COUNCIL COMMITTEE OF THE WHOLE
AGENDA

MARCH 15, 2016 - 6:00 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

PUBLIC COMMENTS ARE WELCOMED ON ANY AGENDA ITEM AND WILL BE PERMITTED AT APPROPRIATE TIMES. WHEN POSSIBLE, PLEASE NOTIFY THE CITY CLERK (736-7008 OR E-MAIL AT CITYCLERK@DOVER.DE.US) SHOULD YOU WISH TO BE RECOGNIZED.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

(MEETING WILL CONVENE AT 6:00 P.M. AND WILL NOT EXCEED ONE (1) HOUR IN LENGTH)

AGENDA ADDITIONS/DELETIONS

1. **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**

2. **REVIEW OF ACTIVE RECREATION AREA PLAN - THE ARBORS SENIOR GARDEN APARTMENTS - 1051 COLLEGE ROAD (PLANNING REFERENCE S-16-07)**
   (STAFF RECOMMENDS APPROVAL OF THE ACTIVE RECREATION AREA PLAN WITH THE COMMENTS AND CONDITIONS PROVIDED)

3. **UPDATE - RESIDENTIAL APPEAL PROCESS AND NON-COMPLIANT NON-CONFORMING USES**
   (DURING THEIR MEETING OF DECEMBER 14, 2015, THE COMMITTEE REQUESTED STAFF TO PREPARE A RESIDENTIAL APPEAL PROCESS AND TO LOOK AT THOSE PROPERTIES WITHIN CITY LIMITS THAT ARE CLEARLY NON-COMPLIANT WITH THE USES, FOR REVIEW BY THE COMMITTEE DURING THEIR MARCH MEETING)

4. **CITIZEN SUGGESTIONS**

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

(MEETING WILL CONVENE UPON ADJOURNMENT OF THE PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING AND WILL NOT EXCEED 45 MINUTES IN LENGTH)

AGENDA ADDITIONS/DELETIONS

1. **ACKNOWLEDGMENT OF BENEFIT CHANGE FOR NON-BARGAINING EMPLOYEES - ARTICLE XVII EMPLOYEE BENEFITS, SECTION 3 - DEFERRED INCOME** (CITY OF DOVER PERSONNEL POLICY)
   (STAFF RECOMMENDS THAT THE LANGUAGE IN THE PERSONNEL POLICY BE ADHERED TO AND THAT THE PERSONNEL POLICY LANGUAGE CHANGES BE APPROVED)

2. **PROPOSED ORDINANCE #2016-14 AMENDING APPENDIX B - ZONING, ARTICLE 6 - OFF-STREET PARKING, DRIVEWAYS AND LOADING FACILITIES, SECTION 5 - SUPPLEMENTARY REGULATIONS FOR PARKING AND LOADING FACILITIES, SUBSECTION 5.3 - SUPPLEMENTARY PARKING REGULATIONS FOR MULTIPLE DWELLINGS, INCLUDING DUPLEXES, MULTIPLEXES, AND APARTMENTS (SPONSORS: HARE, COLE, AND TOWNSHEND)**
   (STAFF RECOMMENDS ADOPTION OF ORDINANCE #2016-14)

3. **ADJOURNMENT OF LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING**

ADJOURNMENT OF COUNCIL COMMITTEE OF THE WHOLE MEETING

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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 15, 2016

RE: CDBG Grant Recommendations for FY16

Planning Staff has provided the proposed Community Development Block Grant (CDBG) allocation recommendations for the FY16 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 total grant allocation for fiscal year 2016 is $236,509.00 which is based on the FY16 grant allocation of $227,955.00, and anticipated program income of $8,554.00. 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 to public service activities with a maximum of $35,476.

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 8-24 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 a vacant single family home located in the Downtown Development District area to sell and provide affordable housing to a low income family.

FY16 CDBG Proposed Budget

2016 Grant Projects	Grant Request	Current Amount	Recommended Amount
Homeownership Assistance Program	$60,000	$60,000	**$50,000**
*Program Administration	$47,342	$47,005	**$47,301**
Dover Interfaith Mission for Housing	$27,000	$27,000	**$22,000**
Connections Community Support	$15,000	$7,391	**$7,208**
MHDC Emergency Home Repairs	$40,000	$35,262	**$25,000**
MHDC Homeowner Rehabilitation	$60,000	$52,892	**$55,000**
Central Delaware Habitat for Humanity	$40,000	$40,000	**$30,000**
Total	$289,342	$269,550	**$236,509**

***Program Administration current amount of $47,005 is a rollover from the FY14 Budget.**
There was no Program Administration budget for FY15.

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2016
CDBG GRANT APPLICATION FORM

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

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 2016 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

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. For fiscal year 2015, the City allocated their full grant award for homeownership assistance to the

designated Downtown Development District Target Area to assist in increasing homeownership in the area.

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 $ 60,000.00 in 2015 .

ADDENDUM
2016 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 ___6___

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 2016
CDBG GRANT APPLICATION FORM

1. General Applicant Information

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

Jeanine Kleimo, Chair
Dover Interfaith Mission for Housing
684 Forest Street
Dover DE 19904
736-3600

B. Name, position and signature of person submitting application:
Jeanine Kleimo, Chair
Dover Interfaith Mission for Housing
684 Forest Street
Dover DE 19904
736-3600

Name and position of authorizing official:

Jeanine Kleimo, Chair
Dover Interfaith Mission for Housing
684 Forest Street
Dover DE 19904
736-3600

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

_____

_____

_____

FY 2016 only

Activity: _Shelter operation _____
Amount Requested: $__27,000_____
List Source of Cash Matching Funds $__DSHA and 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 2016.
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
Shelter	150+	150+	100%	$27,000	$27,000

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

Source of Data: Contracts with agencies

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Jeanine Kleimo	Chair
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. (Resumes only need to be submitted if new personnel will be managing the grant).

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2016. Items C thru H will only need to be completed for the current fiscal year. 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.

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 $ 27,000 in 2015; other amounts earlier .

ADDENDUM
2016 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. Project is located within the Restoring Central Dover area

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

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 1,600 individuals. 283 resided in the shelter during the year January 1—December 31, 2015.

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.

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 80 men re-employed annually in the past, the impact on the local economy is in excess of $1.25 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. All training is managed by a board member who is a retired educator, and all training is provided by 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, two case managers, and an intake coordinator who also serves as liaison with local prisons. Part of her responsibility is to ensure that men released from prison without supportive families to return to can access the DIMH shelter and its programs to facilitate re-entry into a productive lifestyle.

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, a constant stream of visitors use the facility, averaging 40 to 45 daily. 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 operates under the auspices of DIMH; however, no CDBG funds are used or sought for the operation of these refuges for homeless men, women, and families.

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; therefore, no documentation is provided beyond the attached annual report for Calendar Year 2015, describing the organization's activities and accomplishments.

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 100 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 will enable thirty or more men to move from the shelter to stable, supportive housing for which they will pay a modest rent. This fee will include 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 283 served during calendar 2015. Well over half are enabled to secure employment and stable housing in the community.

G. And H. LEVERAGE AND PROJECT COSTS

$30,000 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 $45,000.

The Delaware State Housing Authority is providing $6,781 for operating costs for FY2016, making it possible for DIMH to cover manyt 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, $30,000 may be divided by the 283 shelter guests or by the 12,410 person nights of shelter provided during calendar 2015:

$30,000 would provide 12,410 person-nights of shelter at $2.40 per person per night.

$30,000 would provide an average benefit of about $167 per person, 100% of whom have very low incomes.

In addition to the grants for operating costs, DIMH has received a total of $245,000 in grants to support staffing and programs for a total budget of $370,000 in overall support. The request of $30,000 would, therefore, leverage another $340,000 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 283 men during 2015, with more than 150 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 100 or more men 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 Merchants Association contributes monetarily through its "First Friday" initiative. DIMH is one of the local charities registered as a beneficiary of the Bayard Pharmacy donation program, and Bayard Pharmacy recently sponsored a benefit dinner for DIMH in partnership with the local group called "Gals That Give." Several local businesses contributed gifts for an auction at this dinner to raise additional funds.

Through the Cen-Del Foundation, DIMH is accessing donations of supplies and materials from the Greater Kent Committee network of businesses. This past year, such items as file cabinets, room dividers, pens and some tablets of paper were obtained from local businesses. Olive Garden and some other stores and restaurants provide meals and surplus food. This network of food providers is increasing, with regular pickups at several local restaurants and retailers.

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 (a new 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. Most notably, DIMH initiated a collaborative forum with the Cen-Del Foundation that is expected to generate a directory of nonprofit organizations in Kent County as well as a quarterly forum for interaction.

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2016
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.
500 West Tenth Street
Wilmington, DE 19801
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 2016 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 2016.

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 2016	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.**

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2016. Items C thru H will only need to be completed for the current fiscal year. 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.

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

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.

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 findingsnpoint 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
2016 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.

CONNECTIONS
COMMUNITY SUPPORT PROGRAMS

Mission

Connections Community Support Programs, Inc. provides a comprehensive array of healthcare, housing and employment opportunities that help individuals and families achieve their own goals and enhance our communities.

500 West 10th Street ▪ Wilmington, DE 19801 ▪ www.connectionscsp.org

United Way of Delaware

Administration [302-984-3380]

Toll Free [866-477-5345]

Fax [302-984-3324]

carf

HEALTH CARE SERVICES CONTRACT

This Contract, a professional services Contract under the law of the State of Delaware, is made this 6TH day of March, 2014, by and between Connections Community Support Programs, Inc. ("CCSP") and the State of Delaware Department of Correction ("DOC")(collectively referred to as the "Parties").

RECITALS

WHEREAS, DOC desires to procure professional healthcare services to serve the needs of the State of Delaware and its incarcerated offender population; and

WHEREAS, DOC has asked prospective vendors to submit proposals in relation to Contract No. DOC1426-Health; and

WHEREAS, CCSP submitted a proposal to provide certain health care services and such proposal was accepted by DOC;

NOW, THEREFORE, in consideration for the mutual promises contained herein, the Parties enter into this Contract and each of the documents that comprise this Contract as specifically incorporated by reference herein and revoke any previous Contracts between the Parties regarding health care services, with the exception of Contract No. DOC1202-Mental Health. All references to the "State," "Delaware," "DDOC," the "Department of Correction," or the "Department" shall be deemed as references to DOC. All references to "Vendor," "CCSP," "Connections CSP," or "Connections Community Support Programs, Inc." shall be deemed as a reference to CCSP. The terms and conditions of this Contract are contained within this DOC/CCSP professional healthcare services Contract which shall include by reference the following documents:

- This Contract and its Exhibits;

- The DOC Request for Proposals for Contract No. DOC1426-Health and any amendments thereto (Exhibit A);

- CCSP's Letter of October 15, 2013 (Exhibit B);

- CCSP's Proposal in Response to the above Exhibit A (Exhibit C).

NOW THEREFORE, DOC and CCSP mutually agree as follows:

1. ***Contract Term.*** Subject to the other terms and provisions hereof, the initial term of this Contract will be for four (4) years commencing on June 1, 2014 (the "commencement date") and shall terminate, unless renewed, on June 30, 2018 (the "natural termination date"). The Contract may be renewed by DOC for two (2) additional two (2) year renewal periods.

2. ***Contract Price.*** DOC and CCSP agree on an annual base price of $40,602,500 for the first 13 months ("year one") of this Contract and $41,414,550 for the next 12 months ("year two") of this Contract. The annual base price for the last 24 months ("years three and four") of the initial term of this Contract may be increased by a percentage consistent with the U.S. Department of Labor's "All Items Consumer Price Index for All Urban Consumers" (CPI-U); provided, however, that any such percentage increase in years three or four shall not exceed 2.5% of the annual base price then in effect. The Parties further agree the CCSP shall submit to DOC an invoice on or about the last day of each month commencing on June 30, 2014. CCSP may invoice DOC every fourteen days, beginning with July 15, 2014 and continuing through January 15, 2015, at its discretion. For year one, the total invoices for each month shall not exceed one thirteenth (1/13) of the annual base price for the first year of this Contract. After year one, each invoice shall be for one twelfth (1/12) of the annual base price due hereunder for each year of this

Contract. For year one, the monthly invoiced amount shall be no greater than $3,123,269.23. For year two, the monthly invoiced amount shall be no greater than $3,451,212.50. DOC shall pay the undisputed portion of each invoice within 30 days of receipt. The amount of said monthly payment shall be subject to modification only as set forth in this Contract or as mutually agreed upon by the Parties pursuant to a subsequent mutually-signed writing. Adjustments to compensation may be made to account for Medicaid reimbursements or the results of quality assurance reviews audits or other processes or events giving rise to additions or deductions as set forth in this Contract, its exhibits, or attachments. Invoices shall be submitted in electronic format to:

John Oldigs
Senior Fiscal Administrative Officer
245 McKee Rd.
Dover, DE 19904
john.oldigs@state.de.us

3. ***Superseding Modifications to Contract Documents.*** The following terms and conditions shall, in addition to the other paragraphs of this Contract, supersede any language in the Exhibits to this Contract:

A. The contract price as outlined in Paragraph 2 of this Contract shall be subject to the adjustments to compensation set forth in Exhibit B. Adjustments to compensation shall be either withheld or added to the monthly invoiced amount on a monthly, quarterly or annual basis.

B. CCSP shall have a grace period to bring its staffing levels into compliance with the Contract. Any and all adjustments to compensation related to staffing requirements shall be tolled until January 31, 2015; any act, omission, event, metric, or

performance measure which might give rise to a staffing-related adjustment to compensation must occur on or after January 1, 2015.

C. Should DOC exercise any option to renew this agreement as set forth in Paragraph 1, the Parties agree that the annual base price for any two-year renewal period exercised under this Contract may be increased by a percentage consistent with the CPI-U; provided, however, that any such percentage increase shall not exceed 2.5% of the annual base price then in effect.

D. The Parties agree that DOC will conduct quality assurance audits as detailed in Appendix I to the Request for Proposal for Contract No. DOC1426-Health. Under no circumstances shall DOC utilize data or information for audit purposes which may be generated by CCSP in relation to any of its internal peer review functions. In the event that CCSP fails to achieve a compliance goal, CCSP shall submit a corrective action plan to DOC for its approval.

E. CCSP agrees that it shall be responsible for any and all charges related to telephone and data transmission lines set aside specifically for the use of CCSP. DOC agrees to timely provide CCSP with the invoices it receives for such services in order to facilitate prompt payment.

F. Mandatory Staffing Level Enforcement. The positions and hours to be provided as part of the Contract between the DOC and CCSP are set forth in Appendix H to the Request for Proposal for Contract No. DOC1426-Health (Vendor Staffing Requirements), attached hereto, and Table No. 7 (Position by Credentials, Shift, Location and Contract Title) of CCSP's Proposal (pages 84-91) as amended during contract negotiations and attached as Exhibit 1 to this Contract. These are mandatory minimum

staffing levels and compliance with the staffing levels is a material term of this Contract. CCSP shall make diligent, good faith efforts to fill all positions contemplated in the Contract. The following subparagraphs govern mandatory staffing levels under this Contract. Nothing herein shall be considered an election of remedies nor shall it inhibit any other statutory or common law action or remedy available to the Parties which might arise out of the operation of this Contract.

1. Credit for Non-Compliance. The DOC and CCSP agree that monetary credits as defined and quantified herein may be imposed by the DOC for net unfilled/uncovered hours. Adjustments to compensation for non-compliance with the requirements of Section II.B.4.a.vii of the Request for Proposal for Contract No. DOC1426-Health are set forth in the aforementioned Request for Proposal.

2. Definitions.

2.1 "Unfilled/uncovered hours" shall be defined as those hours which CCSP failed to cover with an appropriately licensed and credentialed employee or contractor due to voluntary or involuntary termination or any other reason or incident resulting in the position being unfilled and not covered. The term "unfilled/uncovered hours" does not include those hours not covered due to training, orientation and paid time off (PTO), such as for illness, annual or personal leave or any other paid leave provided pursuant to the approved employment policies of CCSP. Notwithstanding the language of this paragraph, a position shall be deemed uncovered if a permanent employee of CCSP fails to cover the position for a period of greater than 90 consecutive days.

2.2 A full time equivalent (FTE) will be defined as 2,080 hours annually, inclusive of PTO.

2.3 For purposes of calculating monthly contractual hours required, the calculation will utilize eight hours per work day, multiplied by the number of business days in the month, inclusive of holidays, so that the combination of any calendar year will reflect 2,080 hours (except for leap years which will calculate as 2,088 hours).

3. Written Report Required. CCSP will provide a certified monthly written report of the work hours paid each month indexed by amount of hourly rate, position, and facility. The report required herein will compare the work hours paid each month to the requirements of pages 124-132 of CCSP's Proposal. The average hourly rate for any uncovered/unfilled hours in excess of the requirements of pages 124-132 of CCSP's Proposal will be specified in each report required herein. The monthly calculation will be completed for the previous service month and aggregated for the entire contract year. These figures shall be reported in each report as the "cumulative monthly staffing level credit" and the "cumulative yearly staffing level credit." CCSP will credit the DOC on a monthly basis for the amount of each cumulative monthly staffing level credit, net of previous credits and billings issued. At no time will the DOC be charged with a total net overage for hours provided – any cumulative staff hours provided beyond the staffing levels required by this Contract will be at the expense of the Contractor. Overages in any given month may not be combined or calculated in a manner which offsets uncovered/unfilled hours. If, however, the DOC requests

additional staff, the DOC agrees to negotiate an amendment to the contract to account for the expansion of any newly demanded positions.

4. Time Considerations. CCSP will submit the report required by subparagraph 3 above no later than thirty (30) days after the month of service in a manner which shall permit the DOC to deduct any potential credit from the next required payment. Reports may be submitted electronically. In the event that an amount is owed to CCSP based upon previous assessed credits, the DOC will remit such additional funds at the time of the next required payment. Because of the potential for corrections to timesheets, as well as the possibility of invoices received later than 30 days past the month of service, agreed upon adjustments to the prior month of hours paid may be processed for the next two monthly reports following the notice of any need for such adjustments. For example, services provided in July will be reported by the end of August. Corrections to the July hours paid will be allowed at the end of September and the end of October, to reflect the true total of hours paid by position.

4. ***Major Equipment Purchases.*** The Parties acknowledge that DOC shall pay for any equipment, supplies, and fixtures which may be necessary, required and requested by CCSP under the operation of this Contract which individually exceeds $500.00 per individual item. All DOC-owned equipment, supplies, and fixtures currently in place at or located within the facilities at which services shall be provided shall be made available to CCSP at no cost to or credit against CCSP in connection with the performance of its services hereunder. In addition, DOC shall provide at its cost and expense all reasonable

maintenance services required and requested by CCSP in connection with any DOC-owned equipment, supplies, and fixtures or any part of the DOC's facilities.

5. ***Adequate Performance Defined.*** The Parties acknowledge and agree that minimally adequate performance under this Contract requires both a minimum level of staffing and the adequate provision of healthcare services. The adequacy of healthcare services and overall Contract performance shall be measured not only by the level of staffing but also by CCSP's performance in relation to the audits set forth herein at Appendix I of the Request for Proposal for Contract No. DOC1426-Health and adherence to the National Commission on Correctional Health Care ("NCCHC") standards, American Correctional Association ("ACA") health care standards (where applicable) and the policies of the DOC's Bureau of Correctional Healthcare Services. The Parties agree that staffing levels (as set forth in the Mandatory Staffing Level Enforcement metrics as set forth in Table 7 of CCSP's Response to Request for Proposal for Contract No. DOC1426-Health (pages 84-91), audit performance, the maintenance of NCCHC accreditation, the maintenance of ACA health care accreditation and standards (where applicable), and adherence to the policies of the DOC's Bureau of Correctional Healthcare Services are each material terms of this Contract.

6. ***Legal Requirements.*** CCSP shall maintain all legally required licenses, certifications, insurance coverages, as well as the performance bond required herein, as not otherwise stated by this Contract, during the entire term of this Contract.

7. ***Expense of Performance.*** Unless provided otherwise in this Contract, all expenses incurred in the performance of the services are to be paid by CCSP. If this Contract

specifically provides for expense reimbursement, CCSP shall be reimbursed only for reasonable expenses incurred by CCSP in the performance of the services.

8. ***State Sovereignty.*** Delaware is a sovereign entity, and shall not be liable for the payment of federal, state and local sales, use and excise taxes, including any interest and penalties from any related deficiency, which may become due and payable as a consequence of this Contract.

9. ***Acceptance; Non-Waiver.*** Permitted or required approval by Delaware of any services furnished by CCSP shall not in any way relieve CCSP of responsibility for the professional and technical accuracy and adequacy of its work. DOC's review, approval, acceptance, or payment for any of CCSP' services herein shall not be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and CCSP shall be and remain liable in accordance with the terms of this Contract and applicable law for all damages to Delaware caused by CCSP's performance or failure to perform under this Contract.

10. ***Reservation of Rights.*** The rights and remedies of Delaware provided for in this Contract are in addition to any other rights and remedies provided by law.

11. ***Confidentiality.*** To the extent permissible under federal law and 29 *Del. C.* § 10001, *et seq.*, the Parties to this Contract shall preserve in strict confidence any information, reports or documents obtained, assembled or prepared in connection with the performance of this Contract.

12. ***Independent Contractor; Employment Decisions.*** Subject to DOC's absolute right to manage the operations of its facilities, CCSP has and shall retain the right to exercise full control over the employment, direction, compensation and discharge of all persons

employed by CCSP in the performance of the services hereunder; provided, however, that it will, subject to scheduling and staffing considerations, attempt to honor DOC's request relating to specific individuals.

13. ***Independent Contractor; Generally.*** It is understood that in the performance of the services herein provided for, CCSP shall be, and is, an independent Contractor, and is not an agent or employee of Delaware and shall furnish such services in its own manner and method except as required by this Contract. In addition to its responsibilities under as set forth in Section VI.J.5.g the Request for Proposal to Contract No. DOC1426-Health, CCSP shall be solely responsible for, and shall indemnify, defend and save Delaware harmless from all matters relating to the payment of its employees, including compliance with social security, withholding and all other wages, salaries, benefits, taxes, exactions, and regulations of any nature whatsoever. CCSP acknowledges that CCSP and any subcontractors, agents or employees employed by CCSP shall not, under any circumstances, be considered employees of Delaware, and that they shall not be entitled to any of the benefits or rights afforded employees of Delaware, including, but not limited to, sick leave, vacation leave, holiday pay, Public Employees Retirement System benefits, or health, life, dental, long-term disability or workers' compensation insurance benefits. Delaware will not provide or pay for any liability or medical insurance, retirement contributions or any other benefits for or on behalf of Delaware or any of its officers, employees or other agents. CCSP shall be responsible for providing necessary liability insurance for itself and its personnel. As an independent Contractor, CCSP has no authority to bind or commit Delaware. Nothing herein shall be deemed or construed

to create a joint venture, partnership, fiduciary or agency relationship between the Parties for any purpose.

14. ***Multi-Source Vendor Cooperation Essential.*** The State of Delaware has chosen to employ a multi-source solution to the provision of offender healthcare services. CCSP has been selected to provide a vital, critical, and essential portion of the total healthcare services to be provided to the State of Delaware's incarcerated population. In addition to CCSP, other vendors have been selected to provide other critical healthcare functions. Communication and cooperation between such vendors, including CCSP, is absolutely essential and of the highest order of materiality. CCSP agrees and warrants that it shall provide absolute cooperation with any other healthcare services vendor providing services to DOC and the State of Delaware offender population.

15. ***Severability.*** If any term or provision of this Contract is found by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, the same shall not affect the other terms or provisions hereof or the whole of this Contract, but such term or provision shall be deemed modified to the extent necessary in the court's opinion to render such term or provision enforceable, and the rights and obligations of the Parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and Contracts of the Parties herein set forth. The failure to provide reasonable and appropriate cooperation as indicated herein shall be considered a material breach of this Contract.

16. ***State Appropriations Mandatory Condition of State Performance.*** Validity and enforcement of this Contract is subject to appropriations by the General Assembly of the State of Delaware of the specific funds necessary for Contract performance. Should such

funds not be so appropriated Delaware may immediately terminate this Contract, and absent such action this Contract shall be terminated as to any obligation of the State requiring the expenditure of money for which no specific appropriation is available, at the end of the last fiscal year for which no appropriation is available or upon the exhaustion of funds. Notwithstanding any other provisions of this Contract, this Contract shall terminate and Delaware's obligations under it shall be extinguished at the end of the fiscal year in which Delaware fails to appropriate monies for the ensuing fiscal year sufficient for the payment of all amounts which will then become due.

17. ***Termination for Cause.*** If for any reason, or through any cause, the Vendor fails to fulfil in timely and proper manner its obligations under the Contract, or if the Vendor violates any of the covenants, Contract or stipulations of the Contract, the DOC shall thereupon have the right to terminate the Contract by giving written notice to the Vendor of such failure and demand that such failure be cured within 30 days. If such obligations, covenants, Contracts or stipulations are not cured to the satisfaction of DOC within 30 days from the date of the notice, DOC may terminate the Contract with the Vendor by providing a termination date no shorter than 90 days from the date the Vendor's attempts at a cure have failed. In that event, all finished or unfinished documents, charts, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the Contract shall, at the option of the DOC, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is useable to the DOC. In the event of a termination for cause, CCSP agrees that it will not be

entitled to any compensation, whether equitable or monetary, related to any unexecuted portion of this Contract.

18. ***Termination for Convenience.*** Either party may terminate the Contract at any time by giving written notice of such termination and specifying the effective date thereof, at least one hundred and twenty (120) days before the effective date of such termination. In that event, all finished or unfinished documents, charts, data, studies, surveys, drawings, maps, models, photographs and reports or other material prepared by the Vendor under the Contract shall, at the option of the DOC, become its property, and the Vendor shall be entitled to compensation for any satisfactory work completed on such documents and other materials which is useable to the DOC. In the event of a termination for convenience, CCSP agrees that it will not be entitled to any compensation, whether equitable or monetary, related to any unexecuted portion of this Contract.

19. ***Non-Waiver.*** The delay or failure by either party to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of that party's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

20. ***Public Records; DOC's Right to Inspect.*** CCSP shall maintain all public records, as defined by 29 *Del. C.* § 502, relating to this Contract and its deliverables for the time and in the manner specified by the Delaware Division of Archives, pursuant to the Delaware Public Records Law, 29 *Del. C.* Ch. 5. During the term of this Contract, authorized representatives of Delaware may inspect or audit CCSP' performance and records pertaining to this Contract at the CCSP business office during normal business hours.

21. ***Proof of Insurance.*** Before any work is done pursuant to this Contract, the Certificate of Insurance and/or copies of the insurance policies, referencing the Contract number stated herein, shall be filed with the State. The certificate holder is as follows: John Oldigs, Department of Correction. In no event shall the State of Delaware be named as an additional insured on any policy required under this Contract. CCSP warrants that the amounts of insurance required by this Contract will remain in full force and effect during the full term of this Contract without lapse or diminution of required coverage limitations.

22. ***Choice of Law and Venue.*** The laws of the State of Delaware shall apply, except where federal law has precedence. CCSP consents to jurisdiction and venue within the State of Delaware. CCSP must remain in good standing with the State of Delaware.

23. ***Contract Contents; Documents and Order of Authority.*** The following documents contain the essential and material terms of the Contract between DOC and CCSP:

1) This Contract and its Exhibits hereto;

2) The DOC Request for Proposals for Contract No. DOC1426-Health and any amendments thereto (Exhibit A);

3) CCSP's Letter of October 15, 2013 (Exhibit B);

4) CCSP's Proposal in Response to the above Exhibit A (Exhibit C).

In the event of a conflict, contradiction, vagueness and/or ambiguity with respect to or in relation to the contents of the above-listed documents, the above-listed numerical order shall dictate and control the terms of this Contract such that the authority of each successive document is controlled by the preceding document, with this Contract containing the highest level of authority.

24. ***Entire Agreement; Interpretation; Modification.*** This Contract, its Exhibits and Appendices shall constitute the entire Contract between DOC and CCSP with respect to the subject matter of this Contract and shall not be modified or changed without the express written consent of the Parties. The provisions of this Contract supersede all prior oral and written quotations, communications, Contracts and understandings of the Parties with respect to the subject matter of this Contract. If the scope of any provision of this Contract is too broad in any respect whatsoever to permit enforcement to its full extent, then such provision shall be enforced to the maximum extent permitted by law, and the Parties hereto consent and agree that such scope may be judicially modified accordingly and that the whole of such provisions of the Contract shall not thereby fail, but the scope of such provision shall be curtailed only to the extent necessary to conform to the law. No waiver of any provision of this Contract shall be effective unless it is in writing and signed by the party against which it is sought to be enforced.

25. ***Joint Drafters.*** This Contract was drafted with the joint participation of both Parties and shall be construed neither against nor in favor of either, but rather in accordance with the plain and fair meaning thereof.

IN WITNESS WHEREOF, the Parties have set their hands and seals hereto as of the day and year first above written.

STATE OF DELAWARE,
DEPARTMENT OF CORRECTION

By: _____

Print Name: ROBERT M. COUPE

Title: COMMISSIONER

Date: 03/06/2014

CONNECTIONS COMMUNITY SUPPORT PROGRAMS, INC.

By: _____

Print Name: Catherine D. McKay

Title: President & CEO

Date: 03/07/2014

CONTRACT EXHIBIT 1

DOC1426-HEALTH Budget Summary based on 7,000 ppd

Fixed Costs	
Mid-Level Practitioners and Above	5,501,100.00
Line Staff	15,916,300.00
Performance Bond	600,000.00
Professional Liability/Malpractice Insurance	250,000.00
Other Employment Costs (benefits, tax, workers comp)	4,598,662.00
Subtotal	26,866,062.00
Management Costs	
Senior Management--non-medical	844,000.00
Admin Overhead	181,506.00
Office Space	55,000.00
Indirect Costs	1,327,804.50
Subtotal	2,408,310.50
Variable Costs	
Outside Consults, Gross Profit, G&A, Legal Representation	200,000.00
Medical equipment, supplies, hospital use,specialty consults	9,981,600.00
Subtotal	10,181,600.00
Mark-Up	
Profit over Costs	3%
Subtotal	1,146,527.50
Annual Base Total	40,602,500.00
Year 1 Performance Incentive Potential	0.00
Potential Year 1 Not to Exceed	40,602,500.00

Cost Price Inflation Not to Exceed Total	
Year 2	41,414,550
Year 3	42,242,841
Year 4	43,087,698

Cost per Offender/day	$ 15.90
Based on 7,000 PPD	
Medicaid and Co-Pay Revenue	

Year 1	920,000
Year 2	1,029,000
Year 3	1,078,350
Year 4	1,098,101

Based on $4/sick call
$2/Rx for non-chronic illness
$38 per Medicaid physician/NP visit (50% of detainees)
10 visits per day x 4 sites @$38
10% increase in Year 2; 5% year 3; 3% year 4
10% of all labs and other consults in year one; 15% in year 2; 20% in years 3 and 4
These are estimates. All actual receipts will be reported and credited against the DDOC invoice.

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2016
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient *Milford Housing Development Corporation (MHDC). 977 East Masten Circle, Milford DE 19963. Phone: 302-422-8255*

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

Valerie A. Miller, Director of Sustainability

Name and position of authorizing official:

David W. Moore, President/CEO

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

Fran Cardaci, Housing Preservation Manager (same address and phone as above)

FY 2016 only

Activity: *Housing Rehab – Emergency Home Repairs*
Amount Requested: $ *40,000.00*
List Source of Cash Matching Funds $ *437,630.00*

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 2016.
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	*8-24 persons*	*8-24 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)
Russell Huxtable	*Vice President/COO*
Fran Cardaci	*Housing Preservation Manager*
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. (Resumes only need to be submitted if new personnel will be managing the grant).

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2016. Items C thru H will only need to be completed for the current fiscal year. 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 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 8 to 10, 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, 2015). 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 8 to 10 home repairs for qualified City of Dover homeowners who are very-low to low-income. MHDC expects to complete 3-4 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 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 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)

- *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 *$ 52,892 (Housing Rehab) and $35,262 (Emergency Home Repairs) during FY2015*.

ADDENDUM
2016 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 8 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 2016.

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 8 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 8 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 15 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 40 persons will be served within FY2016. 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.

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2016
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient *Milford Housing Development Corporation (MHDC). 977 East Masten Circle, Milford DE 19963. Phone: 302-422-8255*

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

Valerie A. Miller, Director of Sustainability

Name and position of authorizing official:

David W. Moore, President/CEO

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

Fran Cardaci, Housing Preservation Manager (same address and phone as above)

FY 2016 only

Activity: *Homeownership Rehabilitation*
Amount Requested: $ *60,000.00*
List Source of Cash Matching Funds $ _____

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 2016.
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)
Russell Huxtable	*Vice President/COO*
Fran Cardaci	*Housing Preservation Manager*
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. (Resumes only need to be submitted if new personnel will be managing the grant).

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2016. Items C thru H will only need to be completed for the current fiscal year. 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 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 objective is to preserve the City's existing housing stock. 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 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)

- *In regards to providing 'Emergency Home Repairs', the project has consistently performed well and met all monitoring requirements of the City during these funding periods.*
- *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 $ *52,892 (Housing Rehab) and $35,262 (Emergency Home Repairs) during FY2015.*

ADDENDUM
2016 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

- *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 _____ %
Low __*50*_____ %
Moderate __*50*_____ %

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.

CITY OF DOVER
FY 2015-2019 Multi-Year
FY 2016
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient
Central Delaware Habitat for Humanity, Inc.
544 Webbs Lane, Dover, DE 19904
(302) 526-2366

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

Jocelyn Tice, Grant Administrator

Name and position of authorizing official:

Jon Gallo, Executive Director

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

N/A

FY 2016 only

Activity:	Housing Rehabilitation
Amount Requested:	$ $40,000
List Source of Cash Matching Funds	$ $138,395

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 2016.
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	5	5	100%	$40,000	$40,000

Source of Data:
The number served is the average household size that Central Delaware Habitat for Humanity has served for the last 46 homebuyers.

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Jon Gallo, Executive Director	
Jocelyn Tice, 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. (Resumes only need to be submitted if new personnel will be managing the grant).

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2016. Items C thru H will only need to be completed for the current fiscal year. 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.

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 $ $40,000 .

ADDENDUM
2016 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 ____5_____

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.

Jonathan E. Gallo

307 Bowdle Drive • Harrington, DE 19952
Phone: (302) 382-1562 • Email: gallojak@gmail.com

CORPORATE MANAGEMENT EXECUTIVE

Chief Financial Officer | Operations Manager

Corporate Executive with extensive hands-on experience in management, business leadership, and working with Board of Directors, Banks, State Agencies, and Attorneys. Proficient in budgets, cost accounting, financial reporting, cash forecasts, business valuations, business and land acquisitions, and IRS/Insurance/CPA audits. Areas of expertise in:

- Financial & Strategic Planning
- Business Expansion & Startups
- Complex Business & Tax Issues
- Staff Management & Development
- Budget Development & Management
- Accounting & Financial Operations
- Mergers & Acquisitions
- Contracts & Procurement

Responsible for managing personnel activities which include recruiting, hiring, development, and salary management. Demonstrated organizational and negotiation skills and the ability to prioritize multiple and complex tasks. Proven ability to work independently as well as perform as a team member. Exercise a high degree of discretion, mature judgment, and tact in handling issues of a sensitive nature. Advanced knowledge of computers and associated software applications including: Excel, Power Point, Word, Access, Oracle and SAP integrated Enterprise Resource Planning Systems, FMS Planning Systems, QuickBooks, and Quotewerks. Strong leadership, problem-solving, planning, team-building, communication, and operations management skills.

PROFESSIONAL EXPERIENCE

CENTRAL DELAWARE HABITAT FOR HUMANITY, Dover, DE — October, 2015 to Present
Executive Director

Hired to work with the Board of Directors to develop a plan for achieving the organization's mission, strategy, annual goals and objectives. Provide leadership to the staff and operational components of the organization toward the achievement of these goals. Responsibilities include fundraising, community relations and awareness-raising, financial management, strategic planning, staff supervision and leadership, and serving as a liaison with the board of directors.

BERACAH HOMES, INC., Greenwood, DE — August, 2008 to October, 2015
Chief Financial Officer

Recruited to develop, maintain, and enforce the operating budget of this modular manufacturer. A leader in advising the Board of Directors, CEO, human resources and operations management in order to maintain and improve the growth of the company. Direct the CEO in regards to legal contracts and counsel, banking and vendor relations, business, economic and tax implications. Working with State of Delaware agencies to include the Delaware Economic Development Office, Delaware Department of Labor, Division of Professional Regulation and others in order to provide additional job opportunities for new employees, improve opportunities for employee development and coordinate policy updates that comply with new statutes and regulations. Responsibilities include budgeting, forecasting, financial planning and variance analysis, product costing, cash management, inventory management, tax filings, internal/external reporting, insurance negotiations, benefit management, contract management, interpretation and application of policies & procedures, payroll and oversight of all accounting, information technology, and human resource functions.

- Provided the company with operating alternatives and financial advisement in order to remain profitable during a 50% reduction in production due to economic conditions.
- Provided leadership in decreasing production lead times in half and reducing inventory carrying costs by $230,000 monthly.
- Implemented risk management procedures and negotiated insurance contracts with various insurance carriers to effectively reduce annual costs by $350,000.

K. HOVNANIAN HOMES, Dover, DE February, 2005 to August, 2008

Controller

Hired to assist in the startup of a new operating division for the sixth largest builder in the nation. Planned, organized and executed the finance, accounting, purchasing and reporting function of the implementation. Senior executive management with oversight of staffing and employee development for administrative, operations, sales and accounting departments. Facilitated due diligence processes for business expansion opportunities and represented the company while meeting with auditors, vendors, customers, banks and legal counsel. Orchestrated the budget process with all departments and senior management concluding in the presentation of a final budget approved by the CEO and Board of Directors. Responsibilities included product & material costing, period-end closing, cash management, internal / external reporting, financial planning and variance analysis, Sarbanes-Oxley compliance, conformity with corporate policies & procedures and management of all accounting, information technology, and human resource functions.

- Successful set up of operating functions and Enterprise Resource Planning systems for new operating division based on corporate policies and procedures.
- Minimized impacts of a new business venture by managing budgets within the limitations of available revenue and capital.

UNITED PARCEL SERVICE, Newark, DE June, 2001 to February, 2005

Finance Manager - Supply Chain Solutions

Joined this $50 billion, publicly traded logistics company in order to assist with the East District corporate restructuring due to business acquisitions. Worked with five other finance managers across the nation to implement Enterprise Resource Planning system solutions across all business units. Financial scope of responsibility included general accounting, cost accounting, budgeting, corporate budget consolidations, management and business metrics reporting, internal/external audit contact, while integrating corporate policies and procedures for multiple locations throughout the United States. Managed employee hiring, training and performance development of finance and accounting personnel at eight locations along the East Coast.

- Documented the standardization for contract pricing and developed the process for reviewing and improving client profitability.
- Honorably represented the District with the successful completion of UPS's Supervisory Leadership School.

PROCTER & GAMBLE INC., Dover, DE April, 1999 to June, 2001

Senior Accountant / SAP Row Leader

Job functions were closing month-end and year-end financials, product & material costing, plant accounting, inventory management, analyzing and interpreting data, projecting and controlling budgets. Lead the Finance & Accounting SAP implementation with leadership influence across all business areas to develop work process functionality.

- Assigned to the SAP Implementation Team, SAP Technical Mastery Team, Site Improvement Plan Team, Site Staffing Team, and North American Capital Accounting Mastery Group.
- Established a conceptual understanding of the operations by assisting with the manufacturing processes and procedures.

EDUCATION & AFFILIATIONS

GOLDEY-BEACOM COLLEGE, Wilmington, DE
Bachelor of Science in Accounting – 1999

FARMINGTON FIRE COMPANY, Farmington, DE
Treasurer | Firefighter | Captain | Fireman's Pension Officer

HARRINGTON LIONS CLUB – Vice President

BECKER CONVISER CPA REVIEW, Newark, DE

KENT COUNTY FIRE ADVISORY BOARD - Member

GREEN-BRANCH TAX DITCH - Secretary | Treasurer

Harvey W. Carrow
1892 Whitehall Neck Road Smyrna, DE 19977
302.670.7877
harveycarrow71@yahoo.com

Summary: For 20 years I have been in the construction industry working yet have an assortment of skills including customer service, computer skills, mechanical and utilities experience. By far my best asset is that I am dependable, I give 110% every day on the job and I have a family that I take pride in taking care of and will do whatever it takes to provide a good living for them. I can most certainly supervise job sites but I generally jump in whenever needed. I have been self employed for a total of 15 years and have supervised, trained, and lead job sites and staff with the utmost skill, patience, organization and most importantly, attention to detail. The most disappointing thing is not being able to find good help; I am the person for this job!

Experience:

Central Delaware Habitat for Humanity
January 2016 – Present Construction Supervisor

- Supervise all volunteers as they come forth to work on homes being built
- Gather estimates from vendors, some donating materials while others offer some discounts
- Teach homeowners how to handle basic homeowner responsibility such as turning off a breaker if it may be "flipped", what to watch for if the hot water heater is going bad, washer leaking, etc.
- Coordinate and schedule all Sub Contractors to be on the job in a manner that they are not showing up all in a way that they are in not in each others way

Carrow Carpentry, LLC
February 2015 – October 2015 Owner/Operator

- Frame homes, home renovations, decks, build extra rooms, and custom trim and carpentry
- Ensure all sub-contractors are on the job completing the tasks needing to be done
- Interact with Town and County Inspectors to be sure the "rough" frame passes inspection
- Track expenses and profit and loss for the business
- Keep all insurance and licensures for all sub-contractors and for my own company
- Read blue prints to build project as designed

- Stay on the job site to be sure safety measures are taken, everything is built to my standards and demonstrate leadership

Scuse Enterprise Inc.
June 2011 – December 2014 Lead Carpenter

- Start each day on time at jobsite with necessary tools, plans and employees
- Go to prospective jobsites and give customers estimates of time and labor
- Build project per plans, making changes as needed
- Projects include: remodeling kitchens and bathrooms, building decks, new construction, installing windows, framing homes, re-shingle roofs
- Ensure customer satisfaction is met

Blue Line Construction/Ballard Builders
November 2010 – June 2011 Project Manager

- Review plans
- Order material
- Schedule Sub-Contractors to report to jobsites
- Complete "walk-thru" with Inspectors and Homeowners for Settlements
- Operated heavy equipment and worked with Site Work Crew when needed
- Used computer and fax machine to correspond with Suppliers, Vendors, and Customers

Harvey W Carrow Inc.
August 2000 – November 2010 Owner

- Meet with Customers to find out their needs for the project being done
- Acquire all permits
- Compile material list and a complete estimate of the price
- Complete whatever job constructed in timely manner and with pure customer satisfaction

Reichold Chemicals/Dow Chemicals.
June 1996 – October 2001 Utilities Operator

- Load and off load trucks, flexi bags and rail cars with Latex which was made on-site
- Take samples to the lab for testing before shipment
- Clean rail cars/tanks with
- Trained as Compounder and Lead Compounder as well as doing Utilities Operator position
- Member of the Rescue Squad and Safety Team

Education: Smyrna High School Graduate

Jocelyn M. Tice

12 Freedom Place
Dover, DE 19904
(302) 724-0204
jocelyntice@gmail.com

Professional Experience:

Central Delaware Habitat for Humanity (Dover, DE) – Builds and/or renovates simple, decent affordable homes for very-low to low-income residents of Kent County.

Grant Administrator – *Sept. 2015 – Current*

- Monitor current grants and ensure that proposals and reports are submitted according to all guidelines and deadlines.
- Develop an annual grant schedule.
- Identify foundation, corporate, individual and government grants to benefit the mission of Central Habitat for Humanity including grant writing and administration, managing grantor relationships and implementation of funding.

Executive Director – *Mar. 2009 – Sept. 2015*

- Oversees and manages all affiliate operations which include land acquisition, mortgage lending, construction, annual budget and AmeriCorps program.
- Increased number of families served annually 700% through new construction or renovations.
- Oversee development plan including all fundraising activities.
- Responsible for all grant writing to local, private and government funders.
- Coordinates with Board of Directors on strategic planning.
- Develops policies & procedures, coordinates volunteer recruitment, oversees construction management.
- Establishes community partnerships with local schools, civic organizations, churches, businesses, and corporations.
- Oversees the ReStore operations which is a retail thrift store.

Grey Hut (South Toward Home) (Pass Christian, MS) – Non-profit volunteer coordination center focused on building homes and lives after Hurricane Katrina

Project Manager – *Aug. 2007 – Nov. 2008*

- Worked with 4,000 volunteers and completed 61 homes and worked on over 100 projects.
- Created a construction manual for our residential home.
- Oversaw work completed by volunteers to ensure it complied with local code and determined next steps for build.
- Communicated with homeowners, city officials, vendors, sub-contractors, and other non-profit organizations.
- Conducted daily operational tasks.
- Negotiated pricing with vendors.
- Scheduled, coordinated, and assigned volunteers.

First United Methodist Church (Pass Christian, MS) – Provided relief work from Hurricane Katrina through volunteer coordination and construction management.

Project Coordinator – *Mar. 2007 – July 2007*

- Worked with 200 volunteers who worked on 34 homes.
- Maintained volunteer schedule.
- Scouted and assessed work sites to determine next steps then acquired necessary materials.
- Supervised volunteers for quality and safety.
- Communicated with homeowners to discuss next steps and financial requirements.

Meadowbrook Church of Christ (Pass Christian, MS) – Provided relief work from Hurricane Katrina through volunteer coordination and construction management.

Assistant Site Manager – *June 2006 – Feb. 2007*

- Worked with 425 volunteers who worked on over 150 homes and completed 6 homes.

The Bean Agency (Albany, NY) - A full service public relations, marketing, and advertising agency.

Fleet Manager – *Jan. 2005 – May 2006*

Travel Coordinator – *Jan. 2004 – Jan. 2005*

Receptionist/Administrative Assistant – *Sept. 2002 – Jan. 2004*

Education:

University of the Cumberlands - BS Business Administration – August 2002
Williamsburg, KY

Certifications:

Nonprofit Management Certification – Completed May 2009
Community Leadership Institute Training through NeighborWorks America – Completed October 2012
Leadership Central Delaware Mastery – Completed December 2012

Community Involvement:

Member of Board of Directors for Delaware Housing Coalition – June 2009 – July 2015
Member of Local Advisory Board for Clear Channel Radio – June 2009 – July 2015
Member of Maranatha Fellowship Church – May 2014 – present

Grant Application Form

2. **Management Capacity**

CDHFH was founded in 1990 as the Kent County affiliate of Habitat for Humanity International. Over the past 26 years, CDHFH has built and/or renovated 46 homes, providing much needed housing solutions for 207 adults and children. CDHFH continues to maintain a 0% foreclosure rate proving that our program is a long term affordable housing solution.

CDHFH not only builds new homes, but has renovated 10 homes out of the 46 sold by Habitat. These homes have either been acquired by Habitat through the Neighborhood Stabilization Program (NSP) by partnering with City of Dover, Kent County Levy Court and Diamond State Community Land Trust or donated by banks as they were foreclosures. CDHFH has also successfully managed projects through the Housing Development Fund (HDF), Downtown Development District (DDD) and Strong Neighborhoods Housing Fund (SNHF) through the Delaware State Housing Authority (DSHA) and CDBG through the City of Dover.

CDHFH is the developer, lender, property owner and service provider for this project. Those that make our development team for administering the CDBG project are:

- Jon Gallo, Executive Director – Mr. Gallo recently joined CDHFH as the new Executive Director. Mr. Gallo joined us from Beracah Homes where he served at the Chief Financial Officer for the past 8 years. His expertise in construction and finances will help identify areas where CDHFH can save costs for this project and others as well as provide valuable insight into the scale of the renovation. Since serving in this capacity, Mr. Gallo has already sold three homes to Habitat homebuyers and acquired over 10 properties for future development. See attached resume.
- Harvey Carrow, Construction Supervisor – Mr. Carrow recently joined CDHFH as the first full-time construction supervisor. Mr. Carrow has been working in the construction industry for over 20 years. He owned his own company that specialized in framing; however, has done numerous remodels and additions over the years. Mr. Carrow's expertise will help us streamline the renovation project by monitoring the daily progress, assist and train volunteers, solicit bids, coordinate subcontractors and maintain the budget for the project. See attached resume.
- Jocelyn Tice, Grant Administrator – Ms. Tice was the previous Executive Director for the past six years and during that time Ms. Tice has increased the capacity of the organization from serving an average of one family per year to eight for 2015. Ms. Tice has also successfully secured and administered $256,500 from DSHA's HDF program by providing funding for seventeen homes, $700,000 from Federal Home Loan Bank of Pittsburgh by providing for eleven homes, $678,175 from Strong Neighborhoods Housing Fund by providing housing for at least eleven homes, $72,000 from City of Dover's CDBG for one renovation project, $112,000 of Neighborhood Stabilization Program funds for renovations on five projects. Ms. Tice now ensures that all grant requirements are met in order to be in compliance with the funder. See attached resume.

4. **Application Work Plan**

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. The second mortgage is referred to as "Silent Second" because it amortizes at the same rate as the first mortgage, but there are no payments made on it. The second mortgage is the difference between the appraised value and the actual cost of the home. In the event the homeowner sells the home prior to 30 years, the first and second mortgage will need to paid in full. This ensures that the new owners do not gain instant equity in the event they choose to sell after they move into their home, as well as keeping the home affordable for life.
- CDHFH has maintained a 0% foreclosure rate through 2015.
- CDHFH is the only affordable housing organization in Kent County offering a 0% interest mortgage.

A. Program Activity Priority

The program activities for FY2016 are:

- Expanding Home Ownership
- Rehabilitating Substandard Housing

These activities will be achieved by renovating a vacate single family home that will then be sold to a low-income person who will achieve homeownership.

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

For Fiscal Year 2016, CDHFH will rehabilitate 1 home within the Central Dover Housing Initiative which is a target area under the Strong Neighborhood Housing Fund (SNHF) through Delaware State Housing Authority and is a smaller area within the Downtown Development District (DDD) and Restoring Central Dover Plan. CDHFH has acquired 19 N. New Street with funds from SNHF and will utilize CDBG and other funds for the renovation. This property is a single family home that was converted into two apartments. CDHFH will convert it back to a single family home that is owner-occupied. Based on the average household size of qualified homebuyers in Habitat's program, the estimated number of people this project will serve is 5. See Exhibit 1 for a map of the location. CDHFH also owns four other parcels on the same block, so this renovation along with the new construction of four other homes will transform this block.

See Section D for a description of the renovation and a majority of the work will be completed by volunteers coordinated through CDHFH. Once the home has been completed, CDHFH will sell the home to a low-income person with a 0% interest, 30 year mortgage.

Homeowners for the program are selected on the following criteria:

- Live or work in the Kent County for the past year
- Demonstrate the ability to pay a mortgage
- Demonstrate a need for housing
- Demonstrate a willingness to partner with Habitat
- Household income must be at or below 60% area median income

CDHFH is not specifically targeting a special population; however, CDHFH will qualify the homebuyer prior to renovations, so the home does have the ability to be altered to accommodate any special needs if necessary.

In Kent County, many are paying more than they can afford for housing, not leaving enough for such necessities as good nutrition, health care, education, or saving for the future. Through CDHFH's homeownership model, Habitat is able to offer homeownership opportunities to those who are unable to get a conventional loans and sell the completed homes at below market rate. The following statistics support the need and demand for homeownership program in Kent County and, more specifically, in the City of Dover.

According to the Delaware Housing Needs Assessment 2015-2020 the availability for affordable housing is limited. In 2013, National Association of Home Builders conducted a survey that the average price for a new home is $157/sq ft which is equivalent to a home price of $188,000 and a salary of $40,000 to qualify for a mortgage. In Delaware, approximately 30% of households earn less than this. One in five Delaware households cannot afford to rent a moderately priced one bedroom apartment. Affordable rent for someone in Kent County at 50% AMI is $566 and at 80% is $906 which is below the current fair market rent for a two bedroom which is $984. To afford the fair market rent an individual earning minimum wage would have to work 98 hours per week to afford that apartment. The housing wage in Kent County (the wage needed to afford a fair market value two bedroom unit) is $18.92. The median wages in Kent County for a construction laborer is $17.28, teller $12.41, and pharmacy technician $12.80. CDHFH's current

average mortgage is $534. In Kent County, approximately 50% of households earning between 50-80% AMI are cost burdened and 3 in 4 renters earning between 30-50% AMI are cost burdened.

The projected demand for homeownership during 2015 - 2020 based on income in Kent County is 495 homes for 50% or below AMI, 520 homes for 50-80% AMI and 1,250for 80-120% AMI and 1,065 homes for greater than 120% AMI. The demand for homeownership units based on the number of bedrooms in Kent County is 607 for one bedroom, 1,427 for two bedroom and 1,292 for three plus bedrooms. Market Value Analysis (MVA) was conducted as part of the assessment. Census tracts throughout the state we categorized into Markets A – H ranging from strongest and most stable to distressed. The primary census tract for this project is 433 which was classified in Market G, distressed. Statewide, Market G, has the lowest home sale prices and owner occupancy rates are the lowest in the state and highest rates of HUD-based assisted rental housing. Delaware State Housing Authority has identified Markets G & H as priority project areas for their programs.

NCALL spearheaded and recently released the ReStoring Central Dover plan and the process was designed to be both data-driven and people driven. During the community outreach and engagement there were focus groups, door to door survey, interactive open house and a public meeting. There was also a lot of research conducted to obtain current market conditions and existing housing stock. Here is an outline of the existing conditions of the current market from Restoring Central Dover that support the need for increase homeownership and improved housing stock:

- 75% of the plan area is renter occupied as compared to 48% throughout the City of Dover, which is why homeownership is key to stabilizing the community.
- The population growth in the plan area is much less relative to the rates in other areas of the City and County which is why it is important to retain existing residents as well as attract new neighbors to stabilize deteriorated blocks.
- 13% of the parcel area in the plan area is vacant land and buildings. The clusters of vacancy are opportunities for infill development.
- The existing building conditions as they were observed from the street show that 17% are in excellent condition, 43% are in good condition, 37% are in fair condition, and 3% are in poor condition.
- Loockerman Street as a commercial corridor offers an opportunity to bring more commercial services within walking distance to Central Dover residential neighborhoods; however, the challenge to overcome in revitalizing the corridor include perception of safety, high vacancy and tenant turnover rates and a lack of readily leasable spaces due to deferred maintenance and lack of resources for property owners to rehabilitate. Capitalizing on housing development opportunities on or within walking distance of Loockerman would help change the perception of this struggling commercial corridor as well as bring a denser customer base to support the commercial revitalization.
- The area's weighted average median income, $34,730, is 27% lower than the City of Dover's $47,754.
- 53% of the families in Central Dover are headed by a single female householder compared to one in three families with single family householders city-wide.

- 81% or more of renters are paying more than 30% of their income towards gross rent. The preservation of and increased access to affordable housing will be key to providing more housing opportunities to Central Dover residents.
- When residents and businesses were asked what they liked least about Central Dover, 42% identified safety in the community. This was the least liked response by a margin of 12%.
- Dover Police Department shows that the number of violent crimes per 1,000 person in the Central Dover area rose from 6.16 per person in 2011 to 22.76 per person in 2013 which clearly demonstrates the need for resources to ensure the safety of the Central Dover community.

As CDHFH expands home ownership by rehabilitating property throughout downtown, the benefits of home ownership 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

CDHFH's program goals and objectives are:

Goal: Transform lives of a low income homebuyer by providing homeownership opportunities that would otherwise not be possible.

Objective: To increase the number of affordable housing units within the City of Dover available to low income families.

To decrease the number of low income families living in substandard housing.

Goal: Equip a low-income homebuyer with the tools necessary to be successful homeowners.

Objective: To increase the knowledge of low income homebuyers about homeownership, financial management, and home maintenance.

To track the number of hours completed by each adult for their sweat equity requirement.

Goal: Develop community partners and engage the local community in volunteer opportunities.

Objective: To increase awareness about the need for affordable housing throughout the City of Dover and Kent County.

To increase community collaborations through this project that will further benefit low to moderate income homebuyers.

Some outcomes of CDHFH's homeownership program is summarized below based on a survey CDHFH completed with NeighborWorks through Success Measures. The surveys were given to all Habitat homeowners who have lived in their home more than six months.

- 95% of homeowners have seen positive changes in their life since their partnership began with CDHFH.
- 90% of homeowners felt that the sweat equity they contributed to their home helped prepare them for home maintenance.
- 76% of homeowners stated that if given the choice, they would continue to live in their neighborhood.
- 86% have continued to monitor their credit.
- 67% of homeowners said that the financial literacy classes provided by Habitat helped manage their finances.
- 50% said that now that they have their own home their children study more.

This is the long term impact affordable home ownership has had on low-income people through CDHFH's program.

C. Timetable

Below is a timetable for the activity that CDHFH will complete in Fiscal Year 2016.

Activity	19 N. New St	Notes
Site Acquisition	November 2015	
Environmental Review	September 2015	
Environmental Remediation	May 2016	
Scope of Work Drafted	June 2016	
Bids Solicited	July/August 2016	
Home Owner Approved	June 2016	Applications are reviewed on an ongoing basis.
Permit	August 2016	
Renovation Begins	September2016	
Renovation Ends	December 2016	
Transfer to Owner	February 2017	

D. Supporting Documentation – Drawings, Plans, Budgets

Here is the budget for the rehabilitation of 19 N. New Street in FY16:

Blighted Home Acquisition & Rehabilitation

Home Price	$ 48,636.00
Soft Costs/Site Development	$ 15,059.00
Environmental Remediation	$ 8,000.00
Renovation Costs	$ 67,725.00
Overhead	$ 12,576.00
Project Total	$ 151,996.00
Administrative Fees/Closing	$ 11,200.00
Developer Fee (10%)	$ 15,199.00
Total Development Costs	$ 178,395.00

The costs above are total development costs which exceeds the appraisal price, so the home will be sold to the homebuyer for the appraisal price or if the appraisal price is more than 30% of their income, then the home will be sold at an affordable rate so the homebuyer is not cost burdened.

Here is a basic scope of work to be completed:

- Replace roof
- Replace siding
- Repair front porch
- Replace windows and exterior doors
- Asbestos and mold remediation
- Gut entire interior to the studs
- Remodel the interior back into a single family home
- Install new floor coverings, cabinets, counters, interior trim, etc
- Check and replace all mechanicals as needed.

A more detailed scope of work will be created by June 2016. Any work that requires a subcontractor, bids will be solicited otherwise the work will be completed by volunteers. The house is currently set up for two apartments, so CDHFH will be converting it back into one single family home.

See Exhibit 2 for photos of the property.

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

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

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

i. CDHFH has acquired an existing property to renovate which would be preserving and improving existing housing stock then sold to a low-income home owner.

b. Encourage owner occupied housing in low to moderate income areas.

i. CDHFH has built 22 homes within the City of Dover and of those 22 homes, 4 are paid off and the remaining continue to be occupied by low-income (60% or below median income) families. CDHFH has not had to foreclose on a homeowner, which speaks for a successful program.
ii. CDHFH sold six homes to low-income home owners during calendar year 2015. Of those six, four were new construction and two renovations.
iii. CDHFH is also collaborating with NCALL, MHDC under the SNHF program to create affordable home ownership opportunities to eleven homebuyers in the Central Dover Housing Initiative target area by March 2017.

c. Provide safe and livable neighborhoods

i. One of the goals of CDHFH's SNHF application is to reduce crime which is also a goal of the Restoring Central Dover plan. Here are the four goals targeted in the plan that would help reduce crime in this area:
1. *Establish collaborate/community policing* – This include forming citizen oversight committee on community policing and creating a neighborhood watch network. When residents participated in the community resident survey, 60% said they were interested in a neighborhood watch program and 42% said they would volunteer.
2. *Deploy police foot and bike patrols* – Dover Police Department has a new foot patrol unit downtown along with the cadet program .
3. *Expand surveillance camera network* – Additional street cameras have been installed in the last six months with funding available for more. The police department has also received access to the cameras in Simon Circle.
4. *Improve lighting in targeted areas* – Public safety can be greatly improved by the installation of better lighting in areas known for high criminal activity. The City of Dover has begun talking about installing lamp posts street lights on South Kirkwood.
5. *Block transformation* – This project is one of five properties CDHFH will be improving on this block. With these improvements this should improve the livability and safety of the block.

CDHFH meets with the Dover Police Department quarterly to stay up to date on initiatives by the police department, discusses way to partner together and informs the police department about current housing projects.

F. Priorities within the City's Consolidated Plan

CDHFH's project is addressing three of the six priorities, homeless needs, housing needs and economic development needs. CDHFH's project addresses homeless by providing a safe, decent affordable home to a person that currently does not own a home and may be renting, living in transitional housing, or living with a friend. Those people are homeless and will have a place to call home once this project is completed.

CDHFH is addressing the housing needs as it is creating and increasing a homeownership opportunity within the City of Dover through this project. Throughout the process, CDHFH is also educating and empowering the homebuyer to maintain their property and to become active members in their community. CDHFH requires each homeowner contribute 250 hours of sweat equity which include 100 hours for construction, 50 hours for financial literacy and other events and 100 may be donated by family and friends.

CDHFH also addresses the priority of economic development. In 2015, CDHFH homes contributed over $12,000 in City of Dover and Kent County taxes. This will only increase based on the number of homes CDHFH sell to low-income people. Also by targeting this project in the downtown area, the home owner will have access to various amenities such as public transportation, public services and shopping which will create an economic impact.

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 year, CDHFH has been working on South Kirkwood Street by creating five new single family homes allowing for a transformation of that block as well as acquire numerous properties in an effort to expand the impact, so the next block is North New Street. This project is one of five properties that have been awarded a large project rebate from the DDD and with the assistance of SNHF, CDHFH not only acquired the property for this project but four others on the same block on North New Street. By acquiring properties in a concentrated area, there will be a greater impact and CDHFH, along with their partners, will be able to extended into other blocks to create change block by block.

CDHFH's history supports this concept of neighborhood revitalization. From 2009 – 2014, CDHFH focused in the Town of Frederica and completed twelve new construction homes which made a significant impact economically on the town as well as improving the housing stock. CDHFH has also been able to participate in the Neighborhood Stabilization Program which has provided experience for rehabilitating vacant property, and CDHFH has been the recipient of multiple properties from banks donating foreclosures to prevent future blight in the neighborhood.

H. Funding Sources

Here is a list of the funding sources for this project:

- Strong Neighborhood Housing Fund - $48,636 (committed)
- Longwood Foundation - $15,000 (committed)
- Downtown Development District Rebate - $17,033 (committed)
- CDBG - $40,000
- CDHFH Fundraising - $57,887 – This includes cash CDHFH raises for various projects through fundraisers and donations. CDHFH will also be targeting in-kind resources where CDHFH estimates at least $4,700 from various businesses (Whirlpool, PPG, Schneider Electric, etc) that have supported CDHFH for years, grants and other donations.

Total Sources: $178,395

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) are the lifeblood of Habitat. The program creates an opportunity to bring people together that would not ordinarily connect, but are able to build a house together. The community works side by side with the future homeowner as they earn their sweat equity hours. As volunteers are involved from the planning stage through construction, it is an opportunity to build awareness about affordable housing and the issues that revolve around it. In 2015, CDHFH had over 650 volunteers in all aspects of the organization.

Other key collaborators are:

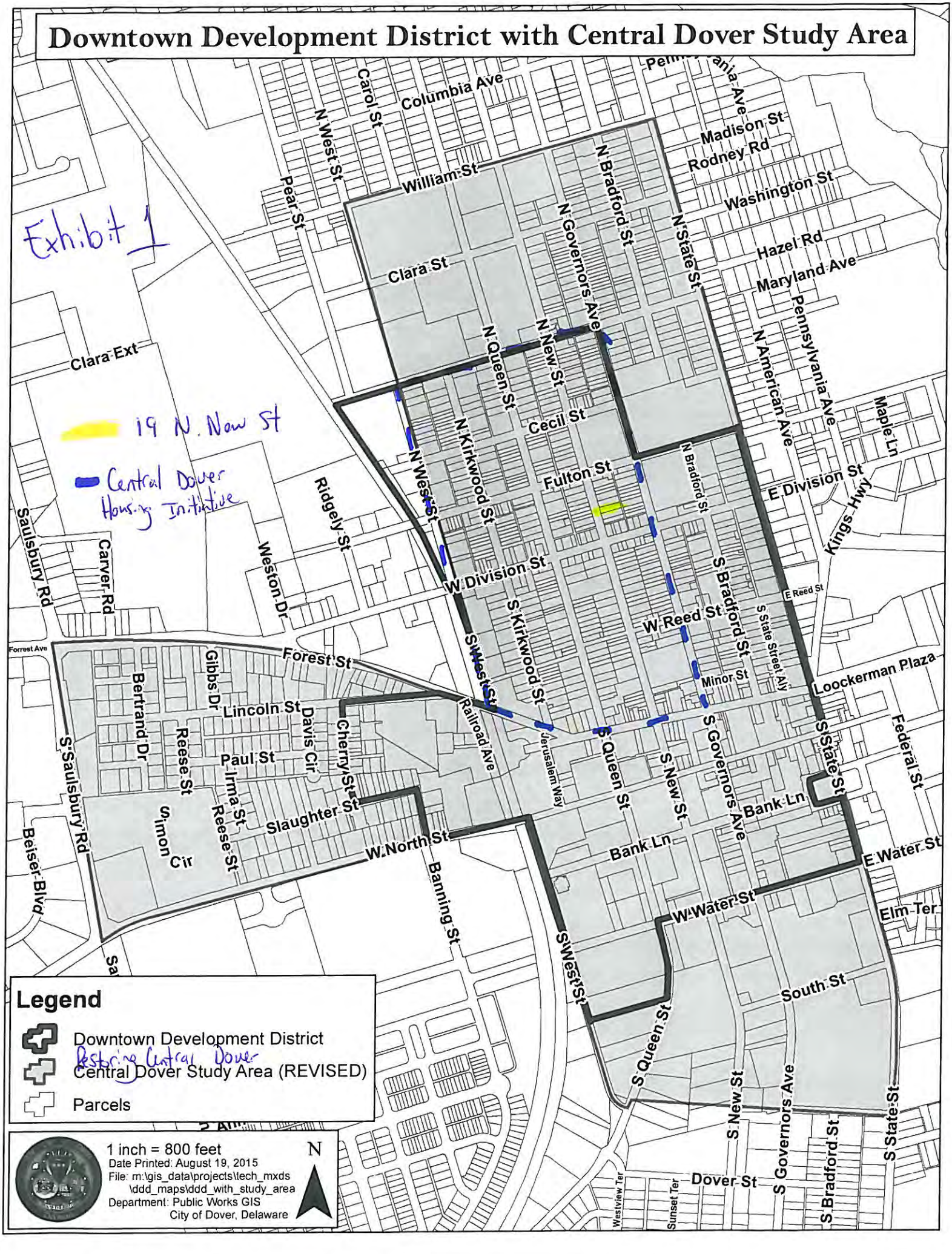
- NCALL – NCALL provides all the financial literacy training to Habitat homeowners which include one-on-one counseling, credit repair, and an all-day homeownership workshop. One of their staff members serves on our board of directors as well another staff member serves on our family selection committee. NCALL is also a partner in the SNHF project.

- City of Dover – The City is a key partner in the SNHF project and will continue as CDHFH develops in within the City.

- MHDC – MHDC is another key partner in the SNHF project and will develop homes in the Central Dover Housing Initiative area targeting those with a higher income.

- 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 lies within the plan area.

Downtown Development District with Central Dover Study Area



19 North New Street, Dover

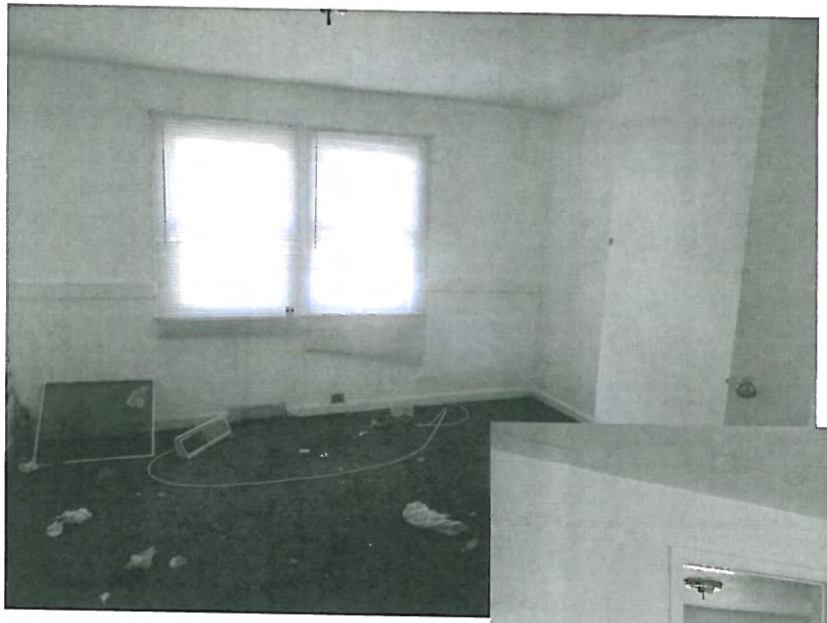
Exhibit 2

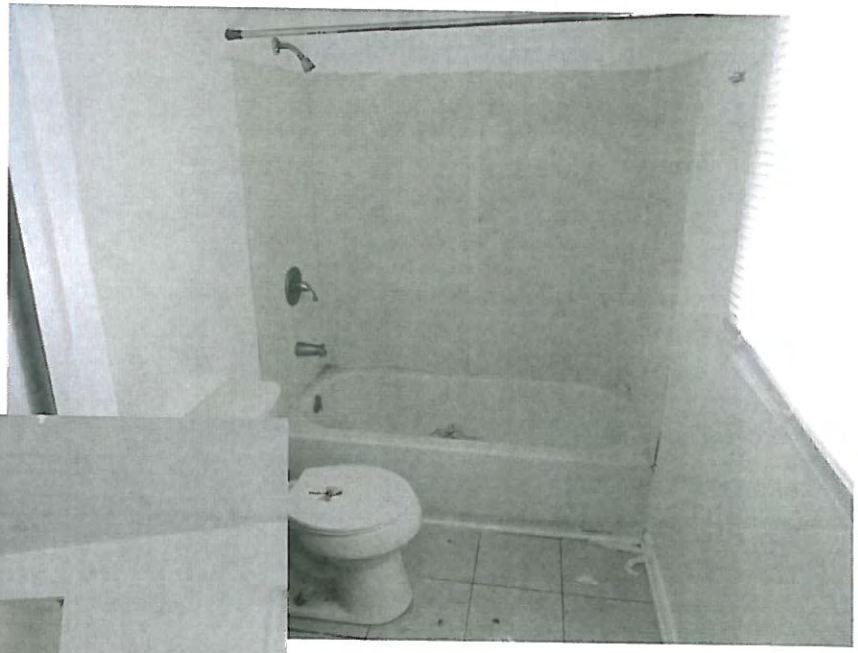


















Gmail by Google

Jonathan Gallo <jgallo@centraldelawarehabitat.org>

DDD Grant Reservation Award Notification

Penny A. Pierson <Penny@destatehousing.com> Mon, Feb 1, 2016 at 10:52 AM
To: Jon Gallo <jgallo@centraldelawarehabitat.org>
Cc: "Susan R. Eliason" <Susane@destatehousing.com>, "Karen E. Horton" <KarenH@destatehousing.com>, Anas Ben Addi <Anas@destatehousing.com>, "Shannon C. Keenan" <ShannonK@destatehousing.com>

Congratulations! Delaware State Housing Authority (DSHA) is pleased to inform you that Downtown Development Districts (DDD) Grant funding in the amount of **$85,165** has been conditionally reserved for **Central Delaware Habitat for Humanity, Inc.** for the new construction of five affordable-homeownership units to be located on **12, 19, 20, 24 and 27 North New Street in Dover, Delaware.**

Please expect an official award letter from DSHA's Director by the end of this week that includes a DDD Grant Reservation Award requiring your signature and a copy of the Conditions of Funding. Upon receipt, please review the documents and sign one of the DDD Grant Reservations to indicate your acceptance of this Reservation and its funding conditions and return one back to DSHA by February 15, 2016. Please retain the other copy of the DDD Grant Reservation for your records.

Thank you again for your interest in DSHA's DDD funding opportunities. If you have any questions, please contact me at (302)739-0246 or via email.

Best Regards,

$17,033 per house

-Penny

You're Invited – April 16th – 6th Annual Homebuyer Fair!

Delaware's Key to Housing Since 1968

Penny A. Pierson, Management Analyst III

18 The Green, Dover, DE 19901

LONGWOOD FOUNDATION, INC.
www.longwoodfoundation.org
100 WEST 10TH STREET, SUITE 1109
WILMINGTON, DELAWARE 19801-1694
302-654-2477

December 22, 2015

Mr. Jon Gallo
Central Delaware Habitat for Humanity
544 Webbs Lane
Dover, DE 19904

Dear Mr. Gallo:

I am pleased to send you the challenge grant awarded by the Trustees of Longwood Foundation in the amount of $295,000. A check for the full amount is enclosed. Congratulations on your fundraising success!

Please update us on the progress of this project annually until it is completed. When you are prepared to submit a progress report, please contact Joanne Reilly at jreilly@longwood.org to request a link to your original request.

Also, the Trustees ask that you not submit another grant request to the Foundation for at least two years. Prior to submitting another request, be sure to visit our website (www.longwoodfoundation.org) to review our guidelines, as they may be updated from time to time.

Sincerely,

Thère du Pont
President

EID/jsr

$15,000 for construction of 19 N. New St.

(302) 739-4263
(302) 739-1118 FAX
(302) 739-7428 TDD

DELAWARE STATE HOUSING AUTHORITY
DSHA
DEVELOPMENT SECTION
18 THE GREEN
DOVER, DELAWARE 19901
TOLL FREE: (888) 363-8808

May 22, 2015

Ms. Jocelyn Tice
Executive Director
Central Delaware Habitat for Humanity
544 Webbs Lane
Dover, DE 19904

Re: **SNHF Grant Agreement – Central Dover Housing Initiative – DE-SNH-001-FY15-01**

Dear Ms. Tice:

Enclosed for your records, is the fully-executed Amended Grant Agreement between the Delaware State Housing Authority and Central Delaware Habitat for Humanity in the amount of $678,175.30.

If you have any questions or need any assistance during the grant period, please contact Penny Pierson by phone at 302-739-4263 or via e-mail at penny@destatehousing.com.

Sincerely,

R. Susan Eliason

SUSAN ELIASON
Director, Housing Development

dcfj:mjh

Enclosure

cc: Cynthia L. Deakyne
Penny A. Pierson

HUDSON, JONES JAYWORK & FISHER

A. **Settlement Statement**
U.S. Department of Housing and Urban Development
OMB No. 2502-0265

B. TYPE OF LOAN
1. ☐FHA 2. ☐FmHA 3. ☐Conv. Unins.
4. ☐VA 5. ☐Conv. Ins.

6. FILE NUMBER: **CDHH19HMF** | 7. LOAN NUMBER

8. MORTGAGE INSURANCE CASE NUMBER

C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "(p.o.c.)" were paid outside the closing; they are shown here for information purposes and are not included in the totals. WARNING: It is a crime to knowingly make false statements to the United States on this or any other similar form. Penalties upon conviction can include a fine and imprisonment. For details see: Title 18 U. S. Code Section 1001 and Section 1010.

TitleExpress Settlement System
Printed 10/15/2015 at 17:09 TS

D. NAME OF BORROWER: **Central Delaware Habitat for Humanity, Inc**
ADDRESS: **544 Webbs Lane, Dover, DE 19904**

E. NAME OF SELLER: **Summit Realty, LLC**
ADDRESS: **P.O. Box 126, 422 Fear Drive, Dover, DE 19903-0126**

F. NAME OF LENDER:
ADDRESS:

G. PROPERTY ADDRESS: **19 North New Street, Dover, DE 19904**

H. SETTLEMENT AGENT: **Hudson, Jones, Jaywork & Fisher**
PLACE OF SETTLEMENT: **Harry M. Fisher, III, Esquire, 225 S. State Street, Dover, DE 19901**

I. SETTLEMENT DATE: **11/02/2015**

J. SUMMARY OF BORROWER'S TRANSACTION:		K. SUMMARY OF SELLER'S TRANSACTION:	
100. GROSS AMOUNT DUE FROM BORROWER		**400. GROSS AMOUNT DUE TO SELLER**	
101. Contract sales price	**45,500.00**	401. Contract sales price	**45,500.00**
102. Personal Property		402. Personal Property	
103. Settlement charges to borrower (line 1400)	**2,666.35**	403.	
104.		404.	
105.		405.	
Adjustments for items paid by seller in advance		Adjustments for items paid by seller in advance	
106. City/town taxes **11/02/15 to 06/30/16**	**198.36**	406. City/town taxes **11/02/15 to 06/30/16**	**198.36**
107. County taxes **11/02/15 to 05/31/16**	**271.44**	407. County taxes **11/02/15 to 05/31/16**	**271.44**
109.		409.	
110.		410.	
111.		411.	
112.		412.	
120. GROSS AMOUNT DUE FROM BORROWER	**48,636.15**	**420. GROSS AMOUNT DUE TO SELLER**	**45,969.80**
200. AMOUNTS PAID BY OR ON BEHALF OF BORROWER		**500. REDUCTIONS IN AMOUNT DUE TO SELLER**	
201. Deposit or earnest money		501. Excess Deposit (see instructions)	
202. Principal amount of new loans		502. Settlement charges to seller (line 1400)	**1,701.50**
203. Existing loan(s) taken subject to		503. Existing loan(s) taken subject to	
204.		504. Payoff of First Mortgage Loan	
205.		505.	
206.		506.	
207.		507.	
208.		508.	
209.		509.	
Adjustments for items unpaid by seller		Adjustments for items unpaid by seller	
213.		513.	
214.		514.	
215.		515.	
216.		516.	
217.		517.	
218.		518.	
219.		519.	
220. TOTAL PAID BY/FOR BORROWER		**520. TOTAL REDUCTION AMOUNT DUE SELLER**	**1,701.50**
300. CASH AT SETTLEMENT FROM OR TO BORROWER		**600. CASH AT SETTLEMENT TO OR FROM SELLER**	
301. Gross amount due from borrower (line 120)	**48,636.15**	601. Gross amount due to seller (line 420)	**45,969.80**
302. Less amounts paid by/for borrower (line 220)		602. Less reduction amount due seller (line 520)	**1,701.50**
303. CASH FROM BORROWER	**48,636.15**	**603. CASH TO SELLER**	**44,268.30**

Pd by Strong Neighborhood Housing Fund

SUBSTITUTE FORM 1099 SELLER STATEMENT: The information contained herein is important tax information and is being furnished to the Internal Revenue Service. If you are required to file a return, a negligence penalty or other sanction will be imposed on you if this item is required to be reported and the IRS determines that it has not been reported. The Contract Sales Price described on line 401 above constitutes the Gross Proceeds of this transaction.

SELLER INSTRUCTIONS: If this real estate was your principal residence, file Form 2119, Sale or Exchange of Principal Residence, for any gain, with your income tax return; for other transactions, complete the applicable parts of Form 4797, Form 6252 and/or Schedule D (Form 1040).

You are required by law to provide the settlement agent (Fed. Tax ID No: _____) with your correct taxpayer identification number. If you do not provide your correct taxpayer identification number, you may be subject to civil or criminal penalties imposed by law. Under penalties of perjury, I certify that the number shown on this statement is my correct taxpayer identification number.

TIN: _____ / _____ SELLER(S) SIGNATURE(S): _____ / _____

SELLER(S) NEW MAILING ADDRESS: _____

L. SETTLEMENT CHARGES			PAID FROM BORROWER'S FUNDS AT SETTLEMENT	PAID FROM SELLER'S FUNDS AT SETTLEMENT
700. TOTAL SALES/BROKER'S COMMISSION based on price **$45,500.00** =				
Division of commission (line 700) as follows:				
701. $	to			
702. $	to			
703. Commission paid at Settlement				
800. ITEMS PAYABLE IN CONNECTION WITH LOAN				
801. Loan Origination Fee	%			
802. Loan Discount	%			
803. Appraisal Fee				
804. Credit Report				
805. Lender's Inspection Fee				
806. Mortgage Application Fee				
807. Assumption Fee				
808.				
809.				
810.				
811.				
900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE				
901. Interest From	to	@$ /day		
902. Mortgage Insurance Premium for	to			
903. Hazard Insurance Premium for	to			
904.				
905.				
1000. RESERVES DEPOSITED WITH LENDER FOR				
1001. Hazard Insurance	mo. @ $	/mo		
1002. Mortgage Insurance	mo. @ $	/mo		
1003. City Property Tax	mo. @ $	**25.00** /mo		
1004. County Property Tax	mo. @ $	**39.05** /mo		
1005. Annual Assessments	mo. @ $	/mo		
1009. Aggregate Analysis Adjustment			**0.00**	**0.00**
1100. TITLE CHARGES				
1101. Settlement/ closing fee $150	to **Hudson, Jones, Jaywork & Fisher, LLC**		**100.00**	
1102. Abstract or title search	to **Hudson, Jones, Jaywork & Fisher, LLC**		**195.00**	
1103. Title examination				
1104. Title insurance binder				
1105. Document Preparation/ $200	to **Hudson, Jones, Jaywork & Fisher, LLC**		**150.00**	
1106. Notary Fees				
1107. Attorney's fees	to **Hudson, Jones, Jaywork & Fisher, LLC**		**375.00**	
(includes above items No:)				
1108. Title Insurance	to **ORNTIC/HJJF**		**211.60**	
(includes above items No:)				
1109. Lender's Policy				
1110. Owner's Policy	**45,500.00**			
1111.				
1112.				
1113.				
1200. GOVERNMENT RECORDING AND TRANSFER CHARGES				
1201. Recording Fees Deed $ **56.00**	; Mortgage $	; Release $	**56.00**	
1202. City/County tax/stamps	Deed **$682.50**	; Mortgage $	**341.25**	**341.25**
1203. State Tax/stamps	Deed **$682.50**	; Mortgage $	**341.25**	**341.25**
1204.				
1205.				
1300. ADDITIONAL SETTLEMENT CHARGES				
1301. Survey	to **Donald G. Grower, PLS**		**300.00**	
1302. Pest Inspection				
1303. county taxes & penalty	to **Receiver of Taxes**			**1,019.00**
1304. environmental site evaluation	to **Compliance Environmental Inc**		**596.25**	
1305.				
1306.				
1307.				
1308.				
1400. TOTAL SETTLEMENT CHARGES	(enter on lines 103, Section J and 502, Section K)		**2,666.35**	**1,701.50**

HUD CERTIFICATION OF BUYER AND SELLER

I have carefully reviewed the HUD-1 Settlement Statement and to the best of my knowledge and belief, it is a true and accurate statement of all receipts and disbursements made on my account or by me in this transaction. I further certify that I have received a copy of the HUD-1 Settlement Statement. In the event a monetary adjustment is required in my account, I agree to reimburse the settlement agent for such adjustment.
Central Delaware Habitat for Humanity, Inc

By: Brian Lessard, Board President
Summit Realty, LLC

By: Jacqueline Hairston

WARNING: IT IS A CRIME TO KNOWINGLY MAKE FALSE STATEMENTS TO THE UNITED STATES ON THIS OR ANY SIMILAR FORM. PENALTIES UPON CONVICTION CAN INCLUDE A FINE AND IMPRISONMENT. FOR DETAILS SEE TITLE 18: U.S. CODE SECTION 1001 AND SECTION 1010.

The HUD-1 Settlement Statement which I have prepared is a true and accurate account of this transaction. I have caused or will cause the funds to be disbursed in accordance with this statement.

By: _____
DATE

DATA SHEET FOR RECREATION PLAN REVIEW
Recreation Plan Dated February 23, 2016

PARKS, RECREATION AND COMMUNITY ENHANCEMENT COMMITTEE
Council Committee of the Whole Meeting of March 15, 2016
Planning Commission Meeting of March 21, 2016

Plan Title:	The Arbors Senior Garden Apartments (S-16-07)
Plan Type:	Site Plan: Active Recreation Area Plan
Location:	North side of College Road west of intersection with McKee Road
Tax Parcel Number:	ED-05-067.00-01-35.03-000
Owner:	Shree Ganesh, LLC
Site Area:	3.77 Acres +/-
Proposed Use:	Residential Development – Garden Apartment Building (Total 48 units)
Zoning:	RG-2 (General Residence Zone)

Project Summary

The Arbors Senior Garden Apartments is being reviewed as a Site Development Plan. The subject property consists of one parcel of land totaling 3.77 acres +/-[1]. The Site Plan is to permit the construction of a garden apartment building with a total of 48 dwelling units.

This property has been the subject of several previous applications. The most recent application for development was C-10-02 which proposed The Arbors Condominiums as apartment building of 48 units; the plan expired. In 2009, this parcel was subject to a rezoning (Z-09-05), changing the zoning of the property to RG-2 (General Residence Zone) from R-8 (One Family Residence Zone). Other applications included C-05-01 and C-07-05 which each proposed a Planned Neighborhood Design: Senior Citizen Housing Option project but those plans also expired.

Active Recreation Area Requirements:

As part of the Site Plan review process for this project, the applicant prepared a Conceptual Recreation Plan which illustrates how The Arbors Senior Garden Apartments development will provide recreation amenities in accordance with the design specifications described in Article 5, Section 10 of the *Zoning Ordinance*. Due to the property size and unit density, this project qualifies for the active recreation area exemption for small developments under *Zoning Ordinance*, Article 5 §10.514.

[1] The property previously consisted of 4.32 acres +/-; however, 0.55 acres +/- was reserved to establish the right-of-way for the new public street to be known as Senior Way. The street right-of-way (46 ft. width) was recorded June 2009 dividing the subject parcel into two areas.

> Article 10 §10.514 *Residential developments of ten (10) or fewer acres with a density over six units per acre.* These developments shall be exempt from the area requirements set forth in section 10.16, but shall be required to provide 150 square feet of active recreation area per dwelling unit or 10,000 square feet of active recreation area, whichever is greater. If the commission determines that the construction of some or all of the required active recreation area is not practical or desirable, the commission shall require a cash in lieu donation for the active recreation area determined as not practical or desirable. Cash-in-lieu amount shall be in accordance with subsection 10.173 of this article.

This Active Recreation Area Plan must be reviewed by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to consideration of the Site Plan by Planning Commission.

Active Recreation Area Plan Summary:
The Active Recreation Area proposal for The Arbors Senior Garden Apartment project is depicted in the plan submission of Sheet REC-1 Active Recreation Plan. The Active Recreation Area for this project is required at a rate of 150 square feet per dwelling unit or 10,000 SF whichever is greater. Based on a total of 48 dwelling units, the calculation would only tally to 7,200 SF thus the active recreation area requirement is 10,000 S.F.

The Plan indicates that 0.5 acres (21,780 S.F.) of land would be reserved as Active Recreation Area. The Active Recreation Areas are located in two distinct areas within the site: the east area consisting of 0.1 acres and the west area of 0.4 acres. The five (5) foot wide walking path constructed of stone begins from the northeast corner of the parking lot and turns west to link to the sidewalk along Senior Way. After crossing Senior Way, the walking path continues west before turning south to link to the sidewalk at the intersection of Senior Way and College Road. Along the path are benches and pathway lighting. The proposed amenities include a gazebo with lawn area in the western recreation area. These open space areas include tree plantings.

The following table provides information from the submitted Plan (dated 2/23/2016) for the Active Recreation Area to be constructed:

	Required	**Provided on Plan**
Active Recreation Area (Article 5 §10.514)	150 S.F. per dwelling unit or 10,000 SF whichever is greater to be provided on site. 48 DU x 150 SF = 7,200 SF thus 10,000 SF is required Provided: 21,780 SF	Two walking path segments Benches and pathway lighting Gazebo with lawn area Total of 0.5 acres (21,780 S.F.)
Active Recreation Amenities (Article 5 §10.15)	Accessible	The recreation area is accessible via pedestrian cross-walk at the northern corner of the site.
Active Recreation Amenities (Article 5 §10.15)	Age Oriented to development	The area could be considered to be an all age's facility.

Active Recreation Amenities (Article 5 §10.15)	Parking	The particulars of the proposed active recreation do not have associated parking needs. There are on-site parking areas for the apartment complex including a bicycle rack.
	Setbacks: 30 feet from residential lots and 25 feet from right-of-way for street	The plan as proposed is in compliance with the required setbacks.
	Landscaping	The project shows trees and landscaping around the site and within the various recreation areas.

Staff Recommendations:
The following are comments and recommendations from Staff of the Planning Office and the Parks & Recreation Department following review of the Active Recreation Area to be constructed for The Arbors Garden Apartments project.

1. The proposed plan meets the area requirements for the Active Recreation Area. The plan is required to provide 10,000 S.F. of Active Recreation Area and it is proposing 0.5 acres (21,780 S.F.) of Active Recreation Area.

2. Staff recommends approval of the proposed Active Recreation plan concept for a walking path system with resting areas of benches and the gazebo. The combination of a walking path linking to the adjacent street network sidewalks or shared use path and the sitting/picnic facilities provide opportunities for senior adults and other age groups as well. The specific areas around each of these amenities have been delineated on the plan and can be accepted towards meeting the Active Recreation Area requirement.

3. Staff recommends the following conditions of approval regarding the Active Recreation Area plan:
    a. The walking path shall be constructed of concrete. This is a better walking surface than a stone chip path. The concrete surface has a greater durability and ease of long-term maintenance.
    b. The approaches to the gazebo should be made handicapped accessible through site grading measures, construction framing, etc.
    c. Evaluate the appropriate type of traffic control measures (pedestrian crossing signage, marked crosswalk, stop conditions, etc.) to assist in providing a location for pedestrian crossing of Senior Way to access the western recreation area. Contact the Public Works Office as Senior Way is to become a City street.

4. The following items should be included on the Plan to clarify the Recreation Area improvements:
    a. Update Active Recreation Area calculations based on the small development exception.
    b. Provide a summary list of the proposed features on the Active Recreation Plan (i.e. the number of benches, pathway lights, etc.).
    c. Identify location of bicycle rack avoiding conflicts with proposed landscaping.

5. The applicant is reminded of the requirements for construction phasing of the recreation area as associated with the development of the residential units. With this apartment building project, the permit can be issued for construction of the entire building but all recreations areas will need to be completed prior to issuance of any Certificate of Occupancy.

    > Article 5 §10.6 Construction Phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

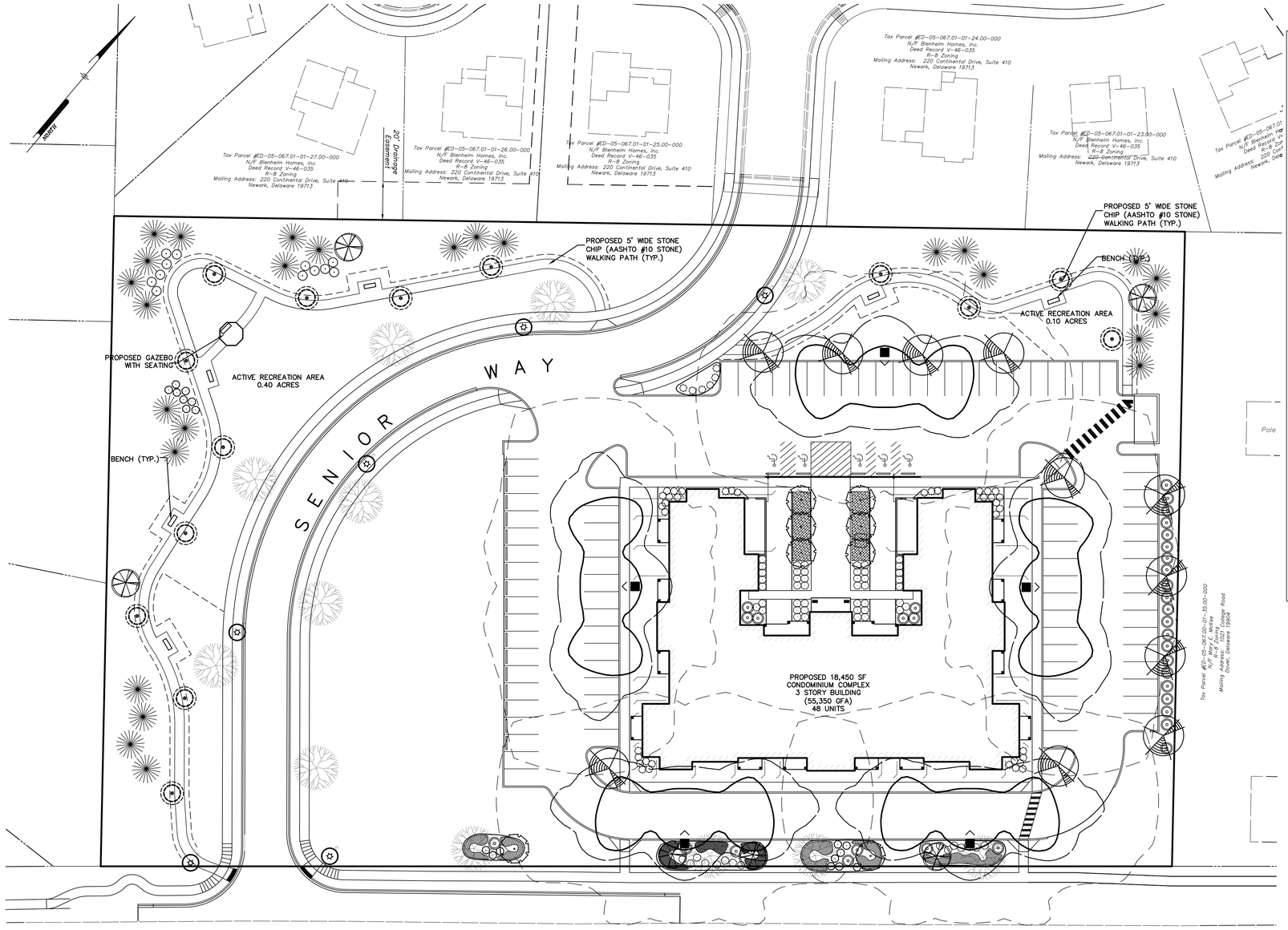
6. There shall be provisions which ensure that the common open space land (including active recreation area) shall continue as such and be properly managed and maintained. The developer shall either retain ownership and responsibility for maintenance of such open land; or provide for and establish one (1) or more organizations for the ownership and maintenance of all common open space i.e. a Homeowners Association or property manager. The organization shall be responsible for maintenance, insurance and taxes on the common open space. Add note on the plan regarding this responsibility.

7. In the event, that major changes and revisions to the Site Plan occur in the finalization of the Plan contact the Planning Office. Examples include reorientation of building, relocation of site components like stormwater management areas, increases in floor area or unit count or design revision impact Active Recreation Areas. These changes may require resubmission for review by the Development Advisory Committee, Planning Commission, or other agencies and commissions making recommendations in regards to the plan.

The Parks, Recreation, and Community Enhancement Committee shall submit to the Planning Commission a report detailing the recommendations as to the Recreation Area Plan.

Attachments:

- Active Recreation Plan: Sheet REC-1 dated 2/23/2016



RAB LIGHTING

LL22B

JOB NAME: _____
DATE: _____
TYPE: _____

DESCRIPTION

Rugged die cast aluminum 9" diameter housings. Threaded, gasketed clear glass globe for durable weatherproofing and easy relamping. 1" long, 1/2" threaded nipple included for easy mounting. 100 watt max. Lamp not supplied.

SPECIFICATIONS

Globes: Threaded, gasketed globe protects against weather, garden sprinklers and insects. Clear glass GL100 globes standard for 4 Tier. Clear glass GL80 globes standard for 3 Tire. GL100 white globes also available for attractive appearance and glare reduction.

Housing: Die cast aluminum housing with powder coat finish

Mounting Stem: Accessory 12" mounting stem with 1/2" threads on both ends available

UL Listing: Suitable for wet locations. Suitable for mounting within 4 feet of the ground

Socket: Medium base porcelain with all copper electrical parts and 20" leads, including a ground lead.

Voltage: 120 volts AC

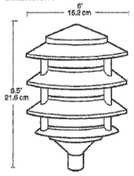
Lamp: Incandescent lamp not supplied. Medium base A-19 lamps. 120V, 100 watt max.

Patents: RAB sensor and fixture designs are protected under U.S. and International Intellectual Property laws.

Color: Black

Weight: 2.6lt

DIMENSIONS



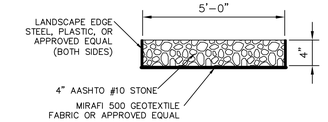
ORDERING INFORMATION

Total Watts	Lamp Type	Lamp Base	Ballast	Starting Amps 120V	Starting Amps 208V	Starting Amps 240V	Starting Amps 277V	Operating Amps 120V	Operating Amps 208V	Operating Amps 240V	Operating Amps 277V	Input Watts	LAMP Initial Lumens	LAMP Lamp Hours
100	A-19	Medium	0	0	0	0	0	0	0	0	0	0	1690	750

Factory Installed Options
Add suffix to Catalog Number

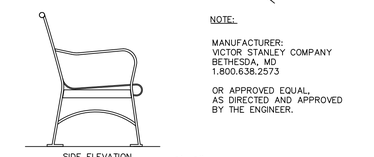
Note: Specifications may change without notice
RAB Lighting, Inc. • 170 Ludlow Ave• Northvale, NJ 07647 • Tel: 888 RAB-1000 • Fax: 888 RAB-1232 • www.rabweb.com
© 2008

PATHWAY LIGHT DETAILS



WALKING PATH DETAIL

NOT TO SCALE



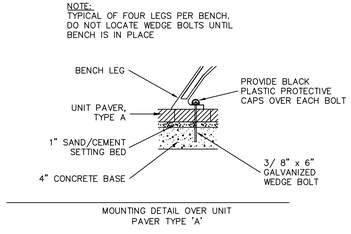
NOTE:

MANUFACTURER:
VICTOR STANLEY COMPANY
BETHESDA, MD
1.800.638.2573

OR APPROVED EQUAL, AS DIRECTED AND APPROVED BY THE ENGINEER.

BENCH DETAIL

ALONG PATH



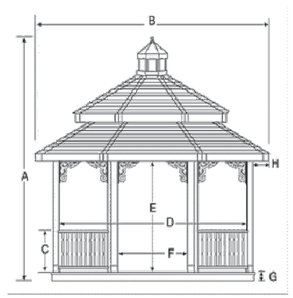
NOTE:
TYPICAL OF FOUR LEGS PER BENCH. DO NOT LOCATE WEDGE BOLTS UNTIL BENCH IS IN PLACE

MOUNTING DETAIL OVER UNIT PAVER TYPE "A"



SIZING CHART

DIMENSION	12'
A * Gazebo with Pagoda, Roof and Cupola	186"
B	152"
C	31.5"
D	134"
E	82"
F	47"
G	7"
H	5.5"
I	142"
J	60.5"
K	152"



GAZEBO DETAILS

GENERAL NOTES:

THE RECREATION AND OPEN SPACE AREAS SHALL BE COMPLETED IN A PROPORTION EQUAL TO OR GREATER THAN THE PROPORTION OF RESIDENTIAL DWELLING UNITS COMPLETED, EXCEPT THAT ONE HUNDRED (100) PERCENT OF THE RECREATION AND OPEN SPACE AREAS SHALL BE COMPLETED PRIOR TO ISSUING BUILDING PERMITS FOR THE FINAL TWENTY (20) PERCENT OF THE DWELLING UNITS PROPOSED. BUILDING PERMITS SHALL NOT BE ISSUED FOR DWELLING UNITS UNLESS THE REQUIREMENTS OF ARTICLE 5, SECTION 10.6 OF THE DOVER CITY CODE ARE MET.

ACTIVE RECREATION CALCS:

REQUIRED: 275 SF. PER DWELLING UNIT / 48 D.U.'S * 275 = (13,200 SF) 0.30 ACRES

OR HALF (0.50) ACRE – WHICHEVER IS GREATER = 0.50 ACRE MINIMUM REQUIRED

PROVIDED: 0.50 ACRES

GRAPHIC SCALE

30 0 15 30 60 120

(IN FEET)
1 inch = 30 ft.

NO.	BY	REVISIONS	DATE

DOUGLAS D. BARRY, P.E.
GROUP MANAGER
LICENSED PROFESSIONAL ENGINEER
STATE OF DELAWARE LICENSE NO. 13061
02-23-16

NEW JERSEY BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS
CERTIFICATE OF AUTHORIZATION 24GA27987500

SHREE GANESH, LLC

THE ARBORS SENIOR GARDEN APARTMENTS
CITY OF DOVER, KENT COUNTY, DELAWARE

ACTIVE RECREATION PLAN

T&M ASSOCIATES
YOUR GOALS. OUR MISSION.

1000 N. WEST STREET, SUITE 1203
WILMINGTON, DE 19801
TEL 302-295-4925

OFFICES LOCATED IN:
DELAWARE, INDIANA, KENTUCKY, MASSACHUSETTS, MICHIGAN, NEW JERSEY, OHIO AND PENNSYLVANIA

DESIGNED BY	DDB
CHECKED BY	DDB
DRAWN BY	DDB
DATE	02/23/16
SCALE	1"=30'
PROJ. NO.	YGMB-00010
DRAWING	REC-1
SHEET	1 OF 1

PROJECT INFORMATION:
FILE PATH: K:\YGMB\Y00010\Plans\
FILE NAME: REC-1 Active Recreation Plan.dwg
LAST SAVED DATE AND TIME: 30 Apr 2009, 1:25PM
LAST SAVE BY: DBarry

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ACTION FORM

PROCEEDING: Legislative, Finance and Administration Committee
DEPARTMENT OF ORIGIN: Human Resources Department **DATE SUBMITTED**: March 10, 2016
PREPARED BY: Scott D. Koenig, P.E., City Manager & Kim Hawkins, Human Resources Director
SUBJECT: Acknowledgment of Benefit Change for Non-Bargaining Employees – City of Dover Personnel Policy: Article XVII Employee Benefits, Section 3 – Deferred Income
REFERENCE: Personnel Policy Article XVII Employee Benefits, Section 3 Deferred Income
RELATED PROJECTS: DOE Labor Agreement (July 1, 2015 – June 30, 2018); Future Changes to City Ordinance: Chapter 2 – Administration, Article IV – Officers and Employees, Division 8 – Deferred Compensation Plan, Section 2-391 – Definitions; Interpretation, and Section 2-394 – Contributions;
REVIEWED BY: Scott D. Koenig, P.E., City Manager; Donna Mitchell, Controller
EXPENDITURE REQUIRED: See Chart in Action Form **AMOUNT BUDGETED**: $0 **FUNDING SOURCE (Dept./Page in CIP & Budget)**:
TIME TIMETABLE: As indicated in the chart below.
RECOMMENDED ACTION: That the language in the Personnel Policy be adhered to and that the Personnel Policy language changes be approved.

BACKGROUND AND ANALYSIS

SECTION 3. *DEFERRED INCOME*

The City shall make available through its membership in the International City Management Association Retirement Corporation (ICMA) and ~~Public Employees Benefit Services Corporation (PEBSCO)~~ Nationwide Retirement Solutions deferred compensation plans for regular employees whereby an individual can defer a portion of his/her current salary for use at a predetermined retirement date. Employees enrolled in the Deferred Compensation Pension Plan/401A Money Purchase Plan shall make contributions in accordance with the Plan Document for each individual group of employees. The City shall make contributions based upon ~~Employee Labor Agreements when applicable~~ the Plan Document for each individual group of employees. For regular full-time non-bargaining employees the employee benefit shall be no less than the highest contribution required by an employee labor agreement.

With the recent approval of the Dover Organization of Employee (DOE) labor agreement (July 1, 2015 – June 30, 2018) by the Dover City Council, the minimum matching contribution and the maximum matching contribution from the Employee/City will be increasing in the above referenced plan.

The following chart indicates the current mandatory contribution and maximum matching contribution percentages along with the negotiated and approved increases for DOE:

	Current Employee Mandatory Contribution	Negotiated Employee Mandatory Contribution	Current City Matching Contribution (Up to)	Negotiated City Matching Contribution (Up to)
2016, Upon approval	3%	4%	6%	7%
July 1, 2016	3%	5%	6%	8%
July 1, 2017	3%	6%	6%	9%

Based on the current Personnel Policy language, the minimum and maximum matching contribution for Non-bargaining employees should be increased to reflect the approved DOE unit changes.

The changes and associated costs are as follows:

Non-Bargaining

		Must	**Potential**	**Over 9%**	**Total**
2016, Upon approval	Additional 1%	$974	$3,968	$1,608	$6,550
July 1, 2016	Additional 2% (1+1)	$5,629	$22,924	$9,290	$37,843
July 1, 2017	Additional 3% (1+1+1)	$8,443	$34,386	$13,935	$56,764
Total		**$15,046**	**$61,278**	**$24,833**	**$101,157**

Staff Recommendation:

1.) Adopt the revised matching contributions for non-bargaining employees.
2.) Change the reference of Public Employees Benefit Services Corporation (PEBSCO) to Nationwide Retirement Solutions.
3.) Insert “Employees enrolled in the Deferred Compensation Pension Plan/401A Money Purchase Plan shall make contributions in accordance with the Plan Document for each individual group of employees”.
4.) Change the reference of “Employee Labor Agreements when applicable” to “the Plan Document for each individual group of employees”.
5.) Accept insertion of “full-time” to correspond to the City Ordinance: Chapter 2 – Administration, Article IV – Officers and Employees, Division 8 – Deferred Compensation Plan, Section 2-391 – Definitions.

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Appendix B - Zoning, Article 6 - Off-street Parking, Driveways and Loading Facilities, Section 5 - Supplementary Regulations for Parking and Loading Facilities, Subsection 5.3 - Supplementary Parking Regulations for Multiple Dwellings, Including Duplexes, Multiplexes, and Apartments of the Dover Code be amended by deleting the text indicated in red strikeout and inserting the bold, blue text, as follows:

Section 5. - Supplementary regulations for parking and loading facilities.

5.1 *Access near street corners*. No entrance or exit for any accessory off-street parking area with over ten parking spaces, nor any loading berth shall be located within 50 feet of the intersection of any two street lines.

5.2 *On lots divided by zone boundaries*. When a lot is located partly in one district and partly in another district, the regulations for the district requiring the greater number of parking spaces or loading berths shall apply to all of the lot. Parking spaces or loading berths on such a lot may be located without regard to district lines, provided that no such parking spaces or loading berths shall be located in a residence zone, unless the use to which they are accessory is permitted in such zone, or by special permission of the board of adjustment.

5.3 *Supplementary parking regulations for multiple dwellings~~, including duplexes, multiplexes, and apartments~~*. No parking space shall be located in any front yard or within three feet of any lot line in side or rear yards. The parking of motor vehicles within 15 feet of any wall or portion thereof, which wall contains legal windows (other than legal bathroom or kitchen windows) with a sill height of less than eight feet above the level of the said parking space is prohibited. No service of any kind shall be permitted to be extended to users of the lot, including automobile service, repair or fueling, and no gasoline, oil, grease, or other supplies shall be stored or sold in any such lot or in any garage on such lot.

5.4 *Supplementary regulations for any parking lots adjacent to residential lots*.

5.41 Whenever space is provided for the parking of ten or more vehicles in the open, such spaces shall be individually identified by means of pavement markings.

5.42 Reserved.

5.43 Wherever a parking lot is located across the street from other land in any residence zone, it shall be screened from the view of such land by a thick hedge located along a line drawn parallel to the street and a distance of 20 feet therefrom, [and] such hedge [is] to be interrupted only at points of ingress and egress. The open area between such hedge and the street shall be landscaped in harmony with the landscaping prevailing on neighboring properties fronting on the same street. A fence five feet high may be required while such hedge is growing to a suitable thickness.

5.44 Identification and directional signs shall not exceed an area of three square feet each and shall be limited to such as are essential for the particular use.

Draft

5. Parking for motorsports racing. During any ten-day period prior to or two-day period following an auto racing event the following provisions shall apply:

5.51 *Automobile parking*.

a. Property located within a residential zone may be used for fee-based parking of motor vehicles. Fee-based parking shall not include parking of commercial vehicles for use by commercial vendors and sales representatives.

b. Unimproved surfaces may be used for automobile parking. Such areas shall be reviewed by the fire marshal to ensure adequate emergency access. No stormwater management areas or other preserved open space shall be used for automobile parking.

c. Automobile parking shall in no case obstruct fire lanes, parking lot drive aisles, emergency access, fire protection equipment, or cross access easements between properties.

5.52 *Recreational vehicle parking*. Recreational vehicle parking shall be permitted within all zones subject to the following requirements:

a. No more than three recreational vehicles shall be parked on a residential lot.

b. Property owners wishing to provide parking for more than five recreational vehicles shall apply for a permit from the licensing and permitting division a minimum of 60 days prior to the race event. Fees for the permit will be charged in accordance with appendix F. Prior to issuance of a permit, the property owner or his agent must submit a legible diagram of the camping area to the licensing and permitting division. The diagram shall show recreational vehicle parking location, emergency access, drive aisles, entrance and exit, number of proposed recreational vehicles to be parked, location of power lines, and location of restroom facilities.

c. Recreational vehicles shall not be parked within 25 feet of power lines as measured from the center of the utility pole. Vertical extensions from recreational vehicles shall not be closer than 25 feet to power lines as measured from any point on the vertical extension.

d. Recreational vehicles shall not be parked closer than ten feet to other recreational vehicles, buildings or other structures, as measured from the long side of the vehicle; nor closer than two feet from other recreational vehicles, buildings or other structures, as measured from the front or rear of the vehicle. The required ten feet shall exclude any bump-outs or other protrusions from the side of the vehicle.

e. Recreational vehicle parking areas shall have drivable surfaces engineered to hold the weight of recreational vehicles, fire equipment, and other emergency response equipment in all types of weather.

f. Any changes to the layout of recreational vehicle parking areas shall be required to be submitted to the licensing and permitting division at least 30 days prior to the race event.

Draft

g. The Fire Marshal's Office may grant an exception to any provision of section 5.52 if it can be demonstrated that equivalent means of public safety and fire protection is being provided.

h. The fire marshal's office shall develop policy guidance on the implementation of this section.

(Ord. of 4-25-1994; Ord. of 9-13-1999; Ord. of 10-12-1998; Ord. No. 2009-28, 3-8-2010)

ADOPTED: *

S:\ORDINANCES\2016\DRAFT\ORDINANCE #2016-14 APP B-ZONING, ART 6-OFF-ST PKING, SEC 5-SUPP REGULATIONS\ORDINANCE #2016-14 APP B-ZONING, ART 6-OFF-ST PKING, SEC 5-SUPP REGULATIONS.wpd

SYNOPSIS

The proposed amendment removes references to housing types which could cause confusion and inconsistencies in the Code. With the proposed amendment, reference to multiple dwellings would rely on the definition of the term in Article 12.

(SPONSORS: HARE, COLE, AND TOWNSHEND)

Actions History

03/15/2016 - Scheduled for Introduction - Council Committee of the Whole/Legislative, Finance, and Administration Committee

Draft