

Delaware

FY2019 CAPER



A Supplement to the Five-Year Consolidated Plan 2015- 2019 and the Annual Action Plan FY2019
for Housing and Community Development

Delaware State Housing Authority

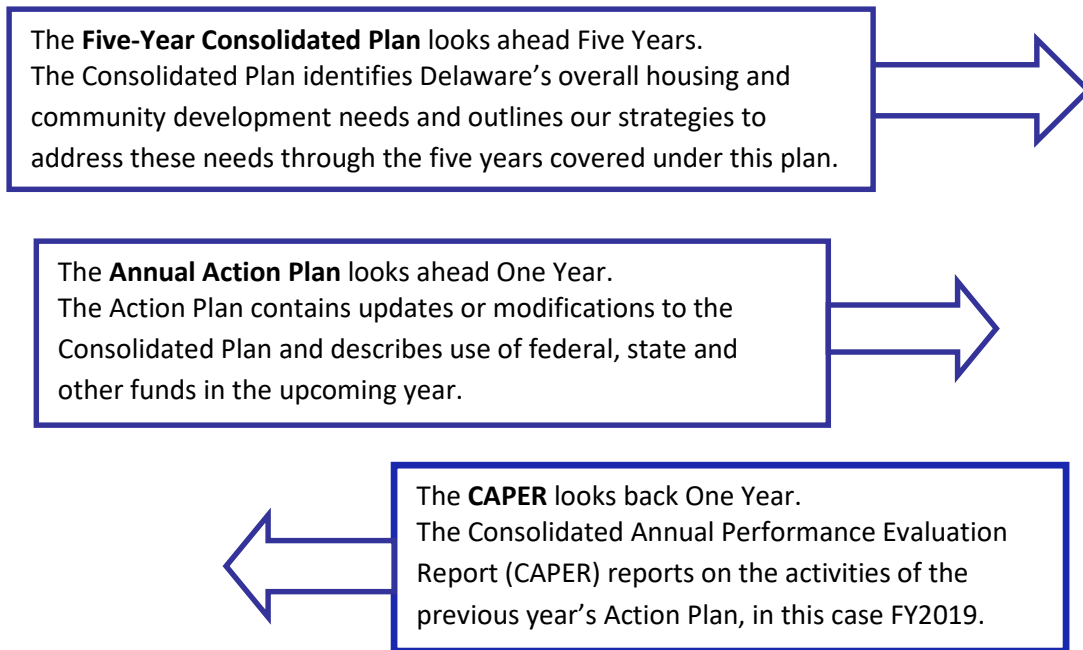
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FY2019 CAPER

Executive Summary

The Delaware State Housing Authority (DSHA) is responsible for preparing Delaware’s Consolidated Plan, Annual Action Plans, and Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER is a reporting document, required by the U.S. Department of Housing and Urban Development (HUD), which documents the State’s progress in meeting its housing and community development objectives as outlined in the Consolidated Plan and Annual Action Plan.

Delaware State Housing Authority (DSHA) administers four HUD entitlement programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grants (ESG) Program, the Housing Opportunities for Persons with AIDS (HOPWA) Program and the Housing Trust Fund (HTF) program. DSHA submits all the required documentation via HUD’s Integrated Disbursement and Information System (IDIS) for these programs and other funding, associated with accomplishing the goals set forth in the Consolidated and Annual Plans.



The FY2019 CAPER was prepared pursuant to the Consolidated Plan Regulation 24 CFR 91.520(a), which requires that each jurisdiction that has an approved Consolidated Plan shall annually review and report on the progress it has made in carrying out its Strategic Plan and its Action Plan. Within 90 days of the close of the state fiscal year, the state is required to report to the public and to the federal government about the progress made under the one-year Annual Action Plan. The CAPER also recaps the number and characteristics of low-income Delawareans benefiting from these resources.

The public was able to comment on the FY2019 CAPER, from December 7, 2020 through December 22, 2020. Notice of availability of the CAPER was advertised in the Delaware State News and The News Journal. Additional notification was provided through DSHA Highlights with an email subscriber list of approximately 1,400 people. The CAPER is available for download from DSHA's website at www.destatehousing.com/FormsAndInformation/capers.php

In FY2019 DSHA strategically managed over \$30 M in federal funds through its programs. These funds include:

- \$1,123,857 in **CDBG** funding that was used to rehab 254 owner-occupied homes and accomplish other community development activities such as demolitions and water/sewer hook-ups;
- \$881,900 in **HOME** funding that was utilized to rehab 30 owner-occupied homes;
- \$214,062 in **ESG** funds that supported 183 beds in homeless shelters and to rapidly re-house 39 households experiencing homelessness;
- \$300,043 in **HOPWA** funds that provided supportive housing to 34 households with a member with HIV/AIDS.

In FY2019, DSHA utilized its resources to help a total of 14,449 low and moderate income households with their housing needs.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

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.

Each successive Action Plan endeavors to reflect and adhere to these strategies in its resource allocation and program planning. The Action Plan for FY2019 continued allocating the State's resources toward these priorities and achieving the goals set forth in the Consolidated Plan.

The State set forth corresponding priorities, as outlined below, to address priority-housing needs:

Priority 1: Preserve and expand Delaware's stock of affordable rental housing and assist persons and families to become economically self-sufficient.

DSHA continued to provide and administer grant and tax credit programs targeted for construction or rehabilitation to quality rental housing for very low-, low- and moderate-income households. The Housing Development Fund (HDF), HOME, and the Low Income Housing Tax Credit (LIHTC) Programs committed financing in FY2019 to several sites for both rehabilitation and new construction. Sites awarded funding in FY2019 are being counted when they go to construction closing. Three new and two preservation projects, with a total of 204 units across the four projects, were completed in FY2019.

During FY2019, Delaware's HOPWA grant was awarded in its entirety, less DSHA administration funds, to the Delaware HIV Consortium, Inc. The Consortium provides rental assistance to low-income persons living with HIV/AIDS and their families in Kent and Sussex Counties, Delaware through a rental assistance voucher program. This grant assisted 34 households (36 individuals with HIV/AIDS) in FY2019.

DSHA continued to serve as HUD's contract administrator for project-based rental assistance in Delaware. None of these were up for renewal in FY2019. Combined with other DSHA-financed properties, DSHA provided compliance and asset management to 12,542 rental units in the state.

DSHA is the Public Housing Authority for Kent and Sussex Counties. DSHA owns and operates 405 units of Public Housing located throughout both Counties and 97 units of Section 13 New Construction project-based housing. In addition, DSHA administers 782 Housing Choice Vouchers. Housing Choice Vouchers enable low-income Delawareans to lease privately-owned rental units from participating property owners. DSHA also managed 38 Family Unification Program (FUP) HUD VASH vouchers 57, and Mainstream 811 vouchers and 811 PRA Demo units servicing 110 families in FY2019. These programs all serve a variety of populations with special needs. The state-funded State Rental Assistance Program (SRAP) was providing rental assistance for 790 households as of the end of FY 2019.

Since the inception of its Moving to Work program, DSHA has successfully provided assistance to 1,015 families to move from assisted to unassisted housing. Since 1999, 305 households have purchased homes and 710 have either begun paying fair market rent at their current unit or moved into non-subsidized housing. In FY2020, 20 households moved to unassisted housing via MTW.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Affordable rental housing	Affordable Housing	HOME: \$ / HTF: \$2100000 / Housing Trust Fund: \$ / LIHTC: \$4,780,357 / Delaware Housing Development Fund (HDF): \$	Rental units constructed	Household Housing Unit	875	363	41.49%	175	97	55.0%
Affordable rental housing	Affordable Housing	HOME: \$ / HTF: \$2100000 / Housing Trust Fund: \$ / LIHTC: \$ / Delaware Housing Development Fund (HDF): \$	Rental units rehabilitated	Household Housing Unit	875	1053	120.34%	175	100	57.0%
Foreclosure Prevention and Recovery	Affordable Housing	DEMAP: \$ 64,975/ NFMC: \$	Other	Other	3500	3351	95.74%	850	703	82.7%

Homebuyer Assistance	Affordable Housing	HOME: \$ / DSHA Homeownership Programs: \$ / Delaware Housing Development Fund (HDF): \$2,500,000 /	Homeowner Housing Added	Household Housing Unit	0	0		25	54	216.0%
Homebuyer Assistance	Affordable Housing	HOME: \$ / DSHA Homeownership Programs: \$ / Delaware Housing Development Fund (HDF): \$6,095,000 /	Direct Financial Assistance to Homebuyers	Households Assisted	3750	6150	164.00%	1000	2,185	218.50%

Homebuyer Assistance	Affordable Housing	HOME: \$ / DSHA Homeownership Programs: \$ / Delaware Housing Development Fund (HDF): \$ / HUD Housing Counseling Program: \$	Other	Other	0	12750	0	0	0	0.00%
Homeless Assistance	Homeless	ESG: \$214,062 / Delaware Housing Development Fund (HDF): \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	375	658	175.47%	42	46	110.0%
Homeless Assistance	Homeless	ESG: \$ / Delaware Housing Development Fund (HDF): \$	Homeless Person Overnight Shelter	Persons Assisted	3750	4969	132.51%	937	1,251	134.0%
Homeless Assistance	Homeless	ESG: \$ / Delaware Housing Development Fund (HDF): \$	Homelessness Prevention	Persons Assisted	500	1221	244.20%	100	144	120.0%

Homeowner Rehabilitation	Affordable Housing	CDBG: \$1,123,857 / HOME: \$881,900 / Delaware Housing Development Fund (HDF): \$	Homeowner Housing Rehabilitated	Household Housing Unit	1000	981	98.10%	400	253	63.3%
Non-housing Community development	Non-Housing Community Development	CDBG: \$60,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	250	21	8.40%	85	0	0.00%
Non-housing Community development	Non-Housing Community Development	CDBG: \$	Buildings Demolished	Buildings	25	19	76.00%	4	0	0.00%
Non-housing Community development	Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	100	0	0.00%	0	0	0.00%
Non-housing Community development	Non-Housing Community Development	CDBG: \$	Other	Other	0	39		20	0	0.00%
Permanent Supportive Housing	Affordable Housing Non-Homeless Special Needs	HOPWA: \$ / HTF: \$600000 / Housing Trust Fund: \$ / Section 811 PRA Demo: \$ 692,785/ State	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	4250	3281	77.20%	916	488	53.2%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

DSHA continues to serve more Delawareans overall than projected. Because decisions about annual production and support are dependent upon the actual needs of the households, non-profits, and local communities served, and as a funding and support the agency. DSHA responds to the requests for assistance and funding proposals presented, we may under or over reach specific projected goals.

CDBG

CDBG funds assisted 127 households with housing rehabilitation, another six (6) housing units received utility hookups, Of these households, 70 included disabled persons and 84 had female heads of household. The FY2019 CDBG Program is on target to accomplish the outcomes outlined in the Action Plan.

\$1,123,857 in CDBG funding that was used to rehab 254 owner-occupied homes and accomplish other community development activities such as demolitions and water/sewer hook-ups.

Areas in which DSHA under-reached its goals in FY2019 include:

- Rental units constructed and rehabilitated
- Foreclosure Prevention and Recovery
- Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit
- Buildings Demolished
- Housing Code Enforcement/Foreclosed Property Care
- Other Non-housing Community Development

Areas in which DSHA over-reached its goals in FY2019 include:

- Direct Financial Assistance to Homebuyers
- Homebuyer Counseling and Financial Coaching
- Tenant-based rental assistance / Rapid Rehousing
- Homeless Person Overnight Shelter
- Homelessness Prevention
- Homeowner Rehabilitation

For program updates and year-to-date specifics, see section CR-05 of 2019 CAPER.

Priority 2: Assist in ending homelessness and ensure that those at risk of homelessness have access to affordable, integrated, supportive housing options, including permanent supportive housing.

DSHA is an active participant in the Continuum of Care and continued to support the activities of Housing Alliance Delaware in its capacity as the statewide Continuum of Care coordinating entity. DSHA worked with various agencies throughout the state that provide permanent housing, transitional housing and supportive services to homeless households. This support facilitates more than \$8 M in federal Continuum of Care funding to address homelessness in Delaware.

Home4Good

Through a partnership with the Federal Home Loan Bank of Pittsburgh, DSHA provides state funding to address homelessness through the Home4Good program. This leverages federal dollars towards rapid rehousing and supports new initiatives such as legal services for eviction prevention, as well as homelessness prevention.

State-Funded Rental Assistance (SRAP)

A partnership between DSHA and several other state agencies, the State Rental Assistance Program (SRAP) provides tenant-based rental assistance to people with very low incomes who may need supportive services and rental assistance to live safely and independently in the community. The SRAP program is a vital part of Delaware's strategies to help people who are at high risk for homelessness or institutionalization make the transition to permanent housing and independent living, avoid becoming homeless or institutionalized, and address the housing and supportive services needs of people who are not homeless but have other special needs. Originally funded in FY2011 with \$1.5 million through the state General Assembly, allocations and other funding amounted to total program expenditures of \$3.3 million in FY2019. The Division of Substance Abuse and Mental Health (DSAMH) has recognized SRAP as a cost-effective and efficient means of meeting its obligations to create additional units of supportive but independent housing in the community as part of its Settlement Agreement with the U.S. Department of Justice. DSAMH has directed additional funds to the SRAP program specifically to serve DSAMH clients, increasing the total number of households that can be served through the program. As of 6/30/2020, 790 households with SRAP vouchers were in leased units in FY19.

Emergency Solutions Grants (ESG) Program

The ESG Program is used to assist in the operating expenses of emergency shelters, improve the quality of emergency shelters, and provide prevention programs, essential social services, and rapid rehousing assistance to homeless individuals and families. During FY2019, ESG funds assisted seven (7) Emergency Shelters serving homeless individuals and/or families who served a total of 1,251 persons. Four (4) organizations in Kent and Sussex County were granted funds to provide Rapid Rehousing services and assisted 28 households.

HOPWA

The HOPWA Program is designed to provide eligible applicants with resources and incentives to devise

long-term comprehensive strategies for meeting the housing needs of persons with AIDS or related diseases and their families. Delaware HIV Consortium utilized the program funds for payment of project- or tenant-based rental assistance. HOPWA funds assisted 34 households (34 individuals with HIV/AIDS, 70 individuals total) in FY2019.

Priority 3: Assist Delaware families to achieve and sustain homeownership, including homebuyer assistance and rehabilitation assistance for existing homeowners

In FY2019, DSHA assisted 1,432 households to achieve homeownership through numerous programs, and 2,154 households with housing counseling or pre-homeownership financial coaching. The Homeownership Loan Program (HLP) aided 1335 homebuyers in purchasing a home. The HLP is a statewide program that provides first mortgage financing at below-market interest rates to low- and moderate-income Delaware homebuyers. Program income from the Neighborhood Stabilization Programs (NSP) 1, 2 and 3 assisted ten (10) families with financing to purchase homes.

The Housing Development Fund provided assistance in the construction of 36 new homes by nonprofit housing developers. In FY2019, DSHA provided assistance to 243 families to maintain their homes via the CDBG and HOME rehabilitation programs. CDBG also assisted 6 households with utility hookups and zero vacant condemned housing units were demolished. 94 owner-occupied units were rehabilitated or received emergency repairs through the HDF supported State-wide Emergency Repair Program (SERP).

Priority 4: Reduce the family and community impact of foreclosure via prevention and recovery programs

DSHA assisted 3 families to avoid foreclosure in FY2019 through the Delaware Emergency Mortgage Assistance Program (DEMAP). DEMAP is a loan program that provides Delaware homeowners with assistance in preventing residential mortgage foreclosures that result from circumstances beyond their control, such as temporary loss of employment, illness, or divorce or legal separation. 9 households avoided foreclosure through the City of Wilmington avoided tax foreclosure through the Wilmington Senior Tax Assistance Program.

Progress made in carrying out strategic plan - continued 3

Priority 5: Provide resources for local communities to address community development needs

DSHA has been very effective in facilitating the revitalization of communities in a manner that is sustainable and connection of housing to services, amenities and jobs thereby enhancing the quality of life of Delaware's residents. DSHA has been active in numerous state and regional initiatives to improve planning for affordable housing, healthy and sustainable communities.

Delaware's Growth Management Framework The FY2019 Action Plan was developed in accordance with the Governor's strategies for growth management. These strategies curb sprawl and redirect

growth to areas of the state that can best support it through investments in infrastructure and planning. The provision of quality, safe, affordable housing is essential to the success of the strategy. The State's goal is to encourage the integration of racial and ethnic minorities through its economic and housing priorities. The key element in the State's strategy is to provide greater choices for all Delawareans with respect to employment and housing. In FY2019, DSHA continued to play an active role in the State land use planning and growth management process and communities. This includes work with local government and organizations to encourage effective affordable housing strategies as part of their comprehensive planning processes and active engagement with the Preliminary Land Use Service (PLUS) process.

Progress made carrying out strategic plan - continued 4

Education, Training and Technical Assistance to Communities

DSHA continually offers technical assistance to local governments on various housing challenges and issues facing communities. In addition to providing presentations and issue-specific research, DSHA has created the following resources for elected officials, local staff, and others concerned about affordable housing. These are available on DSHA's website at www.destatehousing.com

Downtown Development Districts and Strong Neighborhoods Housing Fund

DSHA administers the Downtown Development Districts (DDD) rebate program, which offers rebates to developers for investments in real property in designated downtown areas. Following the successful implementation of the NSP program in Delaware, DSHA also established in FY2016 the Strong Neighborhoods Housing Fund (SNHF). Originally funded by one-time mortgage settlement funding, it is now funded on an ongoing basis in the state budget. SNHF provides support for community development initiatives addressing vacant and abandoned properties and revitalizing distressed neighborhoods.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME	HOPWA	ESG	HTF
White	43	46	29	507	0
Black or African American	80	69	34	663	0
Asian	1	0	0	13	0
American Indian or American Native	1	0	0	12	0
Native Hawaiian or Other Pacific Islander	0	3	0	0	0
Total	125	118	0	0	0
Hispanic	2	10	1	253	0
Not Hispanic	123	108	69	1006	0

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CDBG

CDBG funds assisted 127 households with housing rehabilitation, and another six (6) housing units received utility hookups. Of these households, 70 included disabled persons and 84 had female heads of household. The FY2019 CDBG Program is on target to accomplish the outcomes outlined in the Action Plan.

Of these households, 44 percent of the units assisted were under 30 percent of median income, 37 percent of the units assisted were between 31-50 percent of median income, and 19 percent of the units assisted were between 51-80 percent of median income.

Cumulative detail on beneficiaries by program year is included in the CDBG Performance Evaluation Report (Appendix 2).

HOME

There were 47 HOME-financed units completed during the reporting period.

There were 32 units of Homeowner rehabilitation in Kent and Sussex Counties. Income ranges of the households benefiting from the assistance for 32 homeowner rehabilitation units included eight (8) extremely low-income, thirteen (13) very low-income and eleven (11) low-income families. The 15 HOME-assisted rental units completed were occupied by twelve (12) extremely low-income households, three (3) very low-income household and zero (0) low-income families.

Two operating grants of \$100,000 were awarded to a CHDO during FY2019.

ESG

During FY2019, ESG funds assisted 1,251 people in seven HUD-funded emergency shelters. Of these 1,251 people, 39% were self-identified as White, 51% as Black or African American, 1% as Asian American, 1% as American Indian or Native American or Alaskan Native, 0% as Native Hawaiian or Other Pacific Islander, 6% as Other Multi-Racial and 2% did not know their race or declined to answer. Of the 1,251 assisted persons, 20% self-identified as Hispanic and 77% self-identified as Not Hispanic. 3% did not know their ethnicity or declined to answer.

During FY2019 Rapid Rehousing funds helped 46 people find stable housing. Of these 46 people, 42% were self-identified as White, 54% as Black or African American, 0% as Asian American, 0% as American Indian or Native American or Alaskan Native, 0% as Native Hawaiian or Other Pacific Islander and 4% as Other Multi-Racial. Of the 46 assisted persons, 7% self-identified as Hispanic and 93% self-identified as Not Hispanic. Zero did not know their race or ethnicity or declined to answer.

Additional detail on ESG beneficiary data is included below in the Sections CR-60 through CR-75.

HOPWA

In FY2019, HOPWA funding from the DSHA assisted 70 people throughout Kent and Sussex Counties, with 41% of households headed by a White person, 49% headed by a black or African American person, 0% headed by an Asian person, 0% headed by an American Indian or Native American person, and 10% headed by a person of another race. In FY2019, households assisted with HOPWA funding from the DSHA consisted of 1% households in which the household head identified as Hispanic, and 99% households in which the household head identified as Not Hispanic.

All (100%) households were low income. 55% of households had extremely low incomes at or below 30% of the area's median income (AMI), 28% had very low incomes at or below 50% of AMI and 17% had incomes at or below 80% of AMI.

HTF

The State committed HTF funds totaling \$500,000 during FY2019. The total funds committed included funds for the acquisition and rehabilitation of 7 units (House of Joseph) of permanent supportive housing in New Castle County.

Other Programs

FHEO comments on DSHA’s FY2016 CAPER requested information on demographics of households served by DSHA’s Homeownership Loan Program and in the housing counseling programs funded by DSHA. DSHA’s Homeownership Loan Program (HLP) is its primary mortgage assistance program. Low mortgage rates and, if needed, downpayment and settlement assistance, are offered via our network of partner lenders. This is not funded with CDBG or HOME.

<i>Race and Ethnicity</i>								
Homeownership Loan Program (HLP) HUD FY2019 Demographics	American Indian	Asian	Black	Not Provided	Other	Pacific Islander	White	Grand Total
KENT	0	2	88	9	2	0	173	274
NEW CASTLE	2	11	328	29	10	3	526	909
SUSSEX	0	0	30	3	0	0	119	152
Grand Total	2	13	446	28	12	3	818	1335

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$2,380,912	\$1,123,857
HOME	public - federal	\$3,005,732	\$2,721,282
HOPWA	public - federal	\$300,043	\$205,724
ESG	public - federal	\$214,062	\$169,694.67
HTF	public - federal	\$3,000,000	\$3,237,801.44
LIHTC	public - federal	\$3,105,000	\$4,780,357
Other	public - state	\$368,466,071	\$289,093,309

Table 3 - Resources Made Available

Narrative

CDBG

The goals of the program are to ensure that the State’s CDBG funds will be used to give maximum feasible priority to activities, which will benefit low- and moderate-income families; to aid in the prevention of slums and/or blight; and 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 where other financial resources are not available to meet such needs (except that the aggregate use of Title 1 funds received by the State during the period of FY2019, 2020, and 2021 shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit low- and moderate-income persons). The CDBG funds shall principally benefit low- and moderate-income persons in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit low- and moderate-income persons. In order to comply with the 70 percent principal benefit requirement, it is further agreed that not less than 70 percent of the FY2019 CDBG Grant funds shall be utilized for activities that benefit low- and moderate-income persons as defined in the FY2019 CDBG Program Guidelines.

During FY2019, all of the CDBG grants funded have supported at least one of the above objectives. Particularly, because of the program’s strong emphasis on housing rehabilitation, which provides 100 percent benefit to low- and moderate-income persons, the total benefit to low- to moderate-income persons well exceeds the program requirements. From July 1, 2019 to June 30, 2020, 127 households (46 under the FY2018 grant program and 79 under the FY2019 grant program) were assisted with housing rehabilitation throughout Kent and Sussex Counties, 6 households were assisted under the FY2019 grant program with utility hookups.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Delaware Non-Entitlement Areas	100	100	Eligible Areas for DSHA ESG, HOPWA, HOME, and CDBG
Delaware State	100	100	Statewide Programs

Table 4 – Identify the geographic distribution and location of investments

Narrative

CDBG

Please refer to Appendix 1 for maps of geographic distribution. Please refer to table below for geographic distribution and location of CDBG investments.

Statewide housing code enforcement and targeted CDBG assistance has made considerable progress in improving housing and community conditions in long-neglected minority communities characterized by substandard housing. Current examples of this include the coordinated effort by the State, Sussex County, First State Community Action Agency (FSCAA), Milford Housing Development Corporation (MHDC), and others to revitalize the “Strong Communities,” which are minority impacted communities located across both Kent and Sussex Counties. These communities include: West Rehoboth, Rural Ellendale, Cool Spring, Mount Joy, Pinetown, Greentop, Lucas, Polly Branch (Rural Selbyville), and Coverdale Crossroads communities in Sussex County; and, Capitol Park, Meadowbrook Acres, Rodney Village/Kent Acres, and Star Hill/Briar Park communities in Kent County.

HOME

The State committed HOME funds totaling \$1,852,967 during FY2019. The total funds committed included \$152,967 of HOME funds for 9 units of homeowner rehabilitation in Kent and Sussex Counties. Using HOME funds to preserve the physical condition of homeowner occupied units addressed the strategy of assisting homeowners in maintaining their homes.

There was one acquisition/rehabilitation rental development (s) completed with 11 HOME units totaling \$1,700,000 that addressed the dual needs of rehabilitation (Herring Ridge) of affordable rental housing.

Two operating grants totaling \$100,000 were awarded to CHDOs during FY2019.

Please refer to Appendix 1 for maps of geographic distribution.

ESG

ESG Program funds are distributed on a competitive basis as described in the Policy Manual and Application, which may be accessed at www.destatehousing.com. During FY2019, Delaware received and disbursed \$214,062 in ESG funding to support emergency and shelter services throughout Kent and Sussex Counties.

During FY2019, ESG funds assisted seven (7) Emergency Shelters serving homeless individuals and/or families and one(1) organizations providing Rapid Rehousing in Kent and Sussex County. Please refer to table below for break-out of awarded ESG funds.

Sub Grantee	Location	Total Award	No. Beds
Abriendo Puertas	Milford, Sussex Co	10,000	7
Whatcoat Shelter	Dover, Kent Co	15,350	45
Casa San Francisco	Milton, Sussex	16,400	12
Catholic Charities	Serves Kent and Sussex Co	85,625	RRH
Sussex Community Crisis House	Georgetown, Sussex Co	20,000	17
Dover Interfaith Mission	Dover, Kent Co	13,750	28
Safe House	Milford, Kent Co	14,500	16
The Shepherd place	Dover, Kent	17,500	30

HOPWA

Since 1997, DSHA has awarded Housing Opportunities for Persons with AIDS (HOPWA) funds to the Delaware HIV Consortium (The Consortium) to operate a Tenant Based Rental Assistance (TBRA) program for low-income persons living with HIV/AIDS in Kent and Sussex Counties, Delaware. The Consortium is a nonprofit agency that is the primary administrator of Ryan White CARE Act dollars used for HIV supportive services in the state of Delaware. The Consortium's mission is to eliminate the spread of HIV/AIDS and to create a seamless continuum of care for all people infected and affected in Delaware. TBRA program staff consists of two full-time employees and one part-time assistant. A Housing Advisory Review Panel, consisting of housing program staff, HIV/AIDS medical case managers, and HOPWA grant administrators acts as a steering committee to review and assess the program's effectiveness.

In FY2019, HOPWA funding from the Delaware State Housing Authority assisted 29 households throughout Kent and Sussex Counties.

HTF

HTF Program funds are distributed on a competitive basis as described in the FY2019 National Housing Trust Fund Allocation Plan, which may be accessed at www.destatehousing.com.

The State committed HTF funds totaling \$500,000 during FY2019. The total funds committed included funds for the acquisition and rehabilitation of 7 units (House of Joseph) of permanent supportive housing in New Castle County.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

CDBG

Neighborhood infrastructure improvements may be leveraged through any combination of the following:

- Local – bonds, in-kind, municipality’s general fund and local water and sewer fund;
- State – Delaware Department of Transportation (DOT), Department of Natural Resources and Environmental Control State Revolving Fund and municipal street aid fund; and
- Federal – DOT, EPA, FEMA and USDA.

The uses of CDBG funds for owner-occupied rehabilitation may leverage additional rehabilitation funding from nonprofit, private and public sources; however, this is usually not the case with the exception of a small amount of Housing Preservation Grant funds each year.

HUD requires a one-for-one match on CDBG funds used for state administration in excess of \$100,000. DSHA spent the maximum allowable in state administration for FY2019, and matched the funds in excess of \$100,000. DSHA did not use any program income for administration; therefore, it did not require a match.

The FY2019 Delaware CDBG program guidelines require sub grantees to match their CDBG administration funds one-for-one with local administration funds. Kent and Sussex Counties matched their administration allocations in local funds.

Delaware CDBG program guidelines also require sub grantees to match their CDBG infrastructure project funds with minimum match amounts that vary with the amount of CDBG funds requested. Cash matches may be provided through other sources of funding for the same activity. The following are the CDBG infrastructure match requirements:

- Up to \$100,000 requires a 10 percent cash match or a 15 percent in-kind match;
- \$100,000+ to \$200,000 requires a 15 percent cash match or a 20 percent in-kind match; and
- \$200,000+ requires a 20 percent cash match or a 25 percent in-kind match.

HOME

The majority of the State of Delaware's HOME funds are provided to multi-family rental developments in conjunction with the LIHTC Program. During the reporting period, DSHA completed one HOME multifamily development.

The permanent financing breakdown of the one completed HOME-financed multifamily rental developments indicate HOME funds provided 13% of the financing, while 87% of total development costs were provided by other sources including: 39% Low Income Housing Tax Credits; 30% from State proceeds; 17% permanent loans from other federal sources; and 1% from owner funding.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	20,475,137
2. Match contributed during current Federal fiscal year	147,077
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	20,622,214
4. Match liability for current Federal fiscal year	680,321
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	19,941,893

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
IDIS Activity #1931	10/24/2019	147,077	0	0	0	0	0	147,077

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$
448,972	1,619,983	697,305	0	1,371,650

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Dollar Amount	13,493,304	0	13,161,658	0	0	331,646
Number	22	0	1	0	0	21
Sub-Contracts						
Number	24	0	0	0	6	18
Dollar Amount	19,140,232	0	0	0	1,700,010	17,440,222
	Total	Women Business Enterprises	Male			
Contracts						
Dollar Amount	13,493,304	114,471	13,378,833			
Number	22	8	14			
Sub-Contracts						
Number	24	0	24			
Dollar Amount	19,140,232	0	19,140,232			

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Dollar Amount	0	0	0	0	0	0

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired		0		0		
Businesses Displaced		0		0		
Nonprofit Organizations Displaced		0		0		
Households Temporarily Relocated, not Displaced		0		0		
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0	0	0	0	0	0
Cost	0	0	0	0	0	0

Table 10 – Relocation and Real Property Acquisition

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	900	46
Number of Non-Homeless households to be provided affordable housing units	1,300	1,432
Number of Special-Needs households to be provided affordable housing units	45	789
Total	2,245	2,365

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	45	432
Number of households supported through The Production of New Units	185	199
Number of households supported through Rehab of Existing Units	375	461
Number of households supported through Acquisition of Existing Units	750	50
Total	1,355	2,142

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Decisions about annual production and support are dependent upon the actual needs of the households, non-profits, and communities served. As a funding and support agency, DSHA responds to the requests for assistance and funding proposals that are presented. Overall, we are meeting or surpassing the projected needs.

Discuss how these outcomes will impact future annual action plans.

DSHA bases its annual plans on the Consolidated Plan, consultations with local, non-profit and for-profit providers and developers, and the trends of the previous years. Thus, projections may be adjusted, most likely to provide additional resources as available.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income (30%)	59	20
Low-income (50%)	50	16
Moderate-income (80%)	24	11
Total	133	47

Table 13 – Number of Households Served

Narrative Information

Delaware continues to experience more demand for affordable housing than our available resources can provide. The waiting list for DSHA Public Housing and Housing Choice Vouchers currently has over 10,000 families. A recent report from Housing Alliance Delaware (HAD) found that there is an immediate need for 20,400 affordable housing units to fill the state deficit for extremely low income Delaware households. The January 2020 point-in-time count found 1165 persons experiencing homelessness that night in Delaware.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Statewide Coordinated Intake System

Through ESG and state funding, DSHA supports the statewide Continuum of Care's coordinated entry system (CES), administered by Housing Alliance Delaware (HAD). As part of operating the system, HAD conducts regular outreach to social service agencies, churches, day centers and other places where people experiencing homelessness may seek assistance. Delaware's CES uses the VI-SPDAT assessment tool to assess households' needs and determine appropriate referrals and prioritization for rapid rehousing and permanent supportive housing.

Code Purple

With the support of volunteers from across Delaware, Code Purple locations provide safe, warm and short-term housing and hot meals to individuals and families who are homeless when winter-weather conditions make it difficult for anyone to be outside for extended periods. Organized and staffed by volunteers, Code Purple sites typically are located at houses of worship and community shelters. Code Purple sites use volunteers to manage operations, with activation and implementation varying by county and site. Delaware 2-1-1, call center and a mobile app provide information to Delawareans needing to find shelter on the most inclement nights in Delaware. The Delaware Continuum of Care has focused on engaging leadership from local Code Purple and day services/day centers initiatives in the CoC membership and Board to ensure these efforts are coordinated and integrated with the overall homeless assistance system.

Addressing the emergency shelter and transitional housing needs of homeless persons

DSHA administers ESG funds in Kent and Sussex Counties. As the lead agency in this process, DSHA has the opportunity to work closely with the shelters and Rapid Rehousing programs in these Counties. As the focus in the state's homeless services system is on permanent housing resources, DSHA did not fund the development of new shelters or transitional housing in FY2019. DSHA's activities and funding for operations of emergency shelter and transitional housing via ESG are discussed in detail in CR-60 through CR-75. In addition to shelter-based programs, there are a significant number of non-shelter service providers that target their services to homeless persons or families. These non-shelter services include: day centers, the Code Purple shelters discussed above, substance abuse counseling, mental health counseling, HIV/AIDS testing and treatment, food and clothing, case management, job training and placement and medical care. State funding administered by other state agencies also supports emergency shelter operations, services, and hotel vouchers for people experiencing homelessness when shelter beds are not available. The state Housing Development Fund has been used to create many of the shelters and other housing facilities serving people who are homeless in Delaware, and is available for the new development and rehabilitation of emergency shelter, transitional housing facilities, permanent supportive housing, and other housing.

Delaware has also focused on establishing a strong system of rapid rehousing to help people experiencing homelessness get back into permanent housing. ESG funding as well as state funding support five rapid rehousing providers in Delaware. Two additional rapid rehousing providers specifically use VA Supportive Services for Veterans and their Families (SSVF) funding to assist veterans in Delaware.

Building an inventory of other permanent rental assistance is an important tool in Delaware to reduce chronic homelessness and help people exit homelessness more quickly. In FY2011, Delaware established the State Rental Assistance Program (SRAP), which provides rental assistance to people with disabilities, youth exiting foster care, and families for whom affordable housing is a barrier to reunification, as well as other populations under various special initiatives. Approximately 700 households are receiving SRAP assistance.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Delaware invests significant state funding, both administered by DSHA and in other departments such as the Department of Health and Social Services (DHSS) in homelessness prevention. These are discussed in other areas of the CAPER as well, but key initiatives include:

- The new Home4Good funding program launched in 2019 increasing funding for homelessness services via investment from the Housing Development Fund and Federal Home Loan Bank of

Pittsburgh. \$1.2 million was allocated in January 2019 to ten projects including homelessness prevention, rapid rehousing, pilot efforts to test housing locator services, and legal representation for eviction prevention.

- The State Rental Assistance Program provides rental assistance for approximately 700 households with special needs in Delaware, including people with physical, developmental and intellectual disabilities, mental health needs, youth exiting foster care and families with child welfare system involvement for whom affordable housing is a barrier to reunification. Priorities include individuals who are exiting institutions, are at risk of entering institutions, and/or are homeless or at risk of homelessness.
- Administering other special voucher programs, including Section 811 Mainstream Vouchers and Family Unification Program vouchers, in partnership with our sister state agencies and service providers, and the state-funded HomeWorks program assisting families experiencing homelessness in three school districts.
- Administering project-based rental assistance via the Section 811 PRA Demo Program, and units set aside in Low Income Housing Tax Credit projects. 5% of units in all newly financed LIHTC projects must be set aside for special populations, and there are incentives for developers to set aside up to 10% of units.

In all of these initiatives, DSHA works closely with the Department of Health and Social Services, Department of Services for Children, Youth and their Families (DSCYF), service providers, and the Continuum of Care / Housing Alliance Delaware to ensure availability of supportive services, refer eligible households, and set priorities.

One area with particular activity in 2019 was reentry. Delaware first participated in the National Criminal Justice Reform Project (NCJRP) planning process to establish a comprehensive plan to improve reentry and reduce recidivism in Delaware. DSHA staff were active in this process and led the Housing Workgroup of this initiative. This was further moved to implementation with the signing of Executive Order 24 establishing the Delaware Correctional Reentry Commission, which includes the Director of DSHA and several other cabinet secretaries and other state leaders. The Commission has a specific set of objectives to improve reentry in the state, which are being addressed by seven subcommittees. DSHA staff co-chair the Housing Subcommittee, which is working to ensure improved pre-release housing planning to reduce releases to homelessness; increase availability of short-term rental assistance; reduce barriers to housing administered by the state's five Public Housing Authorities (PHAs); and improve information about housing resources.

In September 2019, the state's five PHAs were awarded technical assistance from the Vera Institute for Justice to establish a Family Reunification Program to facilitate reentrants' ability to return to family living in PHA-administered housing, and review and revise their policies on access for people with conviction histories and justice system involvement. A working group of all the PHAs has met consistently to work on the creation of a new Family Reentry Pilot, which was formally launched in July 2020. The PHAs are working together and with DOC and other partners on implementation.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Best practices and evidence-based demonstrations call for a transformation of our homeless assistance systems to focus on housing stability and system-wide outcomes. Focusing on housing stability allows communities to focus resources and address a person's long-term service needs, bridging the divide between the homeless assistance system and mainstream systems. DSHA is participating in the CoC's strengthened planning activities to:

- Create a vision for Delaware's homeless assistance system;
- Define Delaware's goals for preventing and ending homelessness;
- Defining the services, models and outcomes to achieve that goal; and
- Implement and improve coordinated entry and assessment.

Delaware has created a statewide Continuum of Care that is aligned with the HEARTH Act regulations in composition and function. The board that governs this group meets regularly and has a System Performance Committee that reviews data and produces an annual System Performance Report. DSHA is an active participant in the CoC membership, Board, and numerous committees.

In FY2019, DSHA:

- Funded Housing Alliance Delaware to support the Continuum of Care, DE-CMIS system, and community planning efforts, as well as to establish a certification and training program for the rapid rehousing providers in the state and other best practices;
- Continued rapid rehousing as a focus of its ESG funding program;
- Allocated state funding to homelessness prevention, rapid rehousing, and other initiatives to build the capacity of Delaware's homeless assistance system and implement the DE-CoC Action Plan to End Homelessness;
- Continued to require that funded agencies be active users of DE-CMIS and the Coordinated Intake system to ensure full participation;
- Continued to require adherence to permanent supportive housing standards and participation in DE-CMIS and coordinated entry for new housing facilities seeking capital funding from DSHA;
- Applied for and was awarded 50 Section 811 Mainstream Vouchers to add to the state's inventory of rental assistance for populations at risk of homelessness, continued to administer 50 Family Unification Program (FUP) vouchers, and sought additional VASH vouchers;
- Continued to administer the State Rental Assistance Program, which at any given time assists approximately 700 households at high risk of homelessness or who otherwise may be in

institutional settings;

- Participated in numerous planning and implementation efforts related to special populations, including the Delaware Correctional Reentry Commission (DCRC); leadership of the DCRC Housing Subcommittee; Commission on Community-based Alternatives for People with Disabilities; Division of Substance Abuse and Mental Health (DSAMH) Advisory Council, Domestic Violence Task Force Housing Committee, and many others.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

DSHA last completed a Section 504 needs assessment and transition plan in 1991. On an aggregate basis across all DSHA sites, DSHA's public housing stock meets Section 504 requirements. As part of its current Fair Housing Plan, and as noted in our FY2014 Annual Action Plan, DSHA intended to begin a new 504 needs assessment and transition plan in 2014. However, the draft Affirmatively Furthering Fair Housing (AFFH) regulations released by HUD in July 2013 have far-reaching impact, including into the public housing planning and reporting processes, and may also affect 504 assessments. As these forthcoming regulations may affect the requirements for 504 assessments, DSHA is currently re-evaluating our plan and timeline for completing a new Section 504 Assessment and Transition Plan. In the meantime, DSHA has been approved for the Rental Assistance Demonstration (RAD) program for Liberty Court in Dover.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

Moving to Work

DSHA's MTW program includes its public housing, Housing Choice Voucher, Capital Fund, and Resident Homeownership Programs. The goals and objectives under the DSHA MTW Program are outlined as follows:

- To reduce costs and achieve greater cost effectiveness by administrative reforms to the Public Housing and Housing Choice Voucher Programs;
- To give incentives to families who are employed or seeking employment and self-sufficiency; and
- To improve housing options for our residents by offering or coordinating the following resources:
 1. Homeownership counseling and assistance;
 2. Budget counseling;
 3. Fair market housing counseling;
 4. Assistance obtaining a Low Income Housing Tax Credit Unit;
 5. MTW Savings Account as income increases;
 6. Counseling to repair credit problems;
 7. Financial literacy education;
 8. Individual Development Accounts (IDA) for approved participants;
 9. Public Housing Homeownership Program; and
 10. Resident Homeownership Program.

MTW participants are categorized as Tier I (years 1-5) and Tier II (years 6-7). At the completion of the 7th year, the resident's subsidy ends. As of June 30, 2019, DSHA had 382 MTW Tier I participants and 24 MTW Tier II participants for a total of 406 MTW participants.

For FY2019, the total number of MTW participants that successfully completed the program and moved onto either homeownership or non-subsidized rental housing was 46 households. Twenty-Eight (28) of these households moved into unsubsidized rental housing, and 17 to homeownership or non-subsidized housing.

During FY2019 the number of MTW participants with a savings account increased to 90% when compared with FY2018. In all during FY2019, a total of \$366,007 was disbursed in MTW savings to 46 individuals who successfully completed the program. The average dollar amount disbursed to successful participants decreased slightly in FY2019 to \$7,957 compared with \$8,761 in FY2018.

In FY2019, the number of MTW residents participating in case management services was 406 participants. The primary area of focus for the case manager and resident has been on increasing employment opportunities and credit repair to enable the Tier I resident to move into fair market housing or homeownership. Case managers concentrate on assisting Tier II residents with preparation for the end of their subsidy. During FY2019, our four case managers made approximately 1,700 referrals to outside agencies for residents regarding the following: food assistance, legal assistance, job training, financial assistance, mortgage assistance, etc.

Job training and placement/employment referrals accounted for approximately 50% of the total referrals made by case managers in FY2019. Our unemployment rate increased slightly from 2.7% in FY2018 to 3% in FY2019. These specialized case management activities are specifically geared to help participants become more attractive to potential employers, improve opportunities for job interviews and assist them in becoming more knowledgeable financially.

Actions taken to provide assistance to troubled PHAs

Not applicable.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

In FY2019, DSHA continued maximize the State's Growth Management planning processes in removing or mitigating the negative effects of public policies that may serve as barriers to affordable housing. This includes technical outreach to local governments and organizations to encourage effective affordable housing strategies as part of their comprehensive planning processes and active engagement with the Preliminary Land Use Service (PLUS) process.

Delaware's Growth Management Framework

The *Strategies for State Policy and Spending* was first adopted in 1999 and is updated every five years by the Governor's Cabinet Committee on State Planning Issues (CCSPI) to coordinate land use decision-making with the provision of infrastructure and services in a manner that make best use of Delaware's natural and fiscal resources. DSHA's Director is a member of the CCSPI and ensures that affordable housing is addressed in the following:

- Comprehensive Plans – Communities with populations greater than 2,000 are required to include policies, statements, goals, and planning components that serve to define the community's strategy for providing affordable housing for current and future residents. During FY2019, DSHA provided recommendations and housing needs information to the following communities as they began their comprehensive plans: Town of Wyoming. During FY2019, DSHA reviewed and provided feedback to the following draft comprehensive plans: Dagsboro, Dover, City of New Castle, Ocean View, Delaware City, Selbyville, Kent County
- Preliminary Land Use Service (PLUS) - Provides for state agency review of major land use change proposals prior to submission to local governments. DSHA participates in this process and as a result, is able to provide technical assistance to local communities completing comprehensive plans and to developers seeking to develop mixed-income communities.

Education, Training and Technical Assistance to Communities

DSHA offers technical assistance to local governments on various housing challenges and issues facing their communities. In FY2019, DSHA partnered with the U of D's Institute of Public Administration to provide a webinar for local officials on 'Anticipating Housing Needs in Your Community During the COVID-19'. Information on local policies and strategies to mitigate housing problems was provided to 45 attendees. Strategies included: loosening regulations for accessory dwelling units; revisiting definition of 'family' and occupancy limits; and, repealing crime-free ordinances.

In 2017, DSHA became aware of several communities that adopted Criminal Activity Nuisance Ordinances (CANOs) that can have a disparate impact on protected classes. In response, DSHA conducted significant research and shared that research with these communities to make them aware of DSHA's concerns and their disparate impact on protected classes. In addition, DSHA has used every resource within its authority to discourage communities from adopting CANOs and existing communities to repeal them. In FY19, DSHA was provided information to Town of Greenwood and Town of Smyrna on importance of removing their CANOs. DSHA incorporated importance of repealing CANOs into the above referenced training webinar with the University of Delaware.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

DSHA Language Access Plan

DSHA continually reviews Census data and other information to identify populations of people with limited English proficiency as part of its efforts to comply with Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." DSHA has translated all key program materials into Spanish, the second most common language spoken in Delaware after English. During FY2019, DSHA provided language assistance to 161 LEP clients and translated 11 document and publications. It should be further noted that DSHA will provide any reasonable accommodation for persons with language and/or disability barriers to access program information.

Downtown Development Districts (DDD) Program

DSHA has been an integral partner in Delaware's Downtown Development Districts Initiative that has been very effective in spurring investment in distressed downtowns, where broader community interventions are needed, stimulating job growth, and improving the neighborhood and commercial vitality of Delaware's towns and cities.

Twelve municipalities have designated DDDs: Cheswold, Delaware City, Dover, Georgetown, Harrington, Laurel, Middletown, Milford, New Castle, Seaford, Smyrna and Wilmington. A designation provides access to several state and local incentives to investors of these areas. The most significant incentive is the DDD Rebate, administered by DSHA, and provides an up to 20% rebate of real property investments in commercial, industrial, residential, and mixed-use buildings or facilities with a designated DDD. In FY2019, \$18 million in DDD funds leveraged \$356 million in private investment in the state's most distressed areas.

Delaware Section 811 PRA Demonstration Program Award

In 2013, Delaware was awarded a Section 811 PRA Demo grant of \$5.1 million, estimated to create and support 145 units of project-based rental assistance over 5 years. The program was designed to build on the existing SRAP partnerships and infrastructure, to create project-based rental assistance for people with disabilities in integrated settings with supportive services. To speed the creation and occupancy of

units, Delaware proposed to structure its Section 811 program to place units in existing DSHA-financed sites (HOME, LIHTC, or HDF) first. To increase inventory over the longer-term, DSHA built incentives into the Qualified Allocation Plans (QAPs) between 2014 and 2020 to produce units through new construction. As of 11/1/2020, DSHA had fully executed Rental Assistance Contract (RAC) documents with 24 participating properties, representing 138 units.

DSHA partnered with Emphasys.com to create a secure, web-based referral system designed to connect applicants for Section 811 housing with available and appropriate Section 811 units. The PAIR (Prescreening, Assessment, Intake and Referral) service interfaces with DelawareHousingSearch.org, the free online housing locator service operated by DSHA and its partners since 2012. Section 811 applicants are placed on a centralized Referral List, while property managers update real-time information regarding unit availability in the housing locator. The PAIR service was officially launched in June 2015. As of 11/1/2020, the Referral List contained 610 applicants, with 95 current tenants housed through the Section 811 referral process.

HUD Mainstream Vouchers

In 2018, DSHA applied for and was awarded 50 vouchers under the HUD Mainstream Voucher Program (previously called the 811 Mainstream Voucher Program). These are Housing Choice Vouchers reserved for nonelderly adults with disabilities, with a particular focus on people who are exiting institutions, and people who are experiencing homelessness. In 2020, DSHA was awarded 15 new HUD Mainstream Vouchers through the CARES Act allocation process.

DSHA works with partnering agencies—particularly DHSS and Housing Alliance Delaware (HAD), the entity responsible for managing the coordinated entry system in Delaware—to target Mainstream Vouchers to individuals awaiting supportive housing who are also on DSHA’s existing waiting list for Public Housing. Although coordinated outreach efforts have been slowed due to the coronavirus pandemic, 22 individuals had been placed in housing with a Mainstream Voucher as of 11/1/2020.

DSHA Funding Priority for Special Needs

In its 2019 QAP, DSHA changed the strategies in its LIHTC program to create housing for special populations, instituting a required 5% set-aside of units for special populations served by the shared DSHA referral system that also serves Section 811. Special populations include: people with disabilities, young people exiting the foster care system, people who are literally or imminently homeless, and survivors of domestic violence. Tax Credit Target Units must be affordable to households at 40% AMI. Developers may also earn points for targeting lower incomes (30% AMI) and committing additional units. A total of 94 units reserved for special populations have been created as a result of the 2016-2020 QAP processes. As of 11/1/2020, 76 applicants have been housed in Tax Credit Target Units, with 925 applicants awaiting referrals to available units.

Accessible Units

In 2010, DSHA added incentives to its LIHTC Qualified Allocation Plan (QAP) for developers to construct fully accessible units beyond the 5% required by Section 504, up to 20% of units in a property. Fully accessible units encompass design elements that can provide accommodation for a person with a disability. These design elements may include varied cabinet heights, wider hallway width, first floor bathroom and bedroom, and numerous other specifications. These incentives have resulted in a significant increase in the number of fully accessible units developed via the LIHTC, from previously only the required 5% to now typically 12 - 15% annually. The State Architectural Accessibility Board reviews all plans and DSHA ensures accessibility compliance at the sites. In FY2019, 42 additional accessible units were completed over the required 5% or 21 units that would normally result through LIHTC funding.

Community-based Care for People with Disabilities

Delaware has been directing resources and partnership efforts to address the goal of providing community-based services in the least restrictive setting, and assisting people with disabilities to remain in their homes and communities as long as possible for many years. DSHA continues to work with our partners—particularly the Delaware Department of Health and Social Services (DHSS) and the Delaware Department of Services for Children, Youth, and Their Families (DSCYF)—to create and maintain housing programs and services focused on reducing institutional bias, transitioning people from institutional care to the community, and supporting a system that prioritizes and fully supports community-based care.

Moving to Work

In FY20019, 46 MTW participants achieved housing self-sufficiency - moving on to either homeownership or non-subsidized rental housing. Seventeen of these participants moved into homeownership. 97% of MTW participants in FY2019 were employed;61% more than 30 hours per week. In addition, 90% of MTW participants in FY2017 2019 had a savings account, and a total of \$366,007 in MTW savings was disbursed to the 46 individuals who successfully completed the program. The MTW escrows accumulated by the residents provided essential funds that helped with closing costs and down-payments for home-ownership and security/utility deposits for non-subsidized rental housing. Without these funds, many of the participants would not have been able to make the transition into home-ownership or other fair market rental housing.

State Rental Assistance Program

Since FY2010, DSHA has worked with the DHSS, DSCYF, the Governor's Office, and the State Legislature to fund and maintain a State Rental Assistance Program (SRAP). The purpose of the State Rental Assistance Program is to serve individuals who have access to continuing supportive services, but who require affordable housing to live safely and independently in the community. Several years after the program's inception, the Delaware Division of Substance Abuse and Mental Health (DSAMH) began providing supplemental funding specifically to support vouchers to serve DSAMH clients, particularly those who are identified as having a Serious and Persistent Mental Illness (SPMI).

State FY2020 funding for SRAP includes Delaware General Assembly allocation of \$3 million and DSAMH funds to specifically serve DSAMH clients of \$3.6 million. This combined funding of \$6.6 million allows a total number of SRAP vouchers of approximately 733 (assuming an average annual assistance amount of \$9,000). As of 11/1/2020, 767 households were housed with an SRAP voucher, with an additional 74 households with vouchers issued actively seeking a unit, and two (2) applications pending.

SRAP utilizes rental subsidies administered by DSHA for households referred by the State Department of Health and Social Services (DHSS) and the Department of Services for Children, Youth, and their Families (DSCYF). The SRAP program is a vital part of Delaware's strategies to help people who are at high risk for homelessness make the transition to permanent housing and independent living, avoid becoming homeless, and address the housing and supportive services needs of people who are not homeless but have other special needs. DSHA administers the rental assistance portion of the program by utilizing its experience and expertise associated with the Housing Choice Voucher program. Case managers from DHSS, DSCYF, and approved community service providers leverage existing funds (such as Medicaid) to transition program participants into community settings and provide medical, behavioral health, personal care, or case management services to participants during their tenancy, if such services are desired.

Since FY2013, DSHA has supported a pilot initiative to extend SRAP assistance to families with school-aged children who are experiencing homelessness. Under the HomeWorks Program, eligible families are identified by staff at Christina, Capital, and Seaford School Districts. They receive up to one year of rental assistance from DSHA, coupled with case management and other supports from a service provider partner. Since the HomeWorks pilot was first launched, 233 homeless families have been received housing assistance.

In FY2020, DSHA was able to make available 10 SRAP vouchers as a pilot to support the Group Violence Intervention (GVI) project. These vouchers are targeted to individuals who are identified as being high risk of either perpetrating or becoming victims of group violence. Initial program outcomes are promising, largely due to the intensive, wrap-around case management participants receive. As of 11/1/2020, eight (8) GVI participants were housed with a SRAP voucher. DSHA and our partners are exploring other funding sources to expand the voucher pool available to this population.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The CDBG Program Guidelines reference HUD's lead-based paint regulations and all applicants must demonstrate how the rehabilitation work will be conducted in accordance with these regulations. DSHA also requires any activity funded by the HDF or HOME Program, especially acquisition/rehab activities, to conduct an Environmental Site Assessment Phase 1. Grantees and housing rehabilitation contractors must be trained in lead-safe work practices and HUD's regulations. If lead-based paint is present, then it must be remediated as part of the construction process in accordance with local, state and federal regulations.

DSHA continually cooperates with the Division of Public Health to facilitate lead-safe work practices training to contractors. Any individual performing lead-based paint activities in the State of Delaware must be certified by the Division of Public Health (DPH). After completing an approved training course, a person wishing to be certified must submit an Application for Certification to DPH. The applicant must then pass the state certification (3rd party) exam. A certification fee is required and the certification is valid for two years. Grantees are monitored for compliance with lead-based paint regulations, and have shown that they are in compliance.

The Delaware Office of Lead Poisoning Prevention (OLPP) is now part of a new Office of Healthy Environments (OHE) in the Delaware Division of Public Health (DPH). The Healthy Homes and Lead Poisoning Prevention Program (HHLPP) under the OHE completed on-site assessments of housing units, and trained community partners to start their own Healthy Homes programs during FY2019.

All contractors, renovation contractors, maintenance workers who work in pre-1978 housing and child-occupied facilities are required to follow EPA's RRP Rule, as updated.

It should be noted that all housing receiving federal assistance must still comply with HUD's LSHR. HUD's Office of Healthy Homes and Lead Hazard Control (OHHLHC) website provides information on complying with the LSHR and RRP Rule. DSHA notified CDBG and HOME sub grantees about the new requirements and provides technical assistance as needed.

Late in FY2019, the State of Delaware passed HB89, AN ACT TO AMEND TITLE 16 OF THE DELAWARE CODE RELATING TO THE CHILDHOOD LEAD POISONING PREVENTION ACT. This is the bill to restart the Childhood Lead Poisoning Advisory Committee. DSHA was represented on this committee when it began meeting in 2019.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Supporting Community Initiatives

The Housing Development Fund (HDF) provided support to several programs and projects serving low-income households to help them avoid or end their homelessness, build assets, or preserve their homes in FY2019. These included:

Grants to non-profit housing developers: The HDF supported several non-profit housing developers throughout Delaware with FY2019 grants totaling \$2,104,681 for new construction or rehabilitation of owner-occupied housing. HDF Grants were also made available to developers of rental housing: \$9,869,874 was invested in FY2019 for the creation or rehabilitation of 2,093 units.

Grants to providers of services for homeless and special population clients: In FY2019 the HDF awarded \$980,000 in grants to nonprofit organizations who projected to provide rapid re-housing or homelessness prevention services to over 400 clients.

Grants to financial counseling agencies: DSHA and its partnering state agencies support several financial counseling programs designed to educate and assist low and moderate income Delawareans manage their resources and take full advantage of programs that can improve their financial situations. At the state level these include the HDF Pre-Purchase Counseling program which awarded \$6,095,000 to 12 community agencies who counseled 504 clients in FY2019.

Financial assistance to home buyers: Delaware continues to have homeownership rates well above the national average, in part due to the significant support the DSHA provides to low and moderate income home buyers. In FY2019 DSHA utilized the state-funded Homeownership Loan Program (HLP) and Preferred Plus to help 1,335 households become homeowners. The state's First-time Homebuyer Tax Credit was utilized by 617 households. The investment of these three programs amounted to \$279,349,093 in FY2019.

The Neighborhood Assistance Act

DSHA administers the Neighborhood Assistance Act (NAA), a state charity tax credit. Through the NAA companies and individuals within Delaware, which contribute to eligible neighborhood organizations and nonprofits in impoverished areas, are eligible to receive state tax credits worth up to fifty percent of their donation. Organizations must be designated as 501(c)(3) organizations by the Internal Revenue Service and document that they provide neighborhood assistance in an impoverished area, or provide neighborhood assistance for low- and moderate-income families. In FY2019, the program was again fully subscribed and the full \$1,000,000 in tax credits allocated, leveraging over \$2 million in contributions to neighborhood organizations.

Actions taken to reduce the number of poverty-level families - continued

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Delawarehousingsearch.com

Since 2012, DSHA had worked with a strong network of partners, including Socialserve.com, Inc. (now doing business as Emphasys.com), Wilmington Housing Authority, New Castle County, Kent County, Sussex County, the City of Wilmington, the Delaware Department of Health and Social Services, and Delaware Emergency Management Agency to maintain and promote DelawareHousingSearch.org.

DelawareHousingSearch.org is online and available 24/7 as a free web-based service and supported by a toll-free, multi-lingual call center. The locator inventory and services it provides continues to expand providing real-time housing options for lower income persons, displaced persons, persons with vouchers and persons who need accessible features to learn about available units online.

DelawareHousingSearch.org also ensures information regarding emergency housing opportunities are available to disaster victims. In addition to rental housing, affordable homes assisted through a number of public programs may also be listed on the site.

Marketing and outreach efforts to promote use of the housing locator and call center are robust. Activities include bus wraps, radio advertisements, interviews on local public television stations, Public Service Announcements (on both television and internet), and efforts specifically designed to target Spanish-speaking audiences throughout the state. During FY2019, the inventory contained 27,262 rental units. Visitors conducted 338,000 searches on the site, and the call center assisted 6,500 callers with either listing their units or finding housing that meets their needs. As of 11/1/2020, the site included over 27,255 registered units, with approximately 160 vacancies, and 935 property owners with active accounts.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

DSHA works hard to leverage its limited resources with various community resources and programs. We have developed partnerships with numerous agencies and organizations to provide services and programs that would otherwise require DSHA resources or not be available. Examples of these partnerships include:

- DSHA has signed an MOU with the University of Delaware to provide 4-H programs at three public housing sites. Services include after-school homework assistance and recreation.
- DSHA signed an MOU with Sussex Tech for Adult Education at two public housing sites.
- Children and Families First provides pregnancy testing, family planning material, STD testing, treatment and counseling and also organizes resources for grandparents and relatives raising someone else's children.
- Child, Inc. provides one-on-one case management services upon request or referral and offers parenting classes.
- NCALL provides financial counseling and assists with budgeting and establishing credit.
- Rental Assistance/Other financial assistance is offered by several organizations: Peoples Place II, First State Community Action Agency, Catholic Charities, Salvation Army, Casa San Francisco, State Service Centers and local churches.
- First State Community Action Agency provides limited financial assistance, administers the Summer Food Service Program for Sussex County sites and offers employment training at a center in Georgetown.
- Department of Labor provides all aspects of employment training, including assistance preparing resumes and applications, improving interviewing skills, and workplace training. DSHA serves on the Workforce Investment Board for Delaware which administers the state's requirements and initiatives for employment and job training.
- Delaware Technical and Community College, Kent County Poly-Tech, Sussex Tech, Delaware State University - All institutions have various courses available for general education as well as specific job training. They require a minimum number of participants to come to DSHA sites, but individuals can go to the schools for classes. Many courses are free of charge, based on income, or have a small fee.

- DSHA has installed GED tutorial software at multiple sites. The program is used by instructors giving group instruction and by residents who study independently.
- DSHA's non-profit Delaware Diamond Fund (DDF) continues to wisely invest in housing needs for low and moderate income citizens. A focus in recent years has been ensuring that Delaware meets the growing need for affordable units for people with disabilities. Currently, more than 15% of units constructed with DSHA financing are fully accessible to Delawareans with disabilities.
- DSHA participates on the Interagency Council for Adult Literacy. This is a group from various agencies that are working to address literacy issues for Delaware. The group meets regularly and continues to develop and coordinate adult literacy programs for DSHA residents.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In FY19, DSHA, as a member of the Delaware State Fair Housing Consortium, finished The 2020 Statewide Analysis of Impediments to Fair Housing Choice (AI) strongly informed by the Affirmatively Furthering Fair Housing Assessment (AFFH) Tool and HUD's 2015 AFFH Rule Guidebook. Established in 2017, the Consortium consists of all Delaware jurisdictions that receive federal housing funds directly from HUD, as well as all public housing authorities. This robust AI was informed by outreach conducted through community meetings, focus groups, and public hearings. Input was obtained from a wide range of stakeholders, by reaching out to neighborhood residents, fair housing organizations, civil rights and advocacy organizations, legal services providers, social services providers, housing developers, industry groups, landlord associations, tenant associations, neighborhood associations, and undocumented families to hear directly about fair housing issues affecting residents. Additional meetings were held with public officials from Planning and Zoning department and the County Attorney's office. All meetings took place in facilities that are accessible to persons with disabilities.

The AI includes strategies for DSHA, Consortium partners, sub-grantees, and the Fair Housing Task Force and are included in Appendix 6 . Each strategies includes a list of responsible parties, as some issues are specific to a geographic areas and individual jurisdiction, while others are regional in nature and require a collaborative response. As a result, when listing Consortium members, it can be individual or collective efforts.

Statewide strategies, often requiring legislative action, will be facilitated through the Fair Housing Task Force. The Task Force, composed of Consortium members, housing advocates, and non-profit organizations, acts as a formal statewide advocacy network for fair housing, as well as for implementing the State of Delaware Regional Fair Housing Plan. The Fair Housing Task Force is convened through the Delaware Division of Human Relations.

Geographic Distribution of Resources

DSHA continues to review all DSHA programs to determine how and where to invest resources to expand housing choice in both Distressed Areas and Areas of Opportunity. Expanding fair housing choice can mean stabilizing decline, revitalizing a community therefore encouraging others to move into the neighborhood. Expanding fair housing choice can also mean moving to another neighborhood that offers economic opportunity, proximity to the workplace, better schools and a safer and more secure environment. Both types of strategies help break down patterns of segregation.

In 2017, DSHA used new information from the *Delaware Housing Needs Assessment 2015 - 2020*, HUD-identified Racially/Ethnically Concentrated Areas of Poverty, and indicators of strong school proficiency to identify Distressed Areas, Stable Areas, and Areas of Opportunity. DSHA uses the resulting 'Balanced Housing Opportunity' map to better understand the neighborhoods in Delaware and identify appropriate strategies to ensure equitable development. DSHA just completed a Statewide Market Valuation Analysis for the State of Delaware and is currently updating these areas again. An interactive version of the current map is also available on DSHA's website at:

<http://www.destatehousing.com/FormsAndInformation/datastats.php>.

- **Areas of Opportunity** are strong, high value markets, offering economic opportunity, high performing schools, and supportive infrastructure. However, these areas contain little affordable housing. New construction and preservation of affordable housing are prioritized and encouraged.
- **Stable Areas** are middle market areas where a balance of market rate and subsidized housing are supported.
- **Distressed Areas** are highly distressed neighborhoods suffering from blight and concentrated poverty. Strategies focus on stabilizing neighborhoods through increased homeownership, investment in existing homes and commercial areas, and people-based intervention strategies.

Program Modifications to Expand Fair Housing Choice

The following modifications in major programs in homeownership, community development, and rental housing were made to: encourage and preserve rental opportunities in Areas of Opportunity; promote sustainable homeownership in Distressed Areas. Specifically:

- The QAP prioritizes affordable rental housing in Areas of Opportunity.
- The non-Tax Credit HDF Loan program prioritizes new rental construction located in Areas of Opportunity.
- The HDF Homeownership Grant program prioritizes new homeownership creation located in Distressed Areas, and increased the allowable grant from \$35,000 to \$50,000 for each unit.
- Increased the maximum payment standards 10% in Areas of Opportunity for DSHA's Housing Choice Vouchers administered in Kent and Sussex Counties and state-funded State Rental Assistance Program vouchers.
- CDBG and HOME encourages single-family rehabilitation in Impacted or Distressed Areas by providing 5 points out of 100 points to applications that target concentrated areas.

DSHA will continue to monitor DSHA investments, and adjust programs to encourage revitalization of Distressed Areas and new affordable homeownership and rental opportunities in Areas of Opportunity.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

DSHA has the responsibility of monitoring all housing activities covered by the FY2019 Action Plan, whether the activity is conducted directly by a unit of local government, a nonprofit housing agency or by DSHA itself. Monitoring is an ongoing process involving continuous grantee communication and evaluation. The process involves frequent telephone contacts, written correspondence, analysis of performance reports and audits and periodic on-site visits. These processes occur differently for each of the four programs to be discussed.

CDBG

The monitoring process is divided into two components: regulatory and performance compliance. Monitoring of regulatory compliance includes review of accountability and financial management, environmental impact, labor standards, civil rights and fair housing, acquisition and relocation activities and citizen participation.

Monitoring of performance compliance includes evaluation of project timeliness, components of eligibility and compliance with National Objectives and an assessment of continuing capacity to carry out approved activities.

DSHA applies the following outcome standards:

- At least 70 percent of the funds must be spent on projects that benefit low- and moderate-income persons;
- 100 percent of the funds must be spent on eligible activities;
- 100 percent of the program funds must be obligated to local governments within 15 months of receiving the grant award; and
- DSHA staff uses checklists of all program components during their evaluations. These include: Fair Housing Equal Opportunity (FHEO), Labor Standards, Rehabilitation Checklist, Financial Management Checklist, Section 3 Checklist, and Environmental Review Checklist.

DSHA staff monitors a sampling of rehabilitation activities on an annual basis. This monitoring consists of:

- Review of pertinent files for required documentation, compliance with program regulations and verification of the accuracy of information provided to DSHA;
- A visit to the project site to observe activities and ensure consistency with the application; and

- Results of the monitoring visit are submitted to the grantee generally within fifteen days of the monitoring visit.

In the event of a Determination of Concern, Finding of Deficient Performance or Finding of Noncompliance is indicated the grantee is required to present documentation to address the concern, resolve the deficiency or implement a corrective action plan.

A follow-up visit may be necessary to verify a corrective action or to provide technical assistance. When DSHA's review indicates the grantee has provided satisfactory corrective action, a letter is sent to the grantee stating that the finding(s) have cleared. All findings must be cleared before closeout.

DSHA can bar a grantee from applying for CDBG funds, withhold unallocated funds, require return of unexpended funds or require repayment of expended funds if a grantee fails to provide satisfactory corrective action.

Monitoring - HOME

DSHA ensures that recipients of HOME funds comply with the regulations through various monitoring activities. Monitoring activities include both desk and on-site reviews. Throughout a project, DSHA is committed to ensuring compliance with federal regulations, ensuring production and accountability, and evaluating organizational and project performance.

For HOME, the overall program standards that are addressed and verified include the following:

- 1) All projects will meet all of the HOME statutory requirements, and will satisfy all HOME regulations in conformity with the DSHA Program Guidelines;
- 2) Not less than 90 percent of all HOME-assisted units in rental housing projects will rent to a tenant whose income does not exceed 60 percent of AMI at or below the maximum HOME rent limits (65 percent of AMI). In addition, no less than 20 percent of those units will rent to tenants at or below the low HOME rent limits (50 percent of AMI);
- 3) Not less than 100 percent of all HOME-assisted units in homeownership projects (both owner-occupied rehabilitation and down-payment closing cost assistance) will loan or grant funds to homeowners at or below 80 percent of AMI;
- 4) 100 percent of the funds allocated for the previous two (2) program years will be committed to projects by the end of the second year;
- 5) 100 percent of the funds allocated for the previous five (5) program years will be expended by the end of the fifth year; and
- 6) DSHA will require any Community Housing Development Organization (CHDO) to reapply for designation upon the event of a material change in the structure of the CHDO or at such other time as required by HUD. In addition, a CHDO must reapply for CHDO certification annually or each time additional CHDO funds are committed to the organization by completing the CHDO Questionnaire. DSHA requires all CHDOs receiving funding to certify that there has been no

material change in their status that would affect such funding.

DSHA monitoring can be broken down into the two phases of a typical project: 1) pre-construction and construction, and 2) in-service. Pre-construction and construction stage DSHA ensures each recipient of HOME funding understands the program requirements applicable to their activity. These requirements include, but are not limited to, fair housing, financial management and accountability, environmental impacts, labor standards, procurement, lead-based paint, affirmative marketing, and acquisition and relocation activities. On-site monitoring of an activity during the construction phase occurs to ensure consistency with requirements and identify construction deficiencies. A portion of activity funds are withheld until deficiencies, if any, have been corrected and all program reports have been submitted to DSHA's satisfaction. In service DSHA staff conducts annual on-site reviews of rental housing activities to ensure the activity sponsor maintains the following:

- 1) Correct rent and utility allowance levels for all HOME-assisted units;
- 2) Accurate annual re-certification of tenant income;
- 3) Compliance with Uniform Physical Conditions Standards;
- 4) Compliance with Affirmative Marketing Requirements; and
- 5) Compliance with other requirements of the HOME Program Guidelines.

In addition, DSHA ensures the proper payment of loan installments and escrow deposits, as required in the project's loan documents.

Record Keeping

In accordance with DSHA policy and federal requirements, DSHA has established and maintains records to enable DSHA staff, HUD, auditors, and the general public to determine the status of each HOME project, as well as overall program progress and status. Records are maintained in written and electronic format and are available to the public upon request, subject to the Freedom of Information Act.

Monitoring - ESG and HOPWA

Service providers receiving ESG and/or funds are monitored annually. The annual monitoring visit occurs after the end of the program year and consists of a review of applicable files, programs and processes of the agency. Areas examined include, but are not limited to, organization, environmental, conflicts of interest, insurance coverage, nondiscrimination and drug-free workplace policies, project activities and timelines, financial management and matching funds, procurement procedures, demographics, essential services, operations, homeless prevention and rehabilitation activities.

Written documentation of any finding(s) is provided to the sponsor identifying areas of noncompliance and the actions required to correct them. Prior to any further grant awards, all finding(s) must be resolved and documented satisfactorily. For ESG and HOPWA, the overall program standards that are addressed and verified include the following:

- 1) All grantees complete Quarterly Performance Reports every six months;
- 2) Not less than 100 percent of the services provided will be services that are eligible by ESG statutes and HUD regulations; and
- 3) Not less than 100 percent of the clients served will be eligible homeless families in accordance with HUD definition.

For other program updates see section CR-40 of the 2019 CAPER

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The public was able to comment on the FY2019 CAPER from December 7, 2020 through Decemberr 22, 2020. Notice of availability of the CAPER was advertised in the Delaware State News and The News Journal. Additional notification was provided through DSHA Highlights with an email subscriber list of approximately 1,400 people. The CAPER is available for download from DSHA's website at www.destatehousing.com/FormsAndInformation/capers.php. A paper copy of the CAPER was available for review at DSHA's main office at 18 The Green.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Through our Consolidated Planning process, our constituents have confirmed our efforts to maintain and improve the quality of life for low- and moderate-income residents. Comments received from citizens have been supportive of the CDBG Program’s housing emphasis, and recognize the need to reduce substandard housing for low- and moderate-income persons as a priority. As a result of our experience, the following programmatic change was incorporated into the FY2019 Program Guidelines.

- A Section has been amended to make sure applicants contact the first four houses on their housing rehab waiting lists each year to confirm that they still: are interested in and eligible for CDBG assistance, and have eligible rehabilitation needs.
- A Section has been amended to reduce the required housing rehabilitation lien periods for higher amounts of CDBG/HOME rehab assistance from those lien periods required in the FY2017 Program Guidelines. With an exception for CDBG-only funded hookups, meter installations, and emergency repairs under \$5,000, the lien terms will be as follows:

For homeowners under 62 years of age:

Under \$10,000	5 Years
\$10,000 to under \$20,000	10 Years
\$20,000+	15 Years

For homeowners age 62 or older:

Under \$20,000	5 Years
\$20,000+	10 Years

This change was effective as soon as DSHA’s Director approved the FY 2019 CDBG/HOME Program Guidelines, and applied to FY 2017 housing rehab projects as well as FY2019 housing rehab projects.

Owner-Occupied Rehab Programs Streamline

In response to the identified need for a streamlined and more responsive emergency repair process in the state, DSHA issued a NOFA and then contracted with a single provider to administer a Statewide Emergency Repair Program (SERP). In the first year, DSHA set aside \$500,000 in funding from the Delaware Housing Development Fund (HDF) for SERP and directed that 50 percent of the funding awarded to any partner must be directed to homeowners at or below 50 percent of Area Median

Income (AMI). The remaining 50 percent had to be directed to homeowners at or below 80 percent AMI. Therefore, all SERP funds were to be used to assist low-income homeowners with emergency repairs that threatened the health or safety of the household's occupants. DSHA is currently in the second year of a contract with a single nonprofit provider (Milford Housing Development Corporation) that allows for two 1-year renewals.

In response to the need to address the special repair needs of mobile homes, \$100,000 has been designated for emergency repairs to manufactured homes, through the SERP. In a separate project, not funded by DSHA, a modular home manufacturer in Delaware has partnered with Energize Delaware, the Vermont Energy Investment Corporation and Milford Housing Development Corporation to offer zero energy homes, Ze-Mod homes, as replacements for single-wide mobile homes that are beyond their usefulness. The program is coupled with homeownership education, downpayment assistance, and an Energy Efficiency Incentive package. Ze-Mod units are available through the program for households with 120% AMI.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

During FY2019, DSHA performed on-site inspections of 42 HOME-assisted developments consisting of 2,416 total units of which 504 have HOME funds. Out of those 504 units, 406 were inspected. During this period 81% of the HOME units were inspected. The monitoring includes physical inspections, review of tenant files and records, tenant rents, tenant selection and orientation, leases and security deposits, application processing, affirmative marketing plans, and general management policies. In addition to inspecting tenant incomes and rents, Uniform Physical Condition Standards (UPCS) were used during the units' physical inspection and also for all common areas in HOME-assisted properties. These areas include, but are not limited to, hallways, stairwells, laundry rooms, recreation rooms, lobbies and all exterior areas. None of the reviewed tenant files were found to have HOME findings. Sixteen (16) of the developments had UPCS findings during the physical inspection. All findings during the reporting period have been corrected by the owners.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

DSHA has adopted affirmative marketing procedures and requirements for all HOME properties consisting of five or more units and requires all such developments to establish a plan to "affirmatively-further" fair housing. The Affirmative Marketing Plan is required to outline the actions the property developer will undertake to provide information and actively promote wider housing opportunities for all persons, while maintaining a nondiscriminatory environment of all aspects of Federally-assisted housing during the HOME affordability period. Such actions include, but are not limited to: requiring EHO logotype or slogans in all press releases, solicitations and communications; marketing and rental of all housing in accordance with Fair Housing laws, displaying Fair Housing posters in rental offices and on site; and the keeping of adequate records to determine compliance with all Fair Housing laws and requirements.

As part of the application process for the HOME financing, DSHA requires submission of an AFHMP on form HUD-935.2A for each development. DSHA then reviews the Plan to ensure that the Affirmative Marketing Plan addresses the intended use of media, community contacts, and special outreach efforts and complies with other Fair Housing requirements. Incomplete or deficient Plans must be corrected prior to initial closing of the loan. DSHA monitors all completed developments and notifies owners of any corrective actions required to meet the objectives of the approved AFHMP. Failure by the owner to

take corrections as directed by DSHA may subject the owner to penalties including withholding of State and Federal funds, disbarment under State and Federal Housing programs and prosecution under local, State and Federal Fair Housing laws. During the reporting period, two rental developments were completed which required Affirmative Marketing actions. An assessment of the household heads in the completed developments is in the HOME Beneficiary Data chart under Multi-Family Rental Activity. In addition, DSHA conducted compliance monitoring reviews of 43 completed HOME developments and reviewed 43 Affirmative Marketing Plans. The review disclosed that all properties have their Affirmative Marketing Plan available for review and also kept adequate records of advertising or outreach efforts. DSHA will continue annual monitoring of the requirements.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

HOME Program activities completed in IDIS during the reporting period included the rehabilitation of 32 units of owner-occupied housing totaling \$399,784 that promoted affordable housing by both alleviating substandard conditions and assisting owners in maintaining their homes. There was one (1) acquisition/rehabilitation rental development (Liberty Court) completed with 15 HOME units totaling \$2,111,652 that addressed the dual needs of rehabilitation and preservation of affordable rental housing.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

The majority of the State of Delaware's HOME funds are provided to multi-family rental developments in conjunction with the LIHTC Program. During the reporting period, DSHA completed one (1) HOME multifamily development.

The permanent financing breakdown of the one completed HOME-financed multifamily rental development indicate HOME funds provided thirteen (13%) of the financing, while 87% of total development costs were provided by other sources including: 39% Low Income Housing Tax Credits; 30% from State proceeds; and 17% permanent loans from other federal sources; and 1% from owner funding.

CR-55 - HOPWA 91.520(e)

Identify the number of individuals assisted and the types of assistance provided

Table for report on the one-year goals for the number of households provided housing through the use of HOPWA activities for: short-term rent, mortgage, and utility assistance payments to prevent homelessness of the individual or family; tenant-based rental assistance; and units provided in housing facilities developed, leased, or operated with HOPWA funds.

Number of Households Served Through:	One-year Goal	Actual
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0	0
Tenant-based rental assistance	35	40
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0	0
Total	35	40

Table 14 – HOPWA Number of Households Served

Narrative

Since 1997, DSHA has awarded Housing Opportunities for Persons with AIDS (HOPWA) funds to the Delaware HIV Consortium (The Consortium) to operate a Tenant Based Rental Assistance (TBRA) program for low-income persons living with HIV/AIDS in Kent and Sussex Counties, Delaware.

Program beneficiaries must be low-income persons living with HIV disease or be AIDS defined. Total household income must fall within low-to-moderate income limits as defined by HUD. Clients must be referred to the TBRA program by HIV/AIDS case managers who ensure that their clients are receiving proper medical care and supportive services. The Consortium's housing staff screens applications and place eligible clients on the TBRA waiting list, which is updated monthly. Currently, the waiting time for rental assistance is approximately three years. Client eligibility determinations are reviewed on a regular basis and those who complete their waiting time and pass the eligibility screening review are interviewed by housing staff. The client is then given a 60-day timeframe to complete the process of becoming TBRA program participants. Program participants are reassessed for eligibility on an annual basis, through a recertification process involving a reassessment with a medical case manager, an annual housing inspection and a review of client compliance with all HOPWA program requirements.

Assisted households then rent affordable units that meet HUD Housing Quality Standards (HQS) from

private landlords within Kent and Sussex Counties. Affordability is determined using HUD Fair Market Rents. Rental assistance is calculated with the same HUD formula used by Public Housing Authorities (PHAs) to determine rent subsidies. The rent subsidy is based upon household income and housing expenses, including rent and utilities, and covers the portion of housing costs in excess of 30 percent of the household's adjusted income, up to full monthly rent. Program beneficiaries must remain connected to HIV/AIDS case management services with access to appropriate health care and support services funded by the Ryan White program and other mainstream service providers.

Annual Performance under the Action Plan

In FY2019 HOPWA funding from the Delaware State Housing Authority provided rental assistance for 40 households, consisting of 41 persons living with HIV/AIDS and 29 other persons for a total of 70 persons assisted. This output is more than the FY2019 HOPWA contract goal of 35 households.

Housing Stability – Of the 40 households assisted in FY2019, 39 households (98%) remained in stable housing: Thirty-Nine (39) in HOPWA-funded TBRA, zero (0) transitioned to private housing, zero (0) had unstable arrangements and one (1) had a life changing event. There was an 98% housing stability outcome performance goal in this category.

Access to Care and Support – All clients are required to be enrolled in HIV/AIDS medical case management during their participation in the TBRA program, in order to be connected to medical care and supportive services consistent with their care plans. In FY2019, all 40 households (100%) had housing plans as part of their case management service plans and all 40 households (100%) had appropriate medical coverage and received a regular source of income. In addition, all 40 households (100%) had contact with both their medical case managers and medical providers consistent with their service plans. These outcomes exceeded the 90% HOPWA performance goal for linkage to medical care and support services.

CR-60 - ESG 91.520(g) (ESG Recipients only)

ESG Supplement to the CAPER in *e-snaps*

For Paperwork Reduction Act

1. Recipient Information—All Recipients Complete

Basic Grant Information

Recipient Name	DELAWARE
Organizational DUNS Number	611186909
EIN/TIN Number	510116653
Identify the Field Office	PHILADELPHIA
Identify CoC(s) in which the recipient or subrecipient(s) will provide ESG assistance	Delaware Statewide CoC

ESG Contact Name

Prefix	Ms
First Name	ALICE
Middle Name	M
Last Name	DAVIS
Suffix	0
Title	Housing Project Loan Specialist

ESG Contact Address

Street Address 1	18 the Green
Street Address 2	0
City	Dover
State	DE
ZIP Code	-
Phone Number	3027394263
Extension	268
Fax Number	3027392416
Email Address	ALICE@DESTATEHOUSING.COM

ESG Secondary Contact

Prefix
First Name
Last Name
Suffix
Title
Phone Number
Extension
Email Address

2. Reporting Period—All Recipients Complete

Program Year Start Date 07/01/2019
Program Year End Date 06/30/2020

3a. Subrecipient Form – Complete one form for each subrecipient

Subrecipient or Contractor Name: People's Place II, Inc.

City: Milford

State: DE

Zip Code: 19963, 6418

DUNS Number: 053684296

Is subrecipient a victim services provider: Y

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 24500

Subrecipient or Contractor Name: CONNECTIONS COMMUNITY SUPPORT PROGRAM

City: Wilmington

State: DE

Zip Code: 19801, 1422

DUNS Number: 788425643

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 39598

Subrecipient or Contractor Name: DOVER INTERFAITH MISSION TO THE HOMELESS

City: Dover

State: DE

Zip Code: 19904, 3204

DUNS Number: 830141409

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 5000

Subrecipient or Contractor Name: Homeless Planning Council of Delaware
City: Wilmington
State: DE
Zip Code: 19801, 6604
DUNS Number: 137232653
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 10000

Subrecipient or Contractor Name: Catholic Charities, Inc.
City: Wilmington
State: DE
Zip Code: 19805, 3309
DUNS Number: 125160754
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 85625

Subrecipient or Contractor Name: Sussex Community Crisis Housing Services
City: Georgetown
State: DE
Zip Code: 19947, 1243
DUNS Number:
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 13575

Subrecipient or Contractor Name: The Shepherd Place
City: Dover
State: DE
Zip Code: 19904, 4804
DUNS Number:
Is subrecipient a victim services provider: N
Subrecipient Organization Type: Other Non-Profit Organization
ESG Subgrant or Contract Award Amount: 17500

Subrecipient or Contractor Name: DELAWARE STATE HOUSING AUTHORITY

City: Dover

State: DE

Zip Code: 19901, 3612

DUNS Number: 611186909

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Unit of Government

ESG Subgrant or Contract Award Amount: 15937

Subrecipient or Contractor Name: Housing Alliance of Delaware, Inc.

City: Wilmington

State: DE

Zip Code: 19801, 6604

DUNS Number: 137232653

Is subrecipient a victim services provider: N

Subrecipient Organization Type: Other Non-Profit Organization

ESG Subgrant or Contract Award Amount: 5000

CR-65 - Persons Assisted

4. Persons Served

4a. Complete for Homelessness Prevention Activities

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 16 – Household Information for Homeless Prevention Activities

4b. Complete for Rapid Re-Housing Activities

Number of Persons in Households	Total
Adults	33
Children	18
Don't Know/Refused/Other	0
Missing Information	0
Total	51

Table 17 – Household Information for Rapid Re-Housing Activities

4c. Complete for Shelter

Number of Persons in Households	Total
Adults	612
Children	104
Don't Know/Refused/Other	0
Missing Information	0
Total	716

Table 18 – Shelter Information

4d. Street Outreach

Number of Persons in Households	Total
Adults	0
Children	0
Don't Know/Refused/Other	0
Missing Information	0
Total	0

Table 19 – Household Information for Street Outreach

4e. Totals for all Persons Served with ESG

Number of Persons in Households	Total
Adults	645
Children	122
Don't Know/Refused/Other	0
Missing Information	0
Total	767

Table 20 – Household Information for Persons Served with ESG

5. Gender—Complete for All Activities

	Total
Male	430
Female	337
Transgender	0
Don't Know/Refused/Other	0
Missing Information	0
Total	767

Table 21 – Gender Information

6. Age—Complete for All Activities

	Total
Under 18	122
18-24	40
25 and over	605
Don't Know/Refused/Other	0
Missing Information	0
Total	767

Table 22 – Age Information

7. Special Populations Served—Complete for All Activities

Number of Persons in Households

Subpopulation	Total	Total Persons Served – Prevention	Total Persons Served – RRH	Total Persons Served in Emergency Shelters
Veterans	9	0	0	0
Victims of Domestic Violence	169	0	0	0
Elderly	0	0	0	0
HIV/AIDS	7	0	0	0
Chronically Homeless	0	0	0	0
Persons with Disabilities:				
Severely Mentally Ill	206	0	0	0
Chronic Substance Abuse	71	0	0	0
Other Disability	268	0	0	0
Total (Unduplicated if possible)	0	0	0	0

Table 23 – Special Population Served

CR-70 – ESG 91.520(g) - Assistance Provided and Outcomes

10. Shelter Utilization

Number of New Units - Rehabbed	0
Number of New Units - Conversion	0
Total Number of bed-nights available	38,064
Total Number of bed-nights provided	34,359
Capacity Utilization	90%

Table 24 – Shelter Capacity

11. Project Outcomes Data measured under the performance standards developed in consultation with the CoC(s)

n/a

CR-75 – Expenditures

11. Expenditures

11a. ESG Expenditures for Homelessness Prevention

	Dollar Amount of Expenditures in Program Year		
	2016	2017	2019
Expenditures for Rental Assistance	0	0	0
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	0	0	0
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	0
Expenditures for Homeless Prevention under Emergency Shelter Grants Program	0	0	0
Subtotal Homelessness Prevention	0	0	0

Table 25 – ESG Expenditures for Homelessness Prevention

11b. ESG Expenditures for Rapid Re-Housing

	Dollar Amount of Expenditures in Program Year		
	2016	2017	2019
Expenditures for Rental Assistance	44,299	16,747	41,549.54
Expenditures for Housing Relocation and Stabilization Services - Financial Assistance	32,897	3,525	11,331.25
Expenditures for Housing Relocation & Stabilization Services - Services	0	0	9,313.88
Expenditures for Homeless Assistance under Emergency Shelter Grants Program	0	0	0
Subtotal Rapid Re-Housing	77,196	20,272	62,194.67

Table 26 – ESG Expenditures for Rapid Re-Housing

11c. ESG Expenditures for Emergency Shelter

	Dollar Amount of Expenditures in Program Year		
	2016	2017	2019
Essential Services	0	0	0
Operations	97,913	103,689	107,500
Renovation	0	0	0
Major Rehab	0	0	0
Conversion	0	0	0
Subtotal	97,913	103,689	107,500

Table 27 – ESG Expenditures for Emergency Shelter

11d. Other Grant Expenditures

	Dollar Amount of Expenditures in Program Year		
	2016	2017	2019
Street Outreach	0	0	0
HMIS	10,000	10,000	5,000
Administration	7,882	9,250	15,937

Table 28 - Other Grant Expenditures

11e. Total ESG Grant Funds

Total ESG Funds Expended	2016	2017	2019
528,546	192,991	143,211	214,062

Table 29 - Total ESG Funds Expended

11f. Match Source

	2016	2017	2019
Other Non-ESG HUD Funds	0	0	159,715
Other Federal Funds	216,958	208,809	548,297
State Government	286,978	374,459	183,446
Local Government	49,078	30,597	0
Private Funds	0	24,823	35,956
Other	10,000	16,159	0
Fees	0	175,367	0
Program Income	0	0	0
Total Match Amount	563,014	830,214	927,414

Table 30 - Other Funds Expended on Eligible ESG Activities

11g. Total

Total Amount of Funds Expended on ESG Activities	2016	2017	2019
2,769,732	756,005	973,425	1,141,476

Table 31 - Total Amount of Funds Expended on ESG Activities

APPENDICES

- 1) Maps
- 2) HOPWA Reports
 - HOPWA Beneficiary Verification Form*
 - HOPWA CAPER Measuring Performance Outcomes Form*
- 3) HOME Reports
 - Annual Reporting Forms 40107 and 40107-A*
- 4) Community Development Block Grant (CDBG) Performance Evaluation Reports (PER)
- 5) Public Notice advertisement

Appendix 1:

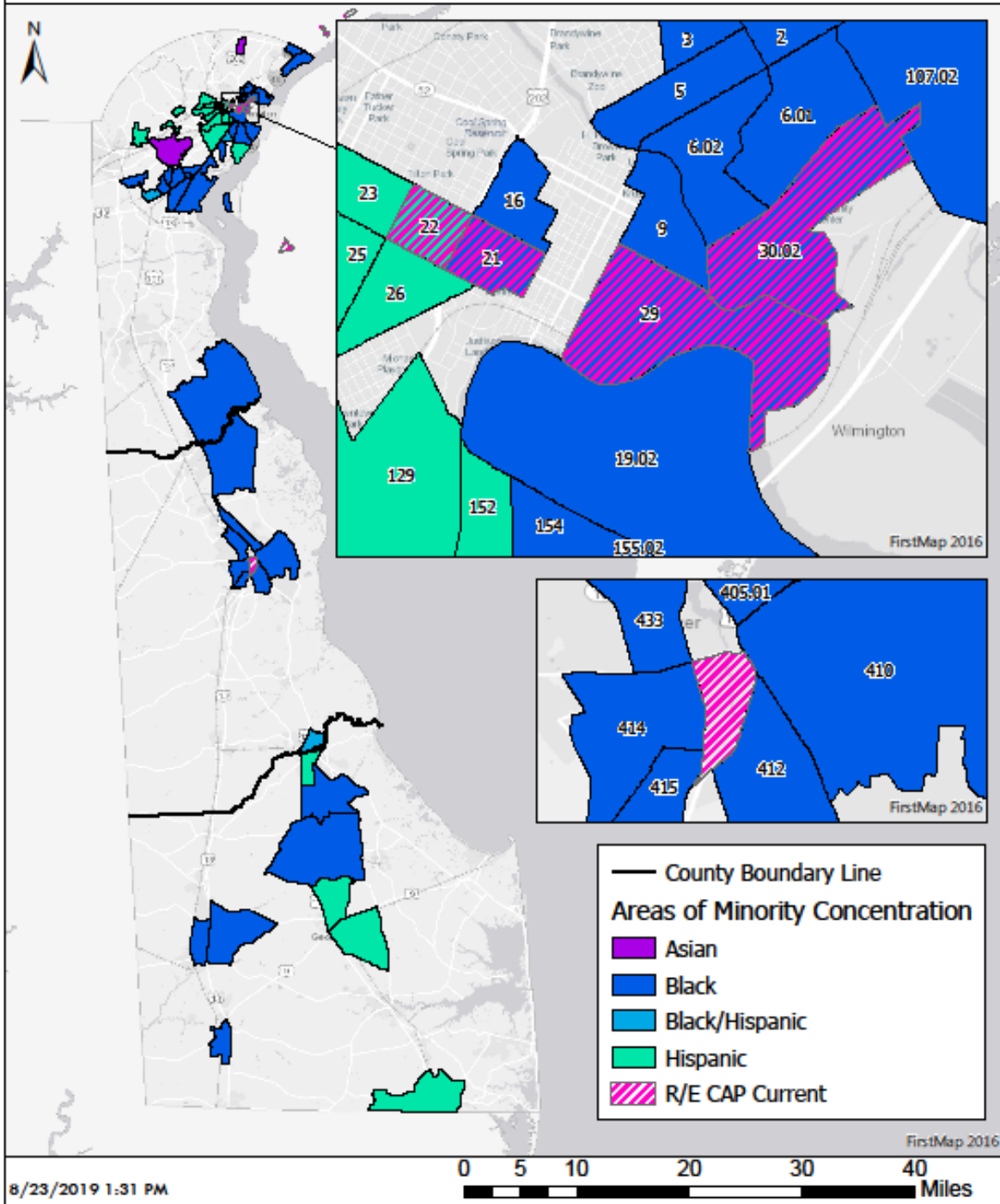
- Maps

- Balanced Housing Minority Concentration Map
 - Rental Community Activity
-



Areas of Minority Concentration

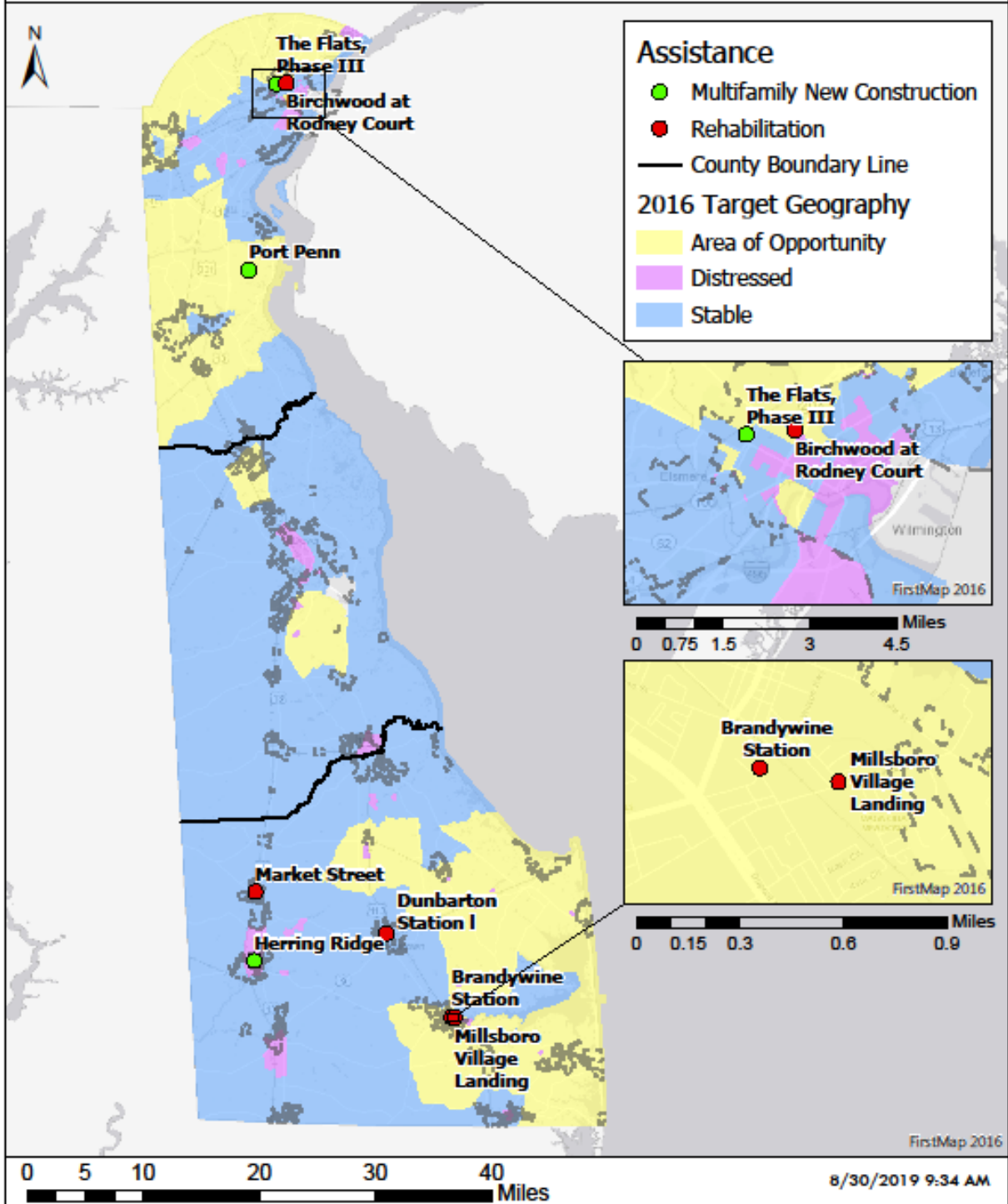
Census Tracts identified as areas of concentration of minority households as compared to the Racially/Ethnically Concentrated Areas of Poverty (R/E CAPs).





Rental Community Activity

5 of the 8 (62.5%) of the sites assisted from 7/1/18 – 6/30/19 were in an Area of Opportunity.



Appendix 2:

- HOPWA Reports

- HOPWA – CAPER

- HOPWA Beneficiary Verification Form



Housing Opportunities for Persons with AIDS (HOPWA) Program CAPER/IDIS Beneficiary Verification Worksheets, October 2009

The CAPER/IDIS Beneficiary Verification Worksheets have been created to complement the standard use of the HOPWA Consolidated Annual Performance and Evaluation Report (CAPER) to allow for provided required information on beneficiaries. The worksheet also will help avoid issues with inconsistencies between HOPWA reporting requirements, as issued January 24, 2008 and the screens as shown in the newly released IDIS Online. The HOPWA CAPER (*form HUD-40110-D, expiration date 12-31-2017*) continues as the standard format for HOPWA annual reporting. In addition to essential data on project setup and disbursement of funds, a few other reporting elements have been provided only through IDIS in the past and are included on the worksheets. In addition to addressing the inconsistencies in these elements, the worksheets will help reduce any need for further data verification by providing this step to confirm annual grantee data on these elements at the beginning of the data compilation on these reports. Please note, the system enhancements and this use of the worksheets is part of an effort to streamline reporting.

The Office of HIV/AIDS Housing is providing the following guidance:

- **Continue to report annual accomplishment data in the HOPWA CAPER.** To comply with the approved paperwork collection authority for HOPWA, grantees must continue using the approved HOPWA CAPER (form HUD-40110-D. Expiration Date 12/31/2017)) to provide annual performance information.
- **Complete the CAPER/IDIS Beneficiary Verification Worksheets.** Grantees will submit the HOPWA Beneficiary Verification Worksheets that provide data elements on client demographics and other accomplishment details currently not collected in the CAPER but previously reported in IDIS. Formula grantees will complete the worksheets and submit them to the Office of HIV/AIDS Housing (and HUD Field Office) with their completed CAPER (for as a supplement, if the 08-09 CAPER has already be filed for grantees reporting during 2009. Pending future IDIS modernization efforts, **grantees do not need to report beneficiary or accomplishment data in HOPWA screens shown in IDIS Online.** This will simplify reporting by allowing grantees to report this data only once.
- **Continue to use IDIS to setup projects and access funds.** HOPWA Formula grantees will still be required to use IDIS for project/activity set-up and financial draw-downs. Grantees will continue to follow the guidance *IDIS for HOPWA Grantees: A Guide to Using IDIS* and tie HOPWA projects to a single funding allocation, and activities to each program year.
- **Record Keeping.** Names and other individual information must be kept confidential, as required by 24 CFR 574.440. However, HUD reserves the right to review the information used to complete the CAPER/IDIS Beneficiary Verification worksheets for grants management oversight purposes, except for recording any names and other identifying information. Information is reported in aggregate to HUD without personal identifications. Do not submit client or personal information in data systems to HUD or addresses of confidential sites.

Overview on reporting formats:

HOPWA Formula Grant Reporting Guide			
Performance Data	CAPER	IDIS	Verification Worksheets
Grantee, Sponsor and Sub-recipient Information <ul style="list-style-type: none"> • Narratives • Unmet Need 	Part 1		
Leveraging	Part 2		
Accomplishment Data <ul style="list-style-type: none"> • Housing Outputs • Supportive Services 	Part 3		
Performance Outcomes Access to Care and Support	Part 4		
Housing Stability	Part 5		
Certification of Facility-based Stewardship Units	Part 6		
Information of Individuals, Beneficiaries, and Households <ul style="list-style-type: none"> • # individuals living with HIV/AIDS • Special needs • Prior living situation • # of HOPWA beneficiaries • Age and Gender • Race and Ethnicity • Median Income 			Part 1
Facility-based Housing Assistance			Part 2
HOPWA program activities set-up		'Projects/Activities' Tab	
Financial draw-downs		'Funding/Drawdown' Tab	

SEND: CAPER and worksheets are to be sent to HUD Field Offices and HQ (HOPWA@hud.gov)

HUD Grant Number DEH18F999	Operating Year for this report From (mm/dd/yy) 7/1/18 To (mm/dd/yy) 6/30/2019 <input checked="" type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> ExtYr
Grantee Name Delaware State Housing Authority	

Part 1: Summary Overview of Grant Activities: Information on Individuals, Beneficiaries, and Households Receiving HOPWA Housing Assistance

Chart a. Individuals Served with Housing Assistance	Total
Total number of individuals with HIV/AIDS who received HOPWA housing assistance	29

Chart b. Special Needs	Total
Number of HOPWA eligible individuals served with Housing Assistance who are veterans?	0
Number of HOPWA eligible individuals served with Housing Assistance who were chronically homeless?	0

Chart c. Prior Living Situation: Indicate the prior living arrangements for all eligible individuals, referenced in Chart a, who received HOPWA housing assistance. *Note: The total number of eligible individuals served in Row 17 should equal the total number of individuals served through housing assistance reported in Chart a above.*

Category	Number of HOPWA Eligible Individuals Served with Housing Assistance
1. Continuing to receive HOPWA support from the prior operating year	25
New Individuals who received HOPWA Housing Assistance support during Operating Year	
2. Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	
3. Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	
4. Transitional housing for homeless persons	
5. Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	
6. Psychiatric hospital or other psychiatric facility	
7. Substance abuse treatment facility or detox center	
8. Hospital (non-psychiatric facility)	
9. Foster care home or foster care group home	
10. Jail, prison or juvenile detention facility	
11. Rented room, apartment, or house	3
12. House you own	
13. Staying or living in someone else's (family and friends) room, apartment, or house	1
14. Hotel or motel paid for without emergency shelter voucher	
15. Other	
16. Don't Know or Refused	
17. TOTAL (sum of items 1-16)	29

Section 2. HOPWA Beneficiaries.

a. Total Number of HOPWA Beneficiaries Served with Housing Assistance

Individuals and Families Served with Housing Assistance	Total Number
1. Number of individuals with HIV/AIDS who received HOPWA housing assistance (Chart a page 4)	29
2. Number of other persons residing with the above eligible individuals in HOPWA-assisted housing	3
3. Number of ALL other persons NOT diagnosed as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefited from the HOPWA housing subsidy	28
4. TOTAL number of beneficiaries served with Housing Assistance (Rows 1 + 2 + 3)	60

In Charts b and c below, indicate the age, gender, race and ethnicity for all beneficiaries referenced in Chart a. *Note: The sum of each of the following charts should equal the total number of beneficiaries served with HOPWA housing assistance (in Chart a, Row 3).*

b. Age and Gender

Category	Male	Female
1. Under 18	11	8
2. 18 to 30 years	5	2
3. 31 to 50 years	4	7
4. 51 years and Older	10	13

c. Race and Ethnicity*

Category	Total Beneficiaries Served with Housing Assistance	Total Beneficiaries also Identified as Hispanic or Latino	Category	Total Beneficiaries Served with Housing Assistance	Total Beneficiaries also Identified as Hispanic or Latino
1. American Indian/ Alaskan Native	0	0	6. American Indian/ Alaskan Native & White	1	0
2. Asian	0	0	7. Asian & White	0	0
3. Black/African American	35	0	8. Black/African American and White	1	0
4. Native Hawaiian/Other Pacific Islander	0	0	9. American Indian/ Alaskan Native & Black/African American	0	0
5. White	18	0	10. Other Multi-Racial	5	1

*Reference (data requested consistent with Form HUD-27061Race and Ethnic Data Reporting Form)

Section 3. Household Income

a. Household Area Median Income. Report the area median income(s) for all households served with HOPWA housing assistance. The total number of households served with housing assistance should equal total households reported in Part 3C, Section 1, Line 6 of the CAPER. *Note: Refer to www.hud.gov for information on area median income in your community.*

Percentage of Area Median Income	Households Served with Housing Assistance
1. 0-30% of area median income (extremely low)	16
2. 31-50% of area median income (very low)	8
3. 51-60% of area median income (low)	5
4. 61-80% of area median income (low)	0

Part 2: Summary of Project Sponsor Information- Facility-based Housing Assistance

Complete this following section for each facility being developed or supported through HOPWA funds. In Chart 1, provide the name of the organization designated or selected to serve as a project sponsor, as defined by CFR 574.3. This should correspond to information reported in Part 1, Chart 2 of the CAPER.

1. Project Sponsor Agency Name

n/a

Complete the following section for each facility being developed or supported through HOPWA funds. Complete Charts 2a Project Site Information and 2b Type of Capital Development Project Units for all development projects, current or previous. Charts 3a and 3b are required for each facility. In Chart 2a, and 2b, indicate the type of facility and number of units in each facility. If no expenditures were reported but the facility was developed with HOPWA funds (subject to ten years of operation for acquisition, new construction and substantial rehabilitation costs of stewardship units, or three years for non-substantial rehabilitation costs) the project sponsor should complete the "HOPWA Housing Project Certification of Continued Usage Form" at the end of the report.

2a. Project Site Information for Capital Development of Projects (For Capital Development Projects only)

Type of Development	HOPWA Funds Expended	Non-HOPWA funds Expended	Type of Facility [Check <u>only one</u> box.]
<input type="checkbox"/> New construction	\$	\$	<input type="checkbox"/> Permanent housing
<input type="checkbox"/> Rehabilitation	\$	\$	<input type="checkbox"/> Short-term Shelter or Transitional housing
<input type="checkbox"/> Acquisition	\$	\$	<input type="checkbox"/> Supportive services only facility
a.	Purchase/lease of property:		Date (mm/dd/yy):
b.	Rehabilitation/Construction Dates:		Date started: Date Completed:
c.	Operation dates:		Date residents began to occupy: <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:		Date started: <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:		HOPWA-funded units = Total Units =
f.	Is a waiting list maintained for the facility?		<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, number of participants on the list at the end of operating year</i>
g.	What is the address of the facility (if different from business address)?		
h.	Is the address of the project site confidential?		<input type="checkbox"/> Yes, protect information; do not publish list. <input type="checkbox"/> No, can be made available to the public.

2b. Type of Capital Development Project Units (For Capital Development Projects only)

For units entered above (1 a) please list the number of HOPWA units that fulfill the following criteria.

	Designated for the chronically homeless	Designated for assist the homeless	Energy-Star Compliant	504 Accessible	Years of affordability (IN YEARS)
Rental units constructed (new) and/or acquired with or without rehab					
Rental units rehabbed					
Homeownership units constructed (if approved)					

3. Units assisted in types of housing facility/units leased by sponsor

Indicate the type and number of housing units in the facility, categorized by the number of bedrooms per unit. *Note: The number of units may not equal the total number of households served. Please complete this page for each housing facility assisted.*

a. Check one only.

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

b. Type of Facility

	Type of housing facility operated by the project sponsor	Total Number of Units Operated in the Operating Year Categorized by the Number of Bedrooms per Units				
		SRO/0 bdrm	1 bdrm	2bdrm	3 bdrm	4 bdrm
a.	Single room occupancy dwelling					
b.	Community residence					
c.	Project-based rental assistance units or leased units					
d.	Other housing facility. Specify:					

HOPWA Reporting in IDIS Online

The following guidance applies to all HOPWA grantees using IDIS Online to set up their projects, activities and draw funds.

IDIS ONLINE

*HOPWA grantees must use IDIS Online for project set up and for disbursement of funds. However, in reporting the performance outcomes and beneficiary information on these projects, an alternative method should be used. The HOPWA path data fields in IDIS Online do not correspond in many reporting elements to the revised HOPWA CAPER (form HUD-40110-D) as issued by HUD on January 24, 2008. An updating of the reporting screens remain pending. As such, HOPWA grantees will be required to report program accomplishment data in the CAPER and their beneficiary data in the HOPWA Beneficiary Verification Worksheets (see below, with copy to be send by direct email). Given the differences between the required data and the existing IDIS screens, **HOPWA grantees do not need to report beneficiary or accomplishment data in IDIS Online.** This guidance will simplify the reporting process by allowing*

grantees to report the essential performance data only once and the use of a verification step up front should reduce needs for later corrective actions.

This reporting guidance takes affect immediately; including reports now pending from HOPWA grantees whose program years run July to June. If grantees have already consolidated their annual HOPWA project data and attempted to report this project and beneficiary data in IDIS and in their CAPER, the Office of HIV/AIDS Housing requests that they use this consolidated data to complete the Verification Worksheets to allow the office access the grantee validated annual data in the formats established in 2008. These would be sent to HUD in your state or area CPD office as part of the CAPER and the HOPWA sections to this HQ office (via email to HOPWA@hud.gov or other means)

Note: All HOPWA grantees must continue to set up IDIS projects and activities in IDIS per the HOPWA IDIS Guide and use the enhanced system for drawing down funds and reporting in the IDIS Common Path.

IDIS Online has been streamlined to eliminate several fields from the "common path". Additionally, matrix codes have been replaced with Activity Categories (selected from a dropdown list).

1. HOPWA projects must be set up in IDIS as the organization directly carrying out the activity. Projects should correspond to the year of the funding allocation.
2. Activities must be set up for the grantee and each project sponsor. Activities should correspond to a program or reporting year.

DRAWING FUNDS

Once an activity is properly set up in IDIS, funds can be committed and then drawn down.

1. On the Activity Funding screen, select the activity that requires funding.
2. Select the program code for HOPWA ("H") and enter the dollar amount in the Funded Amount field.

HOPWA Beneficiary Verification Worksheets

In lieu of submitting required HOPWA performance data through IDIS, grantees will be complete the CAPER Beneficiary Verification Worksheets (available on HUD's website). The information collected (beneficiary demographics, supportive services, housing facilities), will be the same as that authorized to be collected on HOPWA accomplishments and should be an easy form to use, pending related system enhancements. HUD expects that this use of a worksheet will also reduce the need for verification actions and corrections to the data that have been undertaken in prior years.

The 2008 edition of the HOPWA CAPER form will continue as the primary performance reporting document for HOPWA formula grantees. HOPWA formula grantees will complete and submit the CAPER and the HOPWA Beneficiary Verification Worksheets within 90 days of the end of their program year.

It is expected that the use of the IDIS Online enhances for project setup and disbursements will be of great value to programs and that annual reporting on these project activities will be connected in these related efforts. Grantees must continue to link their IDIS projects and activities in IDIS Online to corresponding data for annual accomplishments as submitted through the CAPER for their program year.

For more information, please see the HOPWA information posted on the program's section of the HUD Homelessness Resource Exchange website at www.HUDHRE.info/HOPWA.

Inquiries on this matter can be sent to HOPWA@hud.gov.



Housing Opportunities for Persons With AIDS (HOPWA) Program

Consolidated Annual Performance and Evaluation Report (CAPER) Measuring Performance Outcomes

OMB Number 2506-0133 (Expiration Date: 01/31/2021)

The CAPER report for HOPWA formula grantees provides annual information on program accomplishments that supports program evaluation and the ability to measure program beneficiary outcomes as related to: maintain housing stability; prevent homelessness; and improve access to care and support. This information is also covered under the Consolidated Plan Management Process (CPMP) report and includes Narrative Responses and Performance Charts required under the Consolidated Planning regulations. Reporting is required for all HOPWA formula grantees. The public reporting burden for the collection of information is estimated to average 41 hours per manual response, or less if an automated data collection and retrieval system is in use, along with 60 hours for record keeping, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Grantees are required to report on the activities undertaken only, thus there may be components of these reporting requirements that may not be applicable. This agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless that collection displays a valid OMB control number.

Previous editions are obsolete

form HUD-40110-D (Expiration Date: 01/31/2021)

Overview. The Consolidated Annual Performance and Evaluation Report (CAPER) provides annual performance reporting on client outputs and outcomes that enables an assessment of grantee performance in achieving the housing stability outcome measure. The CAPER fulfills statutory and regulatory program reporting requirements and provides the grantee and HUD with the necessary information to assess the overall program performance and accomplishments against planned goals and objectives.

HOPWA formula grantees are required to submit a CAPER demonstrating coordination with other Consolidated Plan resources. HUD uses the CAPER data to obtain essential information on grant activities, project sponsors, housing sites, units and households, and beneficiaries (which includes racial and ethnic data on program participants). The Consolidated Plan Management Process tool (CPMP) provides an optional tool to integrate the reporting of HOPWA specific activities with other planning and reporting on Consolidated Plan activities.

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1. Grantee Information
2. Project Sponsor Information
5. Grantee Narrative and Performance Assessment
 - a. Grantee and Community Overview
 - b. Annual Performance under the Action Plan
 - c. Barriers or Trends Overview

PART 2: Sources of Leveraging and Program Income

1. Sources of Leveraging
2. Program Income and Resident Rent Payments

PART 3: Accomplishment Data: Planned Goals and Actual Outputs

PART 4: Summary of Performance Outcomes

1. Housing Stability: Permanent Housing and Related Facilities
2. Prevention of Homelessness: Short-Term Housing Payments
3. Access to Care and Support: Housing Subsidy Assistance with Supportive Services

PART 5: Worksheet - Determining Housing Stability Outcomes

PART 6: Annual Report of Continued Use for HOPWA Facility-Based Stewardship Units (Only)

PART 7: Summary Overview of Grant Activities

- A. Information on Individuals, Beneficiaries and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, PHP, Facility Based Units, Master Leased Units ONLY)
- B. Facility-Based Housing Assistance

Continued Use Periods. Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation of a building or structure are required to operate the building or structure for HOPWA-eligible beneficiaries for a ten (10) years period. If no further HOPWA funds are used to support the facility, in place of completing Section 7B of the CAPER, the grantee must submit an Annual Report of Continued Project Operation throughout the required use periods. This report is included in Part 6 in CAPER. The required use period is three (3) years if the rehabilitation is non-substantial.

Record Keeping. Names and other individual information must be kept confidential, as required by 24 CFR 574.440. However, HUD reserves the right to review the information used to complete this report for grants management oversight purposes, except for recording any names and other identifying information. **In the case that HUD must review client-level data, no client names or identifying information will be retained or recorded. Information is reported in aggregate to HUD without personal identification. Do not submit client or personal information in data systems to HUD.**

In connection with the development of the Department's standards for Homeless Management Information Systems (HMIS), universal data elements are being collected for clients of HOPWA-funded homeless assistance projects. These project sponsor records would include: Name, Social Security Number, Date of Birth, Ethnicity and Race, Gender, Veteran Status, Disabling Conditions, Residence Prior to Program Entry, Zip Code of Last Permanent Address, Housing Status, Program Entry Date, Program Exit Date, Personal Identification Number, and Household

Identification Number. These are intended to match the elements under HMIS. The HOPWA program-level data elements include: Income and Sources, Non-Cash Benefits, HIV/AIDS Status, Services Provided, Housing Status or Destination at the end of the operating year, Physical Disability, Developmental Disability, Chronic Health Condition, Mental Health, Substance Abuse, Domestic Violence, Medical Assistance, and T-cell Count. Other HOPWA projects sponsors may also benefit from collecting these data elements. HMIS local data systems must maintain client confidentiality by using a closed system in which medical information and HIV status are only shared with providers that have a direct involvement in the client's case management, treatment and care, in line with the signed release of information from the client.

Operating Year. HOPWA formula grants are annually awarded for a three-year period of performance with three operating years. The information contained in this CAPER must represent a one-year period of HOPWA program operation that coincides with the grantee's program year; this is the operating year. More than one HOPWA formula grant awarded to the same grantee may be used during an operating year and the CAPER must capture all formula grant funding used during the operating year. Project sponsor accomplishment information must also coincide with the operating year this CAPER covers. Any change to the period of performance requires the approval of HUD by amendment, such as an extension for an additional operating year.

Final Assembly of Report. After the entire report is assembled, number each page sequentially.

Filing Requirements. Within 90 days of the completion of each program year, grantees must submit their completed CAPER to the CPD Director in the grantee's State or Local HUD Field Office, and to the HOPWA Program Office: at HOPWA@hud.gov. Electronic submission to HOPWA Program office is preferred; however, if electronic submission is not possible, hard copies can be mailed to: Office of HIV/AIDS Housing, Room 7248, U.S. Department of Housing and Urban Development, 451 Seventh Street, SW, Washington, D.C., 20410.

Definitions

Adjustment for Duplication: Enables the calculation of unduplicated output totals by accounting for the total number of households or units that received more than one type of HOPWA assistance in a given service category such as HOPWA Subsidy Assistance or Supportive Services. For example, if a client household received both TBRA and STRMU during the operating year, report that household in the category of HOPWA Housing Subsidy Assistance in Part 3, Chart 1, Column [1b] in the following manner:

HOPWA Housing Subsidy Assistance		[1] Outputs: Number of Households
1.	Tenant-Based Rental Assistance	1
2a.	Permanent Housing Facilities: Received Operating Subsidies/Leased units	
2b.	Transitional/Short-term Facilities: Received Operating Subsidies	
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year	
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year	
4.	Short-term Rent, Mortgage, and Utility Assistance	1
5.	Adjustment for duplication (subtract)	1
6.	TOTAL Housing Subsidy Assistance (Sum of Rows 1-4 minus Row 5)	1

Administrative Costs: Costs for general management, oversight, coordination, evaluation, and reporting. By statute, grantee administrative costs are limited to 3% of total grant award, to be expended over the life of the grant. Project sponsor administrative costs are limited to 7% of the portion of the grant amount they receive.

Beneficiary(ies): All members of a household who received HOPWA assistance during the operating year including the one individual who qualified the household for HOPWA assistance as well as any other members of the household (with or without HIV) who benefitted from the assistance.

Chronically Homeless Person: An individual or family who : (i) is homeless and lives or resides individual or family who: (i) Is homeless and lives or resides in a place not meant for human habitation, a safe haven, or in an emergency shelter; (ii) has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least 1 year or on at least 4 separate occasions in the last 3 years; and (iii) has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002)), post traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions. Additionally, the statutory definition includes as chronically homeless a person who currently lives or resides in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital or other similar facility, and has resided there for fewer than 90 days if such person met the other criteria for homeless prior to entering that facility. (See 42 U.S.C. 11360(2)) This does not include doubled-up or overcrowding situations.

Disabling Condition: Evidencing a diagnosable substance use disorder, serious mental illness, developmental disability, chronic physical illness, or disability, including the co-occurrence of two or more of these conditions. In addition, a disabling condition may limit an individual's ability to work or perform one or more activities of daily living. An HIV/AIDS diagnosis is considered a disabling condition.

Facility-Based Housing Assistance: All eligible HOPWA Housing expenditures for or associated with supporting facilities including community residences, SRO dwellings, short-term facilities, project-based rental units, master leased units, and other housing facilities approved by HUD.

Faith-Based Organization: Religious organizations of three types: (1) congregations; (2) national networks, which include national denominations, their social service arms (for example, Catholic Charities, Lutheran Social Services), and networks of related organizations (such as YMCA and YWCA); and (3) freestanding religious organizations, which are incorporated separately from congregations and national networks.

Grassroots Organization: An organization headquartered in the local community where it provides services; has a social services budget of \$300,000 or less annually, and six or fewer full-time equivalent employees. Local affiliates of national organizations are not considered "grassroots."

HOPWA Eligible Individual: The one (1) low-income person with HIV/AIDS who qualifies a household for HOPWA assistance. This person may be considered "Head of Household." When the CAPER asks for information on eligible individuals, report on this individual person only. Where there is more than one person with HIV/AIDS in the household, the additional PWH/A(s), would be considered a beneficiary(s).

HOPWA Housing Information Services: Services dedicated to helping persons living with HIV/AIDS and their families to identify, locate, and acquire housing. This may also include fair housing counseling for eligible persons who may encounter discrimination based on race, color, religion, sex, age, national origin, familial status, or handicap/disability.

HOPWA Housing Subsidy Assistance Total: The unduplicated number of households receiving housing subsidies (TBRA, STRMU, Permanent

Housing Placement services and Master Leasing) and/or residing in units of facilities dedicated to persons living with HIV/AIDS and their families and supported with HOPWA funds during the operating year.

Household: A single individual or a family composed of two or more persons for which household incomes are used to determine eligibility and for calculation of the resident rent payment. The term is used for collecting data on changes in income, changes in access to services, receipt of housing information services, and outcomes on achieving housing stability. Live-In Aides (see definition for Live-In Aide) and non-beneficiaries (e.g. a shared housing arrangement with a roommate) who resided in the unit are not reported on in the CAPER.

Housing Stability: The degree to which the HOPWA project assisted beneficiaries to remain in stable housing during the operating year. See *Part 5: Determining Housing Stability Outcomes* for definitions of stable and unstable housing situations.

In-kind Leveraged Resources: These are additional types of support provided to assist HOPWA beneficiaries such as volunteer services, materials, use of equipment and building space. The actual value of the support can be the contribution of professional services, based on customary rates for this specialized support, or actual costs contributed from other leveraged resources. In determining a rate for the contribution of volunteer time and services, use the criteria described in 2 CFR 200. The value of any donated material, equipment, building, or lease should be based on the fair market value at time of donation. Related documentation can be from recent bills of sales, advertised prices, appraisals, or other information for comparable property similarly situated.

Leveraged Funds: The amount of funds expended during the operating year from non-HOPWA federal, state, local, and private sources by grantees or sponsors in dedicating assistance to this client population. Leveraged funds or other assistance are used directly in or in support of HOPWA program delivery.

Live-In Aide: A person who resides with the HOPWA Eligible Individual and who meets the following criteria: (1) is essential to the care and well-being of the person; (2) is not obligated for the support of the person; and (3) would not be living in the unit except to provide the necessary supportive services. See *24 CFR 5.403 and the HOPWA Grantee Oversight Resource Guide* for additional reference.

Master Leasing: Applies to a nonprofit or public agency that leases units of housing (scattered-sites or entire buildings) from a landlord, and subleases the units to homeless or low-income tenants. By assuming the tenancy burden, the agency facilitates housing of clients who may not be able to maintain a lease on their own due to poor credit, evictions, or lack of sufficient income.

Operating Costs: Applies to facility-based housing only, for facilities that are currently open. Operating costs can include day-to-day housing function and operation costs like utilities, maintenance, equipment, insurance, security, furnishings, supplies and salary for staff costs directly related to the housing project but not staff costs for delivering services.

Outcome: The degree to which the HOPWA assisted household has been enabled to establish or maintain a stable living environment in housing that is safe, decent, and sanitary, (per the regulations at 24 CFR 574.310(b)) and to reduce the risks of homelessness, and improve access to HIV treatment and other health care and support.

Output: The number of units of housing or households that receive HOPWA assistance during the operating year.

Permanent Housing Placement: A supportive housing service that helps establish the household in the housing unit, including but not limited to reasonable costs for security deposits not to exceed two months of rent costs.

Program Income: Gross income directly generated from the use of HOPWA funds, including repayments. See grant administration

requirements on program income at 2 CFR 200.307.

Project-Based Rental Assistance (PBRA): A rental subsidy program that is tied to specific facilities or units owned or controlled by a project sponsor. Assistance is tied directly to the properties and is not portable or transferable.

Project Sponsor Organizations: Per HOPWA regulations at 24 CFR 574.3, any nonprofit organization or governmental housing agency that receives funds under a contract with the grantee to provide eligible housing and other support services or administrative services as defined in 24 CFR 574.300. Project Sponsor organizations are required to provide performance data on households served and funds expended.

SAM: All organizations applying for a Federal award must have a valid registration active at sam.gov. SAM (System for Award Management) registration includes maintaining current information and providing a valid DUNS number.

Short-Term Rent, Mortgage, and Utility (STRMU) Assistance: A time-limited, housing subsidy assistance designed to prevent homelessness and increase housing stability. Grantees may provide assistance for up to 21 weeks in any 52-week period. The amount of assistance varies per client depending on funds available, tenant need and program guidelines.

Stewardship Units: Units developed with HOPWA, where HOPWA funds were used for acquisition, new construction and rehabilitation that no longer receive operating subsidies from HOPWA. Report information for the units is subject to the three-year use agreement if rehabilitation is non-substantial and to the ten-year use agreement if rehabilitation is substantial.

Tenant-Based Rental Assistance (TBRA): TBRA is a rental subsidy program similar to the Housing Choice Voucher program that grantees can provide to help low-income households access affordable housing. The TBRA voucher is not tied to a specific unit, so tenants may move to a different unit without losing their assistance, subject to individual program rules. The subsidy amount is determined in part based on household income and rental costs associated with the tenant's lease.

Transgender: Transgender is defined as a person who identifies with, or presents as, a gender that is different from his/her gender at birth.

Veteran: A veteran is someone who has served on active duty in the Armed Forces of the United States. This does not include inactive military reserves or the National Guard unless the person was called up to active duty.

**Housing Opportunities for Person With AIDS (HOPWA)
Consolidated Annual Performance and Evaluation Report (CAPER)
Measuring Performance Outputs and Outcomes**

OMB Number 2506-0133 (Expiration Date: 01/31/2021)

Part 1: Grantee Executive Summary

As applicable, complete the charts below to provide more detailed information about the agencies and organizations responsible for the administration and implementation of the HOPWA program. Chart 1 requests general Grantee Information and Chart 2 is to be completed for each organization selected or designated as a project sponsor, as defined by 24 CFR 574.3.

Note: If any information does not apply to your organization, please enter N/A. Do not leave any section blank.

1. Grantee Information

HUD Grant Number DEH18F999		Operating Year for this report From (mm/dd/yy) 07/01/18 To (mm/dd/yy) 06/30/19			
Grantee Name Delaware State Housing Authority					
Business Address		18 The Green			
City, County, State, Zip		Dover	Kent	DE	19901
Employer Identification Number (EIN) or Tax Identification Number (TIN)		51-0116653			
DUN & Bradstreet Number (DUNs):		61-118-6909	System for Award Management (SAM):: Is the grantee's SAM status currently active? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, provide SAM Number:		
Congressional District of Grantee's Business Address		DE-ALL			
*Congressional District of Primary Service Area(s)		DE-ALL			
*City(ies) and County(ies) of Primary Service Area(s)		Cities: Dover, Milford, Georgetown, Laurel		Counties: Kent, Sussex	
Organization's Website Address www.destatehousing.com		Is there a waiting list(s) for HOPWA Housing Subsidy Assistance Services in the Grantee Service Area? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section what services maintain a waiting list and how this list is administered.			

* Service delivery area information only needed for program activities being directly carried out by the grantee.

2. Project Sponsor Information

Please complete Chart 2 for each organization designated or selected to serve as a project sponsor, as defined by 24 CFR 574.3. Use this section to report on organizations involved in the direct delivery of services for client households.

Note: If any information does not apply to your organization, please enter N/A.

Project Sponsor Agency Name Delaware HIV Services		Parent Company Name, <i>if applicable</i>	
Name and Title of Contact at Project Sponsor Agency		Brad Shannon, Director of Programs	
Email Address		bshannon@delawarehiv.org	
Business Address		100 West 10 th Street	
City, County, State, Zip,		Wilmington, New Castle, DE 19801	
Phone Number (<i>with area code</i>)		302-654-5471	
Employer Identification Number (EIN) or Tax Identification Number (TIN)		51-0348892	Fax Number (<i>with area code</i>) 302-654-5472
DUN & Bradstreet Number (DUNs):		033296786	
Congressional District of Project Sponsor's Business Address		DE - all	
Congressional District(s) of Primary Service Area(s)		DE - all	
City(ies) <u>and</u> County(ies) of Primary Service Area(s)		Cities: Dover, Georgetown, Laurel, Milford	Counties: Kent and Sussex Counties
Total HOPWA contract amount for this Organization for the operating year		\$262,323	
Organization's Website Address		www.delawarehiv.org	
Is the sponsor a nonprofit organization? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please check if yes and a faith-based organization. <input type="checkbox"/> Please check if yes and a grassroots organization. <input type="checkbox"/>		Does your organization maintain a waiting list? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain in the narrative section how this list is administered.	

5. Grantee Narrative and Performance Assessment

a. Grantee and Community Overview

Provide a one to three page narrative summarizing major achievements and highlights that were proposed and completed during the program year. Include a brief description of the grant organization, area of service, the name(s) of the program contact(s), and an overview of the range/type of housing activities provided. This overview may be used for public information, including posting on HUD's website. *Note: Text fields are expandable.*

Since 1997, the Delaware State Housing Authority (Grantee) has allocated Housing Opportunities for Persons With AIDS (HOPWA) funds to provide Tenant Based Rental Assistance (TBRA) for low-income persons living with HIV in Kent and Sussex Counties, Delaware. The HOPWA program is operated by the Project Sponsor, Delaware HIV Services, a nonprofit community-based organization that is the administrator of a portion of the Ryan White Part B funding used for HIV supportive services in the state of Delaware. The mission of Delaware HIV Services is to eliminate the spread of HIV and to ensure optimal care and prevention services for all people infected and affected in Delaware.

HOPWA program staff consists of two full-time employees and one part-time assistant. In FY19 (ending 6/30/19), HOPWA funding from DSHA assisted 29 households throughout Kent and Sussex Counties. Before receiving rental assistance, approximately 70% of assisted clients had been in unstable housing arrangements, either homeless or in overcrowded conditions in the home of family or friends. Throughout the contract period, 26 (89.7%) of the assisted households maintained stable housing.

Kent County is a semi-rural county and comprises the Dover Metropolitan Statistical Area. Sussex County is the southernmost of Delaware's 3 counties. The Atlantic coast is home to many beach towns and the rest of the county is highly agricultural.

Clients are referred to the HOPWA program in Kent and Sussex Counties by HIV medical case managers who work to ensure all assisted clients are receiving proper medical care and supportive services. The Project Sponsor screens applicants for eligibility based on HOPWA criteria (HIV status, low income, housing need) and assigns eligible applicants to the HOPWA waiting list in chronological order of when their applications were submitted to the housing program office. In FY19 (ending on 6/30/19), the time spent on the HOPWA waiting list was approximately two years. At the end of FY19, there were 49 HOPWA eligible applicants on the TBRA waiting list for Kent and Sussex Counties, Delaware.

The housing program at Delaware HIV Services maintains a waiting list, which is reviewed and updated monthly. Client eligibility determinations are reviewed on an ongoing basis. When funding is available, clients at the top of the list are interviewed by the Project Sponsor and given up to 120 days to become HOPWA program participants. Assisted households are reassessed for eligibility annually. This recertification process involves a reassessment by housing staff; a comprehensive review of household income, rent and utility expenses; a recalculation of rental assistance; a review of client compliance with HOPWA program requirements; and a housing inspection.

Assisted households rent affordable units that meet HUD Housing Quality Standards (HQS) from landlords in Kent and Sussex Counties. Affordability is determined using HUD Fair Market Rents and utility costs are determined using utility allowance tables for Kent and Sussex Counties. The amount of rental assistance is based upon total household income and housing expenses, including rent and utilities, and covers the portion of housing costs in excess of 30% of the household's adjusted income, up to full monthly rent. Program beneficiaries are strongly encouraged to remain connected to HIV case management services with access to appropriate health care and support services funded by the Ryan White program and other conventional (non-HOPWA) service providers, including Medicaid managed care organizations. All clients receiving HOPWA rental assistance are strongly encouraged to meet with their HIV case managers every four months to update their

housing plans and report to the Project Sponsor on their progress in achieving or maintaining stable housing and remaining connected to medical care and supportive services.

b. Annual Performance under the Action Plan

Provide a narrative addressing each of the following four items:

1. Outputs Reported. Describe significant accomplishments or challenges in achieving the number of housing units supported and the number households assisted with HOPWA funds during this operating year compared to plans for this assistance, as approved in the Consolidated Plan/Action Plan. Describe how HOPWA funds were distributed during your operating year among different categories of housing and geographic areas to address needs throughout the grant service area, consistent with approved plans.

HOPWA funding from Delaware State Housing Authority (DSHA) provided rental assistance for 29 households, consisting of 32 people living with HIV and 28 other family members (including 19 minors), for a total of 60 people assisted. This output was below the anticipated goal for the FY19. All households (100%) had incomes at or below 80% of the area median income (AMI): 16 (55%) of households had extremely low incomes at or below 30% AMI; 8 (28%) of households had very low incomes at or below 50% AMI; and 5 (17%) household had low incomes at or below 80% AMI.

2. Outcomes Assessed. Assess your program's success in enabling HOPWA beneficiaries to establish and/or better maintain a stable living environment in housing that is safe, decent, and sanitary, and improve access to care. Compare current year results to baseline results for clients. Describe how program activities/projects contributed to meeting stated goals. If program did not achieve expected targets, please describe how your program plans to address challenges in program implementation and the steps currently being taken to achieve goals in next operating year. If your program exceeded program targets, please describe strategies the program utilized and how those contributed to program successes.

Most of the 29 households assisted in FY19 maintained stable housing; with most continuing to receive HOPWA rental assistance. The housing stability outcome met the HOPWA recommended 90% performance goal in this category. Twenty-three continued in HOPWA funded rental assistance, 2 households achieved higher income and transitioned to private housing (without rental assistance), 1 transitioned to Section 8, and the remaining 3 beneficiaries disconnected.

3. Coordination. Report on program coordination with other mainstream housing and supportive services resources, including the use of committed leveraging from other public and private sources that helped to address needs for eligible persons identified in the Consolidated Plan/Strategic Plan.

In an effort to address the ongoing need for affordable housing for persons living with HIV, the Project Sponsor uses non-HOPWA resources, including funds from Ryan White Part B, to provide rental assistance for clients in its HOPWA program. During FY19, Ryan White funds provided needed supportive services for all HOPWA households, including HIV medical case management, food and nutrition programs, mental health, dental and eye care, pharmacy assistance, and HIV primary medical care. In FY19, the estimated value of these supportive services for HOPWA program beneficiaries in Kent and Sussex Counties was \$283,322. In addition, client rent payments totaling \$59,392 provided further leverage against the \$262,323 HOPWA allocation from DSHA. In all, \$342,714 in non-HOPWA funds provided housing assistance and supportive services for the 29 HOPWA assisted households in FY19.

4. Technical Assistance. Describe any program technical assistance needs and how they would benefit program beneficiaries.

Delaware HIV Services receives regular HOPWA communications from both HUD and the Grantee in order to be informed about current regulations, issues, and best practices. Housing staff attended several workshops, webinars, and training sessions in FY19 in order to enhance their knowledge of HOPWA regulations, case

management, homeless services, housing stability, client self-sufficiency, and related topics. These training sessions were facilitated by experts such as HUD technical assistance providers, the AIDS Education Training Center (AETC) and Community Legal Aid Society. The Project Sponsor's Director of Finance completed the HOPWA Online Financial Management Training module.

In addition, staff members are a part of, and participate on, the Continuum of Care and in several community meetings, and attended housing workshops focusing on Delaware's Fair Housing Act and the Landlord-Tenant Code. The Project Sponsor will continue to participate in webinars, training sessions, community meetings, and workshops that improve proficiency in oversight and operation of programs and services that assist HOPWA participants and those eligible for HOPWA in Delaware.

c. Barriers and Trends Overview

Provide a narrative addressing items 1 through 3. Explain how barriers and trends affected your program's ability to achieve the objectives and outcomes discussed in the previous section.

1. Describe any barriers (including regulatory and non-regulatory) encountered in the administration or implementation of the HOPWA program, how they affected your program's ability to achieve the objectives and outcomes discussed, and, actions taken in response to barriers, and recommendations for program improvement. Provide an explanation for each barrier selected.

• Housing Affordability

Rising rent and utility costs present a persistent challenge for our HOPWA clients because most clients live on fixed incomes, often a basic Social Security benefit of \$771 per month. An additional factor affecting housing affordability is that the quality and cost of rental housing varies greatly throughout southern Delaware. The small cities and towns are attractive to HOPWA beneficiaries because they are close to medical care, other social service providers, employers, and there is public transportation available, which is a necessity for many HOPWA clients. Unfortunately, the higher priced rental properties are also in these areas. Rent prices in the rural areas are more affordable, but the housing can be unsuitable due to its remote location, far from essential services, and the housing quality can be poor, failing to meet HUD Housing Quality Standards. In addition to rent costs, HOPWA beneficiaries are responsible for utility expenses, as these costs are rarely included in the rent. Most HOPWA clients living in Kent and Sussex Counties pay several utility providers for electricity, natural gas, and heating oil, along with water, sewer and garbage removal. These necessary and essential costs, when added to the monthly rent, often exceed the HUD Fair Market Rents. Consequently, despite living in places with reasonable rents, most clients are rent burdened because, once utility costs are factored in, more than 30% of their income is consumed on housing expenses.

• Housing Availability

Another ongoing challenge is the low attrition rate off the TBRA program to other stable housing, primarily due to the limited number of affordable housing options available in the community. Unfortunately, applying for subsidized housing at local public housing authorities (PHAs) is difficult. Delaware's five PHAs have long waiting lists for subsidized housing and limited access to their programs for interested applicants. It is not unusual for eligible applicants to wait several years for the opportunity to apply for subsidized housing then be placed on a waiting list for an additional multi-year timeframe. Local Housing Choice programs in New Castle County have the longest waiting lists. The opportunity to apply when the application process is open is restricted to a very short timeframe, oftentimes a call center that is extremely difficult to access. HOPWA clients are notified by housing staff and encouraged to apply when PHA waiting lists are open and accepting applications. Some HOPWA program beneficiaries, however, do not qualify for other types of subsidized housing due to poor credit and criminal histories. Currently, about three-quarters of HOPWA clients are over 50 years of age. Once clients achieve senior citizen status, housing staff encourage their transition to subsidized senior apartments.

Housing availability is a barrier for new clients entering the HOPWA program in southern Delaware, as well as for currently assisted HOPWA households. Many new clients have a difficult time locating appropriate rental housing within the 30-day timeframe allowed by the housing assistance program, some requiring a 30 day extension to find suitable rental housing. Clients in Kent and Sussex County typically choose to live in the areas of highest housing demand, as noted previously in the "Housing Affordability" section. In an effort to expedite the housing search process, housing staff utilizes the Delaware Housing Search website (<http://www.delawarehousingsearch.org>) when assisting clients with their housing searches. An additional housing option exists for clients reaching age 62, which is the minimum age to qualify for subsidized senior housing. With over 65% of current HOPWA rental assistance clients in Delaware over age 50, this option may be a suitable housing choice for many to ensure long-term affordability and stability.

Another ongoing challenge is the low attrition rate of the HOPWA program to other stable housing, primarily due to the limited number of alternative affordable housing options available in the community. Applying for subsidized housing at local public housing authorities (PHAs) is challenging. Delaware's five PHAs have long waiting lists for rental assistance and some PHAs have limited access to their programs for interested applicants. It is not unusual for eligible applicants to wait several years for the opportunity to merely apply for subsidized housing, and then be placed on a waiting list for an additional multi-year period.

Clients interested in federally subsidized housing in Kent and Sussex Counties have two choices, the Dover Housing Authority or the Delaware State Housing Authority. DSHA has taken the lead in streamlining the application and housing search processes, by offering online and mail-in housing application options. DSHA also offers an online version of the Delaware Affordable Housing Services Directory, which provides detailed information on a variety of affordable housing options in Delaware, including rental properties subsidized by tax credits, as well as other housing related information. As mentioned previously, the Delaware Housing Search website provides a much-needed resource for renters seeking available housing in Delaware.

The typical wait time for non-HOPWA subsidized housing in the southern two-thirds of Delaware is about five years. When HOPWA clients are offered other (non-HOPWA) subsidized housing, they continue to receive HOPWA funded rental assistance until they successfully transfer to another subsidized housing provider. HOPWA clients are guided by housing program staff during this transition process. After the transfer is complete, the client continues to receive HIV medical case management to ensure continued access to medical care and supportive services. Once a TBRA client has been approved for other subsidized housing and the transition process is under way, housing staff begins the screening and interview process for an additional household from the HOPWA waiting list.

2. Describe any trends in the community that may affect the way in which the needs of persons living with HIV/AIDS are being addressed, and provide any other information important to the future provision of services to this population.

- **Increased Need for Affordable Housing and Insufficient Funding to Meet the Need**

In Delaware, subsidized rental housing is in high demand and limited supply. According to the 2016 edition of "Out of Reach" published by the National Low Income Housing Coalition, there is not a single county in the United States where a person who relies on federal disability benefits can afford to rent even a small studio apartment. The typical client receiving rental assistance from the HOPWA program receives a Social Security benefit that converts to an hourly wage of \$4.82. A report by Housing Alliance Delaware also notes that Delaware has an immediate and pressing need for at least 16,820 rental units affordable to extremely low-income renters. Greater than half of the participants in this HOPWA program are extremely low-income.

HOPWA eligible clients currently spend about two years on the waiting list, but that list continues to grow. Despite the reduced waiting period, over a third of HOPWA recipients have had episodes of homelessness and well over half were unstably housed prior entering the HOPWA program. For people living with HIV, unstable housing often leads to disconnection from medical care and support services needed to maintain overall wellness. National research shows that stable housing is an effective intervention to reduce the spread of HIV. Here in Delaware, there simply is not enough funding to meet the need for affordable housing for people living with HIV. To supplement the HOPWA allocation, the Project Sponsor leverages federal Ryan White CARE Act dollars to provide

short-term rental assistance to clients before enrolling them in HOPWA, until there are sufficient HOPWA funds to continue paying assistance for the longer term. The Project Sponsor also raises private dollars by applying for foundation grants and sponsoring fundraising events. In FY19, Delaware HIV Services partnered with AIDS Delaware for the annual AIDS Walk and sponsored two other fundraising events to supplement the funding for direct client services including rental assistance. In late 2017, the Project Sponsor submitted a grant request to the Longwood Foundation to support a HIV Housing Case Manager. This application was successful. The two year grant helps support a portion of the salary for the Housing Case Manager, which allowed HOPWA funds to be redirected back to provide rental assistance.

- **Advocacy to Promote Affordable Housing for Persons Living with HIV**

Delaware HIV Services recognizes the important correlation between housing status and HIV-related favorable health outcomes. The HOPWA program provides an affordable, stable living environment to assist HOPWA beneficiaries with linkage to medical care and other needed services. One of the principal functions of the Project Sponsor is to advocate for increased housing opportunities for persons living with HIV. Housing staff and program beneficiaries attend budget hearings and stakeholder meetings throughout the state to attest to the importance of affordable housing and homeless prevention programs for persons living with HIV. The Housing Supervisor is an active member of the Continuum of Care.

3. Identify any evaluations, studies, or other assessments of the HOPWA program that are available to the public

In addition to submitting the HOPWA CAPER, the Project Sponsor regularly evaluates the HOPWA program to measure progress toward overall HOPWA goals of reducing homelessness, improving access to care, and achieving housing stability. The program evaluation tool is an annual survey that polls the HOPWA households and the HIV service providers on alternate years. The consumer survey collects information from HOPWA households about their prior housing situations, current housing affordability, quality of TBRA housing, economic challenges, access to medical care and services and overall satisfaction with the HOPWA program.

The Project Sponsor routinely schedules and hosts training and professional development workshops for the HIV service provider network in order to improve service quality and delivery.

National research on the topic of HIV housing policy identifies housing as the greatest unmet need of persons living with HIV. Cumulative research presented annually at a series of national HIV housing summits showed “a strong and consistent evidence base [which] identifies housing status as a key structural factor influencing HIV vulnerability, risk, and health outcomes” and that “receipt of housing assistance has an independent, direct impact on receipt of HIV care, health status, and mortality among homeless and unstably housed people living with HIV/AIDS” (*North American Housing and HIV/AIDS Research Summit VII, September 2014*).

Delaware HIV Services generated some local statistics that support the national research on the topic of HIV housing. A December 2012 report generated from CAREWare, a data collection system used by the state of Delaware, Division of Public Health to document medical care and other services for persons with HIV, illustrated the importance of housing in the medical management of HIV. When comparing information on clients who self-identified as stably housed versus those who self-identified as unstably housed, the findings were remarkable. The data showed that 72% of the stably housed group was medically compliant with their HIV treatment compared with only 21% medical compliance for those who were unstably housed.

A primary function of Delaware HIV Services is to conduct a statewide community planning process that determines the needs of people living with or at risk of HIV infection in order to guide local HIV policy and program development. Part of this process involves a comprehensive needs assessment based on consumer and service

provider surveys, along with service utilization reports and gaps analyses. The final output of this process is the *“Delaware Integrated HIV Prevention and Care Plan 2017-2021”*. This document was finalized and published in FY17 and is posted on the Project Sponsor’s website (<http://www.delawarehiv.org>). Shelter and housing assistance is listed as one of the principal unmet needs for persons living with HIV in Delaware. Following the publication of the Integrated Plan, the HIV Planning Council drafted a consumer survey to collect information from persons living with HIV throughout the state on their service needs, including affordable housing.

End of PART 1

PART 2: Sources of Leveraging and Program Income

1. Sources of Leveraging

Report the source(s) of cash or in-kind leveraged federal, state, local or private resources identified in the Consolidated or Annual Plan and used in the delivery of the HOPWA program and the amount of leveraged dollars. In Column [1], identify the type of leveraging. Some common sources of leveraged funds have been provided as a reference point. You may add Rows as necessary to report all sources of leveraged funds. Include Resident Rent payments paid by clients directly to private landlords. Do NOT include rents paid directly to a HOPWA program as this will be reported in the next section. In Column [2] report the amount of leveraged funds expended during the operating year. Use Column [3] to provide some detail about the type of leveraged contribution (e.g., case management services or clothing donations). In Column [4], check the appropriate box to indicate whether the leveraged contribution was a housing subsidy assistance or another form of support.

Note: Be sure to report on the number of households supported with these leveraged funds in Part 3, Chart 1, Column d

A. Source of Leveraging Chart

[1] Source of Leveraging	[2] Amount of Leveraged Funds	[3] Type of Contribution	[4] Housing Subsidy Assistance or Other Support
Public Funding			
Ryan White-Housing Assistance	0	Rental Assistance	<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Ryan White-Other	\$283,322	Ambulatory care, Rx, dental, vision, labs, case management, transportation, mental health	<input type="checkbox"/> Housing Subsidy Assistance <input checked="" type="checkbox"/> Other Support
Housing Choice Voucher Program			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Low Income Housing Tax Credit			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
HOME			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Continuum of Care			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Emergency Solutions Grant			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Public:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Private Funding			
Grants			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
In-kind Resources			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Private:			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Other Funding			
Grantee/Project Sponsor (Agency) Cash			<input type="checkbox"/> Housing Subsidy Assistance <input type="checkbox"/> Other Support
Resident Rent Payments by Client to Private Landlord	\$59,392		
TOTAL (Sum of all Rows)	\$342,714		

2. Program Income and Resident Rent Payments

In Section 2, Chart A, report the total amount of program income and resident rent payments directly generated from the use of HOPWA funds, including repayments. Include resident rent payments collected or paid directly to the HOPWA program. Do NOT include payments made directly from a client household to a private landlord.

Note: Please see report directions section for definition of program income. (Additional information on program income is available in the HOPWA Grantee Oversight Resource Guide).

A. Total Amount Program Income and Resident Rent Payment Collected During the Operating Year

Program Income and Resident Rent Payments Collected		Total Amount of Program Income (for this operating year)
1.	Program income (e.g. repayments)	0
2.	Resident Rent Payments made directly to HOPWA Program	0
3.	Total Program Income and Resident Rent Payments (Sum of Rows 1 and 2)	0

B. Program Income and Resident Rent Payments Expended To Assist HOPWA Households

In Chart B, report on the total program income and resident rent payments (as reported above in Chart A) expended during the operating year. Use Row 1 to report Program Income and Resident Rent Payments expended on Housing Subsidy Assistance Programs (i.e., TBRA, STRMU, PHP, Master Leased Units, and Facility-Based Housing). Use Row 2 to report on the Program Income and Resident Rent Payment expended on Supportive Services and other non-direct Housing Costs.

Program Income and Resident Rent Payment Expended on HOPWA programs		Total Amount of Program Income Expended (for this operating year)
1.	Program Income and Resident Rent Payment Expended on Housing Subsidy Assistance costs	0
2.	Program Income and Resident Rent Payment Expended on Supportive Services and other non-direct housing costs	0
3.	Total Program Income Expended (Sum of Rows 1 and 2)	0

End of PART 2

PART 3: Accomplishment Data Planned Goal and Actual Outputs

In Chart 1, enter performance information (goals and actual outputs) for all activities undertaken during the operating year supported with HOPWA funds. Performance is measured by the number of households and units of housing that were supported with HOPWA or other federal, state, local, or private funds for the purposes of providing housing assistance and support to persons living with HIV/AIDS and their families.

1. HOPWA Performance Planned Goal and Actual Outputs

HOPWA Performance Planned Goal and Actual		[1] Output: Households				[2] Output: Funding	
		HOPWA Assistance		Leveraged Households		HOPWA Funds	
		a.	b.	c.	d.	e.	f.
		Goal	Actual	Goal	Actual	HOPWA Budget	HOPWA Actual
HOPWA Housing Subsidy Assistance		[1] Output: Households				[2] Output: Funding	
1.	Tenant-Based Rental Assistance	35	29	0	0	243,960	141,302
2a.	Permanent Housing Facilities: Received Operating Subsidies/Leased units (Households Served)						
2b.	Transitional/Short-term Facilities: Received Operating Subsidies/Leased units (Households Served)						
3a.	Permanent Housing Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
3b.	Transitional/Short-term Facilities: Capital Development Projects placed in service during the operating year (Households Served)						
4.	Short-Term Rent, Mortgage and Utility Assistance						
5.	Permanent Housing Placement Services						
6.	Adjustments for duplication (subtract)						
7.	Total HOPWA Housing Subsidy Assistance (Columns a – d equal the sum of Rows 1-5 minus Row 6; Columns e and f equal the sum of Rows 1-5)	35	29	0	0	243,960	141,302
Housing Development (Construction and Stewardship of facility based housing)		[1] Output: Housing Units				[2] Output: Funding	
8.	Facility-based units; Capital Development Projects not yet opened (Housing Units)						
9.	Stewardship Units subject to 3- or 10- year use agreements						
10.	Total Housing Developed (Sum of Rows 8 & 9)						
Supportive Services		[1] Output: Households				[2] Output: Funding	
11a.	Supportive Services provided by project sponsors that also delivered HOPWA housing subsidy assistance						
11b.	Supportive Services provided by project sponsors that only provided supportive services.						
12.	Adjustment for duplication (subtract)						
13.	Total Supportive Services (Columns a – d equals the sum of Rows 11 a & b minus Row 12; Columns e and f equal the sum of Rows 11a & 11b)						
Housing Information Services		[1] Output: Households				[2] Output: Funding	
14.	Housing Information Services						
15.	Total Housing Information Services						

Grant Administration and Other Activities		[1] Output: Households				[2] Output: Funding	
16.	Resource Identification to establish, coordinate and develop housing assistance resources						
17.	Technical Assistance (if approved in grant agreement)						
18.	Grantee Administration (maximum 3% of total HOPWA grant)					8,113.00	0
19.	Project Sponsor Administration (maximum 7% of portion of HOPWA grant awarded)					18,363	10,636
20.	Total Grant Administration and Other Activities (Sum of Rows 16 – 19)					26,476	10,636
Total Expended						[2] Outputs: HOPWA Funds Expended	
						Budget	Actual
21.	Total Expenditures for operating year (Sum of Rows 7, 10, 13, 15, and 20)					270,436	151,938

2. Listing of Supportive Services

Report on the households served and use of HOPWA funds for all supportive services. Do NOT report on supportive services leveraged with non-HOPWA funds.

Data check: Total unduplicated households and expenditures reported in Row 17 equal totals reported in Part 3, Chart 1, Row 13.

Supportive Services		[1] Output: Number of <u>Households</u>	[2] Output: Amount of HOPWA Funds Expended
1.	Adult day care and personal assistance		
2.	Alcohol and drug abuse services		
3.	Case management		
4.	Child care and other child services		
5.	Education		
6.	Employment assistance and training		
7.	Health/medical/intensive care services, if approved Note: Client records must conform with 24 CFR §574.310		
8.	Legal services		
9.	Life skills management (outside of case management)		
10.	Meals/nutritional services		
11.	Mental health services		
12.	Outreach		
13.	Transportation		
14.	Other Activity (if approved in grant agreement). Specify:		
15.	Sub-Total Households receiving Supportive Services (Sum of Rows 1-14)		
16.	Adjustment for Duplication (subtract)		
17.	TOTAL Unduplicated Households receiving Supportive Services (Column [1] equals Row 15 minus Row 16; Column [2] equals sum of Rows 1-14)		

3. Short-Term Rent, Mortgage and Utility Assistance (STRMU) Summary

In Row a, enter the total number of households served and the amount of HOPWA funds expended on Short-Term Rent, Mortgage and Utility (STRMU) Assistance. In Row b, enter the total number of STRMU-assisted households that received assistance with mortgage costs only (no utility costs) and the amount expended assisting these households. In Row c, enter the total number of STRMU-assisted households that received assistance with both mortgage and utility costs and the amount expended assisting these households. In Row d, enter the total number of STRMU-assisted households that received assistance with rental costs only (no utility costs) and the amount expended assisting these households. In Row e, enter the total number of STRMU-assisted households that received assistance with both rental and utility costs and the amount expended assisting these households. In Row f, enter the total number of STRMU-assisted households that received assistance with utility costs only (not including rent or mortgage costs) and the amount expended assisting these households. In row g, report the amount of STRMU funds expended to support direct program costs such as program operation staff.

Data Check: The total households reported as served with STRMU in Row a, column [1] and the total amount of HOPWA funds reported as expended in Row a, column [2] equals the household and expenditure total reported for STRMU in Part 3, Chart 1, Row 4, Columns b and f, respectively.

Data Check: The total number of households reported in Column [1], Rows b, c, d, e, and f equal the total number of STRMU households reported in Column [1], Row a. The total amount reported as expended in Column [2], Rows b, c, d, e, f, and g, equal the total amount of STRMU expenditures reported in Column [2], Row a.

Housing Subsidy Assistance Categories (STRMU)		[1] Output: Number of Households Served	[2] Output: Total HOPWA Funds Expended on STRMU during Operating Year
a.	Total Short-term mortgage, rent and/or utility (STRMU) assistance		
b.	Of the total STRMU reported on Row a, total who received assistance with mortgage costs ONLY.		
c.	Of the total STRMU reported on Row a, total who received assistance with mortgage and utility costs.		
d.	Of the total STRMU reported on Row a, total who received assistance with rental costs ONLY.		
e.	Of the total STRMU reported on Row a, total who received assistance with rental and utility costs.		
f.	Of the total STRMU reported on Row a, total who received assistance with utility costs ONLY.		
g.	Direct program delivery costs (e.g., program operations staff time)		

End of PART 3

Part 4: Summary of Performance Outcomes

In Column [1], report the total number of eligible households that received HOPWA housing subsidy assistance, by type. In Column [2], enter the number of households that continued to access each type of housing subsidy assistance into next operating year. In Column [3], report the housing status of all households that exited the program.
Data Check: The sum of Columns [2] (Number of Households Continuing) and [3] (Exited Households) equals the total reported in Column[1].
Note: Refer to the housing stability codes that appear in Part 5: Worksheet - Determining Housing Stability Outcomes.

Section 1. Housing Stability: Assessment of Client Outcomes on Maintaining Housing Stability (Permanent Housing and Related Facilities)

A. Permanent Housing Subsidy Assistance

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
Tenant-Based Rental Assistance	29	24	1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing		Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy	1	
			6 Institution		Unstable Arrangements
			7 Jail/Prison		
			8 Disconnected/Unknown	4	
			9 Death		Life Event
Permanent Supportive Housing Facilities/ Units			1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable, with Reduced Risk of Homelessness
			3 Private Housing		Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		Unstable Arrangements
			7 Jail/Prison		
			8 Disconnected/Unknown		
			9 Death		Life Event

B. Transitional Housing Assistance

	[1] Output: Total Number of Households Served	[2] Assessment: Number of Households that Continued Receiving HOPWA Housing Subsidy Assistance into the Next Operating Year	[3] Assessment: Number of Households that exited this HOPWA Program; their Housing Status after Exiting		[4] HOPWA Client Outcomes
Transitional/ Short-Term Housing Facilities/ Units			1 Emergency Shelter/Streets		Unstable Arrangements
			2 Temporary Housing		Temporarily Stable with Reduced Risk of Homelessness
			3 Private Housing		Stable/Permanent Housing (PH)
			4 Other HOPWA		
			5 Other Subsidy		
			6 Institution		Unstable Arrangements
			7 Jail/Prison		
			8 Disconnected/unknown		
			9 Death		Life Event

B1: Total number of households receiving transitional/short-term housing assistance whose tenure exceeded 24 months	
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Section 2. Prevention of Homelessness: Assessment of Client Outcomes on Reduced Risks of Homelessness (Short-Term Housing Subsidy Assistance)

Report the total number of households that received STRMU assistance in Column [1].

In Column [2], identify the outcomes of the households reported in Column [1] either at the time that they were known to have left the STRMU program or through the project sponsor's best assessment for stability at the end of the operating year.

Information in Column [3] provides a description of housing outcomes; therefore, data is not required.

At the bottom of the chart:

- In Row 1a, report those households that received STRMU assistance during the operating year of this report, and the prior operating year.
- In Row 1b, report those households that received STRMU assistance during the operating year of this report, and the two prior operating years.

Data Check: The total households reported as served with STRMU in Column [1] equals the total reported in Part 3, Chart 1, Row 4, Column b.

Data Check: The sum of Column [2] should equal the number of households reported in Column [1].

Assessment of Households that Received STRMU Assistance

[1] Output: Total number of households	[2] Assessment of Housing Status	[3] HOPWA Client Outcomes
	Maintain Private Housing <u>without</u> subsidy <i>(e.g. Assistance provided/completed and client is stable, not likely to seek additional support)</i>	Stable/Permanent Housing (PH)
	Other Private Housing without subsidy <i>(e.g. client switched housing units and is now stable, not likely to seek additional support)</i>	
	Other HOPWA Housing Subsidy Assistance	
	Other Housing Subsidy (PH)	
	Institution <i>(e.g. residential and long-term care)</i>	
	Likely that additional STRMU is needed to maintain current housing arrangements	Temporarily Stable, with Reduced Risk of Homelessness
	Transitional Facilities/Short-term <i>(e.g. temporary or transitional arrangement)</i>	
	Temporary/Non-Permanent Housing arrangement <i>(e.g. gave up lease, and moved in with family or friends but expects to live there less than 90 days)</i>	
	Emergency Shelter/street	Unstable Arrangements
	Jail/Prison	
	Disconnected	
	Death	Life Event
1a. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the prior operating year (e.g. households that received STRMU assistance in two consecutive operating years).		
1b. Total number of those households that received STRMU Assistance in the operating year of this report that also received STRMU assistance in the two prior operating years (e.g. households that received STRMU assistance in three consecutive operating years).		

Section 3. HOPWA Outcomes on Access to Care and Support

1a. Total Number of Households

Line [1]: For project sponsors that provided HOPWA housing subsidy assistance during the operating year identify in the appropriate row the number of households that received HOPWA housing subsidy assistance (TBRA, STRMU, Facility-Based, PHP and Master Leasing) and HOPWA funded case management services. Use Row c to adjust for duplication among the service categories and Row d to provide an unduplicated household total.

Line [2]: For project sponsors that did NOT provide HOPWA housing subsidy assistance identify in the appropriate row the number of households that received HOPWA funded case management services.

Note: These numbers will help you to determine which clients to report Access to Care and Support Outcomes for and will be used by HUD as a basis for analyzing the percentage of households who demonstrated or maintained connections to care and support as identified in Chart 1b below.

Total Number of Households	
1. For Project Sponsors that provided HOPWA Housing Subsidy Assistance: Identify the total number of households that received the following HOPWA-funded services:	
a. Housing Subsidy Assistance (duplicated)-TBRA, STRMU, PHP, Facility-Based Housing, and Master Leasing	29
b. Case Management	
c. Adjustment for duplication (subtraction)	
d. Total Households Served by Project Sponsors with Housing Subsidy Assistance (Sum of Rows a and b minus Row c)	29
2. For Project Sponsors that did NOT provide HOPWA Housing Subsidy Assistance: Identify the total number of households that received the following HOPWA-funded service:	
a. HOPWA Case Management	
b. Total Households Served by Project Sponsors without Housing Subsidy Assistance	

1b. Status of Households Accessing Care and Support

Column [1]: Of the households identified as receiving services from project sponsors that provided HOPWA housing subsidy assistance as identified in Chart 1a, Row 1d above, report the number of households that demonstrated access or maintained connections to care and support within the operating year.

Column [2]: Of the households identified as receiving services from project sponsors that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a, Row 2b, report the number of households that demonstrated improved access or maintained connections to care and support within the operating year.

Note: For information on types and sources of income and medical insurance/assistance, refer to Charts below.

Categories of Services Accessed	[1] For project sponsors that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:	Outcome Indicator
1. Has a housing plan for maintaining or establishing stable on-going housing	29		Support for Stable Housing
2. Had contact with case manager/benefits counselor consistent with the schedule specified in client's individual service plan (may include leveraged services such as Ryan White Medical Case Management)	29		Access to Support
3. Had contact with a primary health care provider consistent with the schedule specified in client's individual service plan	29		Access to Health Care
4. Accessed and maintained medical insurance/assistance	29		Access to Health Care
5. Successfully accessed or maintained qualification for sources of income	29		Sources of Income

Chart 1b, Line 4: Sources of Medical Insurance and Assistance include, but are not limited to the following (Reference only)

<ul style="list-style-type: none"> MEDICAID Health Insurance Program, or use local program name MEDICARE Health Insurance Program, or use local program name 	<ul style="list-style-type: none"> Veterans Affairs Medical Services AIDS Drug Assistance Program (ADAP) State Children's Health Insurance Program (SCHIP), or use local program name 	<ul style="list-style-type: none"> Ryan White-funded Medical or Dental Assistance
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Chart 1b, Row 5: Sources of Income include, but are not limited to the following (Reference only)

<ul style="list-style-type: none"> • Earned Income • Veteran's Pension • Unemployment Insurance • Pension from Former Job • Supplemental Security Income (SSI) 	<ul style="list-style-type: none"> • Child Support • Social Security Disability Income (SSDI) • Alimony or other Spousal Support • Veteran's Disability Payment • Retirement Income from Social Security • Worker's Compensation 	<ul style="list-style-type: none"> • General Assistance (GA), or use local program name • Private Disability Insurance • Temporary Assistance for Needy Families (TANF) • Other Income Sources
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1c. Households that Obtained Employment

Column [1]: Of the households identified as receiving services from project sponsors that provided HOPWA housing subsidy assistance as identified in Chart 1a, Row 1d above, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or related case management/counseling services.

Column [2]: Of the households identified as receiving services from project sponsors that did NOT provide HOPWA housing subsidy assistance as reported in Chart 1a, Row 2b, report on the number of households that include persons who obtained an income-producing job during the operating year that resulted from HOPWA-funded Job training, employment assistance, education or case management/counseling services.

Note: This includes jobs created by this project sponsor or obtained outside this agency.

Note: Do not include jobs that resulted from leveraged job training, employment assistance, education or case management/counseling services.

Categories of Services Accessed	[1] For project sponsors that provided HOPWA housing subsidy assistance, identify the households who demonstrated the following:	[2] For project sponsors that did NOT provide HOPWA housing subsidy assistance, identify the households who demonstrated the following:
Total number of households that obtained an income-producing job	0	

End of PART 4

PART 5: Worksheet - Determining Housing Stability Outcomes (optional)

1. This chart is designed to assess program results based on the information reported in Part 4 and to help Grantees determine overall program performance. Completion of this worksheet is optional.

Permanent Housing Subsidy Assistance	Stable Housing (# of households remaining in program plus 3+4+5+6)	Temporary Housing (2)	Unstable Arrangements (1+7+8)	Life Event (9)
Tenant-Based Rental Assistance (TBRA)	25		4	0
Permanent Facility-based Housing Assistance/Units				
Transitional/Short-Term Facility-based Housing Assistance/Units				
Total Permanent HOPWA Housing Subsidy Assistance				
Reduced Risk of Homelessness: Short-Term Assistance	Stable/Permanent Housing	Temporarily Stable, with Reduced Risk of Homelessness	Unstable Arrangements	Life Events
Short-Term Rent, Mortgage, and Utility Assistance (STRMU)				
Total HOPWA Housing Subsidy Assistance				

Background on HOPWA Housing Stability Codes

Stable Permanent Housing/Ongoing Participation

3 = Private Housing in the private rental or home ownership market (without known subsidy, including permanent placement with families or other self-sufficient arrangements) with reasonable expectation that additional support is not needed.

4 = Other HOPWA-funded housing subsidy assistance (not STRMU), e.g. TBRA or Facility-Based Assistance.

5 = Other subsidized house or apartment (non-HOPWA sources, e.g., Section 8, HOME, public housing).

6 = Institutional setting with greater support and continued residence expected (e.g., residential or long-term care facility).

Temporary Housing

2 = Temporary housing - moved in with family/friends or other short-term arrangement, such as Ryan White subsidy, transitional housing for homeless, or temporary placement in institution (e.g., hospital, psychiatric hospital or other psychiatric facility, substance abuse treatment facility or detox center).

Unstable Arrangements

1 = Emergency shelter or no housing destination such as places not meant for habitation (e.g., a vehicle, an abandoned building, bus/train/subway station, or anywhere outside).

7 = Jail/prison.

8 = Disconnected or disappeared from project support, unknown destination or no assessments of housing needs were undertaken.

Life Event

9 = Death, i.e., remained in housing until death. This characteristic is not factored into the housing stability equation.

Tenant-based Rental Assistance: Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as reported under: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item: 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

Permanent Facility-Based Housing Assistance: Stable Housing is the sum of the number of households that (i) remain in the housing and (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

Transitional/Short-Term Facility-Based Housing Assistance: Stable Housing is the sum of the number of households that (i) continue in the residences (ii) those that left the assistance as shown as items: 3, 4, 5, and 6. Other Temporary Housing is the number of households that accessed assistance, and left their current housing for a non-permanent housing arrangement, as reported under item 2. Unstable Situations is the sum of numbers reported under items: 1, 7, and 8.

Tenure Assessment. A baseline of households in transitional/short-term facilities for assessment purposes, indicate the number of households whose tenure exceeded 24 months.

STRMU Assistance: Stable Housing is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period and there is reasonable expectation that additional support is not needed in order to maintain permanent housing living situation (as this is a time-limited form of housing support) as reported under housing status: Maintain Private Housing with subsidy; Other Private with Subsidy; Other HOPWA support; Other Housing Subsidy; and Institution. Temporarily Stable, with Reduced Risk of Homelessness is the sum of the number of households that accessed assistance for some portion of the permitted 21-week period or left their current housing arrangement for a transitional facility or other temporary/non-permanent housing arrangement and there is reasonable expectation additional support will be needed to maintain housing arrangements in the next year, as reported under housing status: Likely to maintain current housing arrangements, with additional STRMU assistance; Transitional Facilities/Short-term; and Temporary/Non-Permanent Housing arrangements. Unstable Situation is the sum of number of households reported under housing status: Emergency Shelter; Jail/Prison; and Disconnected.

End of PART 5

PART 6: Annual Report of Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY)

The Annual Report of Continued Usage for HOPWA Facility-Based Stewardship Units is to be used in place of Part 7B of the CAPER if the facility was originally acquired, rehabilitated or constructed/developed in part with HOPWA funds but no HOPWA funds were expended during the operating year. Scattered site units may be grouped together on one page.

Grantees that used HOPWA funding for new construction, acquisition, or substantial rehabilitation are required to operate their facilities for HOPWA eligible individuals for at least ten (10) years. If non-substantial rehabilitation funds were used, they are required to operate for at least three (3) years. Stewardship begins once the facility is put into operation.

Note: See definition of Stewardship Units.

1. General information

HUD Grant Number(s)	Operating Year for this report From (mm/dd/yy) To (mm/dd/yy) <input type="checkbox"/> Final Yr <input type="checkbox"/> Yr 1; <input type="checkbox"/> Yr 2; <input type="checkbox"/> Yr 3; <input type="checkbox"/> Yr 4; <input type="checkbox"/> Yr 5; <input type="checkbox"/> Yr 6; <input type="checkbox"/> Yr 7; <input type="checkbox"/> Yr 8; <input type="checkbox"/> Yr 9; <input type="checkbox"/> Yr 10
Grantee Name	Date Facility Began Operations (mm/dd/yy)

2. Number of Units and Non-HOPWA Expenditures

Facility Name:	Number of Stewardship Units Developed with HOPWA funds	Amount of Non-HOPWA Funds Expended in Support of the Stewardship Units during the Operating Year
Total Stewardship Units (subject to 3- or 10- year use periods)		

3. Details of Project Site

Project Sites: Name of HOPWA-funded project	
Site Information: Project Zip Code(s)	
Site Information: Congressional District(s)	
Is the address of the project site confidential?	<input type="checkbox"/> Yes, protect information; do not list <input type="checkbox"/> Not confidential; information can be made available to the public
If the site is not confidential: Please provide the contact information, phone, email address/location, if business address is different from facility address	

End of PART 6

Part 7: Summary Overview of Grant Activities

A. Information on Individuals, Beneficiaries, and Households Receiving HOPWA Housing Subsidy Assistance (TBRA, STRMU, Facility-Based Units, Permanent Housing Placement and Master Leased Units ONLY)

Note: Reporting for this section should include ONLY those individuals, beneficiaries, or households that received and/or resided in a household that received HOPWA Housing Subsidy Assistance as reported in Part 3, Chart 1, Row 7, Column b. (e.g., do not include households that received HOPWA supportive services ONLY).

Section 1. HOPWA-Eligible Individuals Who Received HOPWA Housing Subsidy Assistance

a. Total HOPWA Eligible Individuals Living with HIV/AIDS

In Chart a., provide the total number of eligible (and unduplicated) low-income individuals living with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance during the operating year. This total should include only the individual who qualified the household for HOPWA assistance, NOT all HIV positive individuals in the household.

Individuals Served with Housing Subsidy Assistance	Total
Number of individuals with HIV/AIDS who qualified their household to receive HOPWA housing subsidy assistance.	29

Chart b. Prior Living Situation

In Chart b, report the prior living situations for all Eligible Individuals reported in Chart a. In Row 1, report the total number of individuals who continued to receive HOPWA housing subsidy assistance from the prior operating year into this operating year. In Rows 2 through 17, indicate the prior living arrangements for all new HOPWA housing subsidy assistance recipients during the operating year.

Data Check: The total number of eligible individuals served in Row 18 equals the total number of individuals served through housing subsidy assistance reported in Chart a above.

Category	Total HOPWA Eligible Individuals Receiving Housing Subsidy Assistance
1. <u>Continuing</u> to receive HOPWA support from the prior operating year	25
New Individuals who received HOPWA Housing Subsidy Assistance support during Operating Year	
2. Place not meant for human habitation (such as a vehicle, abandoned building, bus/train/subway station/airport, or outside)	
3. Emergency shelter (including hotel, motel, or campground paid for with emergency shelter voucher)	
4. Transitional housing for homeless persons	
5. Total number of new Eligible Individuals who received HOPWA Housing Subsidy Assistance with a Prior Living Situation that meets HUD definition of homelessness (Sum of Rows 2 – 4)	0
6. Permanent housing for formerly homeless persons (such as Shelter Plus Care, SHP, or SRO Mod Rehab)	
7. Psychiatric hospital or other psychiatric facility	
8. Substance abuse treatment facility or detox center	
9. Hospital (non-psychiatric facility)	
10. Foster care home or foster care group home	
11. Jail, prison or juvenile detention facility	
12. Rented room, apartment, or house	3
13. House you own	
14. Staying or living in someone else's (family and friends) room, apartment, or house	1
15. Hotel or motel paid for without emergency shelter voucher	
16. Other	
17. Don't Know or Refused	
18. TOTAL Number of HOPWA Eligible Individuals (sum of Rows 1 and 5-17)	29

c. Homeless Individual Summary

In Chart c, indicate the number of eligible individuals reported in Chart b, Row 5 as homeless who also are homeless Veterans and/or meet the definition for Chronically Homeless (See Definition section of CAPER). The totals in Chart c do not need to equal the total in Chart b, Row 5.

Category	Number of Homeless Veteran(s)	Number of Chronically Homeless
HOPWA eligible individuals served with HOPWA Housing Subsidy Assistance	0	0

Section 2. Beneficiaries

In Chart a, report the total number of HOPWA eligible individuals living with HIV/AIDS who received HOPWA housing subsidy assistance (as reported in Part 7A, Section 1, Chart a), and all associated members of their household who benefitted from receiving HOPWA housing subsidy assistance (resided with HOPWA eligible individuals).

Note: See definition of HOPWA Eligible Individual

Note: See definition of Transgender.

Note: See definition of Beneficiaries.

Data Check: The sum of each of the Charts b & c on the following two pages equals the total number of beneficiaries served with HOPWA housing subsidy assistance as determined in Chart a, Row 4 below.

a. Total Number of Beneficiaries Served with HOPWA Housing Subsidy Assistance

Individuals and Families Served with HOPWA Housing Subsidy Assistance	Total Number
1. Number of individuals with HIV/AIDS who qualified the household to receive HOPWA housing subsidy assistance (equals the number of HOPWA Eligible Individuals reported in Part 7A, Section 1, Chart a)	29
2. Number of ALL other persons diagnosed as HIV positive who reside with the HOPWA eligible individuals identified in Row 1 and who benefitted from the HOPWA housing subsidy assistance	3
3. Number of ALL other persons NOT diagnosed as HIV positive who reside with the HOPWA eligible individual identified in Row 1 and who benefitted from the HOPWA housing subsidy	28
4. TOTAL number of ALL <u>beneficiaries</u> served with Housing Subsidy Assistance (Sum of Rows 1, 2, & 3)	60

b. Age and Gender

In Chart b, indicate the Age and Gender of all beneficiaries as reported in Chart a directly above. Report the Age and Gender of all HOPWA Eligible Individuals (those reported in Chart a, Row 1) using Rows 1-5 below and the Age and Gender of all other beneficiaries (those reported in Chart a, Rows 2 and 3) using Rows 6-10 below. The number of individuals reported in Row 11, Column E, equals the total number of beneficiaries reported in Part 7, Section 2, Chart a, Row 4.

HOPWA Eligible Individuals (Chart a, Row 1)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
1.	Under 18					
2.	18 to 30 years		1			1
3.	31 to 50 years	4	5			9
4.	51 years and Older	7	12			19
5.	Subtotal (Sum of Rows 1-4)	11	18			29
All Other Beneficiaries (Chart a, Rows 2 and 3)						
		A.	B.	C.	D.	E.
		Male	Female	Transgender M to F	Transgender F to M	TOTAL (Sum of Columns A-D)
6.	Under 18	11	8			19
7.	18 to 30 years	5	1			6
8.	31 to 50 years	0	2			2
9.	51 years and Older	3	1			4
10.	Subtotal (Sum of Rows 6-9)	19	12			31
Total Beneficiaries (Chart a, Row 4)						
11.	TOTAL (Sum of Rows 5 & 10)	30	30			60

c. Race and Ethnicity*

In Chart c, indicate the Race and Ethnicity of all beneficiaries receiving HOPWA Housing Subsidy Assistance as reported in Section 2, Chart a, Row 4. Report the race of all HOPWA eligible individuals in Column [A]. Report the ethnicity of all HOPWA eligible individuals in column [B]. Report the race of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [C]. Report the ethnicity of all other individuals who benefitted from the HOPWA housing subsidy assistance in column [D]. The summed total of columns [A] and [C] equals the total number of beneficiaries reported above in Section 2, Chart a, Row 4.

Category		HOPWA Eligible Individuals		All Other Beneficiaries	
		[A] Race [all individuals reported in Section 2, Chart a, Row 1]	[B] Ethnicity [Also identified as Hispanic or Latino]	[C] Race [total of individuals reported in Section 2, Chart a, Rows 2 & 3]	[D] Ethnicity [Also identified as Hispanic or Latino]
1.	American Indian/Alaskan Native				
2.	Asian				
3.	Black/African American	17		18	
4.	Native Hawaiian/Other Pacific Islander				
5.	White	8		10	
6.	American Indian/Alaskan Native & White	1			
7.	Asian & White				
8.	Black/African American & White	1			
9.	American Indian/Alaskan Native & Black/African American				
10.	Other Multi-Racial	2	1	3	3
11.	Column Totals (Sum of Rows 1-10)	29	1	31	3

Data Check: Sum of Row 11 Column A and Row 11 Column C equals the total number HOPWA Beneficiaries reported in Part 3A, Section 2, Chart a, Row 4.

*Reference (data requested consistent with Form HUD-27061 Race and Ethnic Data Reporting Form)

Section 3. Households

Household Area Median Income

Report the income(s) for all households served with HOPWA housing subsidy assistance.

Data Check: The total number of households served with HOPWA housing subsidy assistance should equal Part 3C, Row 7, Column b and Part 7A, Section 1, Chart a. (Total HOPWA Eligible Individuals Served with HOPWA Housing Subsidy Assistance).

Note: Refer to <https://www.huduser.gov/portal/datasets/il.html> for information on area median income in your community.

Percentage of Area Median Income		Households Served with HOPWA Housing Subsidy Assistance
1.	0-30% of area median income (extremely low)	16
2.	31-50% of area median income (very low)	8
3.	51-80% of area median income (low)	5
4.	Total (Sum of Rows 1-3)	29

Part 7: Summary Overview of Grant Activities
B. Facility-Based Housing Assistance

Complete one Part 7B for each facility developed or supported through HOPWA funds.

Do not complete this Section for programs originally developed with HOPWA funds but no longer supported with HOPWA funds. If a facility was developed with HOPWA funds (subject to ten years of operation for acquisition, new construction and substantial rehabilitation costs of stewardship units, or three years for non-substantial rehabilitation costs), but HOPWA funds are no longer used to support the facility, the project sponsor should complete Part 6: Continued Usage for HOPWA Facility-Based Stewardship Units (ONLY).

Complete Charts 2a, Project Site Information, and 2b, Type of HOPWA Capital Development Project Units, for all Development Projects, including facilities that were past development projects, but continued to receive HOPWA operating dollars this reporting year.

1. Project Sponsor Agency Name (Required)

--

2. Capital Development

2a. Project Site Information for HOPWA Capital Development of Projects (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this reporting year)

Note: If units are scattered-sites, report on them as a group and under type of Facility write "Scattered Sites."

	Type of Development this operating year	HOPWA Funds Expended this operating year (if applicable)	Non-HOPWA funds Expended (if applicable)	Name of Facility:
	<input type="checkbox"/> New construction	\$	\$	Type of Facility [Check only one box.] <input type="checkbox"/> Permanent housing <input type="checkbox"/> Short-term Shelter or Transitional housing <input type="checkbox"/> Supportive services only facility
	<input type="checkbox"/> Rehabilitation	\$	\$	
	<input type="checkbox"/> Acquisition	\$	\$	
	<input type="checkbox"/> Operating	\$	\$	
a.	Purchase/lease of property:			Date (mm/dd/yy):
b.	Rehabilitation/Construction Dates:			Date started: Date Completed:
c.	Operation dates:			Date residents began to occupy: <input type="checkbox"/> Not yet occupied
d.	Date supportive services began:			Date started: <input type="checkbox"/> Not yet providing services
e.	Number of units in the facility:			HOPWA-funded units = Total Units =
f.	Is a waiting list maintained for the facility?			<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, number of participants on the list at the end of operating year</i>
g.	What is the address of the facility (if different from business address)?			
h.	Is the address of the project site confidential?			<input type="checkbox"/> Yes, protect information; do not publish list <input type="checkbox"/> No, can be made available to the public

2b. Number and Type of HOPWA Capital Development Project Units (For Current or Past Capital Development Projects that receive HOPWA Operating Costs this Reporting Year)

For units entered above in 2a, please list the number of HOPWA units that fulfill the following criteria:

	Number Designated for the Chronically Homeless	Number Designated to Assist the Homeless	Number Energy-Star Compliant	Number 504 Accessible
Rental units constructed (new) and/or acquired <u>with or without</u> rehab				
Rental units rehabbed				
Homeownership units constructed (if approved)				

3. Units Assisted in Types of Housing Facility/Units Leased by Project Sponsor

Charts 3a, 3b, and 4 are required for each facility. In Charts 3a and 3b, indicate the type and number of housing units in the facility, including master leased units, project-based or other scattered site units leased by the organization, categorized by the number of bedrooms per unit.

Note: The number units may not equal the total number of households served.

Please complete separate charts for each housing facility assisted. Scattered site units may be grouped together.

3a. Check one only

- Permanent Supportive Housing Facility/Units
- Short-term Shelter or Transitional Supportive Housing Facility/Units

3b. Type of Facility

Complete the following Chart for all facilities leased, master leased, project-based, or operated with HOPWA funds during the reporting year.

Name of Project Sponsor/Agency Operating the Facility/Leased Units:

Type of housing facility operated by the project sponsor	Total Number of Units in use during the Operating Year Categorized by the Number of Bedrooms per Units					
	SRO/Studio/0 bdrm	1 bdrm	2 bdrm	3 bdrm	4 bdrm	5+bdrm
a. Single room occupancy dwelling						
b. Community residence						
c. Project-based rental assistance units or leased units						
d. Other housing facility <u>Specify:</u>						

4. Households and Housing Expenditures

Enter the total number of households served and the amount of HOPWA funds expended by the project sponsor on subsidies for housing involving the use of facilities, master leased units, project based or other scattered site units leased by the organization.

Housing Assistance Category: Facility Based Housing	Output: Number of Households	Output: Total HOPWA Funds Expended during Operating Year by Project Sponsor
a. Leasing Costs		
b. Operating Costs		
c. Project-Based Rental Assistance (PBRA) or other leased units		
d. Other Activity (if approved in grant agreement) <u>Specify:</u>		
e. Adjustment to eliminate duplication (subtract)		
f. TOTAL Facility-Based Housing Assistance (Sum Rows a through d minus Row e)		

Appendix 3:

- HOME Reports

- Form 40107 – 2019

- Form 40107 -a - 2019

HOME Match Report

U.S. Department of Housing and Urban Development
Office of Community Planning and Development

OMB Approval No. 2506-0171
(exp. 12/31/2012)

Part I Participant Identification				Match Contributions for Federal Fiscal Year (yyyy)
1. Participant No. (assigned by HUD)		2. Name of the Participating Jurisdiction		3. Name of Contact (person completing this report)
5. Street Address of the Participating Jurisdiction				4. Contact's Phone Number (include area code)
6. City		7. State	8. Zip Code	

Part II Fiscal Year Summary		
1. Excess match from prior Federal fiscal year	\$	
2. Match contributed during current Federal fiscal year (see Part III.9.)	\$	
3. Total match available for current Federal fiscal year (line 1 + line 2)		\$
4. Match liability for current Federal fiscal year		\$
5. Excess match carried over to next Federal fiscal year (line 3 minus line 4)		\$

Part III Match Contribution for the Federal Fiscal Year								
1. Project No. or Other ID	2. Date of Contribution (mm/dd/yyyy)	3. Cash (non-Federal sources)	4. Foregone Taxes, Fees, Charges	5. Appraised Land / Real Property	6. Required Infrastructure	7. Site Preparation, Construction Materials, Donated labor	8. Bond Financing	9. Total Match

Annual Performance Report HOME Program

U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development

OMB Approval No. 2506-0171
(exp. 8/31/2009)

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.

The HOME statute imposes a significant number of data collection and reporting requirements. This includes information on assisted properties, on the owners or tenants of the properties, and on other programmatic areas. The information will be used: 1) to assist HOME participants in managing their programs; 2) to track performance of participants in meeting fund commitment and expenditure deadlines; 3) to permit HUD to determine whether each participant meets the HOME statutory income targeting and affordability requirements; and 4) to permit HUD to determine compliance with other statutory and regulatory program requirements. This data collection is authorized under Title II of the Cranston-Gonzalez National Affordable Housing Act or related authorities. Access to Federal grant funds is contingent on the reporting of certain project-specific data elements. Records of information collected will be maintained by the recipients of the assistance. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when public disclosure is not required.

This form is intended to collect numeric data to be aggregated nationally as a complement to data collected through the Cash and Management Information (C/M) System. Participants should enter the reporting period in the first block. The reporting period is October 1 to September 30. Instructions are included for each section if further explanation is needed.

Submit this form on or before December 31. Send one copy to the appropriate HUD Field Office and one copy to: HOME Program, Rm 7178, 451 7th Street, S.W., Washington D.C. 20410	This report is for period (mm/dd/yyyy) Starting	Ending	Date Submitted (mm/dd/yyyy)
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Part I Participant Identification

1. Participant Number	2. Participant Name		
3. Name of Person completing this report		4. Phone Number (Include Area Code)	
5. Address	6. City	7. State	8. Zip Code

Part II Program Income

Enter the following program income amounts for the reporting period: In block 1, enter the balance on hand at the beginning; In block 2, enter the amount generated; In block 3, enter the amount expended; and In block 4, enter the amount for Tenant-Based rental Assistance.

1. Balance on hand at Beginning of Reporting Period	2. Amount received during Reporting Period	3. Total amount expended during Reporting Period	4. Amount expended for Tenant-Based Rental Assistance	5. Balance on hand at end of Reporting Period (1 + 2 - 3) = 5
---	--	--	---	---

Part III Minority Business Enterprises (MBE) and Women Business Enterprises (WBE)

In the table below, indicate the number and dollar value of contracts for HOME projects completed during the reporting period.

	a. Total	Minority Business Enterprises (MBE)			f. White Non-Hispanic
		b. Alaskan Native or American Indian	c. Asian or Pacific Islander	d. Black Non-Hispanic	
A. Contracts					
1. Number					
2. Dollar Amount					
B. Sub-Contracts					
1. Number					
2. Dollar Amount					
	a. Total	b. Women Business Enterprises (WBE)	c. Male		
C. Contracts					
1. Number					
2. Dollar Amount					
D. Sub-Contracts					
1. Number					
2. Dollar Amounts					

Appendix 4:

- CDBG Performance Evaluation Reports
-

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
State CDBG Program Activity Summary Report
Program Year 2019
DELAWARE

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 State of Delaware
 Performance and Evaluation Report
 For Grant Year 2013
 As of 09/14/2020
 Grant Number B13DC100001

Part I: Financial Status**A. Sources of State CDBG Funds**

1)	State Allocation	\$2,005,029.00
2)	Program Income	
3)	Program income receipted in IDIS	\$53,592.50
3 a)	Program income receipted from Section 108 Projects (for SI type)	\$0.00
4)	Adjustment to compute total program income	\$0.00
5)	Total program income (sum of lines 3 and 4)	\$53,592.50
6)	Section 108 Loan Funds	\$0.00
7)	Total State CDBG Resources (sum of lines 1,5 and 6)	\$2,058,621.50

B. State CDBG Resources by Use

8)	State Allocation	
9)	Obligated to recipients	\$2,005,029.00
10)	Adjustment to compute total obligated to recipients	\$0.00
11)	Total obligated to recipients (sum of lines 9 and 10)	\$2,005,029.00
12)	Set aside for State Administration	\$150,150.00
13)	Adjustment to compute total set aside for State Administration	\$0.00
14)	Total set aside for State Administration (sum of lines 12 and 13)	\$150,150.00
15)	Set aside for Technical Assistance	
16)	Adjustment to compute total set aside for Technical Assistance	\$0.00
17)	Total set aside for Technical Assistance (sum of lines 15 and 16)	
18)	State funds set aside for State Administration match	\$0.00

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 State of Delaware
 Performance and Evaluation Report
 For Grant Year 2014
 As of 09/14/2020
 Grant Number B14DC100001

Part I: Financial Status

A. Sources of State CDBG Funds

1)	State Allocation	\$1,931,385.00
2)	Program Income	
3)	Program income receipted in IDIS	\$9,357.00
3 a)	Program income receipted from Section 108 Projects (for SI type)	\$0.00
4)	Adjustment to compute total program income	\$0.00
5)	Total program income (sum of lines 3 and 4)	\$9,357.00
6)	Section 108 Loan Funds	\$0.00
7)	Total State CDBG Resources (sum of lines 1,5 and 6)	\$1,940,742.00

B. State CDBG Resources by Use

8)	State Allocation	
9)	Obligated to recipients	\$1,931,385.00
10)	Adjustment to compute total obligated to recipients	\$0.00
11)	Total obligated to recipients (sum of lines 9 and 10)	\$1,931,385.00
12)	Set aside for State Administration	\$157,941.00
13)	Adjustment to compute total set aside for State Administration	\$0.00
14)	Total set aside for State Administration (sum of lines 12 and 13)	\$157,941.00
15)	Set aside for Technical Assistance	
16)	Adjustment to compute total set aside for Technical Assistance	\$0.00
17)	Total set aside for Technical Assistance (sum of lines 15 and 16)	
18)	State funds set aside for State Administration match	\$0.00

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 State of Delaware
 Performance and Evaluation Report
 For Grant Year 2015
 As of 09/14/2020
 Grant Number B15DC100001

Part I: Financial Status

A. Sources of State CDBG Funds

1)	State Allocation	\$1,923,531.00
2)	Program Income	
3)	Program income receipted in IDIS	\$14,850.00
3 a)	Program income receipted from Section 108 Projects (for SI type)	\$0.00
4)	Adjustment to compute total program income	\$0.00
5)	Total program income (sum of lines 3 and 4)	\$14,850.00
6)	Section 108 Loan Funds	\$0.00
7)	Total State CDBG Resources (sum of lines 1,5 and 6)	\$1,938,381.00

B. State CDBG Resources by Use

8)	State Allocation	
9)	Obligated to recipients	\$1,923,531.00
10)	Adjustment to compute total obligated to recipients	\$0.00
11)	Total obligated to recipients (sum of lines 9 and 10)	\$1,923,531.00
12)	Set aside for State Administration	\$157,705.09
13)	Adjustment to compute total set aside for State Administration	\$0.00
14)	Total set aside for State Administration (sum of lines 12 and 13)	\$157,705.09
15)	Set aside for Technical Assistance	
16)	Adjustment to compute total set aside for Technical Assistance	\$0.00
17)	Total set aside for Technical Assistance (sum of lines 15 and 16)	
18)	State funds set aside for State Administration match	\$0.00

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 State of Delaware
 Performance and Evaluation Report
 For Grant Year 2016
 As of 09/14/2020
 Grant Number B16DC100001

Part I: Financial Status

A. Sources of State CDBG Funds

1)	State Allocation	\$2,063,710.00
2)	Program Income	
3)	Program income receipted in IDIS	\$23,216.00
3 a)	Program income receipted from Section 108 Projects (for SI type)	\$0.00
4)	Adjustment to compute total program income	\$0.00
5)	Total program income (sum of lines 3 and 4)	\$23,216.00
6)	Section 108 Loan Funds	\$0.00
7)	Total State CDBG Resources (sum of lines 1,5 and 6)	\$2,086,926.00

B. State CDBG Resources by Use

8)	State Allocation	
9)	Obligated to recipients	\$2,063,710.00
10)	Adjustment to compute total obligated to recipients	\$0.00
11)	Total obligated to recipients (sum of lines 9 and 10)	\$2,063,710.00
12)	Set aside for State Administration	\$161,911.00
13)	Adjustment to compute total set aside for State Administration	\$0.00
14)	Total set aside for State Administration (sum of lines 12 and 13)	\$161,911.00
15)	Set aside for Technical Assistance	
16)	Adjustment to compute total set aside for Technical Assistance	\$0.00
17)	Total set aside for Technical Assistance (sum of lines 15 and 16)	
18)	State funds set aside for State Administration match	\$0.00

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Integrated Disbursement and Information System
State of Delaware
Performance and Evaluation Report
For Grant Year 2017
As of 09/14/2020
Grant Number B17DC100001

Part I: Financial Status**A. Sources of State CDBG Funds**

1)	State Allocation	\$2,015,390.00
2)	Program Income	
3)	Program income receipted in IDIS	\$5,538.00
3 a)	Program income receipted from Section 108 Projects (for SI type)	\$0.00
4)	Adjustment to compute total program income	\$0.00
5)	Total program income (sum of lines 3 and 4)	\$5,538.00
6)	Section 108 Loan Funds	\$0.00
7)	Total State CDBG Resources (sum of lines 1,5 and 6)	\$2,020,928.00

B. State CDBG Resources by Use

8)	State Allocation	
9)	Obligated to recipients	\$2,015,390.00
10)	Adjustment to compute total obligated to recipients	\$0.00
11)	Total obligated to recipients (sum of lines 9 and 10)	\$2,015,390.00
12)	Set aside for State Administration	\$160,461.00
13)	Adjustment to compute total set aside for State Administration	\$0.00
14)	Total set aside for State Administration (sum of lines 12 and 13)	\$160,461.00
15)	Set aside for Technical Assistance	
16)	Adjustment to compute total set aside for Technical Assistance	\$0.00
17)	Total set aside for Technical Assistance (sum of lines 15 and 16)	
18)	State funds set aside for State Administration match	\$0.00

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Integrated Disbursement and Information System
 State of Delaware
 Performance and Evaluation Report
 For Grant Year 2018
 As of 09/14/2020
 Grant Number B18DC100001

Part I: Financial Status**A. Sources of State CDBG Funds**

1)	State Allocation	\$2,254,936.00
2)	Program Income	
3)	Program income receipted in IDIS	\$15,158.13
3 a)	Program income receipted from Section 108 Projects (for SI type)	\$0.00
4)	Adjustment to compute total program income	\$0.00
5)	Total program income (sum of lines 3 and 4)	\$15,158.13
6)	Section 108 Loan Funds	\$0.00
7)	Total State CDBG Resources (sum of lines 1,5 and 6)	\$2,270,094.13

B. State CDBG Resources by Use

8)	State Allocation	
9)	Obligated to recipients	\$2,254,936.00
10)	Adjustment to compute total obligated to recipients	\$0.00
11)	Total obligated to recipients (sum of lines 9 and 10)	\$2,254,936.00
12)	Set aside for State Administration	\$167,648.00
13)	Adjustment to compute total set aside for State Administration	\$0.00
14)	Total set aside for State Administration (sum of lines 12 and 13)	\$167,648.00
15)	Set aside for Technical Assistance	
16)	Adjustment to compute total set aside for Technical Assistance	\$0.00
17)	Total set aside for Technical Assistance (sum of lines 15 and 16)	
18)	State funds set aside for State Administration match	\$0.00

Appendix 5:

- Public Notice
-



Notice of Availability of Draft
Consolidated Annual Performance and
Evaluation Report (CAPER) for FY 2019

The Delaware State Housing Authority (DSHA) has prepared the Draft Consolidated Annual Performance and Evaluation Report (CAPER) for the Fiscal Year 2019 (July 1, 2019 – June 30, 2020) of the Delaware Consolidated Plan in accordance with Title I of the National Affordable Housing Act of 1990. The report details affordable housing accomplishments achieved by DSHA through the use of federal funds during the fiscal year.

A copy of the report will be available for inspection and review at the DSHA office, 18 The Green, Dover, DE from **December 7, 2020 through December 21, 2020 between the hours of 8:00 a.m. and 4:30 p.m. of any working day**. The CAPER is also available for download from DSHA's website at www.destatehousing.com/FormsAndInformation/capers.php.

Written comments on the report can be submitted to Jonathan Adkins-Taswell, DSHA, 18 The Green, Dover, DE 19901, or via e-mail at Jonathan@destatehousing.com. The period for receiving comments will close at 4:30 p.m. on December 21, 2020.

Should you require assistance accommodating a vision, hearing or other impairment in the reading of this notice or submission of comments on the draft CAPER, please call 302-739-4263, ext. 245 between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday. TTY/ ASCII/ VOICE/ VCO users may utilize the Telecommunications Relay Service (TRS) at 800-676-3777.

Para obtener ayuda con la traducción al español de este aviso o servicios de traducción en la audiencia pública, comuníquese con Olga Lezcano al 302-739-4263 o vía e-mail olga@destatehousing.com por lo menos una semana antes del evento.



Appendix 6:

- Fair Housing AI

- 2020 Statewide AI - Goals and Priorities

FAIR HOUSING GOALS AND PRIORITIES

Goal #1: Increase the supply of affordable housing in high-opportunity areas	Contributing Factors	Metrics, Milestones, and Timeframes	Responsible Partners
<p>1. Prioritize CDBG and HOME funds and LIHTC tax credits for family developments in high-opportunity areas, and further incentivize LIHTC family development in areas of opportunity through set asides, basis boosts, and/or increased competitive points.</p>	<p>Lack of access to opportunity due to high housing costs; Location and type of affordable housing; Lack of affordable, accessible housing in a range of sizes; Land use and zoning laws; Community Opposition</p>	<p>Set aside CDBG and HOME funds for family developments in high-opportunity areas: 1-5 years. Revise LIHTC to further incentivize family development in high-opportunity areas: 1-5 years. Regularly review and report on performance: 1-5 years.</p>	<p>DSHA, New Castle County, and City of Wilmington</p>
<p>2. Explore developing inclusivity zoning and/or housing trust fund programs in Kent County and the larger jurisdictions of Wilmington, Newark, and Dover. Evaluate and improve existing inclusivity zoning programs and/or housing trust funds in New Castle and Sussex Counties through additional incentives to increase production of affordable family units in high-opportunity areas.</p>	<p>Lack of access to opportunity due to high housing costs; Location and type of affordable housing; Lack of affordable, accessible housing in a range of sizes; Land use and zoning laws; Community Opposition</p>	<p>Review current inclusivity zoning programs and housing trust funds and make recommendations: 1-2 years. Compare jurisdictions that do and do not have these programs and explore feasibility of developing them in new areas: 1-2 years.</p>	<p>New Castle, Kent, and Sussex Counties, Cities of Wilmington, Newark and Dover</p>
<p>3. Explore changes to existing building and zoning codes to expand housing options to better fit housing needs such as permit accessory dwelling units, multifamily housing, and smaller lot sizes.</p>	<p>Lack of access to opportunity due to high housing costs; Location and type of affordable housing; Lack of affordable, accessible housing in a range of sizes; Land use and zoning laws</p>	<p>Review existing building and zoning codes for opportunities to expand density: 1 year. Propose changes and study feasibility of those changes: 2 years.</p>	<p>New Castle, Kent and Sussex Counties, Cities of Wilmington, Newark and Dover</p>