for Public Housing and Housing Choice Vouchers shown in FY12 (Projections) were derived by projecting FY12 actuals thru December 31, 2011.

The \$291,815 decrease in Public Housing Operating Reserves and the decrease of \$914,770 for the Housing Choice Voucher Program for FY12 is supported by the attached documentation including the Consolidated Budget for the FY13 MTW Program and the Sources and Uses of Funds.

The projected FY13 year end Operating Reserve balance for Public Housing is \$0 and the projected Operating Reserve balance for the Housing Choice Voucher Program is \$1,138,059 which results in a combined MTW Operating Reserve Balance of \$1,138,059. This amount represents a little more than one month of total MTW expenses. This is less than the FY11 year end which would support a little over three months of expenses due to subsidy reduction and over leasing vouchers.

DSHA follows HUD's local asset management program and has no deviations from HUD's asset management requirements. DSHA uses the fee for service approach for the Capital Fund Program. For Public Housing and Section 8 Voucher programs, DSHA direct charges salaries and expenses to the appropriate program for which the expense is related. DSHA also used MTW funding fungability to move charges to other programs as needed. DSHA does not charge overhead to each program in order to leave program funds within the program. DSHA's mortgage revenue bond programs support the majority of general fund operations, such as building maintenance and utilities, through transfers of administrative fees and surplus funds. This keeps most federal funds within the program to support the program.

## **8.0 ADMINISTRATIVE**

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

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

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

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

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

**PUBLIC HEARING NOTICE  
ON THE FY2013 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 FY2013 to the U.S. Department of Housing and Urban Development (HUD). This Plan outlines the activities of the Moving To Work Program as well as the sources and uses of funding that DSHA will implement during the fourteenth year of the Moving To Work Demonstration.

New initiatives in the year's plan that will be discussed include: Elimination of utility reimbursement payments in Public Housing and Housing Choice Voucher programs; using Moving To Work Reserves toward the moderate renovation of Wexford Village; project basing twenty (20) Housing Choice Vouchers at Wexford Village and administrative changes to the Moving To Work requirements relating to financial literacy and education during the initial five years of the program.

A copy of the Draft Plan will be available for inspection and review at DSHA's offices during normal business hours, Monday through Friday, at 18 The Green, Dover and each Public Housing development beginning March 16, 2012. The Plan will also be available on the DSHA website, [www.destatehousing.com](http://www.destatehousing.com) beginning March 16, 2012. After the end of the comment period on May 4, 2012, the Plan will be finalized and submitted to HUD for final approval.

The first hearing will be held in the Community Building of the Liberty Court complex at 6:00 P.M., Tuesday, April 17, 2012. Liberty Court is located at 1289 W. Walker Road, Dover, DE 19904. The Community Building is handicapped accessible.

The second hearing will be held in the Community Building of the Burton Village complex at 6:00 P.M., Thursday, April 19, 2012. Burton Village is located at 37511 Burton Village Avenue, Rehoboth Beach, DE 19971. The Community Building is handicapped accessible.

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

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

# INDEPENDENT NEWSPAPERS, INC.

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State of Delaware:

County of Kent:

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

*March 14, 17, 21, 24, 28, 31, 2012  
April 4, 7, 8, 11, 14 & 15, 2012*



President  
Independent Newspapers, Inc. / Delmarva

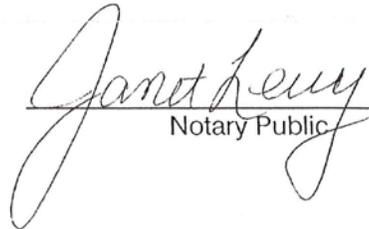
Sworn to and subscribed before me this 15th

Day of April A.D. 2012

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APR 20 2012

BY \_\_\_\_\_

  
Notary Public

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

412042 DSN 3/14,17,21,24,28,31;4/4,7,8,11,14,15

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

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

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

## AFFIDAVIT OF PUBLICATION

### State of Delaware

Personally appeared before me this 16<sup>th</sup> day of April, 2012.

I, Kristin Segner, of The News Journal Company, a daily newspaper printed and published in the County of New Castle County, State of Delaware, who, being duly sworn states that the advertisement of Delaware State Housing Authority – PUBLIC HEARING NOTICE ON THE FY2013 MOVING TO WORK ANNUAL PLAN was published in The News Journal on March 14,17,21,24,28,31; April 4,7,8,11,14,15, 2012

Kristin Segner

Name

Legal Coordinator

Title

Sworn to before me this 16<sup>th</sup> day of April, 2012

Wanda James

Notary Public

**Wanda James**

Notary Public

State of Delaware

Commission expires 11/02/2012

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





**PUBLIC HEARING  
NOTICE  
ON THE FY2013 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 FY2013 to the U.S. Department of Housing and Urban Development (HUD). This Plan outlines the activities of the Moving To Work Program as well as the sources and uses of funding that DSHA will implement during the fourteenth year of the Moving To Work Demonstration.

New initiatives in the year's plan that will be discussed include: Elimination of utility reimbursement payments in Public Housing and Housing Choice Voucher programs; using Moving To Work Reserves toward the moderate renovation of Wexford Village; project basing twenty (20) Housing Choice Vouchers at Wexford Village and administrative changes to the Moving To Work requirements relating to financial literacy and education during the initial five years of the program.

A copy of the Draft Plan will be available for inspection and review at DSHA's offices during normal business hours, Monday through Friday, at 18 The Green, Dover and each Public Housing development beginning March 16, 2012. The Plan will also be available on the DSHA website, [www.destatehousing.com](http://www.destatehousing.com) beginning March 16, 2012. After the end of the comment period on May 4, 2012, the Plan will be finalized and submitted to HUD for final approval.

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



3/14, 17, 21, 24, 28, 31;  
4/4, 7, 8, 11, 14, 15-NJ

110887009.e1

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

RECEIVE

APR 12 2012

BY \_\_\_\_\_

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

To Whom It May Concern:

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

Sincerely,

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

### CERTIFICATE OF PUBLICATION

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

Moving To Work Plan

on the following dates:

March 28, 2012

April 11, 2012

Delaware Coast Press  
A Gannett Publication

**PUBLIC HEARING NOTICE  
ON THE FY2013  
MOVING TO WORK  
ANNUAL PLAN**

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

dcp 3/28 and 4/11 2T 605881

# GATEHOUSE MEDIA DELAWARE HOLDINGS, INC

**Office:**

1196 S. Little Creek Rd.,  
Dover, DE 19901  
(302) 678-3616

**Mailing Address:**

P.O. Box 664  
Dover, DE 19903

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

This is to certify that the following legal advertisement:

**PublicHearing Notice: On The FY2013  
Moving To Work Annual Plan**

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

**March 24<sup>th</sup> & 28<sup>th</sup> & April 7<sup>th</sup> & 11<sup>th</sup>, 2012**

A copy of that advertisement is attached.

  
\_\_\_\_\_  
For The Dover Post

Sworn to and subscribed before me this 11<sup>th</sup>  
Day of April, 2012.

  
\_\_\_\_\_  
Notary Public

Notary Public

INVOICE:

**TOTAL DUE: \$254.40**



Please return a copy with remittance, Thank You.

A copy of that a

**PUBLIC HEARING NOTICE  
ON THE FY2013 MOVING TO WORK ANNUAL PLAN**

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Equal Housing Opportunity

# INDEPENDENT NEWSPAPERS, INC.

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

State of Delaware:

County of Kent:

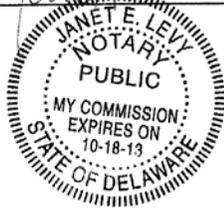
Before me, a Notary Public, for the County and State aforesaid, Edward Dulin, known to me to be such, who being sworn according to law deposes and says that he is President of Independent Newspapers, Inc. / Delmarva, the publisher of **The Delaware State News**, a daily newspaper published at Dover, County of Kent, and State of Delaware, and that the notice, a copy of which is hereto attached, as published in **The Delaware State News** in its issue of March 28, 2012.

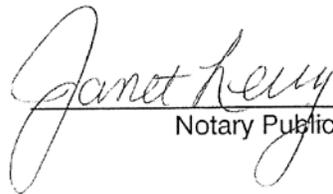


President  
Independent Newspapers, Inc. / Delmarva

Sworn to and subscribed before me this 28th

Day of March A.D. 2012



  
Notary Public



**Notice of Public Hearing on the  
Draft FY2012 State of Delaware Action Plan**

The State of Delaware, through the Delaware State Housing Authority (DSHA), announces with this notice, a public hearing on the Draft FY2012 Action Plan. The Action Plan will be submitted to the U.S. Department of Housing and Urban Development (HUD) no later than May 15, 2012. The Plan serves as the housing planning document for the state for FY2012, and as an application for funding under any of the following HUD Community Planning and Development formula grant programs: Community Development Block Grant (CDBG), Emergency Solutions Grants (ESG), HOME Investment Partnerships (HOME), or Housing Opportunities for Persons With AIDS (HOPWA).

A public hearing is held for the purpose of obtaining the views of interested citizens on housing and community development needs, including priority non-housing community development needs. Both oral and written comments will be received and recorded at the hearing and a summary of the comments and DSHA's response will be attached to the final Action Plan submitted to HUD, and will be subsequently available for public review.

The schedule for the public hearing is noted below:

<b>Date</b>	<b>Time</b>	<b>Location</b>
April 23, 2012	4:00 - 6:00 p.m.	Room 221 Kent County Administrative Complex 555 Bay Road Dover, DE 19901

If you have a vision, hearing, or physical impairment that requires accommodation either in the reading of this notice or at the public hearing noted above, DSHA will provide appropriate assistance. To schedule assistance, please call (302) 739-4263, ext. 290 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. If you have a hearing impairment, DSHA's TDD number is (302) 739-7428 during the same hours.

413435 DSN 3/28/2012

**GATEHOUSE MEDIA DELAWARE HOLDINGS INC.**

**Office:**

Smyrna/Clayton Sun-Times  
224 E. Glenwood Ave.  
Smyrna, DE 19977

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

This is to certify that the following legal advertisement:

**Public Notice: FY2013 Moving To Work Annual Plan**

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

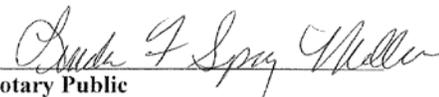
**March 21, April 4 and April 11, 2012**

A copy of that advertisement is attached.

  
\_\_\_\_\_  
For the Smyrna/Clayton Sun-Times

Sworn to and subscribed before me this

11<sup>th</sup> day of April, 2012.

  
\_\_\_\_\_  
Notary Public

**INVOICE:**

**\$227.40 Total Due**



**PUBLIC HEARING AND  
COMMUNITY MEETING NOTICE ON  
THE FY2013 MOVING TO WORK  
ANNUAL PLAN**

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

PC00040310

**MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY  
PUBLIC HEARING ON THE  
MOVING TO WORK FY 2013 ANNUAL PLAN  
APRIL 17, 2012**

The hearing was called to order at 6:00 p.m.

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

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

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

**MINUTES OF THE DELAWARE STATE HOUSING AUTHORITY  
PUBLIC HEARING ON THE  
MOVING TO WORK FY 2013 ANNUAL PLAN  
APRIL 19, 2012**

The hearing convened at 6:05 p.m. with Christopher A. Whaley, Housing Management Program Administrator, presiding. He started by explaining that the purpose of the hearing was to provide interested parties with an opportunity to present questions and/or comments regarding the FY2013 Moving To Work Annual Plan before it is submitted to the U. S. Department of Housing and Urban Development (HUD) for final approval. The Plan begins July 1, 2012 and ends June 30, 2013.

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

1. Effective July 1, 2012, DSHA would require all MTW participants to complete Financial Literacy training within the first two years of Tier I.
2. Effective July 1, 2012, DSHA would time limit compliant school, education or training program participation to Tier I only.
3. Effective January 1, 2013, DSHA would eliminate all accounts payable (AP) checks for utility reimbursement to all Public Housing and Housing Choice Voucher residents.
4. DSHA has proposed to use \$500,000 from the MTW Housing Choice Voucher Reserves to complete a moderate renovation of Wexford Village in Laurel, DE. Twenty existing tenant based Housing Choice Vouchers would be project-based at the property upon completion of renovations, and the remaining units would be offered to households with annual incomes in between 60% and 80% of area median income.

There were no questions or comments offered by attendees, and the meeting was adjourned at 6:34 p.m.

# **Attachment A**

## Annual Statement/Performance And Evaluation Report



HOUSING MANAGEMENT OFFICE  
26 THE GREEN  
DOVER, DELAWARE 19901  
TOLL FREE: (888) 363-8808

PHONE (302) 739-7416

(302) 739-7423 FAX  
(302) 739-4264 TDD

February 20, 2012

Ms. Monica Hawkins  
Division Director  
Office of Public Housing  
U.S. Department of Housing and  
Urban Development  
100 Penn Center East  
Philadelphia, PA 19107-3300

RE: **Capital Fund Program (CFP) Amendment**

Dear Ms. Hawkins:

Enclosed please find the three (3) signed and dated copies of the Capital Fund Program (CFP) Amendment (form HUD-52840-A), as requested by HUD. Also please find three (3) copies of the Annual Statement/Performance and Evaluation Report (form HUD-50075.1), and a copy of the Responsible Entity certification that was sent to Nancy Zawadsky via e-mail.

If you have any questions, please feel free to contact me at (302) 739-7416 or by e-mail at [chrisw@destatehousing.com](mailto:chrisw@destatehousing.com).

Sincerely,

CHRISTOPHER A. WHALEY  
Housing Management Program Administrator

mlb

Enclosure

cc: Anas Ben Addi-DSHA  
John Concannon-HUD Philadelphia

**2012 Capital Fund**

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

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

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

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

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

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

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

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

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

3. (Check one)

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

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

b. For Qualified PHAs:

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

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

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

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

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

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

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

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

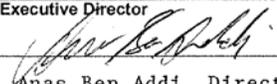
6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law.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

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

(mark one) :  Yes  No

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

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

U.S. Department of Housing and Urban Development By _____ Date: _____	PHA Executive Director By  Date: 2/17/12
Title _____	Title Anas Ben Addi, Director DSHA

Previous versions obsolete

form HUD-52840-A 03/04/2003

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

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

Part I: Summary		Grant Type and Number		FFY of Grant: 2012	
PHA Name:		Capital Fund Program Grant No: DE26PO0450112		FFY of Grant Approval: 2012	
Delaware State Housing Authority		Replacement Housing Factor Grant No: N/A			
Date of CFFP: N/A					
Type of Grant		Reserve for Disasters/Emergencies			
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Revised Annual Statement (revision no: )					
<input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Original	Total Estimated Cost Revised <sup>1</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>2</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration	611,203.00			
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

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

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

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

<b>Part I: Summary</b>		FFY of Grant: 2012	
PHA Name: Delaware State Housing Authority		FFY of Grant Approval: 2012	
Grant Type and Number Capital Fund Program Grant No: DE26R00450112 Replacement Housing Factor Grant No: N/A Date of CFFP: N/A			
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Obligated
18a	1501 Collateralization or Debt Service paid by the PHA		Expended
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	611,203.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director: Anas Ben Addi, Director		Date: 2/16/2012	Signature of Public Housing Director
			Date

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





**MOVING TO WORK (MTW)  
LOCAL ASSET MANAGEMENT PLAN**

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

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

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

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

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

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

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

Appeal of FY2012 Allocation Adjustment for Public Housing Operating Program: DSHA sent a letter dated 4/2/12 appealing the subsidy reduction of \$662,947 in spite of the fact that DSHA did not have reserves available to offset against this amount. As of the date of this plan submission, DSHA has not received a response to its appeal.

# **Attachment B**

## **General Order And Certification Statement**

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

**Attachment B  
Annual MTW Plan**

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

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

**Certifications of Compliance with Regulations:**

**Board Resolution to Accompany the Annual Moving to Work Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the Annual Moving to Work Plan for the PHA fiscal year beginning 07/01/2012, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The PHA published a notice that a hearing would be held, that the Plan and all information relevant to the public hearing was available for public inspection for at least 30 days, that there were no less than 15 days between the public hearing and the approval of the Plan by the Board of Commissioners, and that the PHA and conducted a public hearing to discuss the Plan and invited public comment.
2. The PHA took into consideration public and resident comment before approval of the Plan by the Board of Commissioners or Board of Directors in order to incorporate any public comments into the Annual MTW Plan;
3. The PHA certifies that the Board of Directors has reviewed and approved the budget for the Capital Fund Program grants contained in the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1.
4. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
5. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
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 will comply with requirements with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
10. The PHA will comply with requirements with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
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 needed to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58. Regardless of who acts as the responsible entity, the PHA will maintain documentation that verifies compliance with environmental requirements pursuant to 24 Part 58 and 24 CFR Part 50 and will make this documentation available to HUD upon its request.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
17. 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).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the Moving to Work Agreement and Statement of Authorizations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its Plan and will continue to be made available at least at the primary business office of the PHA.

**Delaware State Housing Authority**  
PHA Name

**DE004/ DE901**  
PHA Number/HA Code

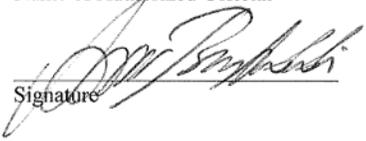
I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729,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

**Anas Ben Addi**  
Name of Authorized Official

**Director**  
Title

Signature

Date



5/10/2012

May 07, 2012

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GENERAL ORDER NO. 591

**GENERAL ORDER ADOPTING  
THE MOVING TO WORK  
ANNUAL PLAN FOR FY 2013**

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

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

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

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

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

1. The Director has reviewed and approved the Moving To Work Annual Plan for FY2013.
2. The Delaware State Housing Authority Certifies that it held public hearings, on April 17, 2012 and April 19, 2012, in accordance with the requirements of the Moving To Work Restated and Amended Agreement regarding the Moving To Work Annual Plan for FY2013.

DELAWARE STATE HOUSING AUTHORITY

  
Anas Ben Addi, Director

  
Date