

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

PHA Plan

Public Housing

Annual Plan for Federal Fiscal Year 2003

July 1, 2003 – June 30, 2004

New Castle County
Department of Community Services
New Castle County Housing Authority
87 Reads Way
New Castle, DE 19720-1648
(302)395-5600

PHA Name: New Castle County Housing Authority

PHA Number: DE005

PHA Fiscal Year Beginning: 07/2003

Public Access to Information

Information on activities outlined in this plan can be obtained by contacting:

- X Main administrative office of the PHA
- X PHA local office

Display Locations for PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- X Main administrative office of the PHA, which is in the same location as the main administrative office of County government
- X PHA local office
- X Public library

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- X Main business office of the PHA
- X PHA local office

Annual Plan Type:

- X **Administering Section 8 Only**
-

Annual Plan Table of Contents

N/A = not applicable for New Castle County program.

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Executive Summary

Meeting Program Goals

New Castle County Housing Authority (NCCHA) houses approximately 1,700 households using Section 8 Housing Choice Vouchers. During the past program year NCCHA has progressed in meeting goals identified in the Public Housing Plan for 2000 - 2005. Voucher utilization rates increased from 90% to 97% during the 2002 - 2003 program year. The 97% utilization rate is important because it allows NCCHA to apply for special purpose vouchers for elderly or disabled persons, should they become available from HUD, assuming HUD's application rules remain the same.

More than 30 new landlords were solicited between February 2002 and February 2003. Since publication of the 2000 - 2005 Plan, NCCHA has achieved the goal of consistent timeliness for completing the annual voucher recertification process.

Section 8 Homeownership and Family Self-Sufficiency programs

The most important change for the 2003 - 2004 program year will be the introduction of a homeownership program offered to eligible voucher holders. In Fall 2002 NCCHA amended the Public Housing Annual Plan to offer voucher assistance for first-time homebuyers. During January 2003 NCCHA held information meetings for voucher holders. As a result 99 voucher holders filed applications of interest in the homeownership program. It is anticipated that 10-15 families will be on a "fast track" for homeownership, meaning that they will be certified as mortgage ready after only a short period of housing counseling.

A highlight of the 2002-2003 program year was an increase in participation in the County's Family Self-Sufficiency program, caused by a combination of increased marketing and a switch to a more effective counseling agency. FSS participants rose from 57 to 79 during that time.

Participant Orientation, Fair Housing Training, Newsletter

During the program year NCCHA will continue to provide a thorough orientation program for new voucher holders as well as twice yearly meetings for current and prospective landlords. During 2002 more than 350 new voucher holders attended one of six orientation sessions. Sessions last three hours and include discussion of the rights and responsibilities of voucher holders. Both landlord and tenant sessions include a discussion of fair housing laws in Delaware, delivered by fair housing agency Housing Opportunities of Northern Delaware (HOND). HOND also delivers annual fair housing training to NCCHA staff.

The past program year also saw the implementation of a quarterly newsletter for voucher holders and landlords: a recommendation of the Resident Advisory Board.

Prestwyck Apartments and Greenfield Manor

Prestwyck Apartments is a Section 8 Mod Rehab apartment complex within City of Wilmington, which is not in the jurisdiction of NCCHA, although NCCHA has

administered inspections and tenancy for the complex since the inception of the Mod Rehab Contract in the early 1980's. The complex has been vacant for approximately two years due to numerous serious code violations. Currently HUD is reviewing mortgage restructuring options; once a restructuring plan is in place HUD will consider assuming management of the complex.

Greenfield Manor Apartments contains 100 units of Section 8 project-based housing (subsidy is tied to the housing unit, not the tenant as with vouchers). Upon expiration of the project-based contract between U.S. Dept. of Housing and Urban Development and the owner of Greenfield Manor in July 2002, NCCCHA assumed administration of assistance for 64 households affected by the contract expiration. The net result was that 36 families stayed housed in Greenfield Manor. The balance of families either moved with continued voucher assistance (12 families), vacated without continued assistance (14 families), or were deemed ineligible for further assistance (2 families).

Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

- N/A Admissions Policy for Deconcentration
- N/A FY 2000 Capital Fund Program Annual Statement
- N/A Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- N/A FY 2001 Capital Fund Program 5 Year Action Plan
- N/APublic Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards -- Included in Text

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X - check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X -check here if included in Section 8	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Administrative Plan	
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Consolidated Plan for July 1, 2000 – June 30, 2005	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

New Castle County contain thousands more households eligible for rental housing assistance than can be served by available Housing Choice Vouchers. Census 2000 shows more than 7,000 families in the County’s jurisdiction earning less than \$20,000 yearly who pay more than 35% of income for rent. Many of these households (3,627) are currently on the waiting list for available Housing Choice Vouchers. As with the rest of the United States, even a dual income minimum wage household experiences a cost burden renting an apartment at HUD fair market rents. Delaware Housing Coalition estimates that in 2003 a household needs an hourly income of \$13.79 to secure an affordable rental unit.

Available supply and cost burden for families earning less than 30% of median income remains a New Castle County’s biggest rental housing need.

An additional concern (through year 2007) regarding affordable housing supply in New Castle County is a projected 100 Section 8 project-based rental units in danger of losing rental subsidy due to expiring contracts with owners.

In conclusion, available data continues to suggest that available supply and rental cost burden remain the greatest housing need in New Castle County

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	5	5	5	1-2	2-3	3	5
Income >30% but <=50% of AMI	4	2	2	1-2	2-3	3	3
Income >50% but <80% of AMI	4	2	2	1-2	2-3	3	4
Elderly	4	3	4	2-3	2-3	3	4
Families with Disabilities	4	4	4	2	4	3	2-3
White Households	3	3	4	3	2-3	3	2-3
Black HH	4	4	2	4	2-3	3	2-3
Hispanic HH	4	4	2	4	2-3	3	2-3

What sources of information did the PHA use to conduct this analysis?

- X Census 2000 - Housing Burden for Delawareans who rent
- X Realities of Poverty in Delaware, 2001, Delaware Housing Coalition
- X Consolidated Plan of the Jurisdiction/s
Indicate year: 2002
- X Other housing market study – Delaware State Housing Authority Housing Needs Assessment, 2003
- X Other sources: Need for Supported Housing in DE, Independent Living Inc., 1995
- X Easter Seals / Longwood Foundation 1999 Care and Services for Adults with Disabilities
- X Rentel Survey, New Castle County, 2000
- X CHAS Dataset, 1990 Census, HUD

Methodology for Housing Needs Table

Column 2-Overall Needs: Based on CHAS; disability portion based on Need for Supportive Housing in DE and Consolidated Plan discussion groups.

Column 3-Affordability: Based on Census 2000 data on housing cost burden--paying more than 35% of income for rent. Relative rates for racial/ethnic groups based on household income as well as housing need demonstrated by high proportions of African-Americans on current Section 8 waiting list, and high proportions of African-Americans and Hispanic renter households. Ratings for families with disabilities based on excessive costs—such as retrofitting housing units or electric costs—for severely disabled persons.

Column 4-Supply: Based on CHAS data of available housing supply. Note though that although housing supply for 31 – 80 % median income households appears sufficient; housing burden percentages for this group indicates that many of these units are occupied by higher income levels (ie. many units affordable to 31 – 50% households are occupied by 51 – 80% households, and so on.) Rating for elderly households based on Consolidated Plan discussion group data on need for affordable senior housing for households not qualifying for Medicaid, as well as population forecasts for County seniors over age 85 to increase by 2005. Ratings for racial / ethnic categories are based on the percentages of racial / ethnic groups on the current waiting list.

Column 5-Quality: CHAS. Additional data to be available from DE State Housing Authority Housing Needs Assessment of will be available spring 2003. Note less than 5% substandard housing in New Castle County. High figure for elderly households reflects discussion group data on the great need for handyman services among frail elderly, who may have difficulty with routine maintenance tasks.

Column 6-Accessibility: The rating for elderly households is based on Consolidated Plan discussion groups. Ratings for other groups consider “accessibility” as housing being located in locations convenient to transportation, employment, and services.

Column 7-Size: CHAS data shows adequate rental units for all family sizes; the New Castle County Rental Survey suggests a shortage of three-bedroom units, and ratings for all families is based on this need.

Column 8-Location: CHAS data showed that with few exceptions, affordable housing is located throughout the County. DSHA Housing Needs Assessment for 2003 will be available spring 2003.

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based, project-based, and Mod Rehab assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3627		130
Extremely low income <=30% AMI	3001	83%	
Very low income (>30% but <=50% AMI)	566	16%	
Low income (>50% but <80% AMI)	51	1%	
Families with children	N/A		
Elderly families	36	1%	
Families with Disabilities	351	10%	
African-American	2718	75%	
Caucasian	547	15%	
Hispanic	283	8%	
Native American	25	.7%	
Other	1	.30%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2 BR			
3 BR			
4 BR			
5 BR			

Housing Needs of Families on the Waiting List			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 17			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Progress in Meeting Five-Year Plan Goals and Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Progress in Meeting Five-Year Plan Goals

In July 2000 New Castle County published a Five Year Public Housing Plan for 2000 – 2005. Five-Year Plan goals included the following.

Reduce vacancy rates in tenant-based Section 8

Since publication of the first PHA Plan, NCCHA has made great strides in increasing voucher utilization rates. During the 2001 - 2002 year voucher utilization increased from 78% to 90%. Occupancy was at 93% on approximately January 1, 2003. The Wilmington Housing Authority (WHA) is absorbing 41 vouchers effective February 1, 2003, which will cause NCCHA's occupancy percentage to drop slightly. Even with this unforeseen action by WHA NCCHA projects that 95% utilization of authorized vouchers (1,560 households) by July 1, 2003.

Improve Voucher Management

As discussed in the 2002 - 2003 Annual Plan, in 2002 NCCHA achieved the goal of consistent timeliness for completing the annual recertification process for Section 8 vouchers and certificates.

Payment Standard Review

Housing authorities have flexibility in deciding monthly rent amounts which will be assisted. Fair market rents are HUD estimates of market rate rents for modest rental housing in a local area. Housing authorities may choose a payment standard--a base amount for housing assistance-- between 90% - 110% of fair market rents. To allow access by voucher holders to more units of rental housing, NCCHA uses a payment standard of 105% of fair market rent.

Outreach to Potential Landlords

New Castle County holds semi-annual meetings with prospective and current landlords. The meetings describe the Section 8 program along with the benefit of being a Section 8 landlord. In addition, NCCHA staff provide information on the Housing Choice Voucher program several times each year. Word of mouth from current landlords on NCCHA's record of timely HAP payments as well as the (relatively new) criminal

background checks is also important. More than 30 new landlords were solicited between February 2002 - February 2003.

Increase participation in FSS Program

The Family Self Sufficiency program continues to grow due to a combination of increased marketing and a more effective counseling agency. Five voucher holders have graduated from the program since July 2002, compared with two graduates in the preceding year. Three of the five recent graduates are becoming first time homebuyers. FSS participants numbered 57 in January 2002; one year later there were 79 participants.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- X Allow residence in any jurisdiction in first voucher year. New Castle County lies in a metropolitan area containing two other housing authorities. In order to allow access to all housing units in the metropolitan area, NCCHA allows residence in any jurisdiction from the time the voucher is issued, rather than requiring residency in New Castle County for the first year, a policy of previous years.
- N/A Employ effective maintenance and management policies to minimize the number of public housing units off-line
- N/A Reduce turnover time for vacated public housing units
- N/A Reduce time to renovate public housing units
- N/A Seek replacement of public housing units lost to the inventory through mixed finance development
- N/A Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

- N/A Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- NO Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance. The composition of the current Section 8 waiting list ensures that federal targeting requirements will be exceeded.

- X Employ admissions preferences aimed at families with rent burden greater than 50% of income for rent

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- X Apply for special-purpose vouchers targeted to the elderly, should they become available.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X Affirmatively market to local non-profit agencies that assist families with disabilities

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs.

Although cost burden for rental housing by race and ethnicity were not available in February 2003, African-Americans and Hispanics in New Castle County likely have housing needs that are disproportionate to the balance of the population. As the table below shows, African-Americans and Hispanics have both lower median incomes and higher rentership rates than County averages. It is reasonable to assume that rental housing cost burden is disproportionately higher among African-Americans and Hispanics than other County race and ethnic groups. When the Housing Choice Voucher waiting list reopens New Castle County will ensure that African-Americans and Hispanics are made well aware of the availability of vouchers.

New Castle County (outside Wilmington) Renter Percentages by Race and Ethnicity, Census 2000				
	Total # Households	Median Income* (includes Wilmington)	Percentage Renters	Percentage of Total Households
All Households	160,318	\$52,419	26%	100%
White Households	131,201	56,877	21%	82%
African-American Households	20,761	38,232	47%	13%
Hispanic Households*	4,996	36,781	57%	3%
Asian HH	4,082	71,025	48%	2%
All other races or Two or more races	4,274	n/a	n/a	3%

* Hispanic is an ethnic, not a race category, and Hispanics are also represented in race categories; thus number of households in categories total 4,996 greater than total, and percentages add to 103%.

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- X Provide fair housing staffpersons for all new tenant orientation meetings
- X Provide fair housing training for housing assistants and managers
- X Provide information to Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- X Market the section 8 program to owners outside of areas of poverty /minority concentrations

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA’s selection of the strategies it will pursue:

- X Funding constraints
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Results of consultation with local or state government

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance, including FSS funds	\$10,350,318	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	\$2,662,000	Housing rehabilitation, homeownership, public services and public facilities
i) HOME	1,124,000	Housing Rehabilitation
j) ESG (Emergency Shelter Grants)	92,000	Homeless Assistance
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	N/A	
4. Other income (list below)		
Revolving Accounts, non-federal	200,000	First time homebuyer assistance
4. Non-federal sources (list below)		
Total resources	\$14,354,318	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

New Castle County will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program.

The family must not have violated any family obligations during a previous participation in the Section 8 program for 3 years prior to final eligibility determination.

NCCHA will make an exception, if the family member who violated the family obligation is not a current member of the household on the application.

When NCCHA denies assistance to a person with a disability due to a violation of the family obligation, and the violation was a result of the disability, the applicant may request a review of the decision to deny assistance.

The family must pay any outstanding debt owed NCCHA or another housing authority as a result of prior participation in any federal housing program within 30 days of the housing authority notice to repay.

The family must be in good standing regarding any current payment agreement made with another housing authority for a previous debt incurred, before NCCHA will allow participation in its Section 8 program.

No family member may have been evicted from public housing for any reason during the last 3 years prior to final eligibility determination.

NCCHA will conduct, through the State of Delaware, criminal background checks on all adult household members when determining selection, admission, and eligibility to the program.

N/A A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: (state time)
 - At the time a voucher is available for the household
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- c. No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- PHA auxiliary office

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

N/A (3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

N/A (4) Admissions Preferences

a. Income targeting:

- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Former Federal preferences:

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- X Substandard housing
- X Homelessness
- X High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families

- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

N/A (5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

N/A (6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. Yes No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8 Policies on Eligibility, Selection, and Admissions

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- X Criminal and drug-related activity, more extensively than required by law or regulation

NCCHA performs in-house fingerprinting of persons slated to receive

vouchers, prior to sending to DE State Police for criminal background check. In-house fingerprinting is a time-saver for applicants because it eliminates a trip to a police station.

Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- X Only HUD requirements for information to owners will be supplied. Where a family's whereabouts must be protected due to domestic abuse or witness protection, an exception will be made.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- X Federal moderate rehabilitation
- X Federal project-based certificate program

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

In periods when applications are being taken, all New Castle County libraries have application packets, as well as the following offices.

- X PHA main administrative office
- X PHA Auxiliary Office

(3) Search Time

a. X Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

Voucher holders are given 120 days to search for a housing unit. This period is extended to 180 days when justified by medical problems or for persons with disabilities searching for reasonable accommodations.

(4) Admissions Preferences

a. Income targeting

- X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

The current composition of the Section 8 waiting list ensures that federal targeting requirements will be exceeded.

b. Preferences

1. X Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences--**ALL**

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- X Substandard housing
- X Homelessness
- X High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

NO Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1 Victims of domestic violence
- 1 Substandard housing
- 1 Homelessness

1 High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- X Drawing (lottery) or other random choice technique

N/A 5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

N/A (5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. N/A How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

N/A A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never

- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

B. Rent Determination--Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

X 105% of HUD Fair Market Rent (FMR)

N/A b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

The extent to which Fair Market rents continue to reflect prevailing rents in New Castle County, and an adequate supply of landlords is maintained.

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. N/A, because minimum rent is \$0: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

Program Name	Units or Families Served	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	1555	130
Section 8 Certificates	0	0
Section 8 Mod Rehab	23	1
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		
CDBG	Please review in	Supporting Documents
HOME	Draft Consolidated Plan	for July 1, 2003 -
ESG	June 30, 2004	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

Section 8 Operations Manual

Section 8 Tenant Briefing Packet

Section 8 Landlord Briefing Packet

BOCA National Property Maintenance Code ET/AL

Housing Quality Standards Master Book

Rent Reasonableness Database

Case Management Database

Housing Assistance Payment (HAP) database

Portability Database

Section 8 Mod Rehab Annual Adjustment Database

Single Audit Information, Thompson Publication

Federal Grants Management Handbooks, Thompson Publication

Government Accounting and Auditing Annual, RIA Groups

Financial Books and Annual Updates, Nan McKay

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

N/A A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
 PHA development management offices
 Other (list below)

B. Section 8 Tenant-Based Assistance

1. X Yes: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982

If yes, list additions to federal requirements below:

- Time Limits: A request for Informal Review must be received in writing no later than 10 days from the date of NCCHA written notice of denial of assistance.
- Time Limits: NCCHA will schedule the Informal Review within 10 days after receiving a request.
- After an Informal Hearing date is scheduled, a family may request to reschedule only upon showing “good cause”, defined as an unavoidable conflict which seriously affects the health, safety, or welfare of the family.
- If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, the family must contact NCCHA within 24 hours, excluding weekends and holidays. NCCHA will reschedule the hearing only if the family can show good cause for failure to appear.
- If the family misses an appointment or deadline ordered by the Hearing Officer, the action of NCCHA shall take effect and another hearing will not be granted.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

X PHA main administrative office

N/A 7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA’s option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here).

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

N/A B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - Revitalization Plan under development
 - Revitalization Plan submitted, pending approval
 - Revitalization Plan approved
 - Activities pursuant to an approved Revitalization Plan underway

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

- Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

N/A 8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

N/A 9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a

streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	
<input type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected:	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input type="checkbox"/> Total development	

N/A 10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)	

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

N/A 11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Homeownership-Section 8 Tenant Based Assistance

1. X YES Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description:

a. Size of Program

Yes X No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

X Yes No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? Additional criteria include:

- Eligible participants must be voucher holders in good standing for at least one year prior to commencement of homeownership assistance.
- Housing counseling requirements will include quarterly post-counseling for three years following establishing residence in a home.
- Minimum income requirements: Income of adult family members who will own the home must be equal to or exceed \$21,500 in earned income. Elderly and disabled households may include unearned income to meet minimum income requirements.
- Home price may not exceed FHA Maximum Mortgage Limits (\$192,850 in 2003).
- Acceptable forms of mortgages are limited to conventional, FHA fixed rate, and VA mortgages.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- X No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (Temporary Assistance for Needy Families) (select all that apply)

- Client referrals
X Information sharing regarding mutual clients (for rent determinations and otherwise).

PHA Coordination with the TANF Agency: As a Section 8-only housing authority, NCCHA cooperation with TANF takes the form of verifying welfare income, to ensure whether a loss of welfare income is a result of fraud or non-compliance with an economic self-sufficiency program, in which case a tenant’s Section 8 rent is not reduced. New Castle County has had an “Information Sharing Agreement” between the DE Department of Health and Social Services, Division of Social Services” since 1992. The agreement allows New Castle County housing assistants to access state TANF client records.

- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- N/A Public housing rent determination policies
N/A Public housing admissions policies
NO Section 8 admissions policies
NO Preference in admission to section 8 for certain public housing families
NO Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- N/A Preference/eligibility for public housing homeownership option participation
- N/A Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

N/A b. Economic and Social self-sufficiency programs

Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency Program

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of 03/01/03)
Public Housing	N/A	
Section 8	89	79

b. Yes No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
 If no, list steps the PHA will take below:

N/A C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
--

N/A 13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

N/A B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

N/A C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

N/A D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Included with PHA Plan Certifications

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. Yes: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. Yes Was the most recent fiscal audit submitted to HUD?
3. No: Were there any findings as the result of that audit?
4. Yes No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? ____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

N/A 17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management

- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1.X Yes Did the PHA receive any comments on the PHA Plan from the Resident Advisory Boards?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)
- X Provided below:

During the process of establishing a Section 8 Homeownership program in Summer of 2002, Resident Advisory Board members suggested that income eligibility for participants be lowered from \$23,000 to \$21,500. This suggestion was adopted.

On March 3, 2003 the Resident Advisory Board met to consider the draft Public Housing Plan for July 1, 2003 - June 30, 2004. Present at the meeting were Vivian Brown, RAB member, and friend David Flynn. Present for New Castle County were Charlotte Gilbert, Paul Reynolds, and Marguerite Ashley.

Mr. Reynolds opened the meeting by announcing the County was very close to achieving 97% utilization of Housing Choice Vouchers. This rate makes the County eligible for applying for special purpose vouchers for elderly or disabled persons, should they become available.

Details of the draft Public Housing Plan were reviewed. The biggest change in the upcoming year will be implementation of the Section 8 Homeownership program. Ms. Brown was unclear on what percentage of income tenants could pay for rent. Mr. Reynolds clarified the figure was 40% in the first year of occupancy, in succeeding years the number could rise higher. She then asked about grievance procedures. Ms. Gilbert explained grievance procedures and said the County averaged 10 per month. She reiterated New Castle County is adamant that tenants live up to family obligations and that landlords provide decent housing.

Following these remarks the meeting ended. There were no recommendations from the Resident Advisory Board concerning the Public Housing Plan for 2003 - 2004.

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- X Other: (list below)

N/A B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: New Castle County, DE
 2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- X Other: (list below)

The New Castle County Department of Community Services serves both as the Housing Authority and the Consolidated Planning entity for New Castle County, DE. Because of this dual responsibility, the PHA Plan and the Consolidated Plan are developed in close conjunction with each other, including the same County staffers.

The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below).

The Consolidated Plan One-Year Action Plan for July 2003 – June 2004 contains various activities which complement goals of the PHA Plan, using CDBG (Community Development Block Grant), HOME; and ESG (Emergency Shelter Grants) HUD funding.

CDBG funds will support the Section 8 homeownership program with up to \$5,000 in forgivable downpayment and settlement loans to voucher holders.

HOME funding will be used during the program year for renovation to rental housing with significant Section 8 tenant occupancy, including Farrand Village, Overlook Colony, and Maryland Park Apartments. In addition, Lutheran Community Services will use CDBG to assist renters with no interest loans to forestall eviction or to pay for utility or security deposits.

Approximately 40% of 200 downpayment and settlement assistance loans each year will enable Section 8 income-eligible households to become first-time homeowners. As these renters become homeowners, affordable rental units become available. CDBG funds enable County Police foot patrols to increase safety in the suburban townhouse community of Sparrow Run, which contains a high percentage of Section 8 tenants. A host of non-profit agencies receive CDBG funds for programs operated for low- and moderate-income County residents; for job training and self-sufficiency programs; for youth self-esteem programs; and for programs aimed at assisting elderly persons to live independently.

C. Other Information Required by HUD

D. Other Information Required by HUD

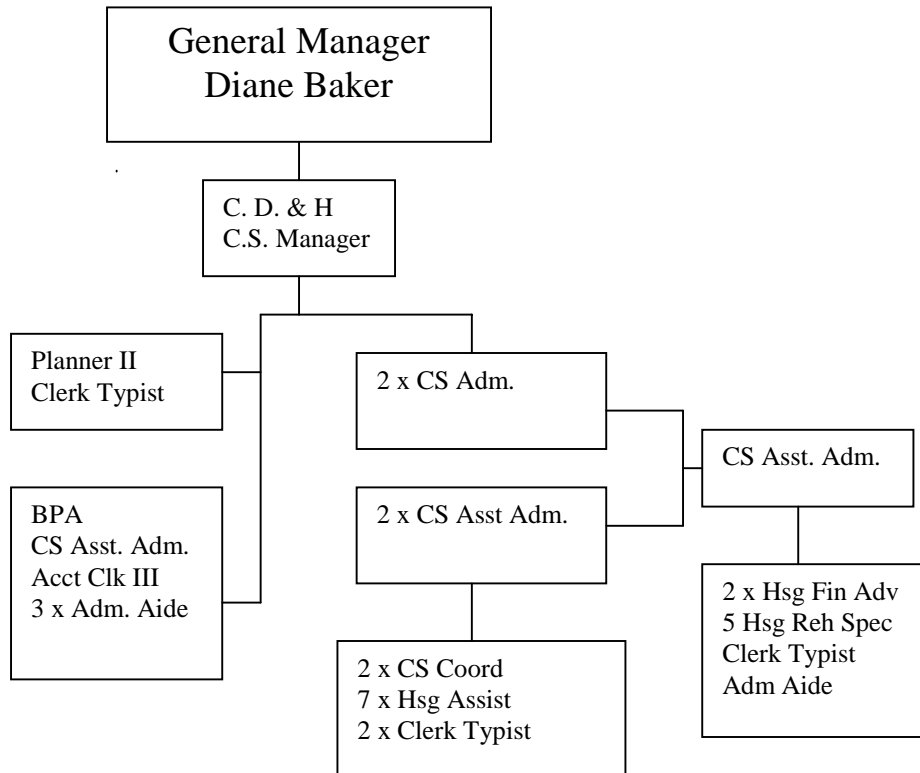
1. Substantial Deviation from the Public Housing Plan

NCCHA considers the following modifications to the public housing program to be substantial modifications, subject to public notice, adoption by New Castle County Council, and prior approval by HUD:

1. Increasing or decreasing the payment standard below 90% and above 110% of Fair Market Rent.
2. Changes to criteria for admission, organization of the waiting list, or changes to Local Preferences.
3. Receipt of additional funding from HUD for targeted families or for special purpose vouchers, such as vouchers targeted to persons with disabilities and elderly persons.
4. Establishment of a Section 8 homeownership program. On September 30, 2002, New Castle County amended the Public Housing Plan to establish a Section 8 Homeownership program.

Changes above will not be considered significant modifications if they are adopted to reflect HUD regulatory requirements.

PHA Plan
Table Library
Not Applicable



New Castle County, DE
 Dept. of Community Services
 Community Development and Housing Division (CD&H)
*Staffpersons Administering Section 8 Tenant-Based,
 Project-Based, and Moderate Rehabilitation programs*

*CS Adm = Community Services Administrator
 CS Asst Adm = Community Services Assistant Administrator
 CS Coord = Community Services Coordinator
 Hsg Fin Adv = Housing Financial Advisor
 Hsg Rehab Spc = Housing Rehabilitation Specialist
 Hsg Assist = Housing Assistant*

