

**FY2021 Annual Action Plan  
Substantial Amendment**



**Substantial Amendment to the  
FY2021 Annual Action Plan**

**Delaware State Housing Authority**

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## **AP-05 Executive Summary**

The Annual Action Plan, prepared and implemented by the Delaware State Housing Authority (DSHA), is preparing an Amendment to the 2021 Annual Action Plan (AAP) submitted to the U.S. Department of Housing and Urban Development (HUD). Using the goals and strategies set forth in the Five-Year Consolidated Plan for Housing and Community Development 2020-2024 (Consolidated Plan 2020 - 2024), this Amendment to the Annual Action Plan is designed to explain how DSHA plans to include changes to the distribution of funding to the FY21 Emergency Solutions Grants Program. These changes come as a result of updated assessment of need.

The overall goal of community planning and development programs is to support the development of viable communities by providing decent housing and a suitable living environment for low- and moderate-income persons. DSHA strives to make these opportunities accessible and affordable to communities and individuals, and to ensure that desired project outcomes are sustainable and measurable.

The following general goals and strategies are derived from DSHA's strategic planning and public participation process and identified as most effective for addressing Delaware's most pressing housing and community development needs. These strategies serve DSHA as targets for each year's Action Plan and activities. Not all strategies apply to all areas of the State as local conditions and residents determine how best to address the housing and community development needs of each community.

### **Summary of Citizen Participation Process and consultation process**

Citizen participation in the Consolidated Planning process helps DSHA set forth issues that need to be addressed to improve conditions for individuals, families and the communities in which they live. DSHA is continually looking for methods to broaden the citizen participation process. DSHA encourages and maintains an open relationship with a number of agencies, and provides them the opportunity to submit data, ideas and comments throughout the planning process. This process of intergovernmental cooperation and coordination is on-going. DSHA has been an active participant in or host of numerous groups on a variety of housing issues and needs, all of which informed the development of this Annual Action Plan.

DSHA interacts with representatives from Delaware governments, social service agencies, nonprofits, for-profit developers, and other stakeholders. DSHA specifically consults with the Housing Alliance Delaware (HAD), the coordinating entity for Delaware's Continuum of Care (CoC), regarding the use of ESG funds, performance standards for ESG supported programs, and CMIS (Community Management Information System) needs.

In June 2023, a notification of a 30-day public comment period on the amendment and change of the FY2021 Annual Action Plan was advertised in newspapers throughout the state and through DSHA’s email newsletter, *Highlights*. The draft Amendment was also made available on DSHA’s website at [www.destatehousing.com](http://www.destatehousing.com) and in county and State offices throughout the state. A public hearing was held on June 21, 2023. Public comments and responses are included in Appendix A.

**Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

No comments were submitted regarding the FY2021 draft plan.

**Summary of comments or views not accepted and the reasons for not accepting them**

No comments were submitted regarding the FY2021 draft plan.

**AP 35 Project Summary**

This document included the following amendment and change, on which the public was invited to comment:

- 1) The **FY2021 Annual Action Plan** is amended to reflect the changes for the FY21 ESG program.

This Substantial Amendment proposes to reduce the balance of ESG’s Rapid Re-Housing funding in the amount of \$74,544.36 and increase funding for a new activity under the Emergency Solutions Grants Program. The following allocations and reallocations are included in this Substantial Amendment:

<b>Program</b>	<b>Amount</b>	<b>Use</b>
ESG – Rapid Re-housing	\$2,555.64	Reduce the balance from the Rapid Re-Housing activity to fund a new activity to address housing needs related to prevention.
ESG – Homeless Prevention	\$74,544.36	Fund Homeless Prevention to address housing needs.

Delaware State Housing Authority was originally allocated in FY21 ESG funding in the amount of \$237,229.00. Originally, \$77,100 was allocated to rapid rehousing through a competitive process. DSHA is proposing to reduce the current rapid rehousing award of \$77,100 to \$2,555.64 and fund homeless prevention in the amount of \$74,544.36 to ensure that FY21 ESG funds are being prioritized under prevention to help families and individuals maintain housing stability. This funding will be used statewide to achieve maximum access for needy families which minimizing administrative costs as much as possible.

**Emergency Solutions Grant (ESG)**

The FY21 revised allocation of \$237,229.00 in ESG funding is below. Emergency Shelter operations were originally funded in the amount of \$142,337 to benefit 955 households. No changes are proposed. Program administration was originally funded in the amount of \$17,792.00. No changes are proposed. Rapid Rehousing was originally funded in the amount of \$77,100.00 to benefit 45 households. This funding activity will be reduced to \$2,555.64 to benefit 3 households. No funds were originally allocated to Homeless prevention. \$74,544.36 will be added to fund homeless prevention to address significantly increased need for households to maintain housing stability to benefit 100 households.

<b>Eligible Activities</b>	<b>ESG</b>	<b>Households Assisted</b>
State Admin	\$17,792.00	
Shelter Operations (Kent and Sussex)	\$142,337.00	955
RRH Activities Statewide	\$2,555.64	3
Homeless Prevention Activities Statewide	\$74,544.36	100
<b>Total</b>	<b>\$237,229.00</b>	<b>183</b>

## **AP-12 Participation - 91.115, 91.300(c)**

### **Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The draft Amended FY21 Annual Action Plan was made available for public comment from June 5 – July 5, 2023. It was posted, along with related documents, on DSHA’s website and hard copies were made available. The public comment period was advertised in two statewide newspapers and extensively publicized via DSHA’s Highlights email list and via social media. A public hearing was held on June 21, 2023. No public comments and responses were submitted for the FY 2021 draft amended plan.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Two public hearings will be held on the draft Annual Action Plan on Wednesday June 21, 2023 at 1:00 and 6:00 PM both in person and virtually. No (zero) members of the public/agency representatives were in attendance.	None	None	
2	Newspaper Ad	Non-targeted/broad community	Notice of availability of draft Annual Action Plan was posted in the Delaware News Journal on June 5, 2023 and Delaware State News on June 4, 2023.	None	None	

3	Internet Outreach	Non-targeted/broad community	Availability of draft plan and notices of public hearings was advertised in DSHA's Highlights e-newsletter and posted on social media.	None	None	
4	Internet Outreach	Non-English Speaking - Specify other language: Spanish	Spanish language notice of draft plan and notices of public hearing were distributed via email to Spanish language media and non-profits who serve Spanish speakers.	None	None	

5	Internet Outreach	Targeted/broad community	Availability of draft plan and notices of public hearings were distributed to an email list (approx. 340 names) of persons/groups/firms who expressed interest or attended past DSHA hearings/meetings	None	None	
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## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives – 91.320(c)(3)&(e)

#### Goals Summary Information

	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
	Homeless Assistance	2020	2024	Homeless	Delaware Non-Entitlement Areas Delaware State	Homelessness	ESG: \$237,229	Rapid Rehousing: 3 Households Assisted Homeless Person Overnight Shelter: 955 Persons Assisted Homelessness Prevention: 100 Persons Assisted

**AP-30 Methods of Distribution**

<b>1</b>	<b>State Program Name:</b>	Delaware Emergency Solutions Grants (ESG) Program
	<b>Funding Sources:</b>	ESG
	<b>Describe the state program addressed by the Method of Distribution.</b>	ESG Funds will be utilized to provide funding for activities that comprehensively address the needs of people who are homeless. The statewide centralized intake system works to ensure that people who are homeless are able to access emergency shelters, rapid rehousing, and homeless prevention services in Delaware. Shelters, rapid rehousing, and homeless prevention providers are encouraged to develop a plan for each individual and/or family that helps households stabilize and become more self-sufficient.
	<b>Describe all of the criteria that will be used to select applications and the relative importance of these criteria.</b>	ESG funds are distributed on a competitive basis and proposals are rated based on a weighted score of 100 points with the following criteria:  Project Description and Services Plan (25 points); Description and Demonstrated Need (15 points); Community Commitment and Coordination (10 points); Organizational Capacity and Delivery (20 points); Program Outcomes (15 points); Cost Effectiveness (15 points).  Using these criteria, applications are reviewed and rated by a review panel comprised of professionals with knowledge and experience in homeless issues and grant management.
<b>If only summary criteria were described, how can potential applicants access application manuals or other state publications describing the application criteria? (CDBG only)</b>	N/A	

<p><b>Describe how resources will be allocated among funding categories.</b></p>	<p>The FY21 revised allocation of \$237,229.00 in ESG funding is below. Emergency Shelter operations was originally funded in the amount of \$142,337 to benefit 955 households. No changes are proposed. Program administration was originally funded in the amount of \$17,792.00. No changes are proposed. Rapid Rehousing was originally funded in the amount of \$77,100.00 to benefit 45 households. This funding activity will be reduced to \$2,555.64 to benefit 3 households. No funds were originally allocated to Homeless prevention. \$74,544.36 will be added to fund homeless prevention to address significantly increased need for households to maintain housing stability to benefit 100 households.</p>
<p><b>Describe threshold factors and grant size limits.</b></p>	<p>Applications will be reviewed to ensure that DSHA’s thresholds are met. These factors include a Non-Discrimination Policy, Environmental Review Requirements, Drug and Alcohol-Free Facilities, Homeless Representation and Participation on the Board, Relocation and Displacement Policy, Conflict of Interest Policy, Lead-Based Paint Requirement, and Confidentiality Requirement. Grant size limits do not apply.</p>
<p><b>What are the outcome measures expected as a result of the method of distribution?</b></p>	<p>The expected outcome measures that will be achieved from FY21 DSHA’s method of distribution will assist qualified homeless providers to accommodate the homeless needs of the State of Delaware and provide funding for emergency shelter operations, rapid re-housing activities, and homeless prevention activities. All recipients must report unduplicated counts of the number of homeless individuals and families assisted in the Community Homeless Management Information System (CMIS). This will continue to be required as part of the application process.</p>

