COUNCIL COMMITTEE OF THE WHOLE AGENDA

MARCH 14, 2017 - 6:00 P.M.
CITY HALL COUNCIL CHAMBERS - 15 LOOCKERMAN PLAZA, DOVER, DELAWARE

THIS MEETING HAS BEEN CANCELED DUE TO THE EXPECTED SNOWSTORM. ALL AGENDA ITEMS WILL BE MOVED TO THE COUNCIL COMMITTEE OF THE WHOLE MEETING SCHEDULED FOR TUESDAY, MARCH 28, 2017 AT 6:00 P.M.

UTILITY COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **AMENDMENT TO CONTRACT USER AGREEMENT WITH KENT COUNTY**
   (STAFF RECOMMENDS AUTHORIZING THE CITY MANAGER TO EXECUTE THE AMENDMENT TO THE CONTRACT USER AGREEMENT WITH KENT COUNTY)

2. **PROPOSED STUDIES FOR THE ELECTRIC UTILITY**
   (STAFF RECOMMENDS THE COMPLETION OF AN ORGANIZATIONAL ANALYSIS AND BENCHMARKING STUDY BY AN INDEPENDENT CONSULTANT TO INCLUDE BEST PRACTICES AND POSSIBLE AREAS FOR IMPROVEMENT AND AN UPDATED FULL COST OF SERVICE STUDY TO INCLUDE RATE DESIGN WITH RECOMMENDATIONS ON CHANGES TO THE CURRENT COMPONENTS OF THE CITY'S ELECTRIC RATES)

3. **ADJOURNMENT OF UTILITY COMMITTEE MEETING**

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **REQUEST FOR BENCHES - CONTINENTAL PARK**

2. **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION REVIEW**
   - **A. HOMEOWNERSHIP ASSISTANCE PROGRAM**
   - **B. PROGRAM ADMINISTRATION**
   - **C. DOVER INTERFAITH MISSION FOR HOUSING**
   - **D. CONNECTIONS COMMUNITY SUPPORT PROGRAM**
   - **E. MILFORD HOUSING DEVELOPMENT CORPORATION (EMERGENCY HOME REPAIRS)**
   - **F. MILFORD HOUSING DEVELOPMENT CORPORATION (HOMEOWNER REHABILITATION)**
   - **G. CENTRAL DELAWARE HABITAT FOR HUMANITY**

3. **ADJOURNMENT OF PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING**

ADJOURNMENT OF COUNCIL COMMITTEE OF THE WHOLE MEETING

/TM S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\COMMITTEE-AGENDAS\2017\03-14-2017 CCW AGENDA - CANCELATION NOTICE.WPD

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(E)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING.

ACTION FORM

PROCEEDING: Council Committee of the Whole – Utility Commitee	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Public Works – Wastewater	**DATE SUBMITTED**: 03-03-17
PREPARED BY: Sharon Duca, P.E., Public Works Director/City Engineer	
SUBJECT: Amendment to Contract User Agreement with Kent County	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Proposed Agreement (Unsigned)	
EXPENDITURE REQUIRED: n/a	**BUDGET REMAINING**: n/a
FUNDING SOURCE (Dept./Page in CIP & Budget): n/a	
TIME TABLE: City Manager will execute agreement within ten (10) days of Council approval.	
RECOMMENDED ACTION: Staff recommends City Council to authorize the City Manager to execute the amendment to the contract user agreement with Kent County.	

BACKGROUND AND ANALYSIS

The City of Dover (City) is currently a contract user of the Kent County Levy Court for transmission and treatment of sewage discharge. Kent County treats the sewage that is transmitted from the City transmission system prior to re-entry into the environment. Due to future expansion, and existing conditions being altered since the last agreement was executed, multiple changes to the agreement are necessary. Key points of the amendment are listed below:

- Article V, Paragraph B.2; Pump Stations No. 16 (Del Tech) and No. 35 (McKee) have been removed from the invoice list, as the above stations are no longer used for billing purposes.
- Article V, Paragraph B.3; this paragraph clearly defines the methodology of Kent County invoicing the City with sewer flow that is routed to Kent County Pump Station No. 3.
- Article V, Paragraph B.4; this paragraph has been revised to better describe the fact that Kent County Pump Station No. 35 (formerly City Pump Station No. 12 (Dover East)) flow would be deducted from City invoice if it is redirected to City infrastructure.
- Article V, Paragraph B.5; this paragraph describes that the flow produced from Kent County Pump Station No. 29 will be deducted from the City's invoice, as it enters the City's transmission system.
- Article V, Paragraph B.6; this paragraph describes that the flow produced from Kent County Pump Station No. 19 will be deducted from the City's invoice, as it enters the City's transmission system.
- Article V, Paragraph B.7; this paragraph describes that the flow produced from Kent County Pump Station No. 19B will be deducted from the City's invoice, as it enters the City's transmission system.
- Article VI, Paragraph F; the language was modified to have clear direction on how billings would be derived if it is impossible to accurately measure the flow.

The aforementioned changes will accurately portray how the City's sewer flow is being transmitted to Kent County, which will provide for accurate billings to the City. Staff agrees with all changes and recommends executing the proposed amended agreement.

Kent  County

AGREEMENT FOR SERVICES

Between

CITY OF DOVER

and

KENT COUNTY LEVY COURT

for and on behalf of

KENT COUNTY SEWAGE DISPOSAL DISTRICT NO. 1

In Connection with

the Transmission and Treatment of Sewage Discharge from the City of Dover, Delaware

This Agreement for Services is made and entered into this ____ day of _____, 2017, by and between Kent County Levy Court, the governing body of Kent County, Delaware (hereinafter referred to as "Owner"), on behalf of Kent County Sewage Disposal District No. 1, and City of Dover (hereinafter referred to as "Contract User").

WITNESSETH:

For and in consideration of the mutual promises and covenants herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto do hereby agree as follows:

ARTICLE I - TERM OF AGREEMENT

A. The term of this Agreement shall be ten (10) years, commencing upon the date of this agreement, and terminating ten (10) years thereafter. If, at the expiration of the term of this Agreement, Contract User shall not be in default upon any of the terms or conditions of this Agreement, then Contract User shall have an option to renew this Agreement for an additional term of ten (10) years.

B. The Contract User must notify the Owner in writing, via certified mail, no later than ninety (90) days prior to this Agreement's expiration, in order to indicate the Contract User's intentions to either renew or terminate this Agreement. If the Contract User does

not indicate their intentions in writing to the Owner, as described above, then this Agreement will be automatically renewed on a year to year basis.

ARTICLE II - DEFINITION OF TERMS

The following terms, as used herein, shall have the following meanings:

A. "Collection System" shall mean gravity or pressurized local transmission lines used to convey Contract User's sewer discharge to a main line pumping station connected directly to a Transmission Line.

B. "Biological Treatment" shall mean the handling of constituents in Sewage by means of biological processes performed within the Kent County Wastewater Treatment Facility.

C. "Sewage" shall mean a combination of the water-carried waste from residences, businesses, institutions, industrial establishments, or other structures, buildings, or improvements, together with such ground, surface, and storm water as may be present.

D. "Sewer" shall mean a pipe or conduit which carries Sewage.

E. "Transmission System" shall mean main transmission pipelines and pump stations used to convey Sewage to the Kent County Wastewater Treatment Facility.

F. "Treatment Capacity" shall mean average monthly capacity as defined in the Kent Count Wastewater Treatment Facility National Pollutant Discharge Elimination System (NPDES) Permit.

ARTICLE III - SERVICES TO BE RENDERED

The services to be rendered to Contract User by Owner shall be sufficient to carry out and perform the functions contemplated by terms of this Agreement, including but not limited to the following:

A. Transmission of Sewage

1. The transmission of all sewage will include pumping and piping necessary to transmit sewage through Owner's Transmission System to the Kent County Wastewater Treatment Facility. This obligation extends only to construction and operation of Owner's Transmission System and does not include the construction and operation of the Contract User's Collection System and local Transmission Lines which feed sewage into the Owner's Transmission System. Contract User is to construct, maintain and operate their Collection System and local Transmission Lines. This obligation is further limited to the Contract User's quantity as defined under Article IV (B).

B. Treatment of Sewage

1. Upon transmission of Contract User's sewage through Owner's main conveyance system and pumping stations to the Kent County Wastewater Treatment Facility, Owner agrees to treat Contract User's sewage to a degree sufficient to enable the

final effluent to comply with the Kent County Wastewater Treatment Facility National Pollutant Discharge Elimination System (NPDES) Permit.

2. In the event that Owner cannot for any reason transmit and/or treat any sewage produced and/or delivered by Contract User, and provided that Owner's inability to transmit and/or treat such sewage is (a) not due to any cause or fault directly attributable to Contract User or (b) any significant change in the characteristics of the sewage of any existing or new contributor, or (c) in the event such sewage is not amendable to Biological Treatment due to any cause or fault which is not directly attributable to Contract User, the Owner agrees to construct and provide such additional facilities as may be necessary, in the sole discretion of Owner, to accomplish treatment of such sewage, with the expense of such additional facilities to be allocated and paid in accordance with Article V of this Agreement.

3. In the event that Owner's inability to transmit and/or treat such sewage is due to a cause or fault directly attributable to a significant change in the characteristics of sewage produced and/or delivered by Contract User, rendering it no longer amendable to Biological Treatment, then Contract User shall assume full responsibility for any and all costs or expenditures required to transmit and/or treat such sewage, including but not limited to any and all operation, maintenance, engineering and legal expenses, or other financial liability.

4. Within thirty (30) days of Contract User's receipt of written notice from Owner that Owner is unable to transmit and/or treat such sewage, Contract User's shall take all appropriate remedial action to render such sewage capable of transmission and/or treatment by Owner or, alternatively, Contract User shall submit to Owner a written plan for appropriate remedial action to render such sewage capable of transmission and/or treatment by Owner in manner and upon such other terms as may be acceptable to Owner.

5. Upon Contract User's failure to take appropriate remedial action or failure to submit to Owner a written plan for appropriate remedial action, as aforesaid, Owner may, at its option, (1) advance all costs and expenditures required to transmit and/or treat such sewage and invoice Contract User for same, in which event Contract User shall reimburse Owner for all such costs and expenditures within sixty (60) days of the receipt of any invoice for same, or (2) terminate this Agreement upon (30) days written notice.

ARTICLE IV - CHARACTERISTICS & QUANTITY OF CONTRACT USERS SEWAGE

Owner's obligation to transmit and treat Contract User's Sewage, as required hereunder, is and shall be subject to the following conditions:

A. Quality of Sewage

1. Contract User's Sewage may be either raw or pretreated sewage but will not be acceptable (1) if it does not comply with the Kent County Code, Chapter 180, originally adopted in April of 1976, as amended, or (2) if, upon the addition of

said sewage to the sewage flow entering the Kent County Wastewater Treatment Facility, the resulting combined sewage flow is not amendable to Biological Treatment or (3) the resulting combined sewage flow contributes to a violation of standards set in the Kent County Wastewater Treatment Facility's (NPDES) Permit.

B. Quantity of Flow

1. On or before the first (1st) day of July in each even numbered year during the term of this Agreement, Contract User shall submit to Owner a projection of Contract User's sewage flow for each of the next succeeding five (5) year period. All submissions shall clearly identify Contract User's current and projected sewage flows.

2. Based upon the aforesaid projections submitted by Contract User and the projected flows of other contributors to Owner's main conveyance system Owner shall initiate preplanning for the expansion of Transmission System capacity and/or treatment capacity, as Owner deems necessary or appropriate, if and when the projected capacity of a particular Transmission System component and/or the projected treatment capacity of the Kent County Wastewater Treatment Facility reaches eighty-five percent (85%), respectively. Owner shall subsequently contract to expand Transmission System capacity if and when the actual capacity of any particular Transmission System component has reached ninety percent (90%) of its available transmission capacity, as determined by Owner. Similarly, Owner shall subsequently contract to expand treatment capacity if and when the actual monthly average influent flow of the Kent County Wastewater Treatment Facility reaches ninety percent (90%) of its permitted capacity, as stated in the NPDES permit. Owner agrees to make good faith effort to fund and construct aforementioned improvements, however, as circumstances dictate, execution of this Agreement does not constitute a guaranty by Owner of transmission system and/or treatment capacity at the time when Contract User's projected flows require it.

3. In the event that Owner's inability to transmit and/or treat Contract User's sewage flow request is due to a cause directly attributable to Contract User's significant change in the projected flow of sewage, not comparable in percentage to requests of other contributors or previous updates of the Contract User, then Contract User shall assume full responsibility for any and all costs or expenditures required to transmit and/or treat such sewage flow increase, as contemplated by Article III , including but not limited to any and all operation, maintenance, engineering, and legal expenses, or other financial liability. Within thirty (30) days of Contract User's receipt of written notice from Owner that Owner is unable to transmit and/or treat such sewage flow increase requests, Contract User shall submit to Owner a written plan for appropriate action to render such sewage flow increases capable of transmission and/or treatment by Owner in manner and upon such other terms as may be acceptable to Owner. Upon Contract User's failure to submit to Owner a written plan for appropriate remedial action, the User's request for sewage flow increase shall be considered withdrawn.

ARTICLE V - PAYMENT FOR SERVICES

A. Manner of Payment

1. Payment for any and all transmission and/or treatment services rendered by Owner hereunder shall be made in monthly installments, unless stated differently below, and delivered to the Kent County Treasurer, based upon invoices generated on or before the 15th day of the following month. Payment upon any invoice so generated shall be due within twenty (20) days of the date of the invoice. Upon Contract User's failure to pay any invoice so generated, the outstanding balance due upon such invoice shall accrue a financing charge in the amount of one and one-half percent (1.5%) per month.

2. All monies received from the Contract User by the Kent County Treasurer shall be deposited into Owner's Sewer Fund. It shall be deemed a violation of this Agreement for Owner to cause or permit any such monies received from Contract User pursuant to this Agreement to be mingled with any of the Owner's general revenue sources (including but not limited to real property tax revenues) or withdrawn from Owner Sewer Fund and expended for any purpose not a necessary and integral function of the operation of Kent County Sewage Disposal District No. 1.

B. Uniform Rates

1. Contract User agrees to pay Owner for all of Contract User's sewage transmitted and treated by Owner at a rate known as "the Uniform Rate". The Uniform Rate shall be based upon the Annual Sewer Fund Budget adopted by Owner, which shall assume and identify the annual projected flow of Contract User's sewage to be transmitted and treated by Owner. From the annual projected flow of Contract User's sewage, Owner shall calculate the Uniform Rate on a basis of 1,000 gallons of sewage. Owner shall then adopt the Uniform Rate in the form of a Resolution at the same time as Owner's Annual Sewer Fund Budget. Capital expenses associated with Owner's operation and maintenance of the Owner's Transmission System and treatment facilities shall be a part of the annual Sewer Fund Capital Budget adopted by Owner, and shall be incorporated into the Uniform Rate.

2. Throughout the term of this Agreement, Owner shall invoice Contract User for flows transmitted through Kent County Pump Station No. 3 (Legislative Hall) and the City of Dover Pump Stations No. 2 (Laffertys Corner), No. 5 (White Oak Farm), No. 7 (Route 13 East), , No. 28 (Wilmington College), No. 32 (Kings Cliffe), No. 33 (Puncheon Run), , and the private pump stations for the Bay Road Shopping Center at the corner of Lafferty Lane and Route 13 and the gravity flow from Rodney Village.

3. The Contract User's flow transmitted through Kent County Pump Station No. 3 shall be determined by deducting all applicable upstream contributing flows from the Owner's effluent meter at this location. The difference shall be the amount the Contract User's invoice shall be based upon.

4. The improved Pump Station former City of Dover No. 12 (Dover East) now Kent County Pump Station No. 35 and associated forcemain shall now be owned, operated and maintained by the Owner. The Owner's Sanitary Sewer District Area flows shall be deducted from the total metered flow at the Kent County Pump Station No. 3 at a rate of 175 gallons per day (gpd) for mobile home units. The difference shall be the amount the Contract User's invoice shall be based upon.

   In the event that the flows from Kent County PS No. 35 are directed away from Kent County Pumping Station No. 3 and into the Central Transmission Bypass (CTB), the Owner's Sanitary Sewer District Area flow shall be deducted from the metered flow and the difference added to the City of Dover's Pump Station No. 2 (Laffertys Corner) billing period flow. The sum shall be the amount the Contract User's invoice shall be based upon.

5. The flows from Owner's Pump Station No. 29 (Little Creek) shall be deducted from the total metered flow at the City of Dover's Pump Station No. 2 (Laffertys Corner). The difference shall be the amount the Contract User's invoice shall be based upon.

6. The flows from Owner's Pump Station 19 (Carlisle Village) shall be directed to the Contract User's collection system in the service area of the City of Dover's Pump Station No. 35 (McKee). Since this station is not a billed location, the metered flows from Owner's Pump Station No. 19 (Carlisle Village) shall be deducted from the total metered flow at the City of Dover's Pump Station No. 7(Route 13). The difference shall be the amount the Contract User's invoice shall be based upon.

7. The metered flows from the Owner's Pump Station No. 19B (Forty-Nine Pines Subdivision) shall be directed to the Contract User's collection system in the service area of the City of Dover's Pump Station No. 35 (McKee). Since this station is not a billed location, the metered flows shall be deducted from the total metered flow at the City of Dover's Pump Station No. 7 (Route 13). The difference shall be the amount the Contract User's invoice shall be based upon.

8. Contract User shall pay Owner for all Contract User's sewage transmitted and treated by Owner on a monthly basis as provided herein above, in an amount determined by multiplying Contract User's actually measured sewage flow for each month times the Uniform Rate.

C. District User Rates

1. Payment for collection, transmission and treatment services rendered by Owner for Contract User in the areas serviced by Owners collection system in the Webbs Lane, Rudnick Lane and South State Street extended areas shall be made quarterly on the basis of the number of EDU's connected to the system at established uniform district maintenance rates for Kent County Sewage Disposal District No. 1, Isaacs Area.

2. Contract User shall report on March 1st, June 1st, September 1st and December 1st of each year of this Contract User Agreement the number of EDU's which were newly

connected to the Owner's collection system at any time during the three (3) months immediately preceding each respective date.

ARTICLE VI - MEASUREMENT OF CONTRACT USER'S SEWAGE FLOW

A. Any and all measurements of Contract User's Sewage flow, as required by Article V above, shall be performed under a monitoring program conducted and supervised by Owner. The results of all flow measurements shall be evaluated monthly, and shall serve as the basis for Owner's charges to Contract User.

B. The metering device(s) utilized to measure Contract User's sewage flow shall be calibrated semi-annually by an independent testing agency for average daily flow rates over 0.10 mgd. Metering devices with average daily flow rates less than 0.10 mgd shall be calibrated on a bi-annual basis. The results of calibrations shall be made available to Contract User.

C. If the calibration reveals a discrepancy greater than 10% the monthly sewer billing to the Contract User shall be adjusted (up or down) for a three (3) month period immediately preceding the calibration. No action shall be taken for metering devices within 10% accuracy.

D. The costs of calibrations for metering devices in Owner's facilities shall be included in the operation and maintenance costs of Owner's main conveyance system and shall be incorporated into Owner's annual Sewer Fund Operating Budget. The costs of calibrations maintenance, repair and replacement for metering devices located in Contract User's facilities shall be borne by the Contract User and the prorated share of the calibration cost shall be added to Contract User's monthly bill.

E. Owner shall secure and retain services for the repair and maintenance of the aforesaid metering devices, including provision for the immediate replacement of any faulty or inoperable metering device(s). The costs associated with maintenance, repair and replacement of metering devices located in Contract User's facilities shall be borne by the Contract User and shall be added to Contract User's monthly bill.

F. In the event that it becomes impossible to accurately measure Contract User's sewage flow for a portion of a billing period, due to the failure or malfunction of any particular metering device, then Contract User's sewage flow for said portion shall be deemed to occur at the weekly average rate as Contract User's sewage flow for the three (3) months immediately preceding the billing period.

G. Calibration, maintenance, repair and replacement of potable water metering device(s) used in the Contract User's flow determinations shall be the sole responsibility of the Contract User.

H. During an emergency, temporary or other operational conditions where metered flows are unavailable or not representative of the true flow quantity; Owner and Contract User shall handle the determination of the flow quantity administratively.

1. The Contract User's sewage flow during said condition shall be deemed to occur at the weekly average rate as Contract User's sewage flow for the three (3) months immediately preceding the billing period not effected by the operational condition.

2. In the event said operational condition is planned or forecasted to continue for an extended period the Owner and Contract User may discuss alternative calculation methods or estimates that are fair and reasonable to both parties. A mutual agreement shall be documented in writing.

ARTICLE VII - AUDIT

A. Financial information concerning Contract User revenue and expenses and District revenue and expenses shall be tracked separately within the Sewer Fund. An audit of the financial position of the Sewer Fund shall be conducted annually, and shall be performed in conjunction with and according to the same procedures as the annual audit of the financial records of Kent County.

ARTICLE VIII - TERMINATION OF SERVICES

A. Except as otherwise provided herein, either party may terminate this Agreement upon thirty-six (36) months written notice to the other party; provided that notwithstanding any such notice of termination, Contract User agrees to pay Owner for any and all transmissions and/or treatment services rendered by Owner hereunder; and further provided that, notwithstanding any such notice of termination, Contract User shall reimburse Owner for Contract User's prorate share of capital debt charges incurred by Owner (less depreciation) for any capital project which, during the term of this Agreement, was undertaken by Owner for the specific benefit of Contract User. In the latter event, Contract User shall reimburse Owner by making prorate payments in accordance with the debt service schedule originally contemplated by the parties at the time such capital debt charges were incurred by Owner.

ARTICLE IX - RIGHT-OF-WAYS

A. Contract User agrees to make reasonable efforts to secure, obtain, and transfer to Owner any and all right-of ways, easements, or other covenants concerning real property within its control or jurisdiction which may be necessary or required by Owner for the construction, operation, maintenance, or repair of Transmission System.

ARTICLE X - ARBITRATION

A. Any controversy or claim arising out of or related to this Agreement, or any breach thereof, shall be settled by binding arbitration in accordance with the Rules of the American Arbitration Association, and judgment, upon the award rendered by the arbitrator(s), may be entered in any court having jurisdiction thereof. In any such controversy or claim, each party shall bear its own costs and neither party shall be responsible for payment of the other's legal, technical, or other costs of arbitration or litigation.

ARTICLE XI - SANITARY CODE OF KENT COUNTY

A. In the event of direct conflict between the terms of the Agreement and the provisions of the Kent County Code, Chapter 180, originally adopted in April of 1976, as amended, the terms of this Agreement shall control and be determinative. In all other events and respects, including but not limited to any ambiguity in terms of this Agreement or any

failure of this Agreement to make provision for any fact or circumstance, the provision of the Kent County Code, Chapter 180, originally adopted in April of 1976, as amended, shall control. To this end, the provisions of the Kent County Code, Chapter 180, originally adopted in April of 1976, as amended, are hereby incorporated herein by this reference.

ARTICLE XI - INTENDED LEGAL EFFECT

A. Owner and Contract User agree it is the intent of both parties, and a condition to the formation of this Agreement, that any future owners of the Contract User's Collection System serviced in the accord with this Agreement be legally bound in accord with the terms hereof. For that reason, Contract User understands that recordation of this Agreement may be deemed necessary by Owner, and consents thereto, for the purpose of providing notice to future owners of the Collection System of the conditions and obligations set forth in this Agreement.

B. Contract User agrees it will not sell the aforesaid property without giving thirty (30) days written notice to Owner of the sale of any or all of the Collection System. Contract User also agrees it will give any purchaser of some or all of the Collection System thirty (30) days written notice of the terms and conditions of this Agreement. Failure of Contract User to give such notices may be viewed by Owner as a material breach of this contract, permitting Owner to refuse to provide the services or other value provided in the Agreement. Owner may require the execution by any party assuming the ownership of some or all of the Contract User's Collection System or sewer service territory covered by this Agreement to enter into a new written Agreement, under the same terms and conditions, to the extent permitted by law.

ARTICLE XIII - MAIN SYSTEM CAPITAL IMPROVEMENT FEES & SANITARY SEWER DISTRICT EXPANSION FEES

A. Contract User shall be subject to payment of Main System Capital Improvement Fees (County Impact Fee) in accordance with Kent County Code Chapter 128, Fees, Article IV for all properties. In addition, Contract Users shall be subject to payment of District Expansion Fees (District Impact Fee) for EDU's connected through county district infrastructure.

This applies to the Isaacs area of the Kent County Sewage District No. 1 in and around Webbs and Rudnick Lanes and South State extended.

ARTICLE XIV - MISCELLANEOUS

A. This Agreement supersedes any and all previous agreements and understandings, written or oral, between the parties hereto concerning the subject matter hereof.

B. This Agreement constitutes the entire understanding of the parties with regard to the subject matter hereof, and the parties acknowledge and agree that there is no other agreement or understanding, written or oral, between the parties hereto concerning the subject matter hereof.

C. No change, modification, revision, or amendment to this Agreement shall be made or enforceable unless such change, modification, revision, or amendment is reduced to writing and duly executed by both parties hereto.

D. If any provision of this Agreement shall be deemed invalid or unenforceable for any reason whatsoever, then such invalidity or unenforceability shall not render invalid or unenforceable any of the other provisions of this Agreement which may be given effect without such invalid or unenforceable provision, and to this end, the provisions of this Agreement are hereby deemed to be severable.

E. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors, heirs, and assigns.

F. Any notice required to be delivered to or by either party under this Agreement shall be sent via certified mail, return receipt requested. For purposes of this provision, Owner's address shall be 555 Bay Road, Kent County Administrative Complex, Dover, Delaware 19901, and Contract User's address shall be as set forth herein below.

IN WITNESS WHEREOF, intending to be legally bound hereby, the parties to this Agreement have hereunto set their respective hands and seals the day and year first above written.

KENT COUNTY LEVY COURT
("Owner")

BY: _____ (Seal)
P. Brooks Banta, President

Date: _____

Attest: _____

Address For Notices: Kent County Department of Public Works
555 Bay Road, Dover, DE 19901
Attention: Mr. Andrew Jakubowitch, P.E., Director
Phone (302) 744-2430

CITY OF DOVER
("Contract User")

BY: _____ (Seal)
Scott Koenig, P.E., City Manager

Date: _____

Attest: _____

Address For Notices: _____
Department

_____
Address, City, State, Zip

_____
Attention

_____
Phone

Attachment: Kent County Code, Chapter 180

City of Dover
Finance Department
PO Box 475
Dover DE 19903-0475
Phone: (302-736-7018
FAX: (302) 760-4930
E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Councilman Cole & Members of Utility Committee

From: Donna Mitchell, Controller/Treasurer

Copy: Mayor, City Council, & City Clerk

Date: March 3, 2017

Subject: Proposed studies for the Electric Utility

In light of the discussions surrounding our municipal electric utility, I would like to propose the following pro-active plan to assist the City Council in future deliberations with community organizations and public discourse.

- The completion of an Organizational Analysis and Benchmarking Study by an independent consultant to include best practices and possible areas for improvement.
- An updated full Cost of Service study to include rate design with recommendations on changes to the current components of our electric rates.

The purchasing policy allows for open market purchases of Utility Professional Service if the cost is less than $50,000, if over $50,000 an RFP will be required. I believe the rate design can be accomplished for less than $50,000. If it is determined the estimated cost for the Organizational Analysis and Benchmarking study will exceed this amount a RFP will be developed and advertised. The funding for this proposal will be included in the FY18 Budget. In the meantime, we will formulate the specifications for each study.

The Integrated Resource Plan, currently being completed by The Energy Authority will be considered along with the two above proposals in order to provide for a holistic view of all assets and operations.

We would request the Utility Committee's concurrence with these pro-active measures.

COMMUNITY DEVELOPMENT DEPARTMENT
Department of Planning & Inspections
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7175 Fax (302) 736-4217

TO: Parks, Recreation, and Community Enhancement Committee

FROM: Tracey N. Harvey, Planner I

DATE: March 14, 2017

RE: CDBG Grant Recommendations for FY 2017

Planning Staff has provided the proposed Community Development Block Grant (CDBG) allocation recommendations for the FY 2017 CDBG grant renewal fiscal year. The proposed grant funding recommendations will be allocated to the sub-grantees that were awarded multi-year grants from the approved 2015-2019 Consolidated Plan.

The proposed grant allocation for fiscal year 2017 is being estimated due to the FY 2017 appropriations bill not being enacted by Congress at this time. Staff has estimated a 5% reduction in its allocation of $227,955.00 from the FY16 budget that totals $216,557.00. Twenty percent (20%) of the grant will be used for program administration to manage the CDBG program and up to fifteen percent (15%) of the grant will be applied towards public service activities with a maximum of $32,484.00.

Staff is requesting to include a contingency provision in its Action Plan to adjust the proposed budget from the estimated funding levels to match the actual allocation amounts as close to the proposed budget as possible to eliminate the need for additional publications and the citizen participation process in order to submit the final plan to HUD by May 15, 2017.

The following activities are projects to be funded by the City of Dover's Community Development Office CDBG program with proposed recommended funding allocations by planning staff.

Homeownership Assistance Program
The City will provide settlement assistance up to $20,000.00 to assist up to 3 low to moderate income persons that are first time homebuyers purchase affordable housing in the City of Dover.

Program Administration
CDBG funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover. Twenty percent 20% of the total grant allocation will be used to fund program administration.

Dover Interfaith Mission for Housing
CDBG funds will be used for operation costs for the building that will include utility and maintenance costs. This project is a public service activity and subject to the 15% cap requirement.

Connections Community Support Program
Connections is proposing to provide rapid re-housing assistance for up to 10 homeless households within the City of Dover. The program will assist renters with first month's security deposit as well as up to 3 months' of rent. This project is a public service activity and subject to the 15% cap requirement.

Milford Housing Development Corporation (Emergency Home Repairs)
CDBG funds will be used to complete emergency home repairs for single family residential owner occupied housing units that are found to be in violation of the City's Housing Code. This project will serve between 6-18 low income households.

Milford Housing Development Corporation (Homeowner Rehabilitation)
CDBG funds will be used to rehabilitate single family owner occupied housing units that are found to be in violation of the City's Housing Code. This project will service between 3-5 low income households.

Central Delaware Habitat for Humanity
CDBG funds will be used to rehabilitate four (4) owner-occupied homes within the designated Restoring Central Dover area to owners that are 60% or below the area median income. The priority is to complete exterior and emergency home repairs spending $10,000 or less on each home.

FY17 CDBG Proposed Budget

2017 Grant Projects	Grant Request	Current Amount	Recommended Amount
Homeownership Assistance Program	$60,000	$50,000 100% of funds spent	**$60,000**
*Program Administration	$43,312	$47,301 45% of funds spent	**$43,312**
*Dover Interfaith Mission for Housing	$24,000	$22,000 75% of funds spent	**$24,000**
*Connections Community Support	$15,000	$7,208 $0 spent	**$3,000**
MHDC Emergency Home Repairs	$40,000	$25,000 30% of funds spent	**$25,000**
MHDC Homeowner Rehabilitation	$60,000	$55,000 $0 spent	**$40,000**
Central Delaware Habitat for Humanity	$40,000	$30,000 $0 spent	**$21,245**
Total	$282,312	$236,509	**$216,557**

*Program Administration cannot exceed 20% of the grant

*Dover Interfaith Mission for Housing and Connections are public service activities and cannot exceed 15% of the grant

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2017
CDBG GRANT APPLICATION FORM

RECEIVED
FEB 2 [illegible]
CITY OF DOVER
PLANNING & INSPECTIONS

1. General Applicant Information

A. Name, address and phone number of sub-recipient

Tracey Harvey
City of Dover
15 Loockerman Plaza
Dover, DE 19901
(302) 736-7175

B. Name, position and signature of person submitting application:

Tracey Harvey, Planner I/CDBG Administrator

Tracey Harvey

Name and position of authorizing official:

Same as above.

C. Name, address and phone number of Contact Person:
(If different from B above)

Same as above.

FY 2017 only

Activity:	Homeownership Assistance
Amount Requested:	$ 60,000.00
List Source of Cash Matching Funds	$ None

2. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low- and moderate-income persons must be calculated for each activity, as described below:

1. In column 1, list the activity.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low- and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Settlement assistance for 3 first time homebuyers	3 families	3	100%	$60,000.00	$60,000.00

Source of Data: The Homeownership Assistance Program is advertised on the city's website and listed in the Delaware Housing Services Directory. All potential applicants must meet the HUD income limits for low to moderate income persons.

3. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Tracey Harvey	Planner I/CDBG Administrator

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project. N/A

4. Application Work Plan

Each proposed program activity must address each of the following areas. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

- The highest priority for this project is to provide affordable housing to low to moderate income persons.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

- Funding for this program will be available for three (3) first time homebuyers who will be required to purchase property in the City of Dover and must complete a homeownership

counseling program with a certified HUD counselor before signing a sales contract. Assistance is provided up to $20,000 for properties purchased in the City. The City will place a second mortgage lien on the property and if within 10 years the home is sold, transferred, or the property ceases to be the borrower's principal residence, the loan becomes due and payable. The interest rate is 0% and is forgiven after 10 years.

C. Provide a timetable showing monthly milestones for completion of each activity.

- Funding for this program is available on a first come first serve basis and will be drawdown as the applicants purchase properties.

D. Attach drawings, plans or other documentation necessary to describe program activities.
N/A

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

- This project is consistent with Goal 3: Encourage owner occupied housing in low to moderate income areas by providing down payment and closing cost to low income persons who purchase affordable housing in the City of Dover.

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

- Housing needs was ranked number two in priorities in the 2015-2019 Consolidated Plan. By providing homeownership assistance to first time homebuyers, this will assist in eliminating barriers to affordable housing.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

- Annually this project is funded and each year the City reaches its goal by assisting in providing affordable housing to low to moderate income persons. Funding will be available for downtown and city-wide homeownership initatives.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

None.

5. Each application should also describe the following:

   A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

      - The city previously awarded small business loans to merchants in the downtown area to aid in expanding their businesses and to provide employment opportunities for low to moderate income persons.

6. Have you received a sub-recipient grant from the previous funding year?
   If yes give the total amount $ 50,000.00 in 2016 .

ADDENDUM
2017 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __X__
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility _____
Affordability __X__
Sustainability _____

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate __3__

Income level of persons or households by: Very Low _____ %
Low__100__ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2017
CDBG GRANT APPLICATION FORM

RECEIVED
FEB 3 2017
CITY OF DOVER
PLANNING & INSPECTIONS

1. General Applicant Information

A. Name Dover Interfaith Mission for Housing

Address PO Box 1148, Dover 19903 or 684 Forest Street, Dover DE 19904

Phone Number 736-3600

B. Name, position and signature of person submitting application:

Jeanine Kleimo, Chair

Name and position of authorizing official:

Jeanine Kleimo, Chair

Lisa Davis, Executive Director

C. Name, address and phone number of Contact Person:
(If different from B above)

FY 2017 only

Activity: Shelter for homeless men
Amount Requested: $ 24,000
Source of Cash Matching Funds $ 50,000 from Office of Community Services

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2017.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
FY 2017	250+	250+	100	$24,000	$24,000

Source of Data: Actual number served in shelter in calendar 2016 was 315

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Lisa Davis	Executive Director

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas for fiscal year 2017.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

C. Provide a timetable showing monthly milestones for completion of each activity.

D. Attach drawings, plans or other documentation necessary to describe program activities.

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

F. Describe the extent to which the proposed project(s) will address

one or more significant priorities identified by the City's Consolidated Plan.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

5. Each application should also describe the following:

   A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

6. Have you received a sub-recipient grant from the previous funding year?
   If yes give the total amount $ 22,000 .

ADDENDUM
2017 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __x__
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility __x__
Affordability _____
Sustainability _____

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate __36 beds_____

Income level of persons or households by: Very Low __100___ %
Low_____ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

DOVER INTERFAITH
MISSION FOR HOUSING

PO Box 1148, Dover DE 19903 684 Forest Street, Dover DE 19904 302-736-3600

2016 Annual Report

I have never been shown such kindness.

This is among the remarks made by our shelter guests over the holiday season in response to the gifts and festivities provided. Our thanks go to all who make such statements possible here, through your provision of meals, contributions, and assistance.

During 2016, the Dover Interfaith Mission for Housing (DIMH) provided shelter, meals, and assistance to 312 homeless men—more than ever before. The high number assisted was due, in part, to the more rapid rate of success achieved by those coming into the shelter: a record 70% of shelter residents secured employment, and our average shelter stay declined to just 53 days. Factors in this success include our dedicated and effective staff, an improving local employment picture, and an increase in the acceptance by employers and landlords of those who have experienced challenges and even incarceration in their past.

Surprisingly, the most successful group within the shelter are those who come from prison: of the 254 ex-offenders housed in 2016, 196 or 77% were working by the end of the year. We find that these men recognize that they have done something wrong in the past and are motivated not to repeat their mistakes. Most are accepting of the guidance and assistance available to them.

Walt Bagley Hall continues to operate as a source of affordable transitional housing for up to 30 men, along with 12 additional beds in three different houses scattered around Dover. Some of the Walt Bagley Hall residents have already been able to move on to housing in the private market.

DIMH collaborated with a network of local organizations, faith communities, and businesses this year with the objective of providing the unsheltered homeless at least one hot meal each day. In part, this complements the meal service provided by the Salvation Army. Becky Martin of Code Purple prepares a monthly calendar for electronic distribution. Pastor Jeff Dyer of Deepwater Church collects food donations from Wawa which result in lunches at DIMH two days a week and on Sunday at the Dover Public Library. DIMH personnel collect food donations weekly from eight local restaurants. This food is repackaged and shared with those in need. In total, DIMH was able to provide an estimated 2,500 meals this past year in addition to those served without our shelter and housing.

In addition, several church groups have assembled "brown bags" with nonperishable food items. These are distributed to those who come to DIMH for meals, making it possible for those most in need to consume one hot meal here in the shelter dining hall and to take a second meal "to go." This is a

wonderful ministry for youth groups. Bags can be dropped at DIMH any time; and we commit to making them available to those who still live on the street.

Success Stories *(names have been changed to protect individual privacy.)*

Over the years, we lose track of many of the men who have come through DIMH. One exception is "JD," who continues to operate a successful automobile repair business. Among the work he does is rebuild cars acquired at auction. In a few cases, he has been able to provide an affordable vehicle to someone moving on from the shelter. He also keeps the small number of well-used DIMH vehicles roadworthy. His work includes repairing heavy equipment and maintaining equipment for snow plows, which will provide additional short-term, temporary work for shelter residents.

Ed had IT skills when he arrived in the shelter. Family problems led to his homelessness, as he was out of work and no one was able to take him in. Ed pursued on-line applications diligently and found interest at Vanguard Securities near Philadelphia. After five interviews that required bus travel along with an extensive background check, he was successful in obtaining a position as an IT Specialist with a starting salary of $70,000.

Mark was among those who were successful in Amazon's search for holiday-season employees. He had to travel to Middletown DE by bus to begin his shift at 6:00PM. Working until 4:30AM meant problems getting back to Dover on Sunday, when no bus service was available. Initially, Herb Konowitz picked him up, with others taking over as the weeks went by. His $13.75 starting wage eventually increased to $16 as he became a supervisor. This job required him to walk up to 27 miles during his ten-hour shift; but he built up his strength and did what was required of him. Mark grew up an orphan and has struggled with PTSD; but local mental health resources and the supportive environment of the shelter is making it possible for him to move on with his life. He plans to move to Walt Bagley Hall soon.

Nick's criminal record seemed like a formidable obstacle to his employment and success; but he persevered, beginning with volunteering with DIMH personnel at the downtown farmers' market last summer. After many attempts, he was hired as a dishwasher at Dover Downs. His work ethic and skills led to rapid promotion to the position of Chef, where he has prepared food in various restaurants there.

Young Sam got into trouble early in his life and also went to prison. He came out without a supportive family to turn to, and those of us at DIMH became his family. He was always willing to volunteer when help was needed and promises to return to volunteer once he moves on. He has had a long road to get back on track and to improve his core academic credentials; but success is on the horizon: Sam is attending classes at DelTech and working in a local restaurant as a busboy, where we are certain that his diligence will pay off in the long run.

The Less-Successful Stories

Something DIMH has experienced this past year to a greater extent than before is what we might bluntly call the "dumping" of very challenging cases into our shelter. At times, it appears that no other agency wants to follow up on an individual, or that he simply "falls through the cracks" of the available assistance programs. One example is William, who had stayed at DIMH a few years back and then moved from one shelter or mental health facility to another, finally ending up back at DIMH. William has no skills, a low level of education, significant mental health issues, and no capacity to secure a job or to hold on to one. DIMH staff worked diligently to try to find a suitable place for William. No one

seemed to care about him, and he was often difficult for us to manage with his incessant talking and lack of ability to be of much help around the shelter. Following many months of effort, staff were able to place him in a rare opening in a home operated by NAMI (the National Alliance on Mental Illness.) DIMH obtained the furniture and other items William needed and moved him in, where he appears to be content and stable.

Such cases take a tremendous amount of time and energy. With a small staff and high demand for shelter beds, scarce resources that might be utilized to move ten or fifteen men into productive lives are spent, instead, on such challenging cases; but who else will do it? Our meetings with and memos to senior officials have not resulted in any changes. It is apparent that there is a lack of resources to assist the most vulnerable members of our community.

Resource Center

The daytime resource center continues to be a busy place. We regretted the departure and retirement of Breeta Littlefield, who launched this effort and served as its heart and motivating force for its initial year and a half. Breeta moved to sunny Florida and is missed; but we are grateful for the great team of volunteers who continue to keep it running. Some staffing changes now result in expanded hours under the coordination of Rose Murphy, whose calm and encouraging personality has already proven valuable as a front-desk person and site supervisor. Staff report that between 400 and 500 unique individuals are assisted in the resource center annually. Perhaps this is the best estimate of the number of adults who experience homelessness in our community each year.

Case Management

Charlotte Boone and Corey Clampitt are our case managers, and it is worth describing what they do. *Each* must maintain a caseload of 35 individuals as a condition of grant funding; so it's clear that they assist more than those who reside in the DIMH shelter at any given time. Charlotte's focus is on shelter residents, and her office is in the shelter so that she is most accessible to them. Her efforts have contributed much to the high rate of employment and success among shelter guests this past year. Corey is located mainly in the Resource Center, with some hours in the shelter to reach those available only during the evening and some at Walt Bagley Hall to assist those in transitional housing. Among the most difficult and remarkable cases of his assistance are those who are still homeless and who come to the Resource Center for help. Not everyone is eligible for case management: DIMH insists that these resources be utilized for those who are most motivated and, therefore, likely to achieve success in their quest for employment, housing, and stability. Both Charlotte and Corey continue to take advantage of training opportunities to increase their own skills and capacity to address the challenges of the population we serve. DIMH is proud of them!

Management

We are fortunate to have Lisa Davis as our executive director and job developer, as she oversees all operations on a daily basis. Herb Konowitz (vice chair) and Jeanine Kleimo (chair) continue to be involved on a daily basis, with board member and treasurer Kathy Lessard keeping the books. All worked together to improve financial operations this year and to undergo an audit of 2015. This is available electronically by request to interfaithdover@verizon.net.

Our Staff

In addition to those mentioned above, we have additional personnel who work in our shelter and transitional housing:

- Ivey Wilson—a former shelter guest—currently manages Walt Bagley Hall.
- Jason Carboni and Paul Adamson—also former shelter guests—reside in the apartment above the shelter and serve as evening or overnight supervisors in the shelter. Both are available to assist with a wide range of tasks, including picking up donations of food and other items and helping in the kitchen. Jason is pursuing a degree in human services at DelTech.
- Adam Degnan is long-time overnight supervisor in the shelter.
- AnnMarie Rash volunteered in the Resource Center and now serves as part-time office manager. She will begin classes at DelTech in March.
- Nona McNatt continues to be our "Tuesday and Friday" lady at the front desk. Her nursing skills are put to good use taking blood pressure and diabetes tests along with arranging for medical care needed by shelter residents and users of the Resource Center.

Our Funding

Our program budget comes from several sources. During 2016, we operated with the following funds:

- $100,000 from the Office of Community Services, DE Department of Health & Human Services
- $97,900 from the Delaware Criminal Justice Council
- $91,298 from First State Community Action Agency/Community Services Block Grant
- $22,000 from the City of Dover's Community Development Block Grant
- $15,000 from State of Delaware's Grant-In-Aid program
- $6,000 from the Delaware State Housing Authority

Total grant funds of $332,198 were supplemented by local donations and in-kind contributions for which we are most grateful.

Funds spent on the shelter alone mean that the average cost of enabling a homeless man to regain a productive life is $905, or a cost of $20 per man for each 24-hour period he is in the shelter. Those in transitional housing pay rent that is designed to cover lease or debt service and other operating costs.

Our Impact

Beyond the numbers noted earlier in this report, it is worth pointing out that those who are employed are no longer homeless, but are contributing members of our economy. They are now earning approximately $3.5 million and are paying taxes on it, more than replenishing the public funds spent to operate the shelter. Their earnings are primarily spent locally, generating additional spending and employment as well.

Our Appreciation

As they say, *it takes a village.* We are blessed to have the engagement of many faith communities and organizations as we endeavor to feed and shelter the homeless each year. We would not be able to assist so many to achieve so much success without your help. THANK YOU to all who have served a meal, spent hours in the Resource Center, brought in donations, and contributed in so many ways to making it possible for the Dover Interfaith Mission for Housing to have this impact.

Our Board of Directors

Jeanine Kleimo, Chair (Christ Episcopal Church)
Herb Konowitz, Vice Chair (Congregation Beth Sholom)
Kathy Lessard, Treasurer (Holy Cross)
Dot Kashner, Secretary (Trinity Wesleyan Church)

Dr. Jerome Abrams
David Callahan, NCALL
Irving Culver, Dover First Baptist Church
Soheil Gharebaghi, Baha'I Faith Community
Jessie Green, Star Hill AME Church
Bishop Nelson Lewis, Mt. Carmel Church
Rev. Ellis Louden, Mt. Zion AME Church
Michael McCann, MBA
Mohamed Sami Essoulh, Islamic Society of Central DE
Jeff Shockley, St. Andrew's Lutheran Church
Rev. Ellen Witko, People's Church of Dover

In Memoriam

Anthony Hines—a former guest and long-time night supervisor—passed away this year. We also lost Perry Bratcher, who served as Wesley United Methodist Church's representative on our board, and Rev. Richard Avant, who represented Calvary Baptist and the Interdenominational Ministerial Alliance and who was the board's founding Vice Chair. We mourn the loss of these wonderful men who applied their concerns and talents to help the homeless.

It is our hope that we continue to engage the community to improve the lives of those in need.

At the end of the year, I hope that each of us is able to say *I have never been shown such kindness.*

Dover Interfaith Mission for Housing, Inc.

A. PROGRAM ACTIVITY

The program activity planned for the period 2015—2019 is the continued operation of our shelter for homeless men. The Dover Interfaith Mission for Housing (DIMH) renovated a building at 684 Forest Street with CDBG funds in 2010 and opened this 36-bed facility in September of that year. Since DIMH began providing shelter, meals, and assistance to homeless men in Dover in 2008, it has served over 1,800 individuals. 315 resided in the shelter during the year January 1—December 31, 2016.

DIMH does much more than make it possible for homeless men to move in from the street: over 60% of those entering the shelter leave with full-time employment and housing in the community. In addition, crime and loitering are reduced, health is improved, and community is engagement in addressing the needs of less-fortunate residents is greatly expanded. Our actual "success rate" for 2016 was 72%, meaning that 72% of those in the shelter secured employment and were able to move on.

While the costs of reduced crime and improved health among homeless men are difficult to quantify, DIMH is able to estimate the value of employment: With at least 150 men re-employed annually in the past, the impact on the local economy is in excess of $2.5 million.

DIMH now offers an extensive set of in-house training programs designed to enable men with various employment histories to develop the capacity needed to apply for, interview for, and secure employment along with the acquisition of personal, communications, and money-management skills. Training and employment efforts are coordinated by an executive director in collaboration with two case managers and a Resource Center coordinator, who schedules and assists a roster of volunteers.

While DIMH staffing is limited, several board members are actively engaged and perform key management, administration, and training functions for the organization. Full-time staff now includes a program manager/job developer, and two case managers.

B. PROGRAM ACTIVITY

The 36-bed shelter requires substantial operating costs that include utilities, telephone, insurance, cleaning and office supplies, and the maintenance and occasional repair of the facility. It is these costs for which DIMH is applying for funds through CDBG. An adjacent daytime Resource Center opened recently and is available to all local homeless adults who may wish to use it as a mailing address as well as to obtain shower and laundry facilities and access to computers, phones, and counselors able to assist with employment applications and referrals to services. Since its opening in early January 2015, a constant stream of visitors use the facility, averaging 40 to 45 daily or between 400 and 500 unique individuals annually. This is a reasonable estimate of the total population of homeless adults in Greater Dover. Most of these individuals are not DIMH shelter residents but find shelter in "Code Purple" sanctuaries or on the street. It may be noted that Code Purple Kent County no longer operates under the auspices of DIMH.

C. TIMETABLE

The shelter is already in operation, with a solid base of information regarding operating costs. This facility is open year-round and is typically full. The City of Dover has permitted the DIMH shelter to take in up to five extra men on cold winter nights, and this is often the case. There is no plan to change year-round operations. Paid and volunteer staffing ensure responsible oversight and management every day of the year.

Each month, several new shelter residents are admitted. The program focuses on enabling the men sheltered to secure productive and self-reliant lives. Training is offered to ensure that each has a plan and is able to apply for work, open a bank account, prepare for job interviews, and so on. Checklists track the progress of each at 30, 60, and 90 days, with no one permitted to remain at DIMH unless he has complied with the requisite steps of each month's checklist. Progress in achieving the steps listed in these checklists is monitored by staff and key board managers on a weekly basis, with a fuller assessment of the progress of each guest performed monthly.

D. DOCUMENTATION

The shelter's operation is well-known to CDBG and City officials and regular reports are provided. During the calendar year ending December 31, 2016, 315 men resided in the shelter, with 72% successful in obtaining employment. An annual report with additional detail is attached.

E. CITY OF DOVER PLAN PRIORITIES AND PROJECT NEED

The DIMH shelter clearly provides aid to special-needs persons. Those sheltered are very low-income (generally without any income at all) and are unable to meet their basic needs for shelter. Their lack of shelter certainly poses an urgent community need that poses an immediate threat to their health and welfare. In fact, demand for shelter is always highest and exceeds that which DIMH can supply during cold weather and other weather emergencies, including summer storms and prolonged periods of rain or intense heat.

There is a widely-recognized deficiency within the City of Dover of affordable rental housing and of shelter for those who are homeless. DIMH cooperates with the People's Place/Whatcoat Shelter and with The Shepherd Place, with all organizations making referrals to one another to ensure the best placement and services for those most in need of shelter. DIMH efforts include the development of affordable housing for those leaving the shelter and the leasing of housing in which individuals might reside together, though these activities are not funded through CDBG.

DIMH estimates that there are at least 200 men in and around the City of Dover who are homeless. This number has increased in recent years due to a combination of factors, including failure to house those with mental illness, code enforcement displacement of residents of substandard housing, rising housing costs, and continued high rates of unemployment or employment that is part-time or temporary. Many landlords will not rent to those without secure and lasting employment or who have been released from prison.

As this project is already in operation, DIMH continues to build on the experience of providing shelter and services to the homeless population during the past seven years. A greater number of faith communities, organizations, businesses, and individuals have come to volunteer and support the efforts

of DIMH. Most notable is the fact that such volunteer support generates more than 12,000 plates of dinner annually with a zero food budget within DIMH. Additional volunteers have created and manage Code Purple emergency shelter, the operation of the daytime Resource Center, and an increasingly active and diverse program of training for shelter residents and other homeless adults.

The fact that support has been provided through CDBG has enabled DIMH to raise additional funds and to borrow others needed to purchase and renovate the property at 1155 Walker Road, named Walt Bagley Hall in honor of a deceased founding board member. This project has opened and enables thirty men to move from the shelter to stable, supportive housing for which they pay a modest rent. This fee includes utilities, two meals daily, and continued education and training efforts.

F. COMPREHENSIVE PLAN PRIORITIES ADDRESSED

The Dover Interfaith Mission for Housing provides decent housing, a suitable living environment for men who would otherwise be homeless, and economic opportunity for residents as described in the annual report. 36 men are sheltered and assisted at a time, with 315 served during calendar 2016. Well over half are enabled to secure employment and stable housing in the community.

G. And H. LEVERAGE AND PROJECT COSTS

$24,000 is requested to maintain the costs of heat, electricity, telephone service, supplies, insurance, and maintenance of the DIMH shelter. This compares with annual non-personnel operating costs of approximately $50,000.

The Delaware State Housing Authority provided $5,000 for operating costs for FY2017, making it possible for DIMH to cover many routine operating costs between these two grants. Any deficit is made up from private donations with some contribution from the grant received from the Criminal Justice Council.

When this amount requested is compared with the service provided, $24,000 may be divided by the 315 shelter guests or by the 12,410 person nights of shelter provided during calendar 2016:

$24,000 would provide 12,410 person-nights of shelter at $1.93 per person per night.

$24,000 would provide an average benefit of about $80 per person, 100% of whom have very low incomes.

In addition to the grants for operating costs, DIMH has received a total of $200,000 in grants to support staffing and programs for a total budget of $250,000 in overall support. The request of $24,000 would, therefore, leverage another $225,000 in additional resources or more than ten times the CDBG request.

WORKPLAN

The DIMH workplan continues to be the provision of shelter, meals, and assistance to homeless men to enable them to achieve lives of productivity and purpose. 36 men are sheltered at one time. Each new entrant is provided with 30 days of shelter, during which he must demonstrate that he is serious about securing employment and stability. Those who comply with the pursuit of this objective by participating in case management and the extensive training offered are permitted to extend their stay.

DIMH plans to continue—at a minimum—its current staffing pattern and active board involvement in daily operations and services. Additional funding is being sought to add professional staff so that reliance on volunteer board members may decrease over time. With additional volunteers and organizations engaged on an ongoing basis, there is no reason to anticipate a decline in services and programs but, rather, an expansion of them.

GOALS AND OBJECTIVES

The goal of the program is to operate a safe and healthful shelter for homeless men and to assist them to obtain the food, medical attention, and other services needed to ensure their health and well-being while enabling them to become self reliant. The shelter will continue to provide 36 beds and a complement of regular training and education efforts as noted above.

Homelessness results in serious health conditions and is life-threatening. Those who are homeless typically utilize emergency resources such as the hospital emergency room excessively. A few such individuals in Dover have made eight to ten emergency-room visits during the past six months, resulting in considerable cost to the community. Further, those who are homeless are unlikely to be in a position to hold jobs and to be productive individuals able to contribute to the local economy. The prevention of homelessness and the sheltering of the homeless reduces health risks and increases the productivity of those who were homeless. Clearly, homelessness poses a serious and immediate threat to the health and welfare of the community. The efforts of DIMH are a solution to this problem locally.

PERFORMANCE MEASUREMENT

The number of men provided with shelter, meals, and assistance and the number who secure a stable life outside the shelter are the key indicators of effective performance.

As noted, DIMH provided shelter, meals and services to 315 men during 2016, with more than 200 securing employment that was sufficient to enable them to live on their own and to meet their own needs. In addition, less-measurable benefits accrued to the community that include a reduction in crime and loitering and crime as well as an increase in overall health and well-being among the most vulnerable members of the community.

DIMH typically generates results along the lines of 60% or more of the shelter residents being re-employed in the community. 100 men who secure minimum-wage employment generate an economic impact of more than $1.7 million in terms of the wages earned and then spent locally. These numbers are more reflective of recent efforts and experience.

BUILDING ON PREVIOUS WORK

The DIMH shelter continues to build on the experience gained by the work of the organization over the past eight years. DIMH continues to respond to the needs of the homeless community: this past year, Code Purple emergency cold-weather housing has been initiated under the auspices of DIMH. A daytime resource center has opened to serve additional homeless individuals with personal needs ranging from hygiene to employment assistance. An additional housing facility is opening to serve 30+ men who are able to pay modest rents but whose past instability and other challenges impede their access to housing in the private market. DIMH also collaborates with many local organizations and

community efforts, including Restoring Central Dover, the creation of the Downtown Development District, and the implementation of programs with resources from the Delaware State Housing Authority's Strong Neighborhoods Housing Fund.

COORDINATION WITH LOCAL BUSINESSES

DIMH is an active member of the Central Delaware Chamber of Commerce and regularly informs its members and those of the Greater Dover Committee about DIMH efforts and achievements. Numerous businesses contribute to the DIMH shelter, providing food and other materials needed. The Downtown Dover Partnership leases the shelter facility to DIMH at a nominal rent, while the Downtown Development efforts include DIMH in its community gardens and Wednesday farmers' market program. DIMH is one of the local charities registered as a beneficiary of the Bayard Pharmacy donation program, with Bayard Pharmacy collaborating in an effort initiated by DIMH to reduce co-payments for prescription medications needed by homeless individuals.

Through the Cen-Del Foundation, DIMH is accessing donations of supplies and materials from the Greater Kent Committee network of businesses. Donations of various items are received from local businesses and individuals. A growing network of food providers--with regular pickups at several local restaurants and retailers—makes it possible for DIMH to collaborate with other local organizations to ensure that the homeless in our community have access to at least one hot, nutritious meal daily.

TD Bank has a special working relationship with DIMH, enabling shelter residents to open bank accounts with a $25 contribution from the bank along with training in the use and management of bank accounts.

DIMH is a member of the Central Delaware Chamber of Commerce and regularly interacts with Chamber members to enlist their support as volunteers and contributors. This relationship has done much to enhance the awareness of DIMH, its mission, and the need for the community to assist the homeless. Partnerships with local builders and contractors have made it possible for DIMH to renovate Walt Bagley Hall (congregate housing facility) and a daytime Resource Center for the homeless. Dover area Rotary Clubs have been instrumental in making the Resource Center a reality.

Suppliers of building materials have been cooperative in terms of providing discounts for DIMH purchase of materials for these and other projects. DIMH also works with a number of local landlords to secure housing for men moving from the shelter to independence, as DIMH references—and guarantees when needed—often make the difference in accessing private housing for former shelter residents. DIMH residents with construction skills are increasingly employed by local businesses for a variety of small renovation and repair projects.

Further, DIMH collaborates actively with local agencies and nonprofits to ensure that services are available to those engaged with DIMH housing and programs. This includes collaboration on the provision of meals, on the provision of housing for veterans through the Mayor's Challenge to End Veteran Homelessness, NCALL efforts on financial literacy, and others.

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CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2017
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient: Connections Community Support Programs, Inc.
Connections Community Support Programs, Inc.
3821 Lancaster Pike
Wilmington, DE 19805
302-230-9103

B. Name, position and signature of person submitting application:

Catherine Devaney McKay, President and CEO

Name and position of authorizing official:

Catherine Devaney McKay, President and CEO

C. Name, address and phone number of Contact Person:
(If different from B above)

Same as above

FY 2017 only

Activity: Rapid Re-Housing/Homelessness Prevention
Amount Requested: $15,000
List Source of Cash Matching Funds $15,000 Department of Correction Health Care contract

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2017.
2. In column 2, show the total number of persons that the activity will serve.

3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Rapid Re-housing FY 2017	10	10	100%	$15,000	$15,000

Source of Data: FY 2015 CMIS data for DSHA Rapid Re-Housing Program.

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Sara Weimer	Director of Housing and Veterans Services

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project. (Resumes only need to be submitted if new personnel will be managing the grant). **N/A Connections has been a recipient of Dover CDBG funds (as well as CDBG and ESG funds from the other jurisdictions in Delaware) many times.**

1. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2017.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

Connections is proposing to provide Rapid Re-Housing assistance for up to 10 homeless households within the City of Dover annually, with the average amount of assistance per household at $3,000. Priority populations are listed below:

Priority 1. Homeless Families
(a) The homeless family who is in the emergency shelter for less than 30 days
(b) The homeless family who has been living on the streets (cars, parking lots, places not meant for human habitation) for less than 30 days
(c) The homeless family or individual who is in the emergency shelter for over 30 days
(d) The homeless family or individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for over 30 days

Priority 2. Homeless Individuals
(a) The homeless individual who is in the emergency shelter for less than 30 days
(b) The homeless individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for less than 30 days
(c) The homeless individual who is in the emergency shelter for over 30 days
(d) The homeless individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for over 30 days

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

Funds will be used to provide Rapid Rehousing/Rental Assistance services for households whose most recent address is inside the City of Dover limits. Our program will assist

renters with first-month's security deposit as well as up to the three months' of rent. Funding will also assist renters with utility deposits, as needed. Financial assistance/rental assistance will be visited at monthly case management meetings, and officially re-evaluated at the 90-day mark, at which point, rental assistance funding will be decreased, or eliminated, based on continued eligibility and needs. We are leveraging Connections' comprehensive case management program, contracts with Delaware Medicaid and the Delaware Departments of Health and Social Services and Correction, and our extensive network of partnering agencies and housing providers, to help households served through ESG rapid re-housing to meet their economic self-sufficiency goals, their goals for housing, stable employment, and abstinence from substance abuse. By working to meet all of these goals together, we also hope to prevent recidivism among men and women who have been incarcerated. We are particularly concerned about households which are headed by justice-involved women with substance use conditions. These families rarely are able to stay together. By addressing all of their needs, including the need for stable housing, it is our intention to provide these families with new opportunities to live sober, productive lives.

C. Provide a timetable showing monthly milestones for completion of each activity.

We are currently providing this service and will continue to provide Rapid Re-housing financial assistance to qualifying households until the funds are depleted.

D. Attach drawings, plans or other documentation necessary to describe program activities.

Not Applicable.

E Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

Dover's most recently published Consolidated Plan states: 'The primary objective of the community development program within the City of Dover is to develop viable urban communities including decent housing and a suitable living environment, and to expand economic opportunities, principally for low and moderate income persons.' As it related to homeless households, the Plan expresses the need for affordable housing for low and moderate income households, including those who have experienced homelessness.

Homelessness among families with children has been on the rise in Delaware. In fact, during a recent count of homeless people in Delaware on one night in January, 2013, 694 homeless households with 946 members were counted in shelters and on the streets of Delaware. Of the households counted, 17% were families with children. Of the INDIVIDUALS counted, 25% were children under the age of 18. We will focus on this population in the provision of rapid re-housing services.

According to the National Alliance to End Homelessness 'Years of research and experience

in working to end homelessness has proven that rapid re-housing and prevention are key strategies.' Rapid re-housing is also an emphasis of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. The research that led to this emphasis on ending homelessness as rapidly as possible clearly demonstrates that homeless households who receive immediate assistance to obtain permanent housing are much more likely to avoid future homelessness than are those who receive emergency and/or transitional housing over a long period of time. These findings point to rapid re-housing as the most effective means of ending homelessness permanently. We intend to serve households with incomes below 30% of the area median for the City of Dover, thus helping the city to reduce homelessness and increase capacity in its emergency shelters.

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

Rapid re-housing is a strategy that has been successfully used by many communities to reduce homelessness. It is based on the idea that most households become homeless as a result of a financial crisis that prevents them from paying the rent, or a domestic conflict that results in one member being ejected or leaving with no resources or plan for housing. Most households who become homeless have already lived in independent permanent housing, and they can generally return and remain stably housed with limited assistance. Negative outcomes associated with homelessness can be minimized by limiting the period of time people experience it. By helping homeless households return to permanent housing as soon as possible, communities have been able to reduce the length of time people remain in homeless shelters. This opens beds for others who need them, and reduces the public and personal costs of homelessness. Expanding the availability of shelter beds and increasing affordable housing options for low income households are priorities identified in the City's Consolidated Plan which will be addressed by this proposal.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

In 2011, the Delaware Interagency Council on Homelessness (DICH) updated the original Plan to End Chronic Homelessness, published in 2007, to reflect the needs of all homeless populations in Delaware (not only those who were chronically homeless), but also to reflect the changes in the Federal laws, especially the HEARTH Act. HEARTH clearly emphasizes 'housing first' and rapid re-housing as the preferred strategies for ending homelessness. Providing rapid re-housing in scattered site rentals in residential communities is a better solution than housing individuals and families in shorter-term congregate situations. The new plan emphasizes re-entering offenders and justice-involved individuals as a priority population. In addition to this population, our proposed program focuses on the priority populations which the City has identified.

In this application, one of our focus areas is homeless households in which the head of the

household has involvement with the Delaware justice system. Individuals leaving the correctional system frequently lack a place to go when they return to their communities. Delaware has one of the highest rates of incarceration in the United States, and the number one cause is drug-related crime. Substance abuse, incarceration, and related inability to find a stable job, all contribute to homelessness.

The project will target homeless households with qualifying incomes, including those in which the head of the household is involved in the justice system. Housing stability is a key factor in successful reintegration, reduced recidivism, and increased community safety among people who have been incarcerated. A snapshot of re-offenders in Washington State over a three month period in 2009, showed that 34% of offenders who re-offended did not have stable housing. It also shows that of offenders on community supervision (parole) who re-offended, 49%, *nearly half*, did not have stable housing. Ex-offenders who are placed in permanent supportive housing instead of being released without adequate housing are easier to monitor, and are guaranteed to receive the services, education and access to employment they need to achieve self-sufficiency. We will work with those who are leaving DOC facilities to secure emergency shelter and then rapid re-housing for those who qualify.

Connections will use ESG funds to provide rapid rehousing services for priority households, efficiently and effectively moving them into permanent, affordable, appropriate housing while providing them with comprehensive case management and supportive services to help resolve the barriers to financial independence. Connections is able to reduce the length of time that persons are homeless because of our already-existing infrastructure and experience in rapid rehousing programs, and our network of healthcare, employment and housing services. Connections will be able to use existing relationships with landlords and apartment complex managers to quickly place individuals and families, and since there will be no learning curve, placements can begin immediately after funding award. We currently have households who are waiting for assistance, and awarding this grant to us will help to maintain continuity and prevent duplication of effort. Our performance measures will include placement of homeless individuals and families within 45 days of first contact; 80% of whom will remain stably housed for at least one year.

Rapid rehousing will also increase the number of individuals in the City of Dover to be permanently housed (thereby decreasing the number of homeless households by at least the number served and probably more, as shelter beds and other resources will be freed up by rapidly re-housing the target households). Equally important, households will increase their ability to maintain their housing through substance abuse treatment, employment support, case management and other supportive services, thereby reducing the rates of homelessness recidivism. By aiming rapid re-housing funds at homeless households which have employment and other income, we will be more likely to see sustained results than we would for chronically homeless households with no source of income. For those individuals, we will use our other resources, saving the rapid re-housing resources for households whose profiles suggest the likelihood of long term success and maintenance of permanent housing with only short- to moderate-term assistance.

We will work with the Homeless Planning Council of Delaware to increase the number of people to be assisted by accepting all households referred by Centralized Intake in the most appropriate program or service. We are also working with the Delaware Department of Correction and the Hope Commission to link homeless households to permanent housing and employment, using ESG and other resources. Once the household finds permanent housing, we continue to provide services to them at home and in the community to make sure that they do not become homeless again.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

DHSS Comprehensive Outpatient Behavioral Health services contract ($400,000)
Delaware Medicaid (average billing of more than $8 million annually)

These funds will be used to identify and provide leveraged supportive services for ESG recipients.

5. Each application should also describe the following:

A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

We will work with landlords in Dover to find suitable housing for homeless households who, after a brief period of rental assistance, will be able to sustain the housing on their own.

6. Have you received a sub-recipient grant from the previous funding year? **Yes**
If yes give the total amount $**7,391**.

ADDENDUM
2017 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing X__
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility _____
Affordability _____
Sustainability X__

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate 10 HOUSEHOLDS

Income level of persons or households by: Very Low 30 %
Low _____ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

Report Options

Reporting Group

Provider: Connections - ESG City of Dover (542)

○ This provider AND its subordinates ◉ This provider ONLY

☐ Use client unique id for duplicate checks

Operating Year Date Range: 07/01/2015 12/31/2016

Legal Adult Age: 18 (as defined by foster care law in your state)

☐ Use pre-HPRP logic

Entry/Exit Type: HUD

2. Persons Served during the operating year.	Number of Singles Not in Families	Number of Adults in Families	Number of Children in Families	Number of Families
a. Number on the first day of the operating year.	0	0	0	0
b. Number entering program during the operating year.	1	2	5	2
c. Number who left the program during the operating year.	1	2	5	2
d. Number in the program on the last day of the operating year. (a+b-c=d)	0	0	0	0
3. Project Capacity.	**Number of Singles Not in Families**	**Number of Adults in Families**	**Number of Children in Families**	**Number of Families**
a. Number on last day (from 2d, columns 1 and 4)	0			0

4. Non-homeless persons. (Sec. 8 SRO projects only)	
How many income-eligible non-homeless persons were housed by the SRO program during the operating year?	4

5. Age and Gender. Of those who entered during the operating year, how many people are in the following age and gender categories?

	Age	Male	Female	Other/Not given
Single Persons (from 2b, column 1)	a. 62 and over	0	0	0
	b. 51 - 61	1	0	0
	c. 31 - 50	0	0	0
	d. 18 - 30	0	0	0
	e. 17 and under	0	0	0
	Not given	0	0	0
Persons in Families (from 2b, columns 2 & 3)	f. 62 and over	0	0	0
	g. 51 - 61	0	0	0
	h. 31 - 50	0	1	0
	i. 18 - 30	0	1	0
	j. 13 - 17	0	1	0
	k. 6 - 12	2	1	0
	l. 1 - 5	1	0	0
	m. Under 1	0	0	0
	Not given	0	0	0

6 - 10. Participants who entered during the operating year.	
6a. Veterans Status.	
A veteran is anyone who has ever been on active military duty status.	1
6b. Chronically Homeless.	
How many participants were chronically homeless individuals?	1
7. Ethnicity.	
a. Hispanic or Latino	0
b. Non-Hispanic or Non-Latino	3
8. Race.	
a. American Indian or Alaskan Native	0
b. Asian	0
c. Black or African American	3
d. Native Hawaiian or Other Pacific Islander	0
e. White	0
f. American Indian/Alaskan Native & White	0
g. Asian & White	0
h. Black/African American & White	0
i. American Indian/Alaskan Native & Black/African American	0
j. Other Multi-Racial	0
k. Other/Unknown (all that do not match)	0

9a. Special Needs.	All	Chronic
a. Mental illness	0	0
b. Alcohol abuse	0	0
c. Drug abuse	0	0
d. HIV/AIDS or related diseases	0	0
e. Developmental disability	0	0
f. Physical disability	0	0

g. Domestic violence	1	0
h. Other (please specify)	0	0

9b. Disabled.

How many of the participants are disabled?	0

10. Prior Living Situation. Participants slept in the following places the week prior to entering.

	All	Chronic
a. Non-housing (street, park, car, bus station, etc.)	0	0
b. Emergency shelter	3	1
c. Transitional housing for homeless persons	0	
d. Psychiatric facility	0	
e. Substance abuse treatment facility	0	
f. Hospital	0	
g. Jail/prison	0	
h. Domestic violence situation	0	
i. Living with relatives/friends	0	
j. Rental housing	0	
k. Other (please specify)	0	

11. Amount and Source of Monthly Income at Entry and Exit. Participants who left during the operating year.

Amount	A. Monthly Income at Entry		B. Monthly Income at Exit	
	All	Chronic	All	Chronic
a. No Income	2	1	1	0
b. $1-150	0	0	0	0
c. $151 - $250	0	0	0	0
d. $251 - $500	0	0	0	0
e. $501 - $1000	0	0	0	0
f. $1001 - $1500	1	0	2	1
g. $1501 - $2000	0	0	0	0
h. $2000 +	0	0	0	0
Source	**C. Income Sources at Entry**		**D. Income Sources at Exit**	
	All	Chronic	All	Chronic
Supplemental Security Income (SSI)	0	0	0	0
Social Security Disability Insurance (SSDI)	0	0	0	0
Social Security	0	0	0	0
General Public Assistance	0	0	0	0
Temporary Aid to Needy Families (TANF)	0	0	0	0
Veterans benefits	0	0	0	0
Employment Income	1	0	2	1
Unemployment Benefits	0	0	0	0
Food Stamps	3	1	3	1
Other (please specify)	0	0	0	0
No financial resources	0	0	0	0

12a. Length of Stay in Program. Participants who left during the operating year.

	All	Chronic
a. Less than 1 month	0	0
b. 1 to 2 months	1	0
c. 3 - 6 months	2	1
d. 7 months - 12 months	0	0
e. 13 months - 24 months	0	0
f. 25 months - 3 years	0	0
g. 4 years - 5 years	0	0
h. 6 years - 7 years	0	0
i. 8 years - 10 years	0	0
j. over 10 years	0	0

12b. Length of Stay in Program. Participants who did not leave during the operating year.

	All	Chronic
a. Less than 1 month	0	0
b. 1 to 2 months	0	0
c. 3 - 6 months	0	0
d. 7 months - 12 months	0	0
e. 13 months - 24 months	0	0
f. 25 months - 3 years	0	0
g. 4 years - 5 years	0	0
h. 6 years - 7 years	0	0
i. 8 years - 10 years	0	0
j. over 10 years	0	0

13. Reasons for Leaving. Participants who left during the operating year.

	All	Chronic
a. Left for a housing opportunity before completing program	0	0
b. Completed program	3	1
c. Non-payment of rent/occupancy charge	0	0
d. Non-compliance with project	0	0

e. Criminal activity / destruction of property / violence	0	0
f. Reached maximum time allowed in project	0	0
g. Needs could not be met by project	0	0
h. Disagreement with rules/persons	0	0
i. Death	0	0
j. Other (please specify)	0	0
k. Unknown/disappeared	0	0

14. Destination. Participants who left during the operating year.

		All	Chronic
PERMANENT (a - h)	a. Rental house or apartment (no subsidy)	3	1
	b. Public Housing	0	0
	c. Section 8	0	0
	d. Shelter Plus Care	0	0
	e. HOME subsidized house or apartment	0	0
	f. Other subsidized house or apartment	0	0
	g. Homeownership	0	0
	h. Moved in with family or friends	0	0
TRANSITIONAL (i - j)	i. Transitional housing for homeless persons	0	0
	j. Moved in with family or friends	0	0
INSTITUTION (k - m)	k. Psychiatric hospital	0	0
	l. Inpatient alcohol/drug treatment facility	0	0
	m. Jail/prison	0	0
EMERGENCY SHELTER (n)	n. Emergency shelter	0	0
OTHER (o - q)	o. Other supportive housing	0	0
	p. Places not meant for human habitation (e.g. street)	0	0
	q. Other (please specify)	0	0
UNKNOWN	r. Unknown	0	0

15. Supportive Services. Participants who left during the operating year.

NOTE:The below services were given to participants who left during the operating year. Add the following counts into the appropriate category for question 15.

	Service	Service Code	All	Chronic
1.	Rent Payment Assistance	BH-3800.7000	2	1
2.	Rental Deposit Assistance	BH-3800.7250	2	1
3.	Utility Deposit Assistance	BV-8900.9150	1	1

977 East Masten Circle
Milford, DE 19963

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302-422-8260 *fax*
www.milfordhousing.com

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CITY OF DOVER
PLANNING & INSPECTIONS

February 1, 2017

Ms. Tracey N. Harvey
City of Dover Planning Department
City of Dover
15 Loockerman Plaza
Dover, DE 19901

RE: City of Dover CDBG Grant Application FY2017 – Emergency Home Repairs

Dear Ms. Harvey,

I am pleased to submit the enclosed grant application to the City of Dover for the Community Development Block Grant (CDBG) FY2017 multi-year program. We are hoping the City of Dover will consider our request in the amount of **$40,000** per fiscal year for Emergency Home Repairs. If awarded, all funds will go directly to eliminating housing conditions that pose a threat to health or safety of very-low income homeowners within city limits.

On behalf of MHDC's Board of Director's and staff, we would like to reiterate our sincere appreciation for the support provided by the City of Dover. If you have any questions, comments, or require additional information, please do not hesitate to contact either me or Russell Huxtable, MHDC Vice President/COO at 302-422-8255 or via email at vmiller@milfordhousing.com and rhuxtable@milfordhousing.com, respectfully.

Warmest Regards,

Valerie A. Miller
Director of Programs & Planning

Enclosures

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2017
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name *Milford Housing Development Corporation*

Address *977 East Masten Circle, Milford DE 19963*

Phone Number *302-422-8255*

B. Name, position and signature of person submitting application:

Valerie Miller, Director of Programs & Planning

Name and position of authorizing official:

David Moore, President/CEO

C. Name, address and phone number of Contact Person:
(If different from B above)

Debbie White, Home Repair Specialist (same address and phone as listed above)

FY 2017 only

Activity: *Housing Rehab – Emergency Home Repairs*
Amount Requested: $ *40,000*
Source of Cash Matching Funds $ *805,450*

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2017.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Rehabilitation: Emergency-related home repairs of single-family residential for owner-occupancy	*6-18 persons*	*6-18 persons*	*100%*	*$40,000.00*	*$40,000.00*

Source of Data:
MHDC's Home Repair Project maintains a database of clients whose homes have been approved for repairs within the City of Dover CDBG program guidelines. Clients provide proof of household income and homeownership. Additionally, the City of Dover refers qualifying households to the project on an ongoing basis. Income limits are defined by the U.S. Department of Housing and Urban Development (HUD).

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Valerie Miller	*Director of Programs & Planning*
Debbie White	*Home Repair Specialist*
Gary Saroukous	*Field Coordinator*

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas for fiscal year 2017.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

The highest priority for this project is to provide rehabilitation activities and specifically, emergency-related home repairs of single-family residential for owner-occupied housing units found to be in violation of the City of Dover's Housing Code. This is the highest priority activity for this application

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

- *Program activity is 'Rehabilitation: Emergency-related home repairs of single-family residential for owner-occupancy'. This activity is fully described as home repairs that eliminate housing conditions which threaten the health and/or safety of qualified City of Dover homeowners. The objective is to reduce the number of City of Dover households living in substandard and/or dangerous housing conditions. The goal of the activity is to preserve the City's existing housing stock, as detailed in*

Dover's Consolidated Annual Action Plan (FY2015-2019).

- *The total number of units to be rehabilitated/repaired is 6-8, per year of grant funding period.*
- *Households must be very-low to low-income as defined by the U.S. Department of Housing and Urban Development (HUD). Households served must be 50 percent and below Area Median Income (AMI) as defined by HUD.*
- *Housing type is homeownership units. Clients must provide proof that they own the home in order to qualify for repairs.*
- *Target area is defined as the geographic city limits for the City of Dover. The project is city-wide and will focus on preserving the existing housing stock in the City.*
- *Repairs traditionally average $2,500 per home, with low points around $500 and higher points costing roughly $7,500 for more substantial repairs such as roof repairs or hot water heaters.*
- *The need for home repairs is based on: 1) Overwhelming demand for such services as received daily from the City of Dover by residents; 2) Rising numbers of cost-burdened households, as it relates to housing costs; and 3) Rising number of elderly residents and persons with disabilities facing diverse and critical housing needs. Sources include: City of Dover and the Delaware State Housing Authority.*

- *As Delaware's housing stock has continued to age, along with an aging population, home maintenance and repair is a growing concern. HRP is the only program in Delaware that provides this service at no cost to the individual. Further, it is one of the few programs in Delaware that also works on mobile homes. Mobile homes are technically classified as a motor vehicle, but represent nearly 10 percent of all housing units in Delaware (DSHA, 2016). In 25 years, nearly 5,000 families in Delaware have been helped through HRP with volunteers donating over 200,000 hours of labor to the cause.*

C. Provide a timetable showing monthly milestones for completion of each activity.

- *Within each fiscal year of this application, MHDC expects to complete 6 to 8 home repairs for qualified City of Dover homeowners who are very-low to low-income. MHDC expects to complete 1-2 repairs per quarter, each year.*
- *The repair activities will be focused on eliminating conditions of an immediate health or safety hazard to the homes' occupants. Over the years, typical repairs included: replacement of furnaces, electrical repairs, plumbing repairs, construction of entrance steps and wheelchair ramps, modifying bathrooms for safety and accessibility, replacement of*

broken windows, roof repairs or replacements, and the installation of hardwired smoke/co detectors.

- *Repair activities will meet City of Dover code regulations. Contractors will complete code-work and skilled volunteers may be enlisted to complete carpentry type repairs.*

D. Attach drawings, plans or other documentation necessary to describe program activities.

- *N/A*

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

- *Activities carried out support the overall goals of the City of Dover's Consolidated Plan and its priorities on housing issues. Goal 4 of the 2015-2019 Consolidated Plan is to 'Preserve the Existing Affordable Housing' in the City of Dover. Home repair activity is consistent with this goal.*

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

- *The proposed program addresses the City of Dover's second priority of addressing housing needs. Improving the quality of existing housing stock will address this need by bringing the units up to code requirements.*

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

- *Annually this project is funded for the City of Dover to administer. Each year the city reaches its goal by providing safe sanitary housing to low- to moderate-income persons and making the neighborhoods more desirable to live in. The City of Dover reached out to MHDC in search of possible partnership for service delivery and we have been successfully partnering ever since FY06.*
- *MHDC's Home Repair Project has consistently been funded by the City of Dover for many years. Since FY06, roughly 85 homes within the City of Dover, have received repairs or rehabilitation through the CDBG sub-recipient grant funding through the project.*
- *Award dates and amounts include:*

  FY2006 - $25,000
  FY2007 - $25,000
  FY2008 - $25,000
  FY2009 - $25,000

FY2010 - $35,000
FY2011 - $40,000
FY2012 - $35,000 (Emergency Home Repairs)
$52,782 (Housing Rehabilitation)
FY2013 - $40,000 (Emergency Home Repairs)
$35,658 (Housing Rehabilitation)
FY2015 - $35,262 (Emergency Home Repairs)
$52,892 (Housing Rehabilitation)

FY2016 - $25,000 (Emergency Home Repairs)
$55,000 (Housing Rehabilitation)

- *In FY14, MHDC was awarded CDBG funds for 'Housing Rehabilitation'. This was a new program activity for MHDC. During our initial monitoring visit by the City of Dover, there were some initial concerns. MHDC was asked to provide the City of Dover with a remediation plan to get the program back on target. This was provided and subsequently, all matters resolved.*
- *'Housing Rehabilitation' is commonly known as the most complicated activity to undergo in the CDBG program, due to vigorous program requirements. It took MHDC staff some time to learn all aspects of the program. However, we have since developed a CDBG Housing Rehab Manual, used for internal purposes, in addition to ensuring our staff have received the training resources they need. Based on our experience and subsequent growth, we are now completely confident in our ability to effectively and efficiently administer this program, as demonstrated by our results in FY15.*
- *In addition, MHDC will be solely responsible to complete home inspections. MHDC will coordinate these efforts with the City of Dover as needed.*

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.
- *Please see Attachment 5.*

5. Each application should also describe the following:

A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.
- *The proposed project does not involve efforts to coordinate with businesses regarding the development of community.*

6. Have you received a sub-recipient grant from the previous funding year?
If yes give the total amount $ *55,000 (Housing Rehab) and $25,000 (Emergency Home Repairs) during FY2016.*

MHDC
AFFORDABLE HOUSING SOLUTIONS

Funding Sources

Milford Housing Development Corporation (MHDC)

City of Dover CDBG Funding Sources - FY2017
Emergency Home Repairs & Housing Rehabilitation

PROGRAM SOURCES		AMOUNT
Funding - Restricted, Repairs Only:		
Palmer Home Foundation	$	30,000.00
Rawlins Charitable Trust	$	40,000.00
Potter Charity Trust	$	40,000.00
Atlantic Community Thrift Shop (ACTS)	$	18,000.00
Total Sources - Restrictive, Repairs Only =	**$**	**128,000.00**
Funding - Non-Restrictive:		
Delaware State Housing Authority	$	600,000.00
Delaware Grant-in-Aid	$	38,450.00
Sussex County	$	20,000.00
Discover Bank	$	10,000.00
Kent County Levy Court	$	6,500.00
Milton & Hattie Kutz Foundation	$	2,500.00
Total Sources - Nonrestrictive =	**$**	**677,450.00**
Total Program Sources =	**$**	**805,450.00**

ADDENDUM
2017 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment	_____
Decent Housing	X
Economic Opportunity	_____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility	X
Affordability	X
Sustainability	_____

Please provide a proposed outcome based on the information below that applies to your activity

MHDC's Home Repair Project defines the projected outcome as the removal of a housing condition that qualifies as hazardous or unhealthy and is in immediate need. During each fiscal year of the grant funding period, MHDC will complete a minimum of 6 home repairs for very-low to low-income households within Dover city limits. In sum, the Home Repair Project's goal is to complete a minimum of 100 emergency home repairs throughout the state of Delaware in 2017.

MHDC is requesting that a maximum cap of $7,500 be used for home repairs. Most homeowners do not need this full amount of funding, but on occasion the homeowner may need a new roof or furnace which cost more than the $5,000 per home the Project had been using in the past with City of Dover CBDG. The repair activities will be focused on eliminating conditions of an immediate health or safety hazard to the homes' occupants. Over the years, typical repairs included: replacement of furnaces, electrical repairs, plumbing repairs, construction of entrance steps and wheelchair ramps, modifying bathrooms for safety and accessibility, replacement of broken windows, roof repairs or replacements, and the installation of hardwired smoke/co detectors.

If granted, MHDC's Home Repair Project will complete at least 6 home repairs, 100% of those units will meet the City of Dover's Housing Code, 100% of repaired units will have immediate threats to safety and/or health eliminated, and no homeowner served will be forced to relocate. Indicators for measurement include: Housing inspections, Certificates of Occupancy, client satisfaction surveys, client case files, interviews, program budget, financial records, organization records and program records.

Number of persons, households, units, or beds assisted as appropriate __*Minimum of 6 households.*_____

Income level of persons or households by: Very Low __*60*_____ %
Low__ *40*_____ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

- *Target area is Dover city limits. Nearly all those served will be low-income households, set by HUD. Minimum of 6 households to be served. Number of persons will vary by household, but using the Delaware average household size of 2.58, according to the U.S. Census Bureau's American Community Survey 5-Year Estimates (2006-2010), it is estimated that approximately 15 persons will be served within FY2017, 60 percent of which will be very-low income.*

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

977 East Masten Circle
Milford, DE 19963

MHDC
AFFORDABLE HOUSING SOLUTIONS

302-422-8255 *phone*
302-422-8260 *fax*
www.milfordhousing.com

February 6, 2017

RECEIVED
FEB 6 2017
CITY OF DOVER
PLANNING & INSPECTIONS

Ms. Tracey N. Harvey
City of Dover Planning Department
City of Dover
15 Loockerman Plaza
Dover, DE 19901

RE: City of Dover CDBG Grant Application FY 2017 – Housing Rehabilitation

Dear Ms. Harvey,

I am pleased to submit the enclosed grant application to the City of Dover for the Community Development Block Grant (CDBG) FY 2017 multi-year program. We are hoping the City of Dover will consider our request in the amount of **$60,000** per fiscal year for housing rehabilitation. If awarded, all funds will go directly to rehabilitate owner-occupied housing units for low- to moderate-income households that reside within city limits.

On behalf of MHDC's Board of Director's and staff, we would like to reiterate our sincere appreciation for the support provided by the City of Dover. If you have any questions, comments, or require additional information, please do not hesitate to contact either me or Russell Huxtable, MHDC Vice President/COO at 302-422-8255 or via email at vmiller@milfordhousing.com and rhuxtable@milfordhousing.com, respectfully.

Warmest Regards,

Valerie A. Miller
Director of Programs & Planning

Enclosures

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2017
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name *Milford Housing Development Corporation*

Address *977 East Masten Circle, Milford DE 19963*

Phone Number *302-422-8255*

B. Name, position and signature of person submitting application:

Valerie Miller, Director of Programs & Planning

Name and position of authorizing official:

David Moore, President/CEO

C. Name, address and phone number of Contact Person:
(If different from B above)

Debbie White, Home Repair Specialist (same address and phone as listed above)

FY 2017 only

Activity: *Homeownership Rehabilitation*
Amount Requested: $ *60,000*
Source of Cash Matching Funds $ *805,450*

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2017.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Housing Rehabilitation	*3-5 households*	*3-5 households*	*100%*	*$60,000.00*	*$60,000.00*

Source of Data:
MHDC will work with the City of Dover's Community Development Office, which maintains a CDBG waiting list of clients who meet program criteria and income limits, as determined by the U.S. Department of Housing and Urban Development (HUD).

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Valerie Miller	*Director of Programs & Planning*
Debbie White	*Home Repair Specialist*

Gary Saroukous *Field Coordinator*

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas for fiscal year 2017.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

- *The highest priority for this project is to rehabilitate owner-occupied housing units found to be in violation of the City of Dover's Housing Code.*

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

- *Program activity is 'Housing Rehabilitation'. This activity is fully described as housing rehabilitation for low- to moderate-income homeowners who reside within city limits.. The goal of the activity is to preserve the City's existing housing stock, as detailed in Dover's Consolidated Annual Action Plan (FY2015-2019).*
- *The total number of units to be rehabilitated is 3-5, per year of grant funding period.*
- *Households must be low- to moderate-income as defined by the U.S. Department of Housing and Urban Development (HUD). Households served must be 80 percent and below Area Median Income (AMI) as defined by HUD.*
- *Housing type is homeownership units. Clients must provide proof that they own the home in order to qualify for the rehabilitation.*
- *Target area is defined as the geographic city limits for the City of Dover. The project is city-wide and will focus on preserving the existing housing stock in the City.*
- *Each household served will be allowed up to $15,000 in repairs to bring*

the unit up to code.

- *The need for home rehabilitation is based on: 1) Overwhelming demand for such services as received daily from the City of Dover by residents; 2) Rising numbers of cost-burdened households, as it relates to housing costs; and 3) Rising number of elderly residents and persons with disabilities facing diverse and critical housing needs. Sources include: City of Dover and the Delaware State Housing Authority.*

C. Provide a timetable showing monthly milestones for completion of each activity.

- *The rehabilitation program will begin immediately once the grant has been approved. The rehabilitation project is expected to take 150 days.*
- *The first month of the project will consist of lead base paint testing for all homes that are 50 years of age and over and sent for review and approval to the Historic Preservation Office.*
- *The second month of the project will consist of the properties going out for bid. The remaining three months will consist of the rehabilitation of the properties.*
- *Rehabilitation activities will meet City of Dover code regulations.*

D. Attach drawings, plans or other documentation necessary to describe program activities.

- *The properties to be rehabilitated will come from the first 3 to 5 applicants off the waiting list and will be for owner-occupied properties in located within city limits.*

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

- *Activities carried out support the overall goals of the City of Dover's Consolidated Plan and its priorities on housing issues. Goal 2 of the 2015-2019 Consolidated Plan is to preserve the existing housing stock in the City of Dover. Home rehabilitation is consistent with this goal.*
- *This project is also consistent with Goal 1 by providing aid to special needs persons. Housing units that will need to become handicap accessible will be completed by this project.*

F. Describe the extent to which the proposed project(s) will address one or more significant priorities identified by the City's Consolidated Plan.

- *The proposed program address the City of Dover's second priority of addressing housing needs. Improving the quality of existing housing stock will address this need by bringing the units up to code requirements.*

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

- *Annually this project is funded for the City of Dover to administer. Each year the city reaches its goal by providing safe sanitary housing to low- to moderate-income persons and making the neighborhoods more desirable to live in. The City of Dover reached out to MHDC in search of possible partnership for service delivery and we have been successfully partnering ever since FY06.*
- *MHDC's Home Repair Project has consistently been funded by the City of Dover for many years. Since FY06, roughly 90 homes within the City of Dover, have received repairs or rehabilitation through the CDBG sub-recipient grant funding through the project.*
- *Award dates and amounts include:*

  FY2006 - $25,000
  FY2007 - $25,000
  FY2008 - $25,000
  FY2009 - $25,000
  FY2010 - $35,000
  FY2011 - $40,000
  FY2012 - $35,000 (Emergency Home Repairs)
  $52,782 (Housing Rehabilitation)
  FY2013 - $40,000 (Emergency Home Repairs)
  $35,658 (Housing Rehabilitation)
  FY2015 - $35,262 (Emergency Home Repairs)
  $52,892 (Housing Rehabilitation)
  FY2016 - $25,000 (Emergency Home Repairs)
  $55,000 (Housing Rehabilitation)

- *In FY14, MHDC was awarded CDBG funds for 'Housing Rehabilitation'. This was a new program activity for MHDC. During our initial monitoring visit by the City of Dover, there were some initial concerns. MHDC was asked to provide the City of Dover with a remediation plan to get the program back on target. This was provided and subsequently, all matters resolved.*
- *'Housing Rehabilitation' is commonly known as the most complicated activity to undergo in the CDBG program, due to vigorous program requirements. It took MHDC staff some time to learn all aspects of the program. However, we have since developed a CDBG Housing Rehab Manual, used for internal purposes, in addition to ensuring our staff have received the training resources they need.*

Based on our experience and subsequent growth, we are now completely confident in our ability to effectively and efficiently administer this program, as demonstrated by our results in FY15.

- *In addition, MHDC will be solely responsible to complete home inspections. MHDC will coordinate these efforts with the City of Dover as needed.*

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

- *Please see Attachment 5.*

5. Each application should also describe the following:

A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

- *The proposed project does not involve efforts to coordinate with businesses regarding the development of community.*

6. Have you received a sub-recipient grant from the previous funding year?
If yes give the total amount $ *55,000 (Housing Rehab) and $25,000 (Emergency Home Repairs) during FY2016.*

MHDC
AFFORDABLE HOUSING SOLUTIONS

Funding Sources

Milford Housing Development Corporation (MHDC)

City of Dover CDBG Funding Sources - FY2017
Emergency Home Repairs & Housing Rehabilitation

PROGRAM SOURCES		AMOUNT
Funding - Restricted, Repairs Only:		
Palmer Home Foundation	$	30,000.00
Rawlins Charitable Trust	$	40,000.00
Potter Charity Trust	$	40,000.00
Atlantic Community Thrift Shop (ACTS)	$	18,000.00
Total Sources - Restrictive, Repairs Only =	**$**	**128,000.00**
Funding - Non-Restrictive:		
Delaware State Housing Authority	$	600,000.00
Delaware Grant-in-Aid	$	38,450.00
Sussex County	$	20,000.00
Discover Bank	$	10,000.00
Kent County Levy Court	$	6,500.00
Milton & Hattie Kutz Foundation	$	2,500.00
Total Sources - Nonrestrictive =	**$**	**677,450.00**
Total Program Sources =	**$**	**805,450.00**

ADDENDUM
2017 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __X___
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility __X____
Affordability __X____
Sustainability _____

Please provide a proposed outcome based on the information below that applies to your activity

- *If granted, MHDC will complete 3-5 home rehabs per fiscal year, 100% of those units will meet the City of Dover's Housing Code, 100% of meet accessibility requirements as needed. Indicators for measurement include: Housing inspections, Certificates of Occupancy, client satisfaction surveys, client case files, program budget, financial records, organization records and program records.*

Number of persons, households, units, or beds assisted as appropriate __*3-5 Households*_____

Income level of persons or households by: Very Low __*50*_____ %
Low__ *50*_____ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

- *If approved, 3-5 households will be served during the grant funding year. 100% of these households will be low- to moderate-income. Target geography includes the City of Dover city limits.*

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

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FEB 6 2017
CITY OF DOVER
PLANNING & INSPECTIONS

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2017
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name ___Central Delaware Habitat for Humanity, Inc._____

Address __544 Webbs Lane, Dover, DE 19904_____

Phone Number __(302) 526-2366_____

B. Name, position and signature of person submitting application:

__Jocelyn Tice, Interim Executive Director_____

Name and position of authorizing official:

__Frank Daniels, Board President_____

C. Name, address and phone number of Contact Person:
(If different from B above)

___N/A_____

FY 2017 only

Activity:	_Housing Rehabilitation__
Amount Requested:	$_40,000_____
Source of Cash Matching Funds	$_$10,000_____

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. Future program years may be estimated as long as 51% of the population being served is low to moderate income.

1. In column 1, list the activity and fiscal year through 2017.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
FY 2017					
Housing Rehabilitation	8	8	100%	$40,000	$40,000

Source of Data: American Community Survey 2011-2015, the highest percentage, 36.7%, for household size, was a household size of 2 in the City of Dover, so 2 per household was used to calculate the total number served.

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Jocelyn Tice, Interim Executive Director/Grant Administrator	
Harvey Carrow, Construction Supervisor	

B. Attach resumes or other supporting documentation for the personnel of new applicants, which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas for fiscal year 2017.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

B. Each program activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

C. Provide a timetable showing monthly milestones for completion of each activity.

D. Attach drawings, plans or other documentation necessary to describe program activities.

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

F. Describe the extent to which the proposed project(s) will address

one or more significant priorities identified by the City's Consolidated Plan.

G. Describe the extent to which the project builds upon previous work or supplements other work that will be funded from other sources.

H. Describe source and amount of any funds used to leverage the City's portion of the project. Indicate when these funds will be available. Attach documentation of any match.

5. Each application should also describe the following:

   A. Describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

6. Have you received a sub-recipient grant from the previous funding year?
   If yes give the total amount $ 30,000 .

ADDENDUM
2017 CDBG SUB-RECIPIENT APPLICATION FORM

Please choose the best option that describes the purpose of your activity from the three objectives.

Suitable Living Environment _____
Decent Housing __x____
Economic Opportunity _____

Please choose the best option that will describe the outcome of your activity based on the categories listed below.

Availability/Accessibility _____
Affordability _____
Sustainability ___x____

Please provide a proposed outcome based on the information below that applies to your activity

Number of persons, households, units, or beds assisted as appropriate ____8_____

Income level of persons or households by: Very Low _____ %
Low___100_____ %
Moderate _____ %

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served.

Your close out report will require you to provide breakdowns of those served by race, ethnicity and disability.

Grant Application Form

2. **Management Capacity**

CDHFH is not a new applicant nor are any of the personnel new to the program, so the supporting documentation is not necessary to include in the work plan.

CDHFH has renovated a total of 10 homes, 6 in the City of Dover, then sold to low-income homebuyers which makes Habitat qualified to oversee and/or complete repairs on existing owner-occupied homes. Also, CDHFH did complete an extensive exterior repair project (siding, shutters, paint) on an owner-occupied home on Ann Ave in the summer of 2016 through the partnership of Thrivent Financial, so CDHFH does have experience with this scope of work.

4. **Application Work Plan**

CDHFH's Mission Statement

Central Delaware Habitat for Humanity's mission is seeking to put God's love into action by bringing people together to build affordable homes, communities, and hope. We do this by partnering with the Kent County community to provide resources, financial support and volunteer time.

Purpose of Central Delaware Habitat for Humanity

The purpose of Central Delaware Habitat for Humanity (CDHFH) is to build or renovate simple, decent affordable homes in Kent County by partnering with low-income people (60% or below median income). CDHFH also strives to empower and educate each homeowner to be successful in maintaining their property as well as managing finances for their new home. CDHFH is a unique affordable housing organization for the following reasons:

- Habitat assists those that are not able to obtain a conventional financing.
- Habitat offers a 30 year, 0% interest mortgage.
- Each adult in the home will have to complete 250 hours of sweat equity.
- Each home is built by volunteers from the local community with the exception of a few subcontractors for various aspects of construction.
- Habitat has a first and second mortgage.
- CDHFH has maintained a 0% foreclosure rate through 2016.
- CDHFH is the only affordable housing organization in Kent County offering a 0% interest mortgage.

The above describes our primary program, affordable homeownership; however, CDHFH does have a repair program called A Brush with Kindness. Many affiliates across the nation utilize this program at their affiliate and include critical home repairs as well. CDHFH has completed five homes under this program in Frederica; however, it ties into our neighborhood revitalization

effort here in Dover, which is why owner-occupied rehabilitation is our program activity for fiscal year 2017.

A. Program Activity Priority

For the past two fiscal years, '15 and '16, CDHFH has focused on expanding home ownership by renovating vacate homes and selling to low and very low income homebuyers; however, for this fiscal year, CDHFH is shifting to owner-occupied rehabilitation to achieve a greater impact around the homes CDHFH and others have built and/or renovated within the City of Dover.

The program activity for FY2017 is:

- Housing Rehabilitation

CDHFH will provide minor and major exterior repairs on current owner-occupied housing to prevent further blight on homes and eliminate code violations. The repairs would be exterior only with the exception of emergency repairs on a case by case basis. All qualified home owners would be required to be 60% or below area median income thus targeting low-income.

This program addresses the following two national objectives:

- To give maximum feasibility priority to activities which will benefit low and moderate income families
- To aid in the prevention of slums and/or blight

B. Program Activity Description

CDHFH's activity for fiscal year 2017 includes rehabilitating four owner-occupied homes within the City of Dover with a priority in the Restoring Central Dover area. The owners would be 60% or below area median income. This activity will not specifically target a special population; however, all home owners are welcome to apply. The number of homes will be based on the amount of funding awarded as well as the scope of work at each home. The goal would be to spend $10,000 or less on each home, so we may be able to do more if the repairs are minor and we may serve less if the repairs are more extensive. At a minimum we would serve at least 2 households. The priority would be to focus on exterior code violations and blight; however, there may be a need at the same home to address any emergency repairs. Exterior repairs and beautification include roof, siding, windows, doors, decks, ramps, landscaping, etc.

CDHFH has a repair program called A Brush with Kindness. The program guidelines will be updated to include minor and major exterior repairs beyond the standard beautification but the criteria for qualifying for the program would remain the same. Due to the potential scope of work for each of the four homes, CDHFH volunteers may or may not be able to complete the work in which case, CDHFH will bid out the work to a local contractor. CDHFH's Construction Supervisor will oversee the work and draft the scope of work; but due to our new construction homes, this person does not have the capacity to do the work themselves or oversee volunteers but is able to coordinate the work with a contractor. CDHFH's Outreach Director will accept all applications and will approve the qualified owners for this project.

CDHFH has built five new homes on South Kirkwood, two new homes on North New with the plan of three more and will be building three on North Kirkwood in 2017, so the priority would also be to target owner-occupied homes that are on the same block as these new homes in an effort to improve the curb appeal of that block and eliminate blight. CDHFH is planning on at least 10 more homes within the downtown area on similar streets. Identifying owner-occupied homes on the same blocks as CDHFH homes may be challenging since 75% of the occupied homes in Restoring Central Dover are rentals. A key partnership in identifying homes in close proximity with code violations will be with the City of Dover.

CDHFH's program guidelines include a repayment plan for the work that was completed; however, with the CDBG funds, this may not be permissible and a grant restriction will be put on the home if required by the City.

This activity is not only consistent with the City's Consolidated Plan as outlined in E &F, but also with Restoring Central Dover. Two of the goals identified in the Positive Development section are to expand access to housing repair programs and initiate volunteer-based neighborhood housing repair organization. Central Delaware Habitat for Humanity is mentioned in the plan as interested in implementing our repair program in this target area.

In regards to need for the owner-occupied rehabilitation program, Restoring Central Dover did conduct a building conditions survey within the target area. Most of the homes identified as poor or very poor are located on Kirkwood, Queen and New Streets. The survey indicated that 40% of the buildings are in fair shape but that is based solely on what is visible from the street, so it would be safe to say the condition may be worse.

According to the City's Consolidated Plan, here are some additional reasons why this project is needed:

- 39.4% of all households within the City are below 80%AMI
- Over 42% of the households in the City spend more than 30% of their income on housing(rent/mortgage plus utilities)
- Of the 12,603 households in the City, 10,625 have one or more of the four housing problems (lacks complete kitchen facilities, lacks complete plumbing facilities, more than one person per room and cost burden greater than 30%)
- Only 375 owner-occupied units of 3,499 are affordable to owners between 30-50% AMI.
- 29% of owner-occupied units have one housing condition, while 69% have no conditions.
- 41% of the owner-occupied homes were built between 1950-1979 while only 15% were built 2000 or later.
- The City's central target area has the highest percentage of older homes throughout the City.
- 960 households within the City have at least one person 62-74 years of age whose income is 80% or below AMI.

Based on this information, there is a need for housing rehabilitation as the owners do not have the funds to be able to make the necessary improvements to their property or may be on fixed income such as the elderly or disabled. Also, CDHFH receives numerous calls from homeowners throughout Kent County inquiring about repair programs. Kent County has a

waiting list of over 600 owners who need some type of assistance. The need for owner-occupied repair is high which is why it is a priority in the City's Consolidated Plan.

As CDHFH expands home ownership through new construction and owner-occupied rehabilitations throughout downtown, the benefits to low-income families are:

- Stability and security
- Safe neighborhood for children to play
- Children do better in school
- Health improves throughout the entire family, especially children
- Develops a sense of pride
- Develops a sense of community
- Builds self-esteem

These lead to safe and livable neighborhoods.

C. Timetable

Below is a timetable for the activity that CDHFH will complete in Fiscal Year 2017.

Activity	4 Owner-Occupied Rehabs
Homes Identified	October 2017
Home Owner Approved	October 2017
Scope of Work Drafted	October 2017
Environmental Review	November 2017
Environmental Remediation	December 2017
Bids Solicited	November/December 2017
Permit	January 2018
Renovation Begins	February 2018
Renovation Ends	May 2018

CDHFH receives calls on a regular basis regarding assistance for repairs, so CDHFH will track or gather additional information from individuals that are within the City of Dover as a means of expediting the qualified homes if funding is approved. CDHFH will also begin taking note of homes in the surrounding areas of Habitat's, NCALL's and MHDC's new homes that may qualify as well as talking with the code department in the City. Also, depending on the scope of work, environmental work may not need to be completed.

D. Supporting Documentation

CDHFH's repair program, A Brush with Kindness, was approved by the Board of Directors in 2015. At that time the program was targeting homes in need of beautification, landscaping, exterior paint, etc. This project is a bit more extensive, so CDHFH will update the program to

include exterior repairs such as roof, windows, doors, decks, etc. Attached is the general program guidelines as well as the application.

The scope of work and budget for each home will be different.

E. Goals & Objectives of the City's Consolidated Plan 2015-2019

The goals and objectives that CDHFH's project conforms to are:

a. Preserve the existing housing stock in the City of Dover.

   i. CDHFH's project of four owner-occupied rehabilitations will preserve the existing housing stock by targeting those with exterior code violations. CDHFH will consider emergency repairs on a case by case basis.

b. Provide safe and livable neighborhoods.

   i. By rehabilitating four blighted properties, it will provide stability to the neighborhood as well as potentially reduce crime.

F. Priorities within the City's Consolidated Plan

According to the City's Consolidated Plan 2015 – 2019, there are five priorities:
1. Homelessness
2. Homeowner Rehabilitation
3. Homeownership Assistance
4. Permanent Supportive Housing
5. Public Facility Improvements

This proposed project will address homeowner rehabilitation. The proposed project is specifically targeting owner-occupied properties throughout the City of Dover with an emphasis on homes within the Restoring Central Dover area which include the Downtown Development District. It is our goal address exterior only code violations and blight as a means of preserving the existing housing stock within the City.

G. Project Expansion

In the downtown area there are three initiatives that this project supports, Restoring Central Dover, Strong Neighborhoods Housing Fund (SNHF) and Downtown Development District (DDD). All of these initiatives strive to increase homeownership, decrease crime and eliminate blight. For the past two years, CDHFH has been working on South Kirkwood Street and North New Street by building new single family homes allowing for a transformation of that block as well as acquire numerous properties in an effort to expand the impact. By acquiring properties and building new homes in a concentrated area, there will be a greater impact and CDHFH,

along with their partners, will be able to expand into other blocks to create change block by block.

Since CDHFH's work has been focused on creating home ownership through new construction, CDHFH would like to be able to assist neighboring homeowners in repairing the exterior of their home in an effort to make a greater impact in the block transformation. This would also apply to the new homes that NCALL, Milford Housing Development Corporation (MHDC), and other developers are building downtown. This is a holistic approach to neighborhood revitalization.

H. Funding Sources

NCALL submitted an application to Delaware State Housing Authority for the Strong Neighborhoods Housing Fund and CDHFH was a partner organization in the application. Award announcements are supposed to be in February 2017. The application was primarily for new construction of 27 homes; however, there was a request for funding for 6 owner-occupied rehabilitations up to $25,000 each for a total of $150,000. If NCALL is awarded the funds, CDHFH may be able to partner with NCALL on the rehabilitations of those 6 homes to leverage the CDBG funds to complete a larger rehabilitation then just the exterior. The target area for the DSHA funds would be the Restoring Central Dover area.

Also, CDHFH has partnered with Thrivent Financial who supports owner-occupied rehabilitation by providing $2,500 per project and volunteers. The application for these funds are house specific, so they are currently not committed for this project but would be a potential source once the homes have been identified. The amount from this source could be $10,000 ($2,500 times 4 homes). These funds are available on an ongoing basis.

5. **Business / Community Collaboration**

CDHFH does not only benefit low-income people but also the business community and the community at large. Volunteers (community members, churches, businesses, civic organizations, corporations) are the lifeblood of Habitat. This program creates an opportunity to bring people together that would not ordinarily connect, but are able to rehabilitate a house together. In 2016, CDHFH has over 1,600 volunteers to assist in various capacities. The goal would be to try to utilize volunteers for these projects, but the scope of work may be too extensive for the volunteers and/or the time may not align with the construction schedule.

Other key collaborators are:

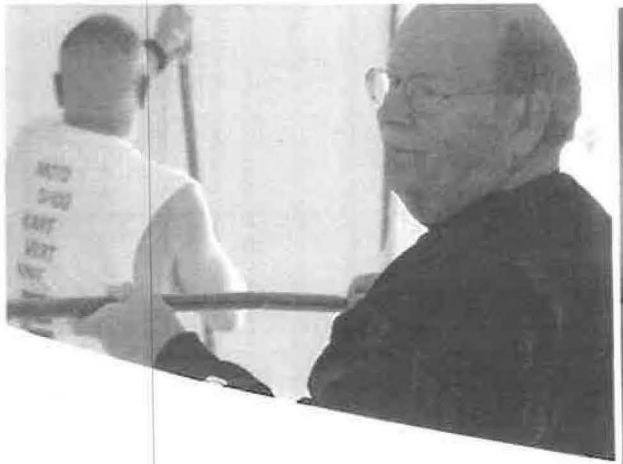
- NCALL – NCALL has started to not only provide housing counseling, but also started developing affordable homes as a result of spearheading the community plan, Restoring Central Dover. Within the Restoring Central Dover area, NCALL has two homes under construction and plans to build as least six more plus if the SNHF application is approved will do an additional 10 – 15. All these homes are targeting those whose income is below 120% AMI. CDHFH is working with NCALL in identifying properties for acquiring for new construction but will also partner with NCALL in identifying owner-occupied rehabilitation homes in an effort to support the new construction. NCALL has also started doing some owner-occupied rehabilitation in the City as well.

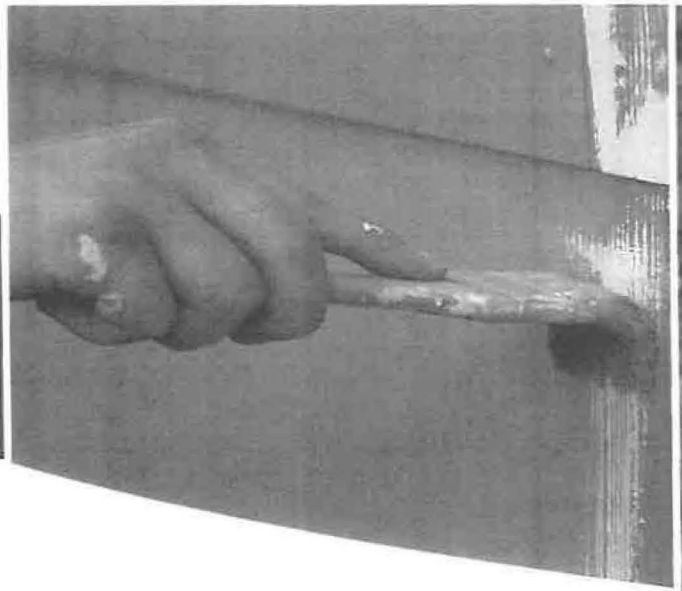
- City of Dover – The City would be informing CDHFH of homes that are in code violations if permissible which would allow CDHFH the ability to target homes that are already violating the code.

- MHDC – MHDC has been a key partner in the pilot program of SNHF and also has a history of successfully completing owner-occupied rehabilitations in the City of Dover. CDHFH would like to partner with MHDC to more within the City and serve more households. This would allow us to streamline the application process and leverage funds on a project if needed.

- MauTiste Group – This is a for-profit developer who has started building new homes within the Downtown Development District. It is their goal to compliment the work we are doing with affordable homeownership, so again, by working together we will be able to target owner-occupied homes in close proximity of these new homes as well for a greater impact on the block.

- Restoring Central Dover Steering Committee – The steering committee is comprised of other 30 individuals representing business, churches, non-profits, government and other organizations with the goal of revitalizing the plan's area. CDHFH is on the committee and considers each and every person a collaborator since this project would be targeting the plan area.







How does it work?

Habitat works with homeowners to develop a project scope, budget and plan. Supplies and skilled labor are offered to homeowners via no-profit project costs.

Central Delaware Habitat for Humanity®

A Brush with Kindness

A Brush with Kindness is a program of Central Delaware Habitat for Humanity that helps low-income homeowners by offering beautification. Volunteer teams work to improve the condition of homes by painting, landscaping, and performing beautification at minimal costs to homeowners who would otherwise be unable to complete the beautification on their own. Able-bodied homeowners are encouraged to work alongside the volunteers in a cooperative effort. This program is for homeowners earning 60 percent or less of the area median income.

Could Your Home Use A Brush With Kindness?

Building Homes.
Building Hope.
Building Communities.

EQUAL HOUSING OPPORTUNITY

Central Delaware Habitat for Humanity®

A Brush with Kindness

CENTRAL DELAWARE HABITAT FOR HUMANITY

An owner-occupied home beautification program serving Kent County

How do I apply?

You must complete an application to apply to our program. Applications may be found at our office or on our website. Applications are screened and projects are accepted based on our volunteer availability.

Website

Our website has more information about the program and how to apply. Visit CentralDelawareHabitat.org

Email: repairs@centraldelawarehabitat.org

Office

If you have specific questions you need answered or are looking to speak with someone about the program, visit or call our office at **(302) 526-2366.**

544 Webbs Lane
Dover, DE 19904
(302) 526-2366

THE APPLICATION

Completed Applications **MUST** include:

- ⇒ Proof of homeownership i.e. deed, property tax notice, copy of mortgage payment, etc.
- ⇒ Proof of homeowner's insurance i.e. copy of policy or bill
- ⇒ Proof of all financial income (pay stubs, state and/or federal assistance documents) for all household residents
- ⇒ Copy of most recent tax return

The Program

CDHFH is excited to offer A Brush With Kindness (ABWK), an owner-occupied beautification program.

What we do

ABWK focuses primarily on neighborhood beautification through the exterior painting and landscaping of homes. Labor is offered at no cost to homeowners. The scope of work is defined by ABWK and agreed on by both parties before the work begins.

Who we partner with

ABWK partners with low-income homeowners based on need and scope of work. You must own and occupy a home in Kent County that could benefit from minor exterior improvements.

PROJECT COSTS

Estimated Prices

Exterior Painting	$100
Yard Cleanup	$50
Landscaping	$100

Other project requests may be considered. Prices may vary depending on scope of work.

Am I Eligible?

- You must own and occupy a home in Kent County that could benefit from minor exterior improvements
- ⇒ Current eligible locations are in the City of Dover
- Must be willing to partner with Habitat
- Must be unable to afford home improvements and unable to complete them otherwise, due to age, disability, or circumstance
- Must meet income guidelines (see table below):

Family Number	Yearly
1	$26,460
2	$30,240
3	$34,020
4	$37,740
5	$40,800
6	$43,800
7	$46,800
8	$49,860
	(HUD 2016)

Questions?

Please don't hesitate to contact our office with any questions about the program. We would be happy to help walk you through the application process and answer any questions or concerns you may have.

Our office is open Monday-Friday from 9AM-5PM and can be reached at (302) 526-2366.

Building Homes.
Building Hope.
Building Communities.

Central Delaware Habitat for Humanity® | A Brush with Kindness | EQUAL HOUSING OPPORTUNITY

FOR OFFICE USE ONLY: DO NOT WRITE IN THIS SPACE

Date Application Received: _____

Accepted? _____

Application for *A Brush With Kindness*

Dear Applicant: Please fill out this application as completely as possible. We will use this application to help determine if you qualify. All information will remain confidential.

1: Applicant Information

Applicant	Co-Applicant
Name _____	Name _____
Social Security Number: XXX - XX - _____	Social Security Number: XXX - XX - _____
Date of Birth _____	Date of Birth _____
E-mail address _____	E-mail address _____
Home Ph. _____ Cell Ph. _____	Home Ph. _____

2: Household Information

Address _____ City _____

Home Telephone Number _____ Years at Address _____

Do you have any pets that may be a risk to volunteers on the property? _____

Names, ages and relationship to homeowner of all people living in the home:

Name	Relationship	Age	Monthly Income

Total: $_____

3: Requested Repairs

Please describe your home: _____

_____

_____

Briefly describe the type of work you would like done on your home. Attach a separate piece of paper if there is not enough space to list all requested work. Remember that the items listed below will be considered, but the final decision on what work can be done with our time and financial resources will be made at the discretion of *A Brush with Kindness*. The work done will focus on beautification. Our volunteers are not professionals and may not be able to do all the work requested.

Exterior painting: (List all exterior painting requirements. Be Specific.)

Yard Work/Landscaping: (Indicate if there is yard clean-up and/or trash removal required.)

4: Personal Statement

Please write a brief explanation of why you feel you should be selected and how it will help you.

Application for *A Brush With Kindness*

5: Household Income Information

MONTHLY INCOME - APPLICANT NOTE: BENEFITS RECEIVED ON BEHALF OF A MINOR CHILD COUNT AS APPLICANT INCOME

Employment	_____	SSI	
Food Stamps	_____	Social Security	
SSDI	_____	Pension/Retirement	
Child Support	_____	Other	

MONTHLY INCOME - CO-APPLICANT NOTE: BENEFITS RECEIVED ON BEHALF OF A MINOR CHILD COUNT AS CO-APPLICANT INCOME

Employment	_____	SSI	
Food Stamps	_____	Social Security	
SSDI	_____	Pension/Retirement	
Child Support	_____	Other	

MONTHLY INCOME NOTE: BENEFITS RECEIVED ON BEHALF OF A MINOR CHILD COUNT AS RESIDENT INCOME

Employment	_____	SSI	
Food Stamps	_____	Social Security	
SSDI	_____	Pension/Retirement	
Child Support	_____	Other	

MONTHLY INCOME NOTE: BENEFITS RECEIVED ON BEHALF OF A MINOR CHILD COUNT AS RESIDENT INCOME

Employment	_____	SSI	
Food Stamps	_____	Social Security	
SSDI	_____	Pension/Retirement	
Child Support	_____	Other	

6: Special Populations

Does anyone in the home have special needs or limitations that would prevent them from making the home repairs on their own? Yes or No If yes, please describe:_____

Is translation needed? Yes or No If yes, what language? _____

Are you a veteran? Yes or No If yes, what branch? _____

7: Applicant Agreement

Homeowner Agreement: I, _____ certify that the information on this application is true and accurate and that I own the property at the address specified below. I have no present intention to move or offer my home for sale for at least one year. I confirm that, except for the conditions listed in this application, my home is a safe place for volunteers. I understand that the people who may work on my house are unpaid volunteers; that few, if any of them, are skilled in the building trades; and that A Brush with Kindness makes no warranties, expressed or implied, regarding any materials, used or work done by anyone at my house. I hereby agree that I, my assignees, their heirs, distributes, guardians, and legal representatives will not make a claim against, sue or attach the property of Central Delaware Habitat for Humanity or any affiliated organizations or the suppliers of any tools or equipment that I use in these activities, for injury or damage resulting from negligence or other acts, howsoever caused by any employee, agent, contractor of, or participant in Central Delaware Habitat for Humanity activities. I hereby release Central Delaware Habitat for Humanity and any of its affiliated organizations from all actions, claims or demands that I, my assignees, heirs, guardians, and legal representatives now have or may hereafter have for injury or damages resulting from my participation in any Central Delaware Habitat for Humanity activities. I hereby grant and convey unto CDHFH all right, title, and interest in any and all photographic images and video or audio recordings made by CDHFH during the site assessment and volunteer work day(s).

Address _____

Signature of Applicant _____ Date _____

Signature of Co-Applicant _____ Date _____

Are all homeowners aware of this application? Yes No

8: Permission to Refer

If your needs can be met more appropriately by another program, may we share your application with them? (circle one)

YES NO

Unless we have your explicit permission, your application is a confidential document and will be used solely to evaluate the acceptability of your home for beautification by Central Delaware Habitat for Humanity.