

Appendix A

APPLICATION FOR FEDERAL ASSISTANCE

OMB Approved No. 3076-0006

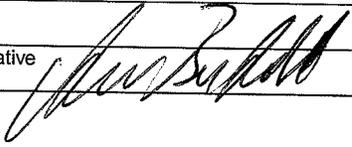
Version 7/03

1. TYPE OF SUBMISSION: Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		2. DATE SUBMITTED May 15, 2010	Applicant Identifier
<input type="checkbox"/> Pre-application <input checked="" type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier	4. DATE RECEIVED BY FEDERAL AGENCY
5. APPLICANT INFORMATION			
Legal Name: Delaware State Housing Authority		Organizational Unit: Department: Community Development	
Organizational DUNS: 61-118-6909		Division:	
Address: Street: 18 The Green		Name and telephone number of person to be contacted on matters involving this application (give area code)	
City: Dover		Prefix:	First Name: Paula
County: Kent		Middle Name	
State: DE	Zip Code: 19901	Last Name: Voshell	
Country: USA		Suffix:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 51-6000279		Email: paula@destatehousing.com	Phone Number (give area code): 302-739-4263
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.)		7. TYPE OF APPLICANT: (See back of form for Application Types) A Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Housing Opportunities for Persons with AIDS		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Kent and Sussex Counties		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Provides tenant based rental assistance to persons with HIV/AIDS and their families in Kent and Sussex, Counties Delaware.	
13. PROPOSED PROJECT Start Date: 7/1/10		14. CONGRESSIONAL DISTRICTS OF: a. Applicant Delaware at Large	
Ending Date: 6/30/11		b. Project Delaware at Large	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 202,783.00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$.00	DATE: TBD	
c. State	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 202,783.00	18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.	
a. Authorized Representative			
Prefix	First Name Anas	Middle Name	
Last Name Ben Addi	Suffix		
b. Title Director	c. Telephone Number (give area code) 302-739-4263		
d. Signature of Authorized Representative	e. Date Signed		4/12/10

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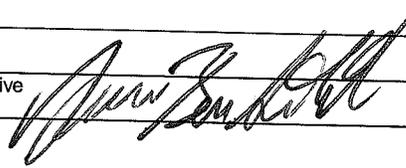
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Zip Code 19901	Suffix:		
Country: USA		Email: paula@destatehousing.com	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 51-6000279		Phone Number (give area code) 302-739-4263	Fax Number (give area code) 302-739-2416
8. TYPE OF APPLICATION: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) A Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Emergency Shelter Grants Program		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Kent and Sussex Counties		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Provides funding to nonprofit emergency and transitional shelters in Kent and Sussex Counties, Delaware. Funds may be used for rehabilitation and/or conversion activities, maintenance and operating costs, provision of essential services and homeless prevention.	
13. PROPOSED PROJECT Start Date: 7/1/10		14. CONGRESSIONAL DISTRICTS OF: a. Applicant Delaware at Large	
Ending Date: 6/30/11		b. Project Delaware at Large	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 101,046.00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON	
b. Applicant	\$.00	DATE: TBD	
c. State	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
d. Local	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
e. Other	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
f. Program Income	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
g. TOTAL	\$ 101,046.00		
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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Home Investment Partnerships Program 14-239			9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development		
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): State of Delaware			11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Provides funding to further affordable housing for very low-, low- and moderate-income Delawareans through mortgage assistance, downpayment assistance, new construction and rehabilitation activities.		
13. PROPOSED PROJECT Start Date: 7/1/10			14. CONGRESSIONAL DISTRICTS OF: a. Applicant Delaware at Large		
Ending Date: 6/30/11			b. Project Delaware at Large		
15. ESTIMATED FUNDING:			16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?		
a. Federal	\$	3,000,000.00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: TBD		
b. Applicant	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372		
c. State	\$.00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW		
d. Local	\$.00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?		
e. Other	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No		
f. Program Income	\$.00			
g. TOTAL	\$	3,000,000.00			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.					
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b. Title Director				c. Telephone Number (give area code) 302-739-4263	
d. Signature of Authorized Representative				e. Date Signed 4/10/10	

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Standard Form 424 (Rev. 9-2003)
Prescribed by OMB Circular A-102

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10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): Community Development Block Grant 14-228		9. NAME OF FEDERAL AGENCY: U.S. Department of Housing and Urban Development	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Kent and Sussex Counties		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Provides funding for housing rehabilitation and infrastructure projects for low- to moderate-income Delawareans residing in Kent and Sussex Counties.	
13. PROPOSED PROJECT Start Date: 7/1/10 Ending Date: 6/30/11		14. CONGRESSIONAL DISTRICTS OF: a. Applicant Delaware at Large b. Project Delaware at Large	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 2,220,908.00	a. Yes. <input checked="" type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: TBD	
b. Applicant	\$.00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
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e. Other	\$.00	<input type="checkbox"/> Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$.00		
g. TOTAL	\$ 2,220,908.00		
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Prefix	First Name Anas	Middle Name	
Last Name Ben Addi		Suffix	
b. Title Director		c. Telephone Number (give area code) 302-739-4263	
d. Signature of Authorized Representative		e. Date Signed 4/12/10	

STATE CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the State certifies that:

Affirmatively Further Fair Housing -- The State will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the state, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential anti-displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant

officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the State's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraphs 1 and 2 of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of State -- The submission of the consolidated plan is authorized under State law and the State possesses the legal authority to carry out the programs under the consolidated plan for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.



Signature/Authorized Official 4/12/10
Date

Director
Title

Specific CDBG Certifications

The State certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR §91.115 and each unit of general local government that receives assistance from the State is or will be following a detailed citizen participation plan that satisfies the requirements of 24 CFR §570.486.

Consultation with Local Governments -- It has or will comply with the following:

1. It has consulted with affected units of local government in the nonentitlement area of the State in determining the method of distribution of funding;
2. It engages in or will engage in planning for community development activities;
3. It provides or will provide technical assistance to units of local government in connection with community development programs; and
4. It will not refuse to distribute funds to any unit of general local government on the basis of the particular eligible activity selected by the unit of general local government to meet its community development needs, except that a State is not prevented from establishing priorities in distributing funding on the basis of the activities selected.

Local Needs Identification -- It will require each unit of general local government to be funded to identify its community development and housing needs, including the needs of low-income and moderate-income families, and the activities to be undertaken to meet these needs.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objectives of Title I of the Housing and Community Development Act of 1974, as amended. (See 24 CFR 570.2 and 24 CFR part 570)

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2007, 08 and 09 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3. **Special Assessments.** The state will require units of general local government that receive CDBG funds to certify to the following:

It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It will require units of general local government that receive CDBG funds to certify that they have adopted and are enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Compliance with Laws -- It will comply with applicable laws.

 4/12/10

Signature/Authorized Official Date

Director

Title

Specific HOME Certifications

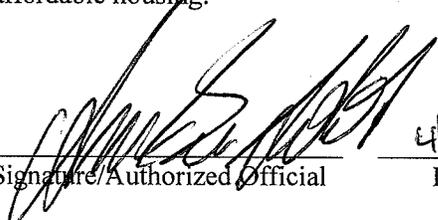
The State certifies that:

Tenant Based Rental Assistance -- If it intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the State's consolidated plan.

Eligible Activities and Costs -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through §92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

Appropriate Financial Assistance -- Before committing any funds to a project, the State or its recipients will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing.



Signature/Authorized Official

4/12/10

Date

Director

Title

ESG Certifications

The State seeking funds under the Emergency Shelter Program (ESG) certifies that it will ensure that its recipients of ESG funds comply with the following requirements:

Major rehabilitation/conversion -- In the case of major rehabilitation or conversion, it will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 10 years. If the rehabilitation is not major, the recipient will maintain any building for which assistance is used under the ESG program as a shelter for homeless individuals and families for at least 3 years.

Essential Services and Operating Costs -- Where the assistance involves essential services or maintenance, operation, insurance, utilities and furnishings, it will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure as long as the same general population is served.

Renovation -- Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services -- It will assist homeless individuals in obtaining appropriate supportive services, including permanent housing, medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living, and other Federal State, local, and private assistance for such individuals.

Matching Funds -- It will obtain matching amounts required under 24 CFR 576.51 and 42 USC 11375, including a description of the sources and amounts of such supplemental funds, as provided by the State, units of general local government or nonprofit organizations.

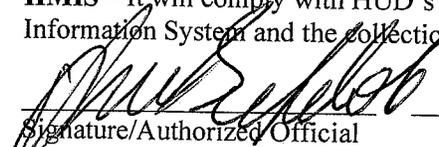
Confidentiality -- It will develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement -- To the maximum extent practicable, it will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under this program, in providing services assisted through this program, and in providing services for occupants of such facilities.

Consolidated Plan -- It is following a current HUD-approved Consolidated Plan or CHAS.

Discharge Policy -- -- It has established a policy for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons.

HMIS -- It will comply with HUD's standards for participation in a local Homeless Management Information System and the collection and reporting of client-level information.


Signature/Authorized Official

4/12/10
Date

Director

Title

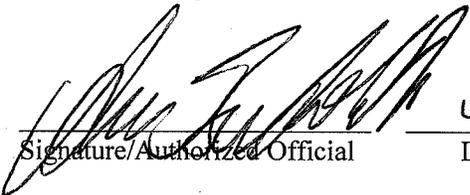
HOPWA Certifications

The State HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under the program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of any building or structure purchased, leased, rehabilitated, renovated, or converted with HOPWA assistance,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

 4/12/10
Signature/Authorized Official Date

Director
Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. For grantees other than individuals, Alternate I applies. (This is the information to which jurisdictions certify).
4. For grantees who are individuals, Alternate II applies. (Not applicable jurisdictions.)
5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here; The certification with regard to the drug-free workplace required by 24 CFR part 24, subpart F.

9. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Appendix B

State of Delaware Citizen Participation Plan For Housing and Community Development Funding

Introduction

On January 5, 1995, the U.S. Department of Housing and Urban Development (HUD) issued a final rule that consolidates into a single submission the planning and application aspects of the following four HUD community development formula grant programs: Community Development Block Grant (CDBG), Emergency Shelter Grants (ESG), Home Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA). The rule also consolidates the reporting requirements for these programs. Regulations require the adoption of a detailed Citizen Participation Plan (CPP) that describes the applying jurisdiction's policies and procedures for public involvement in the development of the Consolidated Plan and the use and allocation of requested funds. This CPP must be available to the public to act as a guide to their rights and opportunities in participation.

The Delaware State Housing Authority (DSHA) administers approximately \$5.5 million annually for the State of Delaware in housing and community development funds received from the U.S. Department of Housing and Urban Development (HUD). The State of Delaware's Consolidated Plan Citizen Participation Plan (CPP) outlines the requirements and incentives for public involvement in the process of identifying needs, priorities, and the allocation of HUD funds in Delaware. Documented within is the how, when and under what circumstances public notification will occur, as well as the degree of public involvement for specific levels of planning. This CPP covers the CDBG, HOME, ESG and HOPWA Programs. These programs aim to address the livability of Delaware communities by providing support for three main goals of decent housing, a suitable living environment and expanded economic opportunities.

Objectives and Goals of the Citizen Participation Plan

The objectives of the CPP are to ensure the timely and accessible involvement of the citizens of Delaware, units of local government, public agencies, and other interested parties in the drafting, implementation, and assessment of the Five-Year Consolidated Plan (Consolidated Plan) and the Annual Action Plan, any substantial amendments to the Plan, and the Consolidated Annual Performance Evaluation Report (CAPER). All citizens are encouraged to participate, particularly:

- Persons with disabilities;
- Persons living in public housing;
- Communities of color;
- Limited or non-English speaking residents;
- Persons of low- to moderate-income;

- Public and private agencies that provide assisted housing, health services, and social services; and
- Low- to moderate-income households living in slums, areas of blight, and in areas where CDBG funds are proposed to be used.

When referring to persons of low income, low-income families are measured as families whose incomes do not exceed 50 percent of the median family income (MFI) for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 50 percent of MFI on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. Moderate-income families are measured as families whose incomes do not exceed 80 percent of the MFI for the area. Moderate-income family measures are subject to the same adjustments as low-income family measures which HUD determines.

Activities covered by the Citizen Participation Plan

This CPP encourages citizen participation in the application, planning and reporting activities associated with the HUD programs: The Five-Year Consolidated Plan, the Consolidated Annual Performance Evaluation Report (CAPER) and the Annual Action Plan. The Consolidated Planning process encourages all citizens, especially low- and moderate- income residents, to take part in shaping their own future.

The Five-Year Consolidated Plan occurs every five years and includes a review of Delaware's housing and community development needs, as well as a forecast of its anticipated needs and strategies to address those needs. The Consolidated Plan outlines the identified strategies and goals for the State of Delaware and use of the four federal funding sources. It also serves as the application for HUD funding for the period covered by the plan. As a planning document it is built on a participatory process among citizens, organizations, businesses, and other interested parties. HUD will evaluate the performance of the State through the accomplishment of these goals. The most recent Five-Year Consolidated Plan will be submitted to HUD on May 15, 2010, and the next submission is due on May 15, 2014.

The Annual Action Plan identifies the proposed projects that will be funded during the upcoming fiscal year with the four funding sources. It serves as an implementation plan of the goals and strategies identified by the Consolidated. The Annual Action Plan is due May 15 of each year and represents an incremental application for continued funding initially requested by the Consolidated Plan. It contains updates or modifications to the Consolidated Plan and describes the use of federal, state, and other funds in the upcoming year

The CAPER is submitted to HUD on September 30 of each year. This report contains a summary report and accounting of HUD-funded program accomplishments for the most

recent program year, including how funds were actually used and the extent to which these funds were used for activities that benefited low- and moderate-income residents. Amendments occur whenever a substantial change takes place, as described under the amendments section. Consideration of substantial amendments is covered by the CPP.

Encouraging Public Participation

Reasonable Accommodation

Citizen participation in the five-year planning process will be encouraged through regional public hearings held in fully-accessible locations at accessible hours of the day and open to all Delawareans. DSHA will make reasonable and consistent efforts to publicize local events, and will provide reasonable accommodation in response to requests received prior to each event.

For example, in locations where hearing-impaired individuals or a significant number of non-English speaking residents are planning to attend, appropriate interpreters will be made available subject to at least five working days' advance request.

Comments and Complaints

As a part of the state CPP, local citizens shall be informed of the complaint procedure and what constitutes a legitimate complaint. A written complaint or grievance is a formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority's office. Citizens should provide enough information to permit an investigation. The complaint should include the following information:

- ◆ Identification of project and project location;
- ◆ The reason for the complaint (hearsay and innuendo will not be considered valid);
- ◆ Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included; and
- ◆ If desired, citizens may propose a solution or resolution to the problem.

Complaints and grievances shall be first filed with an appropriate elected official or local government office if the complaint or grievance is related to local activities or project implementation. If this is the case, subgrantees shall be required to notify DSHA of the complaint, as well a copy of the response. Subgrantees should attempt to respond within fifteen days where applicable.

If the complainant feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to DSHA to review the complaint for resolution. Additional information may be requested at that time. Every effort will be made to provide a full response within thirty days.

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved. Some investigations may include examining a set of circumstances; others may involve examining local policies and procedures.

If the complaint is more appropriately directed toward a state program issue, the same procedure will be followed except all communications will be between the state and the complainant.

DSHA will work to continuously find ways to encourage participation beyond that of just comments and complaints. Public recommendations and suggestions of possible alternate public involvement techniques that encourage a shared vision of change for the community and the review of program performance are welcome and will be seriously considered. A strategy currently in place is the use of DSHA's website as an additional forum for notification and information gathering for interested parties.

Access to information and records

The state shall provide adequate information to citizens, public agencies, and interested parties including reasonable access to records on the proposed and actual use of CDBG funds including, but not limited to:

- ◆ The amount of CDBG funds expected to be made available for the coming year, including the grant and anticipated program income;
- ◆ The range of activities that may be undertaken with those funds;
- ◆ The estimated amount of those funds proposed to be used for activities that will benefit low- and moderate-income persons;
- ◆ The proposed CDBG activities likely to result in displacement and the applicants' plans, consistent with the policies developed under 24 CFR 570.606(b) for minimizing displacement of persons as a result of its proposed activities; and
- ◆ The types and levels of assistance the applicant plans to make available to persons displaced by CDBG funded activities, even if the applicant expects no displacement to occur.

DSHA will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the Consolidated Plan and the use of assistance under CDBG, HOME, HOPWA, and ESG programs during the preceding five years. All access to records produced by these activities will be subject to the Freedom of Information Act (FOIA).

Citizen Participation for the Five-Year Plan Consolidated Plan

Importance of Citizen Participation

Citizen participation is critical to the agencies creating and implementing federally-funded programs. These resources represent federal revenue generated by the taxpayers of Delaware. It is through this process that citizens, particularly persons of low- and moderate-income households living in slum and blight areas, units of local government and other interested parties express themselves and the needs of their communities to those administering the funds.

Public Hearings

A minimum of three regional hearings will be held prior to the adoption of each Five-Year Consolidated Plan. Each hearing shall provide information regarding the federal assistance anticipated for the jurisdiction and the range of activities to be undertaken in support of the given programs. DSHA will discuss programs and procedures along with related resources and requirements. This will include the amount that will benefit persons of low- and moderate-income and the plans to minimize the displacement of persons and to assist any persons displaced.

Hearing notification will be sent to local governments, public agencies, member organizations and others throughout Delaware encouraging participation in the Consolidated Planning process. Notification will be sent out at least two weeks prior to the scheduled hearing date. Hearings will be held for the express purpose of receiving comments on housing and community development needs before the release of the Five-Year Consolidated Plan. Notification of the meetings will consist of, but not limited to:

- ◆ Posting dates, times, and locations on the DSHA website at: www.destatehousing.com;
- ◆ Publishing display ads in newspapers in and around the state;
- ◆ Sending personal invitation letters to public officials and other interested parties in and around the state using the Consolidated Plan mailing list.

DSHA staff will also attend other conferences and meetings that are held throughout the State of Delaware that provide a forum for additional public input on the Five-Year Consolidated Plan.

DSHA identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate.

- ◆ A community profile utilizing census data shall be referenced to determine those communities where there are a significant number of non-English speaking residents in the community.

- ◆ Grant recipients shall provide evidence public hearings were schedule at times and places, which were available to non-English speaking residents.
- ◆ As part of their citizen participation process, grant recipients shall be required to certify the needs of non-English speaking residents in the community are being met.

Public Comments

Any comments or views of citizens or units of local government received in writing, or orally at public hearings, meetings, etc. during the citizen participation process will be considered within the context of the Five-Year Consolidated Plan. All comments will be included within a Plan appendix and, as applicable; comments will appear in and amend Plan text. Written comments will be reproduced in their entirety. Oral comments will be recorded and summarized for inclusion.

All comments will be addressed by DSHA. Responses to comments and complaints will be addressed in a timely manner to the extent possible – generally within 15 days of receipt.

Draft Document Review

In addition to pre-adoption hearings that are open and fully accessible to the public, DSHA, as the lead agency assembling the Five-Year Consolidated Plan, will make free copies of the draft document available for comment prior to submission to HUD. A thirty-day comment period will begin upon release of this document. The draft will describe the purpose of the Five-Year Consolidated Plan and will be available at no cost upon request, or for public inspection at regional public libraries, DSHA branch offices and all regional county offices. Public comment period notification will be provided through legal notices, news releases and direct mailing to interested parties and consumer advocates. The draft will contain information that includes the amount of assistance the State expects to receive and the range of activities that may be undertaken, including the estimated amount that will benefit persons of low and moderate income and the plans to minimize displacement of persons and to assist any persons displaced. Comments will be accepted in both written and oral format and may be submitted by mail, fax, or email.

Upon finalization and approval of the Five-Year Consolidated Plan and the inclusion of the public comments relevant to its contents, the final Plan will be made available to the public by request through DSHA. Notification will be provided to citizens through news releases, direct mailings and the DSHA website.

Technical Assistance

The CPP process will provide information to eligible groups, i.e. low- to moderate-income persons, on technical assistance to develop and submit proposals under any of the programs covered by the Consolidated Plan.

Public hearings conducted under the five-year planning process will provide information regarding the Federal (HUD) assistance expected to be made available in the jurisdiction and the range of activities associated with the given programs. Discussions will outline the benefits to be made available to persons of low and very low income and the plans to minimize displacement of persons and the assistance of persons to be displaced. Notification will be provided to citizens through news releases and direct mailing to interested parties.

Action Plan Amendments

In addition to the extensive public process required during drafting and adoption of each Five-Year Consolidated Plan, citizen participation shall be encouraged annually as needed to address “substantial amendments”. Any and all substantial amendments to the Five-Year Consolidated Plan within the annual cycle will be announced and opened for a 30-day public comment period. A substantial amendment would involve significant alteration to the focus or priorities of actions and strategies adopted by the public and approved by HUD within the most current Five-Year Plan. “Substantial amendment” is defined as:

- ◆ An activity not proposed in the most current Five-Year Consolidated Plan; or
- ◆ A variance in relative funding allocation that exceeds 25% of the annual average for a specific program area since the most recently approved Five-Year Consolidated Plan; or
- ◆ Any single project that exceeds 15% of the total annual program allocations; or
- ◆ A change in the purpose, scope, location or intended beneficiaries of a specified program; or
- ◆ Canceling or adding a new project; or
- ◆ Changes in the method of distribution of CDBG funds.

Note: A minor location change is not a substantial amendment, so long as the purpose, scope and intended beneficiaries remain essentially the same. Capital funds applied to a different portion of a project (i.e. rehabilitation in place of acquisition) do not constitute a substantial amendment.

DSHA will consider any comments or views of citizens and units of general local government received in writing, or orally at public hearings, if any, in preparing a substantial amendment to the Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons why will be attached to the substantial amendment.

Notification of amendments will be provided through legal notices, news releases and direct mailing to interested parties and consumer advocates.

CAPER

Each year DSHA submits a CAPER to HUD to summarize program expenditures and accomplishments for the most recent complete program year ending June 30. A draft of the CAPER will be made available each year prior to September 30 for a minimum 15-day public comment period. Free copies of the draft will be made available through the State's library system, DSHA offices, DSHA's website and by request. The final draft of the CAPER, including public comment, will be submitted to HUD for review prior to September 30.

Citizen participation in the CAPER process will be encouraged through regional public hearings held in fully accessible locations at accessible hours of the day and open to all Delawareans. DSHA will make reasonable and consistent efforts to publicize local events, and will provide reasonable accommodation in response to requests received prior to each event. For example, in locations where hearing-impaired individuals or a significant number of non-English speaking residents are planning to attend, appropriate interpreters will be made available subject to at least five working days' advance request.

Hearing notification will be sent to local governments, public agencies, member organizations and others throughout Delaware encouraging participation in the process. Notification will be sent out at least two weeks prior to the scheduled hearing date.

State Programs

The participation processes unique to individual programs covered by the Plan are specifically listed in the narratives below. These include descriptions of the citizen participation requirements for units of general State and local government receiving CDBG, HOPWA, HOME, and ESG programs during the preceding five years. Although each HUD program has unique requirements, each program year begins July 1 and runs through June 30 of the following calendar year.

Community Development Block Grant (CDBG) Program

The State of Delaware hereby certifies that the state, with respect to units of general local government in the non-entitlement areas provides for and encourages citizen participation, with particular emphasis on participation on persons of low and moderate income who are residents of slum and blighted areas in which funds are to be used in conjunction with this process.

Encouraging Public Participation

CDBG applicants are required to conduct a public participation process. During the preparation of any application for funds, a public hearing shall be required to permit public examination and appraisal of the proposed application. The State shall provide

adequate information to citizens, public agencies, and interested parties including reasonable access to records on the proposed and actual use of CDBG funds including, but not limited to:

- ◆ The amount of CDBG funds expected to be made available for the coming year, including the grant and anticipated program income;
- ◆ The range of activities that may be undertaken with those funds;
- ◆ The estimated amount of those funds proposed to be used for activities that will benefit low- and moderate-income persons;
- ◆ The proposed CDBG activities likely to result in displacement and the applicants' plans, consistent with the policies developed under 24 CFR 570.606(b) for minimizing displacement of persons as a result of its proposed activities; and
- ◆ The types and levels of assistance the applicant plans to make available to persons displaced by CDBG- funded activities, even if the applicant expects no displacement to occur.

Public Hearings

Public hearings are required to be scheduled in accessible locations and at times that facilitate full participation of citizens. In the case of a public hearing where there is a significant number of non-English speaking residents, reasonable accommodations that meet the needs of residents for participation will be provided in response to requests received prior to each event. For example, in locations where hearing-impaired individuals or a significant number of non-English speaking residents are planning to attend, appropriate interpreters will be made available subject to at least five working days' advance request. DSHA will make reasonable and consistent efforts to publicize local events, and will provide reasonable accommodation in response to requests received prior to each event

Proper notification of the public hearing is required by public advertisements in a local newspaper no less than seven (7) days prior to the public hearing date. For those localities where there is no local newspaper, public notifications must be through some other acceptable method where there is a wide distribution to all citizens within the community. This method must be approved by DSHA. A copy of the legal advertisement announcing the public hearing and a transcript or summary of the comments received at the meeting must be included in the application. Public notice and public hearing minutes shall be evaluated and part of the CDBG application rating form. Each applicant certifies that it has obtained the review and comment of its Community Development Advisory Committee.

CPP and CDBG program

This State of Delaware shall formally adopt a citizen participation plan and conduct a public participation process. DSHA will provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method

of distribution, as required and relating to the State's proposed method of distribution, as required and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended with respect to the distribution methodology.

- ◆ A public hearing shall be held at times and locations which are reasonable and accessible to citizens to obtain views and respond to questions regarding the CDBG Program.
- ◆ Proper notification is required by public advertisement in the local newspaper no less than seven (7) days prior to the public hearing date.
- ◆ Citizens shall be given adequate opportunity to comment either at the public hearing or in writing. Adequate time shall be provided for citizens to submit written comments regarding the proposed method of distribution.
- ◆ DSHA will respond in a timely manner to written complaints and grievances, within 15 days where practical.
- ◆ DSHA will provide technical assistance to groups representative of persons of low and moderate income that request such assistance in developing CDBG proposals, with the level and type of assistance to be determined by grantee.
- ◆ Groups representative of persons of low and moderate income shall be notified of the CDBG application process and schedule. Localities shall be encouraged to investigate the program.
- ◆ A workshop will be conducted to acquaint local communities with the CDBG application process.

Comments and Complaints

As a part of the State CPP, local citizens shall be informed of the complaint procedure and what constitutes a legitimate complaint. A written complaint or grievance is a formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority's office. Citizens should provide enough information to permit an investigation. The complaint should include the following information:

- ◆ Identification of project and project location;
- ◆ The reason for the complaint (hearsay and innuendo will not be considered valid);
- ◆ Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included; and
- ◆ If desired, citizens may propose a solution or resolution to the problem.

Complaints and grievances shall be first filed with an appropriate elected official or local government office if the complaint or grievance is related to local activities or project implementation. If this is the case, subgrantees shall be required to notify DSHA of the complaint, as well a copy of the response. Subgrantees should attempt to respond within fifteen days where applicable.

If the complainant feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to DSHA to review the complaint for resolution. Additional information may be requested at that time. Every effort will be made to provide a full response within thirty days.

If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved. Some investigations may include examining a set of circumstances; others may involve examining local policies and procedures.

If the complaint is more appropriately directed toward a State program issue, the same procedure will be followed except all communications will be between the State and the complainant.

Emergency Shelter Grants Program

Citizen Participation in the Emergency Shelter Grants process will be encouraged through the application requirement of local government support and acceptance of the proposed project.

The State shall provide adequate information to citizens, public agencies, and interested parties including reasonable access to records on the proposed and actual use of ESG funds including, but not limited to:

- ◆ The amount of ESG funds expected to be made available for the coming year, including the grant and anticipated program income;
- ◆ The range of activities that may be undertaken with those funds;
- ◆ The estimated amount of those funds proposed to be used for activities that will benefit intended recipients;
- ◆ The proposed ESG activities likely to result in displacement and the applicants' plans, consistent with the policies developed under 24 CFR 570.606(b) for minimizing displacement of persons as a result of its proposed activities; and
- ◆ The types and levels of assistance the applicant plans to make available to persons displaced by ESG-funded activities, even if the applicant expects no displacement to occur.

Notification on the application periods will be provided to citizens through news releases and direct mailing to interested parties.

Technical Assistance

DSHA provides technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by DSHA.

- Groups representative of homeless persons shall be notified of the ESG application process and schedule.
- A workshop will be conducted to acquaint local homeless service providers with the application process.
- DSHA shall develop and make available an ESG Handbook to local service providers.

DSHA staff shall be available to provide technical assistance when needed. Additional technical assistance materials shall be developed and provided when determined practical.

Comments and Complaints

All comments received during the Citizen Participation Process will be considered within the context of the Five-Year Consolidated Plan. All comments will be included within a Plan appendix and, as applicable; comments will appear in and amend Plan text.

DSHA will respond in a timely manner to written complaints and grievances, within thirty (30) days where practicable. In addition, as part of the ESG Program, all applicants are required to have adopted termination and grievance policy. This must be a formal process developed by the applicant to the ESG Program. The process must recognize the rights of the individuals affected and may include a hearing.

Fair Housing

DSHA requires that each service provider receiving funds comply with any and all aspects of the Fair Housing Act. Program recipients must consider the needs of clients representing any of the protected classes covered under Fair Housing Law and be prepared to make reasonable accommodations as required by law and to the maximum extent practicable.

Needs of non-English speaking Persons

DSHA requires that the needs of the non-English speaking residents be identified and addressed as part of the program application process. ESG Program recipients shall be required to consider the needs of non-English speaking residents in the development of applications and soliciting public input.

HOPWA

Housing Opportunities for Persons with AIDS (HOPWA) is a HUD grant that provides funds for housing and support services for low-income persons living with HIV/AIDS and their families. The DSHA CPP provides for and encourages citizen participation, with particular emphasis on participation with other public and private agencies that provide assisted housing, health services and social services for persons with HIV/AIDS

and their families. Consideration will be taken for any comments and views expressed on HIV/AIDS housing and services needs by interested parties.

The State shall provide adequate information to citizens, public agencies, and interested parties including reasonable access to records on the proposed and actual use of HOPWA funds including, but not limited to:

- ◆ The amount of HOPWA funds expected to be made available for the coming year, including the grant and anticipated program income;
- ◆ The range of activities that may be undertaken with those funds;
- ◆ The estimated amount of those funds proposed to be used for activities that will benefit low- and moderate-income persons and intended recipients;
- ◆ The proposed HOPWA activities likely to result in displacement and the applicants' plans, consistent with the policies developed under 24 CFR 570.606(b) for minimizing displacement of persons as a result of its proposed activities; and
- ◆ The types and levels of assistance the applicant plans to make available to persons displaced by HOPWA-funded activities, even if the applicant expects no displacement to occur.

Comments and Complaints

All comments received during the Citizen Participation Process will be considered within the context of the Five-Year Plan. All comments will be included within a Plan appendix and, as applicable; comments will appear in and amend Plan text.

DSHA will respond in a timely manner to written complaints and grievances, within thirty (30) days where practicable. In addition, as part of the HOPWA Program, all applicants are required to have adopted termination and grievance policy. This must be a formal process developed by the applicant to the HOPWA Program. The process must recognize the rights of the individuals affected and may include a hearing.

Fair Housing

DSHA requires that each project receiving funds comply with all applicable aspects of the Fair Housing Act and the Americans With Disabilities Act both as amended. Program recipients must consider the needs of clients representing any of the protected classes covered under Fair Housing Law and be prepared to make reasonable accommodations as required by law and to the maximum extent practicable.

Needs of non-English speaking Persons

DSHA requires that the needs of the non-English speaking residents be identified and addressed as part of the program application process. ESG Program recipients shall be required to consider the needs of non-English speaking residents in the development of applications and soliciting public input.

Technical Assistance

DSHA staff shall be available to provide technical assistance when needed. Additional technical assistance materials shall be developed and provided when determined practical.

HOME Program

The DSHA Citizen Participation Plan provides for and encourages citizen participation, with particular emphasis on participation by persons of low and very low income.

HOME applicants who are Community Development Housing Organizations (CHDOs) are required to have a tenant participation plan and have a tenant participation process for tenants in all rental developments. Citizens shall be given adequate opportunity to comment on any CHDO proposals. CHDO boards are also required to have at least one-third low-income board members and provide a formal process for low-income program beneficiaries to advise the organization on all HOME financed developments.

The State shall provide adequate information to citizens, public agencies, and interested parties including reasonable access to records on the proposed and actual use of HOME funds including, but not limited to:

- ◆ The amount of HOME funds expected to be made available for the coming year, including the grant and anticipated program income;
- ◆ The range of activities that may be undertaken with those funds;
- ◆ The estimated amount of those funds proposed to be used for activities that will benefit low- and moderate-income persons;
- ◆ The proposed HOME activities likely to result in displacement and the applicants' plans, consistent with the policies developed under 24 CFR 570.606(b) for minimizing displacement of persons as a result of its proposed activities; and
- ◆ The types and levels of assistance the applicant plans to make available to persons displaced by HOME-funded activities, even if the applicant expects no displacement to occur.

Technical Assistance

DSHA provides technical assistance to groups representative of persons of low and very low income that request such assistance in developing proposals with the level and type of assistance to be determined by DSHA.

- ◆ Regional workshops may be conducted to acquaint local communities and organizations with the application process.
- ◆ DSHA staff shall be available to provide technical assistance when needed. Additional technical assistance materials shall be developed and provided when determined practicable.

Comments and Complaints

DSHA will respond in a timely manner to written complaints and grievances regarding the HOME Program or HOME Proposals, within thirty (30) days where practical.

- ◆ A written complaint or grievance is a formal notification of a concern, allegation or protest to a proper authority. A formal complaint will be considered filed at the time it is delivered to the appropriate authority's office. Citizens should provide enough information to permit an investigation. The complaint should include the following information:
 - Identification of project and project location;
 - The reason for the complaint (hearsay and innuendo will not be considered valid);
 - Sufficient data to substantiate any claims or charges. If possible, supporting documentation should be included; and
 - If desired, citizens may propose a solution or resolution to the problem.
- ◆ Complaints and grievances shall be first filed with an appropriate elected official or local government office if the complaint or grievance is related to local activities or project implementation. If this is the case, subgrantees shall be required to notify DSHA of the complaint, as well a copy of the response. Subgrantees should attempt to respond within fifteen days where applicable.
- ◆ If the complainant feels the response from the local jurisdiction is unsatisfactory, he or she may appeal to DSHA to review the complaint for resolution. Additional information may be requested at that time. Every effort will be made to provide a full response within thirty days.
- ◆ If valid and sufficient data has been provided to substantiate the complaint, an investigation will be conducted. The extent of an investigation depends on the scope and depth of the issues involved. Some investigations may include examining a set of circumstances; others may involve examining local policies and procedures.
- ◆ If the complaint is more appropriately directed toward a State program issue, the same procedure will be followed except all communications will be between the State and the complainant.

Fair Housing

DSHA requires that each project receiving funds comply with all applicable aspects of the Fair Housing Act and the Americans With Disabilities Act both as amended. Program recipients must consider the needs of clients representing any of the protected classes covered under Fair Housing Law and be prepared to make reasonable accommodations as required by law and to the maximum extent practicable. All HOME-financed rental developments of five or more units are required to submit and follow an Affirmative Fair Housing Marketing Plan and are monitored annually for compliance with the Plan.

Needs of non-English speaking Persons

DSHA requires that the needs of the non-English speaking residents be identified and addressed as required in DSHA's Limited English Proficiency Plan. HOME Program funding recipients shall consider the needs of non-English speaking residents in the development of applications, marketing of available units and soliciting input.

Adoption of the Citizen Participation Plan

The draft CPP, will be made available upon request, or for public inspection at regional public libraries, DSHA branch offices and all regional county offices. Public comment period notification will be provided through legal notices, news releases and direct mailing to interested parties and consumer advocates. Comments will be accepted in both written and oral format and may be submitted by mail, fax, or email. Comments received will be considered prior to its adoption. The CPP will be considered adopted if, after publication, comments received were considered and incorporated, if necessary. Upon adoption, another notice will be placed in the News Journal and the Delaware State News. Upon adoption, the CPP Plan will be made available at Delaware State Housing Authority, Planning and Community Development Section, 18 The Green, Dover, DE 19901, 302-739-4263 or via the website at www.destatehousing.com.

This CPP is hereby made a part of the State of Delaware Five-Year Consolidated Plan and is subject to all citizen comments. This CPP may be amended to reflect comments received during the Five-Year Consolidated Plan hearing process.

Appendix C

2008 CAPER

Performance Relating to 2008-2012 Consolidated Plan Strategies

<i>STRATEGY 1:</i> Preserve and expand Delaware's stock of affordable rental housing.						
Strategy Development and Implementation	2008 Outcomes	2009 Outcomes	2010 Outcomes	2012 Outcomes	2008 Outcomes	Cumulative
Preserve the affordability and physical condition of the existing rental housing stock for low- and very-low income Delawareans	286				The HDF, HOME and LIHTC Programs assisted with rehabilitating 286 households during FY2008	286
Expand access to affordable housing by adding to Delaware's assisted rental housing stock	36				HOPWA funds assisted 36 households, comprised of 59 persons, with rental assistance.	36
Manage a portfolio of 4,667 Project-Based Section 8 and 6,157 LIHTC units, monitoring for physical condition, financial condition and fulfillment of contract obligations.	693				DSHA successfully preserved 693 affordable rental units through renewal of HAP contracts.	693

2008 CAPER

Performance Relating to 2008-2012 Consolidated Plan Strategies

STRATEGY 2: Assist Delaware families to achieve and sustain homeownership.

Strategy Development and Implementation	2008 Outcomes	2009 Outcomes	2010 Outcomes	2011 Outcomes	2008 Outcomes	Cumulative
Assist Delaware families to achieve homeownership with below-market mortgage financing.	889				DSHA assisted 889 first-time homebuyers during FY2008 with the SBMRB Program.	889
Assist Delaware families to achieve homeownership with downpayment and closing cost assistance.	406				During FY2008, DSHA assisted 378 families through the SMAL Program, 13 families through the LNYW Program, and 15 families with ADDI/HOME funds.	406
Support homeownership counseling and outreach to underserved populations.	380				During FY2008, DSHA assisted 380 families through homeownership counseling with grants from the HDF.	380
Provide funding for affordable homeownership development, including new construction and acquisition rehabilitation.	11				Through the HDF, DSHA assisted 11 families with acquisition rehabilitation.	11
Participate in the statewide efforts to assist families to maintain homeownership and avoid foreclosure.	54				54 families were assisted to avoid foreclosure in FY2008 through DEMAP.	54
Assist Delaware homeowners to maintain their homes.	102				DSHA assisted 84 families with CDBG funds, seven with HRLP funds, and 11 with HOME funds to maintain their homes.	102
Provide funding for emergency repairs.	250				250 families were assisted with emergency repairs through the HDF in FY2008.	250

2008 CAPER

Performance Relating to 2008-2012 Consolidated Plan Strategies

STRATEGY 3: Provide access to high-quality, affordable housing and aid families to move from assisted to unassisted housing.

Strategy Development and Implementation	2008 Outcomes	2009 Outcomes	2010 Outcomes	2011 Outcomes	2008 Outcomes	Cumulative
Through case management and incentives, assist families to become economically self-sufficient.	35				During FY2008, 36 families moved to unassisted housing.	35

2008 CAPER

Performance Relating to 2008-2012 Consolidated Plan Strategies

STRATEGY 4: Assist in ending homelessness in Delaware and ensure that those at-risk of homelessness have access to affordable, integrated, supportive housing options

Strategy Development and Implementation	2008 Outcomes	2009 Outcomes	2010 Outcomes	2011 Outcomes	2008 Outcomes	Cumulative
Assist emergency and transitional shelters in Kent and Sussex Counties.	1,500				DSHA assisted nine emergency and transitional shelters through ESG funding serving 1,500 people.	1,500
Improve access to existing housing and supportive housing.	99				63 families utilized the Step-Up Program for rental assistance which is funded through the HDF. In addition, 36 households were assisted with HOPWA funds.	99
Provide funding for new supportive housing.	0				No new supportive housing was completed during FY2008.	0

Appendix D

Housing Problems Output for -All Households

Name of Jurisdiction: Delaware	Source of Data: CHAS Data Book						Data Current as of: 2000					
	Renters			Owners			Renters			Owners		
	Elderly 1 & 2 member households (A)	Small rental (2 to 4) (B)	Large rental (5 or more) (C)	All Other Households (D)	Total Renters (E)	Elderly 1 & 2 member households (F)	Small rental (2 to 4) (G)	Large rental (5 or more) (H)	All Other Households (I)	Total Owners (J)	Total Households (L)	
Household by Type, Income, & Housing Problem												
1. Household Income <=50% MFI	7,416	11,400	2,685	9,684	31,185	16,713	7,113	2,009	4,176	30,011	61,196	
2. Household Income <=30% MFI	4,384	5,820	1,385	5,580	17,169	7,384	2,739	715	2,023	12,861	30,030	
3. % with any housing problems	55.9	73.8	83.8	76.5	70.9	65.9	78.5	83.9	72.8	70.6	70.8	
4. % Cost Burden >30%	55.8	70	68.6	75.9	68.2	65.3	78.1	74.8	71.3	69.5	68.8	
5. % Cost Burden >50%	34.4	56.2	45.8	64.8	52.6	40.8	68.6	62.9	57.8	50.6	51.8	
6. Household Income >30% to <=50% MFI	3,032	5,580	1,300	4,104	14,016	9,329	4,374	1,294	2,153	17,150	31,166	
7. % with any housing problems	60.1	67	74.6	76.9	69.1	32.8	68.4	79.5	68	49.9	58.5	
8. % Cost Burden >30%	58.3	63.6	50	75.8	64.8	32.4	68	69.9	67.3	48.7	55.9	
9. % Cost Burden >50%	20.7	14.2	7.7	25	18.2	15.8	38.8	30.1	42	26	22.5	
10. Household Income >50 to <=80% MFI	2,098	7,964	1,973	7,145	19,180	12,780	11,845	3,385	5,328	33,338	52,518	
11. % with any housing problems	39.9	27	39.7	33.6	32.2	21.4	48.3	50.7	50.9	38.7	36.3	
12. % Cost Burden >30%	39.3	19.6	10.8	32.3	25.6	21	47.2	39.3	50.3	36.9	32.7	
13. % Cost Burden >50%	9.7	0.4	0.4	2	2	6.2	10	4.4	14.2	8.7	6.2	
14. Household Income >80% MFI	3,183	13,425	2,645	13,005	32,258	29,323	88,004	14,780	20,570	152,677	184,935	
15. % with any housing problems	22.2	7.1	34	3.8	9.5	6.9	8.1	14.2	13.6	9.2	9.2	
16. % Cost Burden >30%	20.5	1.5	1.1	2.2	3.6	6.8	7.5	7	13.2	8.1	7.3	
17. % Cost Burden >50%	10.5	0.1	0	0.1	1.1	1	0.6	0.5	1.4	0.8	0.8	
18. Total Households	12,697	32,789	7,303	29,834	82,623	56,816	106,962	20,174	30,074	216,026	298,649	
19. % with any housing problems	45.8	34	52.2	34.6	37.6	21.6	16.8	27	28.1	20.6	25.3	
20. % Cost Burden >30	44.8	28.6	25.2	33.3	32.5	21.3	16.2	18.9	27.5	19.4	23	
21. % Cost Burden >50	21.1	12.5	10.2	16.1	14.9	9.5	4.9	5.3	10.4	7	9.2	

Appendix E

Public Comments

Public input meetings were held in all three counties for input into the draft Consolidated Plan. These meetings were publicized in accordance with the Citizen Participation Plan, and each began with a brief overview of the Consolidated Planning process. DSHA provided a presentation on the Needs Assessment to stimulate discussion of priorities for the next five years. DSHA received no written or oral comments.

Public input hearings were also held in all three counties during the draft Consolidated Plan 30-day public review period. There were no comments during the hearings.

Appendix F

Table 1 Housing, Homeless and Special Needs (Required)

Housing Needs

Household Type	Elderly Renter	Small Renter	Large Renter	Other Renter	Total Renter	Owner	Total
0 –30% of MFI	4,384	5,820	1,385	5,580	17,169	12,861	30,030
%Any housing problem	55.9	73.8	83.8	76.5	70.9	70.6	70.8
%Cost burden > 30	55.8	70	68.6	75.9	68.2	69.5	68.8
%Cost Burden > 50	34.4	56.2	45.8	64.8	52.6	50.6	51.8
31 - 50% of MFI	3,032	5,580	1,300	4,104	14,016	17,150	31,166
%Any housing problem	60.1	67	74.6	76.9	69.1	49.9	58.5
%Cost burden > 30	58.3	63.6	50	75.8	64.8	48.7	55.9
%Cost Burden > 50	20.7	14.2	7.7	25	18.2	26	22.5
51 - 80% of MFI	2,098	7,964	1,973	7,145	19,180	33,338	52,518
%Any housing problem	39.9	27	39.7	33.6	32.2	38.7	36.3
%Cost burden > 30	39.3	19.6	10.8	32.3	25.6	36.9	32.7
%Cost Burden > 50	9.7	0.4	0.4	2	2	8.7	6.2

Homeless Continuum of Care: Housing Gap Analysis Chart

	Current Inventory	Under Development	Unmet Need/ Gap
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Individuals

	Emergency Shelter			
Beds	Emergency Shelter	446	0	n/a
	Transitional Housing	323	0	n/a
	Permanent Supportive Housing	271	0	n/a
	Total	1040		
Chronically Homeless				

Persons in Families With Children

Beds	Emergency Shelter	194	0	n/a
	Transitional Housing	296	0	n/a
	Permanent Supportive Housing	6	0	n/a
	Total	496		

Continuum of Care: Homeless Population and Subpopulations Chart

Part 1: Homeless Population	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Number of Families with Children (Family Households)	n/a	n/a	n/a	n/a
1. Number of Persons in Families with Children	85	157	17	259
2. Number of Single Individuals and Persons in Households without Children	315	245	20	580
(Add lines Numbered 1 & 2 Total Persons)	400	402	37	839
Part 2: Homeless Subpopulations	Sheltered		Unsheltered	Total
a. Chronically Homeless	224		70	294
b. Seriously Mentally Ill	380			
c. Chronic Substance Abuse	410			
d. Veterans	116			
e. Persons with HIV/AIDS	78			
f. Victims of Domestic Violence	190			
g. Unaccompanied Youth (Under 18)	10			

Table 1 Housing, Homeless and Special Needs

Special Needs (Non-Homeless) Subpopulations	Unmet Need
1. Elderly	
2. Frail Elderly	
3. Severe Mental Illness	
4. Developmentally Disabled	See beginning page 12
5. Physically Disabled	of the Consolidated Plan
6. Persons w/Alcohol/Other Drug Addictions	
7. Persons w/HIV/AIDS	
8. Victims of Domestic Violence	
9. Other	

The Homeless Planning Council, the coordinating entity for the CoC, does not capture some of the information necessary to complete Table 1. However, in an ongoing effort to enhance data collection, they are expanding their focus to integrate a needs assessment and gap analysis in the Point-in-Time studies.

Appendix G

Table 2A (Required)
State Priority Housing/Special Needs/Investment Plan Table

PART 1. PRIORITY HOUSING NEEDS		Priority Level	
		Indicate High, Medium, Low, checkmark, Yes, No	
Renter	Small Related	0-30%	Y
		31-50%	Y
		51-80%	Y
	Large Related	0-30%	Y
		31-50%	Y
		51-80%	Y
	Elderly	0-30%	Y
		31-50%	Y
		51-80%	Y
	All Other	0-30%	Y
		31-50%	Y
		51-80%	Y
Owner	0-30%	Y	
	31-50%	Y	
	51-80%	Y	
PART 2 PRIORITY SPECIAL NEEDS		Priority Level	
		Indicate High, Medium, Low, checkmark, Yes, No	
Elderly		N	
Frail Elderly		Y	
Severe Mental Illness		Y	
Developmentally Disabled		Y	
Physically Disabled		Y	
Persons w/ Alcohol/Other Drug Addictions		Y	
Persons w/HIV/AIDS		Y	
Victims of Domestic Violence		Y	
Other		Y	

Table 2A (Optional)
State Priority Housing Activities/Investment Plan Table

PART 3 PRIORITY HOUSING ACTIVITIES	Priority Level Indicate High, Medium, Low, checkmark, Yes, No
CDBG	
Acquisition of existing rental units	N
Production of new rental units	N
Rehabilitation of existing rental units	N
Rental assistance	N
Acquisition of existing owner units	N
Production of new owner units	N
Rehabilitation of existing owner units	Y
Homeownership assistance	N
HOME	
Acquisition of existing rental units	N
Production of new rental units	Y
Rehabilitation of existing rental units	Y
Rental assistance	N
Acquisition of existing owner units	N
Production of new owner units	N
Rehabilitation of existing owner units	N
Homeownership assistance	Y
HOPWA	
Rental assistance	Y
Short term rent/mortgage utility payments	N
Facility based housing development	N
Facility based housing operations	N
Supportive services	N
Other	