



# **MOVING TO WORK**

**FY2011**

# **ANNUAL REPORT**

# **MOVING TO WORK FY2011 ANNUAL REPORT**

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## **1.0 INTRODUCTION**

This document serves as the Delaware State Housing Authority's (DSHA) *Moving To Work* (MTW) Annual Report for FY2011, which started July 1, 2010 and ended June 30, 2011. On April 8, 2008, DSHA adopted and signed an Amended and Restated MTW Agreement with the U.S. Department of Housing and Urban Development (HUD) that extended the program until June 30, 2018. This is a standardized agreement that HUD presented to all MTW agencies and allows DSHA to continue all current initiatives and retain the present funding allocation of the existing contract.

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

The DSHA MTW Demonstration includes the following programs:

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

### **B. OVERVIEW AND GOALS OF MTW PROGRAM**

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

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

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

- The Safety Net is being eliminated in FY2012. Participants in MTW will receive subsidy for 7 years. If the participant has not achieved self-sufficiency at that time then the subsidy will end.
  - Enhance the quality of life and standard of living for residents participating in MTW by assisting residents in the removal of barriers to self-sufficiency (obtain drivers license, purchase vehicle, coordinate child care).
  - Increase earned income of participating families enabling them to pay more towards their rent and requiring fewer subsidies, especially in cases where the family may not meet full self-sufficiency goals.
2. To give incentives to families who are employed or seeking employment and self-sufficiency with the following initiatives:
- Amend waiting list preferences to include working families.
  - To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant.
  - All MTW participants continuously participate in required case management and are offered services and/or resource referrals including job training and placement services, computer experience, educational opportunities and transportation stipends, as funds allow.
3. To improve housing choices for residents by offering or coordinating the following resources:
- Homeownership counseling and assistance.
  - Budget counseling.
  - Fair Market Housing counseling.
  - Assistance obtaining a Low Income Housing Tax Credit Unit.
  - MTW Savings Account as income increases.
  - Counseling to repair credit problems.
  - Financial Literacy Education.
  - Individual Development Account referral for approved participants.
  - Resident Homeownership Program.

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

- Limiting the MTW exempt applicants to the first type of housing assistance available. (Implemented in FY2011)
- Elimination of Fair Market Renters in Public Housing units. (Implemented in FY2011)
- 500 unit MTW participant set-aside, to be adopted only if the two aforementioned revisions do not significantly increase the overall number of MTW clients. (Since FY2011 participation did not increase, this is being considered for FY2013.)

### **C. STATUS OF MTW PROGRAM AND ACCOMPLISHMENTS TO DATE**

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

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

10. MTW participants continue to be evaluated as they enter the program, and DSHA constantly networks with potential service providers and organizations to bring needed services to the participants and/or refer participants to services.
11. An Individual Development Account (IDA) Program has been implemented and completed in September 2006 to help qualified MTW participants develop assets. Thirty-six families completed their goals with 28 buying homes, five opening a business and three pursuing educational goals. The IDA program is now available from several outside organizations.
12. The Resident Homeownership Program (RHP) began accepting applications in FY-2004. There are two families now enrolled in the program.
13. Although DSHA's contract with NCALL has ended, we continue to provide referrals for, credit repair, budget counseling, fair market housing counseling and RHP homeownership counseling for PH MTW participants. The contract was completed in 2006 and services are available through local non-profit organizations.
14. DSHA completed an automated MTW case management system which tracks all statistical information for both PH and Housing Choice Voucher Program MTW participants. This system also includes an automated list that ensures timely compliance with quarterly reviews and completion of annual Resident Action Plans (RAP). (2008)
15. DSHA amended the RAP to include a certification by MTW participants that they understand the requirement that they must be employed at least 20 hours per week earning no less than minimum wage, or in a training or educational program for at least 20 hours per week. (For residents moving in on or after July 1, 2007, requirements will be increased to 25 hours per week beginning with their third year in the MTW program and 30 hours per week for the fourth and any subsequent years in the MTW program.)
16. DSHA has awarded **148** educational scholarships from the MTW budget.
17. DSHA purchased an Adult Basic Education/GED computer program for each of its PH sites to assist residents working toward educational goals.
18. Funds from the Housing Choice Voucher Program Reserves have been used to pay for capital improvement projects at the Public Housing sites including: the replacement of heating and addition of air-conditioning systems at McLane Gardens, McLane Gardens Annex, Clarks Corner, Laverty Lane, and Mifflin Meadows; the installation of security cameras at Clarks Corner, Liberty Court and Burton Village; the installation of security fencing at Liberty Court, Mifflin Meadows and McLane Gardens.
19. The time limit safety-net feature initially implemented in FY2005 will be dissolved. Effective FY2012, the Delaware State Housing Authority (DSHA) will implement the following changes to the MTW Program:

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

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

20. Since MTW implementation in August 1999, **660** families have successfully completed the MTW Program. One hundred and ninety-six (**196**) have purchased homes and four-hundred sixty-four (**464**) have either begun paying the full rent at their current unit or moved to another unit and paid the full rent. Though some of those families would undoubtedly have been successful without MTW, we feel that the majority became successful by taking advantage of the counseling and social services made available through the program as well as the savings they accumulated while in the program.

**Moving to Work Successful Move-outs Comparison Chart:**

*Statistics from 8/1/99 through 6/30/11*

**Total Successful Move-outs = 660 Residents**

<b>Program</b>	<b>Homeownership</b>	<b>Unsubsidized Rental</b>
Public Housing	111	234
Housing Choice Vouchers	85	230
<b>Total Residents:</b>	<b>196</b>	<b>464</b>
<i>Success Percentage (%)</i>	<i>29.69%</i>	<i>70.30%</i>

## 2.0 (A) HOUSING STOCK INFORMATION

- NUMBER OF PUBLIC HOUSING UNITS AT THE END OF FY2011

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

### Number of Public Housing Units as of June 30, 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	-	-	-	-
Laverty Lane	50	-	40	10	-	-
Liberty Court	108	25	71	12	-	-
McLane Gardens	29	12	6	6	4	1
McLane Gardens Annex	21	-	12	6	3	-
Mifflin Meadows	54	6	8	24	12	4
Peach Circle	32	32	-	-	-	-
Scattered Sites-Rental	9	-	-	9	-	-
Scattered Sites-Owner	5	-	-	5	-	-
<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 FY2011 budgeted capital work with the actual FY2011 Capital Expenditures by property.

ACTIVITY	COMMUNITIES	ORIGINAL BUDGET	REVISED BUDGET	EXPENDED
Architect Fees- Siding Replacements	Lavery Lane	2,925.60	3,529.52	3,529.52
Siding Replacement	Lavery Lane	48,936.29	48,936.29	48,936.29
Architect Fees- 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/Door Replacements	McLane Gardens & Annex	374,900.00	415,932.88	415,932.88
Architect Fees- Bathroom Renovations*	McLane Annex	360.00	360.00	360.00
Architect Fees- Play Area Improvements	Mifflin Meadows	3,006.56	4,509.30	4,509.30
Play Area Improvements	Mifflin Meadows	615.00	615.00	615.00
Architect Fees- Security Cameras	Mifflin Meadows	21,002.00	22,689.50	1,109.90
Administrative Costs	Authority Wide	81,420.00	81,420.00	81,420.00
Management Improvements- Printing and Bid Advertising	Various Sites	41,739.79	41,739.78	41,739.78
<b>Capital Program Totals:</b>		<b>\$ 616,209.71</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 the fiscal year and a status report on Capital Budget activities during FY 2011:

1. **Siding Replacement** – All of the apartment buildings’ exterior siding were replaced during FY2010 and FY2011 at Lavery Lane.
2. **Window and Door Replacements** – The work consisted of replacing all of the apartment doors and windows at McLane Gardens and McLane Gardens Annex.

*\*Architect and engineering fees for bathroom renovations at McLane Gardens Annex were paid with Capital Fund Program Funds but construction costs for this work item were paid using ARRA funding.*

- **DESCRIPTION OF ANY NEW PUBLIC HOUSING UNITS DURING FY2011**

DSHA did not add any new public housing units to the agency portfolio during FY2011.

- **NUMBER OF PUBLIC HOUSING UNITS REMOVED FROM INVENTORY DURING FY2011**

There were no units removed from the public housing inventory during FY2011.

- **NUMBER OF MTW HOUSING CHOICE VOUCHERS AUTHORIZED AT THE END OF FY2011**

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

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

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

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

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

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

**B. LEASING INFORMATION - ACTUAL AS OF JUNE 30, 2011**

- **Number of MTW Public Housing Units Leased as of June 30, 2011**

<b>Public Housing</b>							
	Total Units	Total Units Leased	Bedroom Size				
			1BR	2BR	3BR	4BR	5BR
Burton Village	51	49	-	14	28	7	-
Clarks Corner	70	68	3	26	26	12	1
Hickory Tree	55	55	-	26	26	3	
Holly Square	24	24	24	-	-	-	-
Laverty Lane	50	48	-	38	10	-	-
Liberty Court	108	104	24	68	12	-	-
McLane Gardens	29	29	12	6	6	4	1
McLane Gardens Annex	21	21	-	12	6	3	-
Mifflin Meadows	54	51	6	7	23	11	4
Peach Circle	32	32	32	-	-	-	-
Scattered Sites – Rental	9	9	-	-	9	-	-
Scattered Sites – Owner	5	5	-	-	5	-	-
<b>TOTAL</b>	<b>508</b>	<b>495</b>	<b>101</b>	<b>197</b>	<b>151</b>	<b>40</b>	<b>6</b>

**Total Occupancy Rate as of June 30, 2011: 97%**

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

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

All Public Housing units leased are under the MTW Program.

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

Total Number of MTW and Non-MTW units leased as of June 30, 2011

Housing Choice Voucher Program						
	Total Households	Bedroom Size				
		1 BR	2 BR	3 BR	4 BR	5 + BR
MTW	899	254	358	228	55	4
Non-MTW	2	1	1			
FUP	41	10	18	11	2	0
Total	942	265	377	239	57	4

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

**Percentage of leased MTW Vouchers: 99%**

**Percentage of leased Non-MTW Vouchers: 100%**

**Percentage of Family Unification Vouchers: 82%**

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

The public housing occupancy rate has been on average 97% to 98% over the past few years. The high turnover rates experienced at some sites are the result of DSHA's strict enforcement of rent payment and anti-crime policies. The importance of timely rent payment is constantly stressed to residents by the housing managers as well as the MTW case managers. Though criminal background checks are performed prior to admission of all new residents 18 years of age and older, we still lose families because of drug-related criminal activity, many times involving their non-resident visitors.

DSHA's Housing Choice Voucher utilization rate during FY2011 has averaged 99-100%. As of June 30, 2011 it was 99%. Lease-up figures for the past 12 months show that 63% of families on the waiting list successfully leased a unit within 120 days after receiving their new voucher. This is about 3% lower than the historical average. We are not optimistic that families will be any more successful in the near future since fair market rents proposed by HUD are not increasing at a rate to adequately keep up with market demand and supply.

Applicants are given in-depth information about DSHA's extension policy at voucher briefing sessions and reminders are mailed at the end of the 60-, 90- and 120-day periods. They are also given an extensive list of landlords willing to participate in the HCV Program. A "Unit's Available List" is also maintained by DSHA, updated weekly and provided to participants upon request and via DSHA's website. The extension approval policy is liberal and only requires voucher holders to show a list of landlords who have been contacted during the period.

Extensions beyond the maximum 120-day search period are given to disabled families who are having difficulty finding a suitable unit. Poor rental history and increased market rents seem to be the major reasons for failure to lease a unit since almost a quarter of the vouchers expire after only 60 days. DSHA implemented an on-line rent reasonableness system in March 2004, which helps ensure more objectively and accurately that Housing Choice Voucher units are rented at rates comparable to the local markets.

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

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

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

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

### **C. WAITING LIST INFORMATION**

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

The waiting list is a combined list for Housing Choice Voucher Program Vouchers and Public Housing. MTW applicants are provided the type of housing that is available when their name comes to the top of the list. The waiting list has been open since 1991, and DSHA anticipates that it will remain open. Prior to the commencement of MTW, the wait for housing ranged from about 8 months for some bedroom sizes in Public Housing, to about 22 months for a Housing Choice Voucher. Currently, the wait for those with an MTW preference and the elderly/disabled is approximately 12 to 18 months for Public Housing and 30-42 months for the Housing Choice Voucher Program.

Although we anticipated the waiting list to grow 15% to 18% during FY2011, the actual growth rate has only been 2%. This can be attributed to an increase in the number of applications being removed from the waiting list because of a failure to respond to annual updates and appointment letters. DSHA updates the waiting list on a monthly basis, sending annual update letters to applicants based on the month the application was originally received. During an average month, 400 to 500 updates are mailed, with a response rate of less than 50%. The majority of applications removed from the waiting list include those submitted by individuals living outside DSHA's jurisdiction.

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

**Number of Households on the Waiting List by Bedroom Size on June 30, 2011**

Combined Public Housing and Housing Choice Voucher Waiting List							
	Total Households		June 2011				
	June 2010	June 2011	1 BR	2 BR	3 BR	4 BR	5 + BR
<b>Family</b>	4,992	5,358	1,202	2,120	1,552	391	93
<b>Elderly/Disabled</b>	2,231	2,021	1,392	352	202	56	19
<b>Total</b>	<b>7,223</b>	<b>7,379</b>	<b>2,594</b>	<b>2,472</b>	<b>1,754</b>	<b>447</b>	<b>112</b>

**Race of households on Waiting List being served as of June 30, 2011**

Combined Public Housing and Housing Choice Voucher Waiting Lists						
	Total Households	White	Black	Alaskan/ Native American	Asian	Pacific Islander
<b>Number</b>	7,379	2,508	4,715	102	34	20
<b>Percent</b>	100%	34%	64%	1%	>1%	>1%

**Ethnicity of households on Waiting List as of June 30, 2011**

Combined Public Housing and Housing Choice Voucher Waiting Lists			
	Total Households	Hispanic	Non-Hispanic
<b>Number</b>	7,379	420	6,959
<b>Percent</b>	100%	6%	94%

**Income of households on the Waiting List as of June 30, 2011**

Public Housing and Housing Choice Voucher Waiting Lists					
	Total Households	Less than 30% AMI*	30-50% AMI	50-80% AMI	Greater than 80% AMI
<b>Number of Households</b>	7,379	5,534	1,254	516	75
<b>Percent</b>	100%	75%	17%	7%	1%

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

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

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

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

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

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

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

### **4.0 LONG-TERM MTW PLAN**

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

## **5.0 PROPOSED MTW ACTIVITIES: HUD APPROVAL REQUESTED**

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

DSHA has not executed the 500 unit set-aside that was approved for FY2011 because the agency wanted to first try to increase the number of MTW participants by instituting changes to the waiting list, under the requirement of having applicants to accept the first form of subsidy provided. DSHA will determine in FY2012 if the 500 unit set-aside will require implementation to ensure at least 500 families are participating in the MTW Program.

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

<b>Activity Name</b>	<b><u>Time Limiting Housing Assistance for MTW Participants</u></b>
<b>Activity Number</b>	<b>A-1</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>	Time-limit housing assistance for MTW participants to 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 non-subsidized housing, and #3. Allowing another eligible family in need of housing to participate in the MTW program. <u>Identified and Implemented in initial Plan for FY2004.</u>  Definition of Self-Sufficiency: Families who increase their incomes to the level where 40% of their monthly gross income equals or exceeds the fair market rent for their unit, and move into unsubsidized rental housing or homeownership.
<b>Impact</b>	<b>1. For FY2011, the total number of MTW participants that successfully completed the program and moved onto either homeownership or non-subsidized rental housing increased from FY2010 and exceeded the benchmark set for this category. A total of <u>55</u> or <u>18%</u> of our MTW participants achieved self-sufficiency. This constitutes a 31% increase from FY2010. Given current economic conditions and diminishing affordable housing, it is important to note that <u>10</u> of our MTW successful participants moved into homeownership, which is a <u>40%</u> increase from FY2010. (See chart on following page).</b>  <b>2. Conversely, the total number of families that did not successfully complete the MTW program and were placed into the Safety Net Program during the same period, remained constant at <u>14</u> participants-representing only <u>4.6%</u> of all MTW participants. (See chart on following page). Beginning FY2012, the Safety Net Program will be eliminated. MTW participants will be categorized as Tier I (years 1-5) and Tier II (years 6-7). At the completion of the 7<sup>th</sup> year, the subsidy will end. This will allow DSHA to move more families through subsidized housing so that we can serve the families that are on the waiting list.</b>
<b>Baseline</b>	The baseline will be the number of MTW participants in their fifth year of the program, the number successfully completing the program and the number going to Safety Net for FY2008.
<b>Benchmark</b>	The benchmarks will be the number and percentage of MTW participants graduating from the MTW program for each year and the number of participants entering the Safety Net program from FY2008 to FY2018 same period (Revised for 2010 Annual Report).
<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.

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

Ongoing FY2011 MTW Activity	Statutory Objective	Anticipated Impacts	Baseline (beginning of fiscal year)				Benchmark				Outcome (end of fiscal year)			
			'09	'10	'11	'12	'09	'10	'11	'12	'09	'10	'11	'12
Time Limiting Housing Assistance for MTW Participants	Cost Efficiency	1. Increase the Number of people successfully completing MTW- Total MTW Participants	409	353	320	303	353	320	303	----	353	320	303	----
		a. Total Number of successful MTW Completions	25	51	38	55	26 7.5%	24 7.5%	23 7.5%	----	51	38	55	----
		b. Homeownership	9	8	6	10	5	4	4	---	8	6	10	----
		c. Fair Market	16	43	32	45	35	32	27	---	43	32	45	----
		2. Decrease in the number of families moving to Safety-Net.	7	15	14	14	14 <5%	13 <5%	12 <5%	---	15	14	14	----

**Key Observations for FY2011:**

1. Out of 303 MTW participants, 55 (or 18.15%) successfully completed.
2. From FY10 to FY11, there was a 31% increase in total successful completions.
3. From FY10 to FY11, there was a 40% increase in successful completions to homeownership.
4. From FY10 to FY11, there was a 29% increase in successful completions to fair market rent.
5. Movement into the Safety Net remained stable/consistent with previous year

<b>Activity Name</b>	<b><u>Mandatory Employment and/or Education Requirement</u></b>
<b>Activity Number</b>	A-2
<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; #3. And 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>	No changes or modifications, or any additions to Attachment C/D authorizations are planned.
<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>Actual Impact</b>	<b>During FY2011, the number of MTW participants meeting the employment requirement has increased from 77.81% in FY2010 to <u>87.12%</u> in FY2011. It should be noted that our MTW unemployment rate was only <u>5.7%</u> which is below the current national unemployment rate of 9.2%. In addition, the total number of MTW participants unemployed decreased <u>57%</u> from 37 participants in FY2010 to 16 participants in FY2011. Furthermore, <u>60%</u> of our MTW participants are employed more than 30 hours per week. This increase in employment hours was a direct correlation to the increase in successful move-outs for FY2011. (See chart on following page).</b>
<b>Baseline</b>	The baseline will be the total number of MTW participants, the number employed, and a range of weekly hours worked 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. 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>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.

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

			Baseline (beginning of fiscal year)				Benchmark (95% -# of MTW Clients)				Outcome (end of fiscal year)			
			'09	'10	'11	'12	'09	'10	'11	'12	'09	'10	'11	'12
Ongoing FY2011 MTW Activity	Statutory Objective	Anticipated Impacts												
Mandatory Employment	Cost Efficiency	Reduce amount of Subsidy while increasing earning potential-Total Participants	<b>409</b>	<b>353</b>	<b>320</b>	<b>303</b>	<b>353</b>	<b>320</b>	<b>303</b>	<b>----</b>	<b>353</b>	<b>320</b>	<b>303</b>	<b>----</b>
		Total Number Of MTW participants on Temporary Exemption*	12	25	40	23					25	40	23	
		Total Number Of MTW participants unemployed	13	40	37	16					40	37	16	
		1.Employment <20hrs	N/A	N/A	6	16	----	----	----	----	N/A	6	16	----
		2.Employment 20-24hrs	42	58	43	33	----	----	----	----	58	43	33	----
		3.Employment 25-29 hrs	47	50	38	32	----	----	----	----	50	38	32	----
		4.Employment 30-34 hrs	79	60	43	57	----	----	----	----	60	43	57	----
		5.Employment 35+ hrs	236	141	119	126	----	----	----	----	141	119	126	----
		<b>Totals (1-5)</b>	<b>404</b>	<b>305</b>	<b>249</b>	<b>264</b>	<b>335</b>	<b>304</b>	<b>303</b>	<b>----</b>	<b>305</b>	<b>249</b>	<b>264</b>	<b>----</b>

**Key Observations for FY2011:**

1. A total of 264 out of 303 MTW participants (or 87.12%) are employed.
2. The number of participants unemployed decreased 57% from 37 in FY2010 to 16 in FY2011.
3. The number of participants in a temporary exempt status decreased 43% from 40 in FY2010 to 23 in FY2011.
4. The number of participants employed at least 20 hours increased 167% from 6 in FY2010 to 16 in FY2011.
5. During FY2011, 60% (183 out of 303) of the total MTW participants worked more than 30 hours per week.

<b>Activity Name</b>	<b><u>Safety Net Work Requirement</u></b>
<b>Activity Number</b>	A-3
<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>	Safety Net participants who did not successfully complete the MTW five (5) year program continue to be required to work at least twenty hours per week, earning no less than minimum wage. This requirement increases the earned income of Safety Net participants enabling them to pay more towards their rent and requiring less overall subsidy. Initially implemented in the FY2004 Annual Plan.
<b>Changes to Activity</b>	<b>For FY2012, the MTW program has been modified. The Safety Net option will be eliminated and the subsidy will end at the completion of 7 years. Participants will be classified as either Tier I (years 1-5) or Tier II (years 6-7). Residents currently in the Safety Net will become Tier II participants. Case management will resume, in order to assess and prepare the resident for the conclusion of the subsidy.</b>
<b>Anticipated Impact</b>	By limiting the subsidy to 7 years, DSHA will be able to assist more individuals/families on our waiting list that are seeking housing stabilization.
<b>Actual Impact</b>	<b>During FY2011, the number of Safety Net participants with employment increased to <u>84.9%</u>. Based on this, the actual overall employment rate of MTW participants working meets the benchmark of 70-75%. It is also important to note that 45% of all employed Safety Net participants had jobs with 35 or more hours per week and this remained consistent with FY2010. Since Safety Net participants are not case managed, the majority of residents are simply working the required minimum employment hours. (See chart on following page).</b>
<b>Baseline</b>	The baseline will be the total number of Safety Net participants, the number employed, a range of weekly hours worked (20-30 hrs, 30+ hours) and the working income of Safety Net families as of FY2008.
<b>Benchmark</b>	The benchmark will be based on a percentage of Safety Net participants that are employed and increase income on an annual basis from FY2008 to FY2018.
<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. No outside evaluators are used.
<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.

**Safety Net Work Requirement**  
**Chart for A-3**

		Anticipated Impacts	Baseline (beginning of fiscal year)				Benchmark (70-75% -# of Safety Net)				Outcome (end of fiscal year)			
			'09	'10	'11	'12	'09	'10	'11	'12	'09	'10	'11	'12
Ongoing FY2011 MTW Activity	Statutory Objective													
Safety Net- Mandatory employment	Cost Efficiency	Reduce amount of Subsidy while increasing earning potential-Total Safety Net Participants	<b>101</b>	<b>119</b>	<b>127</b>	<b>106</b>	<b>119</b>	<b>127</b>	<b>106</b>	<b>---</b>	<b>119</b>	<b>127</b>	<b>106</b>	
		1.Employment <20hrs	N/A	N/A	5	2	----	----	----	----	N/A	5	2	----
		2.Employment 20-24hrs	19	22	18	28	----	----	----	----	22	18	28	----
		3.Employment 25-29 hrs	11	6	11	12	----	----	----	----	6	11	12	----
		4.Employment 30-34 hrs	10	15	14	13	----	----	----	----	15	14	13	----
		5.Employment 35+ hrs	32	33	39	35	----	----	----	----	33	39	35	----
		<b>Totals (1-5)</b>	<b>72</b>	<b>76</b>	<b>87</b>	<b>90</b>	<b>83</b>	<b>89</b>	<b>74</b>	<b>----</b>	<b>76</b>	<b>87</b>	<b>90</b>	<b>----</b>

**Key Observations for FY2011:**

1. 84.9% (90 out of 106) Safety Net participants are employed.
2. 45% (48 out of 106) are employed more than 30 hours per week.
3. The total number of Safety Net participants decreased 16% from FY2010 to FY2011

<b>Activity Name</b>	<b>Alternative Re-Certification Schedule for Elderly and Disabled Residents</b>
<b>Activity Number</b>	<b>A-4</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 approximate 650 elderly/disabled re-certifications would be performed during FY2011, and the remaining half would be completed during FY2012. For Public Housing, which has a significantly lower elderly/disabled population, all re-certification of these individuals would be done every-other year starting FY2011.
<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>Changes to Activity</b>	No anticipated changes or modifications, or any additions to Attachment C/D authorizations are planned for the revision noted above.
<b>Anticipated Impact</b>	This initiative will reduce the total number annual re-certifications processed by Public Housing and Housing Choice Voucher staff, thus creating administrative efficiencies (reduction in postage costs, time savings).
<b>Actual Impact</b>	DSHA began the Alternative Recertification Policy in October 2010. Time and cost savings are based on 9 months instead of 12 months. We anticipate increased savings during FY2012 since it will be the first full year of this policy. In the first 9 months of the policy, DSHA has already experienced a decrease of 216 hours in staff time equaling \$3,672 and a postage reduction of \$1,038.
<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 top Section 8 Housing Choice Vouchers Only, (1) Operational Policies and Procedures, Paragraph (c.). This authorization waives certain provisions of Section 3 of the 1937 Act and 24 C.F.R 960.206 as necessary to implement the Agency's Annual MTW Plan.

**Alternative Re-Certification Schedule for Elderly and Disabled Residents**

**Chart for A-4**

			Baseline (beginning of fiscal year)				Benchmark				Outcome (end of fiscal year)			
			'09	'10	'11	'12	'09	'10	'11	'12	'09	'10	'11	'12
Ongoing FY2011 MTW Activity	Statutory Objective	Anticipated Impacts												
Alternative Recertificat ion for elderly/disa bled	Cost Efficiency	Reduce costs associated with staff time of recertification procedures.	---	---	---		---	---		---	---	---		---
		1. Hours/Staff time saved	----	----	----	216	----	----	575	----	----	----	216	----
		2. Cost savings of staff time (\$)	----	----	----	\$3672	----	----	\$7300	----	----	----	\$3672	----
		Reduce cost of postage associated with recertification	----	----	----	\$1038	----	----	\$1080	----	----	----	\$1038	----

**Key Observations for FY2011:**

1. Alternative Recertification Policy began October 2010. Staff hours and savings shown is based on 9 months not 12 months. We anticipate increased savings during FY2012 since it will be first full year of the policy.
2. DSHA anticipates saving approximately \$1,080 annually in postage. During only 9 months of the policy, DSHA saved \$1,038 or 96% of anticipated goal.
3. During the first 9 months of the policy, DSHA saved \$3,672 in staff time which is 50% to the benchmark of \$7,300.

<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>	To make work pay, cap rent, with all funds over the cap up to the 35% limit placed in a savings account for the MTW participant. When a client reaches the end of the contract, if their income has increased to where 40% of their monthly gross income equals or exceeds the fair market rent for their unit they can stay in the unit and pay rent at the market rate (with no subsidy) or move into other unsubsidized housing or home ownership and receive the balance of any monies in their savings account. Initiated in the FY2000 Annual Plan.
<b>Status of the Activity</b>	For FY2011 this activity was modified to include provisions for the use of MTW saving funds. Successful MTW clients are required to utilize at least 60% of the savings fund for homeownership/fair market rental related expenses. This includes: down payment, closing costs, security deposits, utility deposits, clearing credit issues and satisfying debt for medical bills, education and transportation. The remaining 40% of the MTW savings will be distributed to the client for discretionary use.
<b>Actual Impact</b>	<p><b>1.) During FY2011, the number of MTW participants with a savings account decreased from 87.1% in FY2010 to 79.5% in FY2011. However, the average dollar amount saved by participants increased 6.8% in FY2011 to \$2,952. In all, a total of \$155,693 was disbursed in MTW savings to 55 individuals who successfully completed the program.</b></p> <p><b>2.) Fifty-five (55) MTW participants successfully completed the program and moved into homeownership (10 participants) or non-subsidized housing (45 participants). This rate exceeds the anticipated benchmark of 10%. In FY2011, thirty-one percent (31%) of the successful participants completed the MTW program 1 to 2 years early. As result of this early completion, their savings accounts were not funded as high. Although the average dollar amount disbursed to successful participants decreased 36% in FY2011, the MTW escrows accumulated by the residents provided essential funds that helped with closing costs and down-payments for homeownership and security/utility deposits for non-subsidized rental housing. Without these funds, many of the participants would not have been able to make the transition into home-ownership or other fair market rental housing. (See chart on following page).</b></p>
<b>Changes to Activity</b>	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 Home ownership 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 29) and the average amount of escrow

disbursements each year thereafter. The baseline will also show if a participant moves into homeownership or unsubsidized rental housing.

**Benchmark**

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

**Data Collection/Metrics**

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

**Authorization(s)**

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

**MTW Savings Account and Disbursements Chart**  
**Chart for B-1**

			Baseline (beginning of fiscal year)				Benchmark (85% of #MTW Clients)				Outcome (end of fiscal year)			
			'09	'10	'11	'12	'09	'10	'11	'12	'09	'10	'11	'12
Ongoing FY2011 MTW Activity	Statutory Objective	Anticipated Impacts												
MTW Savings Account	Employment Incentives	Encourage Resident to work at capacity to increase savings- Total MTW participants	409	353	320	303	353	320	303	----	353	320	303	----
		<b>Total Number of participants with a savings accounts</b>	<b>339</b>	<b>302</b>	<b>279</b>	<b>241</b>	<b>300</b>	<b>272</b>	<b>258</b>	<b>----</b>	<b>302</b>	<b>279</b>	<b>241</b>	<b>----</b>
		Average Amount of savings-per participant	2,439	2,659	2,751	2,952	----	----	----	----	2,659	2,751	2,952	----
			Baseline (beginning of fiscal year)				Benchmark (10% of #MTW Clients)				Outcome (end of fiscal year)			
		<b>Total Number Successful completions</b>	<b>25</b>	<b>51</b>	<b>38</b>	<b>55</b>	<b>35</b>	<b>32</b>	<b>30</b>	<b>----</b>	<b>51</b>	<b>38</b>	<b>55</b>	<b>----</b>
		Successful Completions going into homeownership	9	8	6	10	----	----	----	----	8	6	10	
		Successful Completions going to market rate housing	16	43	32	45	----	----	----	----	43	32	45	
		Total Average Disbursements to Successful participants	5,819	7,591	5,409	3,460	-----	-----	----	----	7,591	5,409	3,460	----

**Key Observations for FY2011:**

1. Total number of participants with savings accounts decreased from 87.1% in FY2010 to 79.5% in FY2011.
2. The average dollar amount disbursed to successful participants decreased 36% from FY2010 to FY2011.
3. For the last 3 years, the average dollar amount disbursed to successful participants has been consistently decreasing by approximately \$2,000. This decrease in FY2010 is a result of less successful participants for the year (38 successes). In FY2011, out of 55 successful participants, 31% completed the MTW program 1 to 2 years early. As result of this early completion, their savings accounts were not funded as high.
4. Conversely for the last 4 years, the average amount of savings per MTW participant has increased approximately 3% to 8% each year.

<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 continuously participate in required case management and are offered services and/or resource referrals including job training and placement services, computer experience, financial literacy classes and transportation stipends, as funds allow. Initiated in the FY 2000 Annual Plan.
<b>Status of Activity</b>	All MTW participants continue to receive personalized case management services and/or resource referral services, on a quarterly basis or as needed.
<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>Actual Impact</b>	<p><b>1.) During FY2011, forty (40) MTW participants were assisted with specialized case management activities in addition to the normal quarterly case management. This result is a reduction of 68.7% from FY2010 with the majority of the decrease occurring in the category of financial literacy. MTW participants have 5 years to complete the approved financial literacy course. DSHA is considering adjusting that requirement from 5 years to the first year of MTW participation for the initial financial literacy course and an additional financial literacy course in the 3<sup>rd</sup> or 4<sup>th</sup> year.</b></p> <p><b>2.) Job placement and placement referrals also decreased slightly in FY2011. However, this was an expected outcome resulting from increased MTW resident employment hours and decreased unemployment. These specialized case management activities are specifically geared to help participants become more attractive to potential employers, improve opportunities for job interviews and assist them in becoming more knowledgeable financially. (See Chart on following page)</b></p>
<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. No outside evaluators will be used.

**Authorization(s)**

1) Attachment C, Section B. Authorizations Related to Both Public Housing and Housing Choice Vouchers, Paragraph 1. Single Fund Budget with Full Flexibility. Section b. (iii). This authorization waives certain provisions of Section 6 (c) of the 1937 Act and 24 C.F.R 982 and 990 as necessary to implement the Agency's Annual MTW Plan.

2) Attachment C, Section E. Authorizations Related to Family Self-Sufficiency, This authorization waives certain provisions of Section 23 of the 1937 Act and 24 C.F.R 984 as necessary to implement the Agency's Annual MTW Plan.

**MTW Case Management Services**  
**Chart for B-2**

Ongoing FY2011 MTW Activity	Statutory Objective	Anticipated Impacts	Baseline (beginning of fiscal year)				Benchmark (40-50%#of MTW Clients)				Outcome (end of fiscal year)			
			'09	'10	'11	'12	'09	'10	'11	'12	'09	'10	'11	'12
MTW Case Management Services	Employment Incentives	Prepare Residents to succeed in finding employment & obtaining self-sufficiency- Total MTW participants	409	353	320	303	353	320	303	----	353	320	303	----
		1.Job Training	----	48	18	11					48	18	11	----
		2.Placement Referral	----	41	5	2					41	5	2	----
		3.Financial Literacy	----	62	105	27					62	105	27	----
		<b>Total (1-3)</b>	----	<b>151</b>	<b>128</b>	<b>40</b>	<b>141</b>	<b>128</b>	<b>121</b>	----	<b>151</b>	<b>128</b>	<b>40</b>	----

**Key Observations for FY2011:**

1. From FY2010 to FY2011, there was a 68.7% decrease in the number of participants receiving specialized case management.
2. 13.2% (40 residents) of MTW residents participated in specialized case management.
3. The highest deduction was in the Financial Literacy category, reducing from 105 participants in FY2010 to 27 participants in FY2011 (74.2% decrease).
4. Currently, MTW participants have 5 years to complete a financial literacy course. Upon review of the barriers to self-sufficiency listed by MTW participants in FY2011, the barrier most often chosen by MTW clients was to "pay off debt/ improve credit" (ranking above barriers such as transportation and employment). Therefore, DSHA is considering restructuring this activity by requiring an initial financial literacy course in the first year of MTW participation with a follow-up advanced financial literacy course in the 3<sup>rd</sup> or 4<sup>th</sup> year. A possible outcome to track would be the amount of debt/ current credit rating of the MTW client prior to the financial literacy course versus the amount of debt/ client credit rating at the end of 5 years after attending the basic and advanced financial literacy course.

<b>Activity Name</b>	<b><u>Removal of Barriers to Self-Sufficiency</u></b>
<b>Activity Number</b>	B-3
<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>	Enhance the standard of living for residents participating in MTW by assisting residents in the removal of barriers to self-sufficiency (obtain employment, drivers license, purchase vehicle, coordinate child care, obtain GED, enroll for college courses, expunge criminal record, clear credit history). <u>Initiated in the FY2000 Annual Plan.</u>
<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>Actual Impact</b>	<b>During FY2011, MTW program participants were successful in overcoming <u>46%</u> of all barriers to self-sufficiency identified during MTW case management. Although this goal did not reach the benchmark of between 60-70%, it was significant in the fact that this achievement increased 11% from our results in FY2010. Of the MTW participants identifying the employment category (indicating under-employment or unemployment) as a barrier to self-sufficiency, <u>100%</u> were successful in removing that barrier. This outcome is consistent with trending data since FY2009. (See Chart on following page)</b>
<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.

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

Ongoing FY2011 MTW Activity	Statutory Objective	Anticipated Impacts	Baseline (beginning of fiscal year) Identified Barriers				Benchmark (60-70%#of Clients w/barriers)				Outcome (end of fiscal year) Barriers Removed			
			'09	'10	'11	'12	'09	'10	'11	'12	'09	'10	'11	'12
Removal of Barriers to Self-Sufficiency	Employment Incentives	Prepare Residents to succeed in finding employment & obtaining self-sufficiency- through the removal of personal barriers- Total MTW participants/with barriers	----	281	242	220	281	242	220	----	281	242	220	----
		1.Obtain Employment	----	26	48	54	----	----	----	----	26	48	54	----
		2.Drivers License &/or Transportation	----	50	58	42	----	----	----	----	23	15	16	----
		3.Education Related (GED, College Degree)	----	55	30	34	----	----	----	----	20	12	14	----
		5.Clear Criminal Records	----	18	13	11	----	----	----	----	1	1	2	----
		6.Clear Credit Records	----	106	61	66	----	----	----	----	10	8	12	----
		6.Other (benefits/promotion)	----	26	32	13	----	----	----	----	7	0	3	----
		<b>Total Identified Barriers Removed</b>	----	<b>281</b>	<b>242</b>	<b>220</b>	<b>169</b>	<b>145</b>	<b>132</b>	----	<b>87</b>	<b>84</b>	<b>101</b>	----

**Key Observations for FY2011:**

1. 45.9% of identified barriers for FY2011 were removed.
2. 11% increase from FY2010 to FY2011 of barriers removed.
3. 32.6% of MTW participants identified "clear credit history/reduce debt" as the key barrier to achieving self-sufficiency, over barriers such as employment and transportation. However, during FY2011, only 12 out of 66 participants (18%) achieved removal of this particular barrier. Conversely, 100% of the participants identifying employment as a barrier were successful in removing this barrier which is a consistent trend based on data from the last 3 years.

<b>Activity Name</b>	<b><u>Resident Homeownership Program (RHP)</u></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. Initiated in the FY2004 Annual Plan.
<b>Status of Activity</b>	Effective July 1, 2010, DSHA restructured the RHP program to reduce the duration of the subsidy from the 15 year , to a seven (7) year period and revised the calculation formula used to determine the amount of voucher assistance. These changes provide a more realistic program for the homeowner as they will be better prepared to assume all responsibility for the mortgage at the end of the subsidy period. Families that currently participate in the RHP program are grandfathered under the existing subsidy calculation.
<b>Changes to Activity</b>	No anticipated changes or modifications, or any additions to Attachment C/D authorizations are planned for the revision noted above.
<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>Actual Impact</b>	<b>For FY2011, the number of clients in the Resident Home-ownership Program decreased by two (2), making the total number of participants two (2). One participant chose to utilize another program and one participant was deemed ineligible. To increase participation, information regarding this program has been distributed to various local agencies. Client credit rating has been a challenge for this program.</b>
<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. No outside evaluators will be used.

**Authorization(s)**

Attachment C, Section D. Authorizations Related to Housing Choice Voucher Only, Paragraph 8. Homeownership Program (a) and (b), This authorization waives certain provisions of Section 8(o)(15) and 8(y) of the 1937 Act and 24 C.F.R 982.625 through 982.643 inclusive as necessary to implement the Agency's Annual MTW Plan.

**MTW Resident Homeownership Program**  
**Chart for C-1**

			Baseline (beginning of fiscal year)				Benchmark				Outcome (end of fiscal year)			
			'09	'10	'11	'12	'09	'10	'11	'12	'09	'10	'11	'12
Ongoing FY2011 MTW Activity	Statutory Objective	Anticipated Impacts												
MTW Resident Homeownership Program	Housing Choices	To utilize Housing Choice Vouchers to assist eligible participants to purchase a home	2	4	4	2	2	4	5	4	2	4	4	----

**Key Observations for FY2011:**

1. Participation remained stable from FY2010 to FY2011.
2. The program was restructured from a 15 year subsidy to a 7 year subsidy effective July 2010. The impact of the restructure on participation is unable to be determined at this time.

## 7.0 SOURCES AND USES OF FUNDING

### A. NARRATIVE - BUDGET vs. ACTUALS

#### 1. MTW - REVENUES

FY11 was the eleventh year of DSHA's MTW Demonstration. MTW revenue sources for the Delaware State Housing Authority consist of Dwelling Rent, Investment Income, Other Income, Operating Subsidies, Capital Funds and Section 8 Grants. Discussed below are the budgeted revenue sources in the FY11 MTW Annual Plan versus actual receipts for the year.

- **Dwelling Rent.** Due to an increased occupancy percentage from the beginning to the end of the fiscal year, rental income was greater than anticipated at \$574,556 versus the budgeted amount of \$540,350.
- **Investment Income.** Falling interest rates resulted in lower than anticipated investment income for the Public Housing Program and the Housing Choice Voucher Programs for the year.
- **Other Income.** Total other income for the MTW program was \$289,863, which was \$46,507 less than the budgeted amount of \$336,370. Public Housing's other income in the amount of \$178,381 includes \$59,908.05 in laundry and telephone receipts and maintenance, court, return check and late fees received from tenants. Also included are forfeited MTW escrow savings in the amount of \$83,947, \$17,400 from Daycare Centers located at Laverty Lane and Hickory Tree and \$16,400 in community building rental at Holly Square.

The Section 8 Voucher Program includes \$128 received for fraud recover Payments, \$5,216 for portable admin fees, and \$105,972 from forfeitures of MTW escrow savings which were more than anticipated this year. Forfeitures occur when a tenant voluntarily leaves the MTW Program, does not complete the COMP (Contract of Mutual Participation), is dismissed from the Program or ends their five year contract with the MTW Program unsuccessfully.

- **Operating Subsidies.** The agency receives an operating subsidy for its Public Housing units based on prior year PUM levels increased by inflation rates and utility rates with consumption estimates per DSHA's MTW agreement. The approved subsidy for CY10 was \$2,752,088. The funding level for CY11 has not been finalized. FY11 is funded by 50% from each of CY10 and CY11. The FY11 budget anticipated subsidy revenues of \$2,538,330 while actual receipts were \$2,752,088.
- **Public Housing Capital Funds.** In accordance with new guidelines under GAAP, the revenue reported as budgeted is the amount that the agency actually anticipates in receiving for all years funded, not the amount that the agency anticipates being awarded in new funds in FFY11. In FY11, revenue received to cover contractual obligations was less than anticipated due to the use of American Recovery and Reinvestment Act Funds in place of Public Housing Capital Funds.
- **Section 8 Grant.** The grant calculation received each fiscal year for the Housing Choice Voucher Program is described in the MTW Agreement. The HUD approved grant amount for CY10 and CY11 was \$7,188,547 and \$7,136,611 respectively. Given that FY11 is funded 50% from each of the above mentioned calendar year requests, subsidy

would have been \$7,162,879. The FY11 budget recognized subsidy revenues of 95% of the CY09 subsidy amount received after inflated by 1.05 which equals \$6,647,900 while actual receipts were \$7,249,785. FY11 funding was greater than anticipated due to HUD funding CY10 at 99.5% and CY11 at 98.81%.

## 2. MTW EXPENDITURES

MTW program expenses for FY11 consist of Administration Expense, Tenant Services, Utilities, Maintenance, Protective Service, General Expense, Resident Home Ownership, Routine Maintenance, Capital Outlays and Payments to Landlords. A broad overview of budget versus actual expenditures is listed below.

- **Administration Expense.** Public Housing, Public Housing Capital Fund and the Section 8 Housing Choice Vouchers Program have administrative expenses including salaries, legal, staff training/travel, auditing fees, supplies and postage where appropriate. Starting in FY09, the Voucher Program direct charged all salaries pertaining to the program. And, the Capital Fund Program was charged for applicable 10% fee for service.
- **Tenant Services.** The Public Housing budget include funding for educational and recreational activities for children, self-sufficiency training, internet access at all sites, computer training programs and \$4,170 to fund organized tenant council expenses. There were no tenant council expenses in FY11. Financial counseling for Public Housing and Section 8 residents is provided in house by DSHA staff.
- **Utilities.** FY11 utilities were budgeted at \$497,690. FY11 utility expenses increased slightly to \$521,889 due to a slight increase in consumption.
- **Maintenance.** Maintenance salaries of site personnel, materials/supplies, and contractual costs including trash pickup, grass cutting, exterminating and routine painting of empty units at all sites are combined in this category. Public Housings costs were over budget by \$287,750 due to higher than budgeted snow removal costs and greater than anticipated bi-annual REAC inspection expenses.
- **Protective Service.** Protective services were budgeted at \$25,000 from the Capital Fund Program for FY11 with no expenses.
- **General Expense.** Grouped in this area are payments in lieu of taxes to counties and school districts, employee benefit contributions, collection loss and insurance expenses. Expenses were slightly higher than budgeted.
- **Routine Maintenance.** The expense amount represents site maintenance including repairs to security fencing and landscaping at various Public Housing sites.
- **Capital Outlays.** Funds from the Capital Fund Program were used for playground equipment and installation of security cameras at Mifflin Meadows, siding replacement at Laverty Lane, window and door replacements and bathroom upgrades at McLane Gardens/Annex, and bathroom upgrades at Liberty Court.
- **Payments to Landlords.** Housing Assistance Payments were 109% of the budgeted amount due to increased PUM costs. The number of units leased remains within our 903 units, but the expenses per unit have increased from month to month.

### 3. OPERATING RESERVES

Operating Reserves for Public Housing at the end of FY 2011 were \$504,664 which represents less than two months of routine operating expenses.

Operating Reserves for the Section 8 Voucher Program at the end of FY 2011 increased to \$2,464,847. \$140,301 of the \$2,464,847 is Family Unification Program (FUP) funds not spent in FY11. The remaining \$2,324,546 is Section 8 Voucher program reserves which represent three and a half months of routine operating expenses.

The ability to combine Public Housing and Housing Choice Voucher funding into a single, block grant funding source has allowed DSHA the flexibility to utilize Housing Choice Voucher reserves for capital improvements up to and above the amount of funding provided by Public Housing Capital Funds. This includes the installation of air conditioning and replacement of heaters in most public housing units and the installation of security cameras at several public housing sites. It has also allowed DSHA to properly maintain and operate its public housing communities in years when overall program funding has been reduced. Additionally, many MTW activities such as resident case management, housing and credit counseling, and other resident serves have been provided using combined Public Housing and Housing Choice Voucher funds. Identified and Implemented in initial plan of FY2000.

The utilization of the fungibility of funds available to DSHA through the MTW Agreement would be shown in the Transfers In/Out column. Although there were no transfers between programs in FY11, Section 8 Housing Choice Voucher reserves were used **to install security cameras at McLane Gardens/Annex**, purchase playground equipment, **install a bike path and basketball court** at Mifflin Meadows, and to upgrade the HVAC system at Holly Square, **as planned, at a cost of \$144,699.**

### OPERATING RESERVES

	Beginning of Year	FY2011 Increase/Decrease	FY2011 Transfers In/Out	End of Year
Public Housing	\$611,485	(106,821)	0	\$504,664
Section 8 Housing Choice Vouchers	\$2,293,174	171,673	0	\$2,464,847
<b>TOTAL MTW</b>	<b>\$2,904,659</b>	<b>64,852</b>	<b>0</b>	<b>\$2,969,511</b>

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 fungibility 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 office building maintenance and utilities, through transfers of administrative fees and surplus funds. This keeps most federal funds within the program to support the program.

## B. BUDGET VS. ACTUALS SPREADSHEET

### MTW BUDGET VERSUS ACTUALS BY PROGRAM FOR FY11 :

Sources and Uses of Funds

CATEGORY	PUBLIC HOUSING			PUBLIC HOUSING CAPITAL FUND			SECTION 8 VOUCHER			TOTAL MTW		
	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES	BUDGET	ACTUALS	DIFFERENCES
<b>Revenue</b>												
Dwelling Rent	\$540,350	\$574,556	\$34,206	\$0	\$0	\$0	\$0	\$0	\$0	\$540,350	\$574,556	\$34,206
Investment Income	13,000	1,568	-11,432				21,360	5,527	-15,833	34,360	7,095	-27,265
Other Income	227,360	178,136	-49,224				109,010	111,727	2,717	336,370	289,863	-46,507
PH Operating Subsidy	2,538,330	2,687,442	149,112							2,538,330	2,687,442	149,112
PH Capital Funds				841,644	628,510	-213,134				841,644	628,510	-213,134
Section 8 Grants							6,947,900	7,446,657	498,757	6,947,900	7,446,657	498,757
<b>Total Revenue</b>	<b>\$3,319,040</b>	<b>\$3,441,702</b>	<b>\$122,662</b>	<b>\$841,644</b>	<b>\$628,510</b>	<b>(\$213,134)</b>	<b>\$7,078,270</b>	<b>\$7,563,911</b>	<b>\$485,641</b>	<b>\$11,238,954</b>	<b>\$11,634,123</b>	<b>\$395,169</b>
<b>Expenses</b>												
Administration	\$688,300	\$643,694	(\$44,606)	\$80,844	\$81,420	\$576	\$1,078,010	\$1,133,763	\$55,753	\$1,847,154	\$1,858,877	\$11,723
Tenant Services	15,000	15,635	635				0	0	0	15,000	15,635	635
Utilities	497,690	521,889	24,199							497,690	521,889	24,199
Maintenance	1,434,780	1,722,530	287,750							1,434,780	1,722,530	287,750
Protective Services				25,000	0	-25,000				25,000	0	-25,000
General	631,320	644,033	12,713							631,320	644,033	12,713
Resident Homeownership							0	0	0	0	0	0
<b>Total Routine</b>	<b>\$3,267,090</b>	<b>\$3,547,781</b>	<b>\$280,691</b>	<b>\$105,844</b>	<b>\$81,420</b>	<b>(\$24,424)</b>	<b>\$1,078,010</b>	<b>\$1,133,763</b>	<b>\$55,753</b>	<b>\$4,450,944</b>	<b>\$4,762,964</b>	<b>\$312,020</b>
Routine Maintenance		\$742		\$0	\$67,094	67,094	\$0	\$0	\$0	\$0	\$67,836	\$67,836
Capital Outlays				735,800	479,996	-255,804	351,500	144,699	-206,801	1,087,300	624,695	-462,605
Payments to Landlords							5,631,190	6,113,776	482,586	5,631,190	6,113,776	482,586
<b>Total Expenses</b>	<b>\$3,267,090</b>	<b>\$3,548,523</b>	<b>\$280,691</b>	<b>\$841,644</b>	<b>\$628,510</b>	<b>(\$213,134)</b>	<b>\$7,060,700</b>	<b>\$7,392,238</b>	<b>\$331,538</b>	<b>\$11,169,434</b>	<b>\$11,569,271</b>	<b>\$399,837</b>
Operating Reserves	51,950	-106,821	-158,029	0	0	0	17,570	171,673	154,103	69,520	64,852	-4,668
Transfers: In / (Out)	0	0	0				0	0	0	0	0	0
<b>Operating Reserves</b>	<b>\$51,950</b>	<b>(\$106,821)</b>	<b>(\$158,029)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$17,570</b>	<b>\$171,673</b>	<b>\$154,103</b>	<b>\$69,520</b>	<b>\$64,852</b>	<b>(\$4,668)</b>

## 8.0 ADMINISTRATIVE

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

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

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

- There are no Agency-directed evaluations.

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

- AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)

#### 1. DESCRIPTION

On February 17, 2009, President Barack Obama signed the American Recovery and Reinvestment Act. This legislation included a \$3 billion appropriation of Capital Funds to carry out capital activities for public housing agencies. These funds were to be distributed as formula funds, which resulted in DSHA receiving \$1,027,870. On September 23, 2009, DSHA received two (2) Capital Fund-Competitive Grants totaling \$369,626, to install Solar Panels at two (2) separate public housing sites (Mifflin Meadows, Hickory Tree). One of these grants (Mifflin Meadows), was later amended to include other energy efficiency projects.

#### 2. PLANNED ARRA CAPITAL EXPENDITURES

##### Capital Fund-Formula Grant

Items to be completed using Capital Fund-Formula Grant were selected from the existing five-year capital plan submitted through the public hearing and HUD approval process required for the FY2009 Annual MTW Plan. Under ARRA, DSHA must obligate 100% of the funds within 1 year of the date on which the funds become available to the agency for obligation (3/18/09); expend 60% of the funds within 2 years of the date on which the funds became available to the agency for obligation and expend 100% of the funds within 3 years of the date on which the funds became available to the agency for obligation. As of June 30, 2011, 100% of the grant had been obligated and expended-significantly ahead of the required expenditure deadline (3/18/12). Listed below are the projects that have been completed using ARRA Capital Funds.

##### Capital Fund-Competitive Grant

The Capital Fund-Competitive Grants were award to DSHA as of September 23, 2009. The projects selected for the grant were from the existing five-year capital plan submitted through the public hearing and HUD approval process required for the FY2009 Annual MTW Plan and amended in the FY2010 Annual MTW Plan.

Under ARRA, DSHA must obligate 100% of the funds within 1 year of the date on which the funds become available to the agency for obligation (9/23/10); expend 60% of the funds within 2 years of the date which the funds became available to the agency for obligation and expend 100% of the funds within 3 years of the date which the funds became available to the agency for obligation. As of June 30, 2011, 100% of the grant had been obligated and expended-significantly ahead of the required expenditure deadline

(9/23/12). Listed below are the projects that completed using ARRA Capital Funds.

**American Recovery and Reinvestment Act (ARRA)-Formula Grants**

Property	Capital Project	Actual Expenditures (6/31/11)
Clarks Corner	Repave Lots/Driveway	\$ 85,200.00
McLane Gardens	Roofs, Gutters, Facia	\$ 111,380.00
Peach Circle	Roofs, Gutters, Facia	\$ 173,645.43
Mifflin Meadows	Repave Lots/Driveway	\$ 84,488.30
Burton Village	Replace Smoke Detectors	\$ 24,877.00
McLane Gardens Annex	Bathroom Rehabilitation	\$ 157,170.66
Laverty Lane	Window Replacements	\$ 121,388.60
Hickory Tree	HVAC Replacements	\$ 93,740.88
Liberty Court I	1) Repave Lots/Driveway 2) Playground Equipment 3) Catch Basins for Flooding	\$ 86,996.74
Liberty Court II	1) Repave Lots/Driveway 2) Playground Equipment	\$ 84,289.39
Holly Square	Replace Porch Concrete Pads	\$ 4,693.00
	<b>Total</b>	<b>\$ 1,027,870.00</b>

**American Recovery and Reinvestment Act (ARRA)-Competitive Grants**

Property	Capital Project	Actual Expenditures (9/23/09 to 6/30/11)
Mifflin Meadows	Install Solar Panels for Community Bldg., Replace Community Bldg. HVAC, Water Heaters, Replace Parking Lot Lighting and Replace all refrigerators	\$ 184,813
Hickory Tree	Install Solar Panels for Community Bldg.	\$ 184,813
	<b>Total</b>	<b>\$ 369,626</b>

GENERAL ORDER NO. 588

**CERTIFICATION OF COMPLIANCE WITH  
STATUTORY REQUIREMENTS  
OF THE MOVING TO WORK  
ANNUAL REPORT FOR FY2011**

**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 Report; and

**WHEREAS,** The Moving to Work Restated and Amended Agreement requires certification that DSHA has met the three statutory requirements for the Moving to Work Program; and

**WHEREAS,** The Annual Report 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:**

The Delaware State Housing Authority certifies that it has met the following three statutory requirements of;

- 1) Assuring that at least 75 percent of the families assisted by the Agency are very low-income families, and
- 2) Continuing to assist substantially the same total number of eligible low-income families as would have been served had the amounts not been combined; and
- 3) Maintaining a comparable mix of families (by family size) are served, as would have been provided had the amounts not been used under the demonstration.

DELAWARE STATE HOUSING AUTHORITY

  
Anas Ben Addi, Director

  
Date

# Budget Submissions to HUD

**9.0 BUDGET SUBMISSIONS AND ATTACHMENTS**

**A. Annual Statements/Performance Evaluation Reports**

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

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

Part I: Summary					
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE26S004501-09 Replacement Housing Factor Grant No: Date of CFFP: 2009		FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</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	13,870.00	0.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	227,000.00	297,666.15	297,666.15	297,666.15
10	1460 Dwelling Structures	600,000.00	563,584.69	563,584.69	563,584.69
11	1465 1 Dwelling Equipment—Nonexpendable	127,000.00	118,617.88	118,617.88	118,617.88
12	1470 Non-dwelling Structures				
13	1475 Non-dwelling Equipment	60,000.00	48,001.28	48,001.28	48,001.28
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495 1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	1,027,870.00	1,027,870.00	1,027,870.00	1,027,870.00
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	324,000.00	215,129.48	215,129.48	215,129.48

<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.

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 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

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

<b>Part I: Summary</b>					
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE26S004501-09 Replacement Housing Factor Grant No: Date of CFFP: 2009		FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
	Anas Ben Addi-Director	Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director		Date	Signature of Public Housing Director		Date

Part II: Supporting Pages								
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE26S004501-09 CFFP (Yes/ No): Replacement Housing Factor Grant No:				Federal FFY of Grant: 2009		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
Clarks Corner	Repave Parking Lot	1450	51,152 SF	54,000.00	85,200.00	85,200.00	85,200.00	Completed
McLane Gardens	Re-roof 7 Buildings	1460	29 units	135,000.00	111,380.00	111,380.00	111,380.00	Completed
Peach Circle	Re-roof 9 Buildings	1460	32 units	150,000.00	173,645.43	173,645.43	173,645.43	Completed
Mifflin Meadows	Repave Parking Lot	1450	39,253 SF	70,000.00	84,488.30	84,488.30	84,488.30	Completed
Burton Village	Replace smoke Detectors	1465.1	51 units	13,000.00	24,877.00	24,877.00	24,877.00	Completed
McLane Gdns. An	Rehab all Bathrooms	1460	21 units	105,000.00	157,170.66	157,170.66	157,170.66	Completed
Lavery Lane	Window Replacements	1460	50 units	210,000.00	121,388.60	121,388.60	121,388.60	Completed
Liberty Court	Repave Park. Lots/Playground	1450/1475	43,738 SF	78,000.00	86,996.74	86,996.74	86,996.74	Completed
Liberty Court II	Repave Park. Lots/Playground	1450/1475	43,738 SF	60,000.00	84,289.39	84,289.39	84,289.39	Completed
Hickory Tree	Heat Pump Replacements	1465.1	20 units	114,000.00	93,740.88	93,740.88	93,740.88	Completed
Holly Square	Replace Porch Pads	1450	1,500 SF	25,000.00	4,693.00	4,693.00	4,693.00	Completed
PHA Wide	Prof. Services-Engineering	1430	14 Prjcts	0.00	0.00	0.00	0.00	N/A

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>2</sup> To be completed for the Performance and Evaluation Report.



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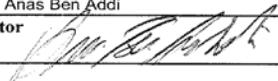
U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary					
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE00400001309R Replacement Housing Factor Grant No: Date of CFFP: _____			FFY of Grant: 2009 FFY of Grant Approval: 2009
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds	60,937.00	60,937.00	60,937.00	60,937.00
2	1406 Operations (may not exceed 20% of line 21) <sup>3</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	2,000.00	2,586.00	2,586.00	2,586.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	-0-	168,094.00	168,094.00	168,094.00
13	1475 Non-dwelling Equipment	182,813.00	14,133.00	14,133.00	14,133.00
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 – 19)	184,813.00	184,813.00	184,813.00	184,813.00
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security – Soft Costs				
24	Amount of line 20 Related to Security – Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures	184,813.00	184,813.00	184,813.00	184,813.00

<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.

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 Capital Fund Financing Program

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

Part I: Summary					
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No. DE00400001309R Replacement Housing Factor Grant No: Date of CFFP: _____		FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
	Anas Ben Addi	Original	Revised <sup>2</sup>	Obligated	Expended
Signature of Executive Director 		Date	Signature of Public Housing Director		Date





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

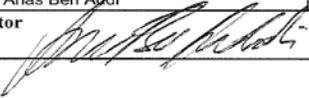
U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary						
PHA Name: Delaware State Housing Authority		Grant Type and Number Capital Fund Program Grant No: DE00400000309R Replacement Housing Factor Grant No: N/A Date of CFFP: _____			FFY of Grant: 2009 FFY of Grant Approval: 2009	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input checked="" type="checkbox"/> Final Performance and Evaluation Report						
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>		
		Original	Revised <sup>2</sup>	Obligated	Expended	
1	Total non-CFP Funds	60,937.00	61,024.00	61,024.00	61,024.00	
2	1406 Operations (may not exceed 20% of line 21) <sup>3</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	24,049.00	24,049.00	24,049.00	24,049.00	
8	1440 Site Acquisition					
9	1450 Site Improvement	-0-	16,024.00	16,024.00	16,024.00	
10	1460 Dwelling Structures					
11	1465.1 Dwelling Equipment—Nonexpendable	26,316.00	-0-	-0-	-0-	
12	1470 Non-dwelling Structures	134,448.00	144,740.00	144,740.00	144,740.00	
13	1475 Non-dwelling Equipment	-0-	-0-	-0-	-0-	
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					
18a	1501 Collateralization or Debt Service paid by the PHA					
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment					
19	1502 Contingency (may not exceed 8% of line 20)					
20	Amount of Annual Grant: (sum of lines 2 – 19)	184,813.00	184,813.00	184,813.00	184,813.00	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Activities					
23	Amount of line 20 Related to Security – Soft Costs					
24	Amount of line 20 Related to Security – Hard Costs					
25	Amount of line 20 Related to Energy Conservation Measures	184,813.00	184,813.00	184,813.00	184,813.00	

<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.

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

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





