DOVER HUMAN RELATIONS COMMISSION

AGENDA

November 28, 2012 - 7:00 P.M. - Council Chambers - City Hall - City of Dover

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify Hollie Ford in the City of Dover, Human Resources Department (736-7163 or email at hford@dover.de.us) should you wish to be recognized.

1. Call to Order/Roll Call

2. Moment of Silence

3. Agenda Additions/Deletions

4. New Business
   A. Review City of Dover Finance Department Grant Application Procedures

5. Adoption of Minutes
   A. June 27, 2012

6. Comments/Presentations from Members of the Community
   This segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda is prohibited. Citizen comments are limited to three (3) minutes, and this segment will not exceed 30 minutes.

7. Chair's Report (Sudler)

8. Committee Reports
   A. School Programs (Wasfi)
   B. Community Programs (Allen-Pyne)
   C. Assessment (Edamatsu)
   D. Intake Forms (Warfield)

9. Unfinished Business
   A. Recommendations from September 27, 2012 Community Outreach Meeting

10. Scheduling of the Next Regular Meeting

11. Announcements

12. Adjournment by 9:00 P.M.

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

DOVER HUMAN RELATIONS COMMISSION

MINUTES OF JUNE 27, 2012

CITY COUNCIL CONFERENCE ROOM, CITY HALL, DOVER

Present: Chairman, Roy Sudler, Jr., Ellen O. Wasfi, Richard Senato, Faye Della White, Dr. Linda Hackett, Dr. Edunosu, Kim Walfield, Justina H. Brewington

Absent: Dawn Allen-Pyne

1. **Call to Order:** Chairman, Roy Sudler, Jr. called the Dover Human Relations Commission Meeting to order on this day, Wednesday, June 27, 2012 at 7:16 p.m.

2. **Moment of Silence:** was observed.

3. **Agenda Additions & Deletions:**

   No changes were made.

4. **Adoption of the Minutes of May 23, 2012:**

   a. **Commissioner Senato** motioned to accept the Minutes of May 23, 2012
   b. **Commissioner Wasfi** seconded the motion
   c. Motion carried and the Minutes of May 23, 2012 were accepted as presented.

5. **Comments/Presentations from Members of the Community:**
   There were no comments made.

6. **Chair Report:**
   a. On June 18, 2012 at 8:05am, I (Chairman Sudler) received confirmation from Kim, Esquire...

   <Commissioner Faye White entered the room and was welcomed>

   b. On June 19, 2012 I sent out a letter for the Part-time Contractual Assistant Position.
   c. On June 20, 2012 confirmation was received from two of the three candidates, Ms. Francis and Ms. Talton that they will be present for the June 27, 2012 meeting.

7. **Committee Report:**

a. **School Programs**

Commissioner Wasfi reported on the proposed "Study Circle" Project. This project is a five week program that would run for 2 hours for five consecutive weeks. A discussion was held on finding a feasible location and time frame to implement the program. One of the suggested locations to hold the Study Circle was the Dover Library but the fact that the Dover Library closes at 9pm creates an issue. Other suggestions given were to hold the Study Circle mid-day on Saturdays or when implementing it for the schools doing it during a Study Hall. It was suggested that the Commissioners go through the process first before incorporating the schools. The Study Circle Program would consist of two Facilitators that are not Commissioners presenting hypothetical situations for discussion from the provided Study Circle Guide Book. All participants would go around the table and give input.

Commissioner Senato asked for clarification of the theme and subject matter of the Circle.

Commissioner Wasfi stated that the theme and subject matter of the Circle is breaking down stereotypes, bringing knowledge and self to the table to break through the surface. The Study Circle is not issue oriented but person oriented.

Commissioner Wasfi also shared that she participated in other Circles that had an OUCH statement. (Who am I and why I feel this way is not the case, it is more about how we as individuals react to each other.)

Commissioner Brewington stated that if this is done during the week that 6pm-8pm is not a good time.

It was noted that this program is for the benefit of the Commissioners and that the Community and Faith Leaders can be asked to participate in this program as well.

Chairman Sudler stated that he participated in a Race Study Circle as a young man and it helped him. He thought it would be great and beneficial if the Commission would participate. Chairman Sudler stated that the program will be for five consecutive Fridays for two hours and asked if all can get back to him.

Commissioner White asked is this once a year or just for the five weeks?

It was stated that this is basically a onetime thing. It was also noted that this would be a Race and Relations Study Circle and that there are many other types.

Commissioner White asked are we limited.

Commissioner Wasfi stated that this Study Circle is to establish a human connection to the faces we face daily. It was also stated that stereotyping is a harmful thing.

It was noted that if this is done for the schools and the Commissioners that the Commissioners should be the first to go through the Study Circle Program.

The Study Circle for the high school would include faculty and then get the students involved. We may want to check and see if the school could substitute a Study Circle for a Study Hall.

Chairman Sudler stated that once we the Commissioners go through a Study Circle then we can think of how it can be applied to school.

b. **Community Programs:**
Commissioner Dawn Allen-Pyne not present to report.

c. **Assessment:**
Commissioner Wasfi handed out the Dover Human Relations Commission Survey of Dover Residents with Cost Estimates.

Commissioner Senato asked where the results of the Survey handed out are.

Chairman Sudler suggested that everyone review the Survey and when the Commission meets again to bring additional questions.

Commissioner Wasfi stated that the Dover Post was used, address list was not included, random survey selection and that we only paid for returned survey.

Commissioner Senato suggested that prison ministries can print, fold and label these surveys.

It was noted that a list of names and addresses is needed for the City of Dover.

d. **In day Chair Report:**
Commissioner Wasfi – nothing to report.

8. **Unfinished Business**
   a. **Asian Illegal Gang Formation** – Resolution reviewed for suggestions and recommendations.
   Item a) final a new packet resolution.

Floor opened for comments on the resolution:

Commissioner Wasfi committed on the need for some grammatical corrections and bold facing on **WHERE AS**. She will review the document, make the necessary grammatical corrections and submit.

Chairman Sudler passed out pictures to support the resolution. It was stated that there is no deadline from the Mayor's office for this resolution.

Commissioner Senato asked if this was going to the City Solicitors Office for editing.

Commissioner Wasfi would like to proceed with the recommendations from March 28th Community Relations Meeting.

It was suggested to table a motion to accept to review the letter

Commissioner Wasfi motioned to review the letter

Commissioner Senato seconds the motion

b. Review of Questions from the Dover Human Relations Commission Survey of Dover Residents:

Chairman Sudler asked for suggestions on questions you may or may not want entered on the 2012 Survey.

Suggestion review for 2012 Survey Questions:

1) I have a full understanding of how to identify a hate crime.
2) My employer has provided workshops or seminars on employees or employers rights in the workplace.
3) I understand the difference between sexual orientation and gender discrimination.
4) I understand the Hate Crime Prevention Act.

There were no additional suggestions given at this time.

Chairman Sudler stated that he would hope that all suggestions be in by the next month.

c. Recommendations for March 28th Outreach Committee Meeting
Review letter from Commissioner Wasfi and letter drafted by Chairman Sudler for the Mayor and City Council to review by July 1, 2012 via email.

The Commissioners reviewed Commissioner Wasfi's letter to City Council and Memorandum. It was noted that after proofing the letter and seeing what can be incorporated in the memorandum from the letter, that the letter is the primary line of communication to send to the Mayor and City Council.

Commissioner White thought the letter and memorandum was a repeat.

Commissioner Wasfi said item #6 can be combined with #6 in the memorandum. Item # 6 (in primary letter) reference area about proliferation of guns.
A memorandum is used to strengthen the letter if needed. It was noted that the meeting was in March and recommendations need to be made.

d. **Residents stated in the Community Outreach Meeting:**
There is a problem with Wesley College students drinking Thursday through Saturday.
Commissioner Hackett stated that a recreation site for university age students may help defer students from drinking on Governors Street and becoming unruly and disrespectful to residents.

Commissioner White on Memorandum #5 on Wesley College

Commission reflects what the community brings forth:

- Residents requested more security or a mini police station.
- Some residents are stating that police are being desensitized to minorities calling for services.
- Dover citizens need a better understanding of zero tolerance code.
- Do you think the City of Dover is a desirable place to live?

Commissioner Senato needed to be excused from the remainder of the meeting.

Commissioner Walfield announced several job openings in the area Amazon -1200, Kraft – 200, Citi – 500 and that Redner's will be opening a store in Camden and Milford. She also mentioned that there is a company called Apex that helps past offenders clear their record.

e. **Final Draft of Sexual Orientation and Hate Crimes in the City of Dover**
Need special forum to talk about resolutions. Need approval for agenda and topic.

Commissioner Walfield state she will be absent for the month of July.

Suggestions to correct to forum or any motions to accept forum flow.

Commissioner Wasfi moved to have a Forum

Commissioner Hackett second that motion

Motion for resolution with proper amending's be forwarded to the Mayor and City Council for final correction.

Commission Wasfi motioned to review letter via email first before sending the letter.

Commissioner White second

Commissioner Hackett questioned motion

Commissioner Wasfi will do a modification to the letter and Chairman Sudler will modify Memorandum both will review before sending.

9. **Quick Summary of Self from Part-time Contractual Assistant Applicants :**
   Ms. Frances and Ms. Talton gave a brief summary of who they are and why they applied for the Part-time Contractual Assistant position with the Dover Human Relations Commission.

10. **Selection / Hiring Process:**

    Commissioner Hackett motioned to table hiring process

    Commissioner White seconds the motion.

    Motion carried.

11. **Announcements:**

    a. Mt. Zion Men's Day Community BBQ
    b. Calvary Baptist Movie Fund Raiser July 16, 2012 an Evening with Clifton Davis
    c. Schedule Outreach Location

12. **Adjournment :**

    Commissioner White made motion to adjourn the meeting

    Commissioner Wasfi seconds that motion.

    Motioned carried and the meeting adjourned at 9:40pm.

Respectfully Submitted,
Belinda Talton

CITY OF DOVER
DEPARTMENT OF FINANCE
PROCEDURE MANUAL

TITLE: Grant Application Procedures

PROCEDURE # 317
DATE: November 2, 2007
REVISED: December 8, 2008

Introduction

This procedure is intended to establish clear directions for accounting for and administering the funds and resources received by the City through Federal, State, and other Grants.

It is the City's policy to strictly prohibit any political activities related to Federal, State and other political subdivision assisted programs. The City's employees will not engage in such activities nor spend City funds or grant funds in such activities.

Definitions

"Department": Departments are the major organizational sub-divisions. They have a broad overall purpose. The City of Dover is organized into departments as follow: Customer Services, Parks, Recreation & Library, Public Services, Police, Public Utilities, Mayor, Central Services, City Clerk, City Manager, Information Technology, Finance, Human Resources, and Assessor.

"Grants": Funds and resources procured by the City which are restricted as to usage by the government or institution providing the funds. Usually, there is an application process whereby the City provides evidence of its need for the funds, its ability to use the funds in a manner approved by the grantor, and detailing the expenditures expected to be incurred. The primary grant providers to the City are the Federal and State governments.

"Closeout": The process of finalizing a grant project, including completion of the final financial reports, determination of cash balances, accomplishment of necessary accounting entries and placing all project files in a manageable holding system.

"Matching Funds": Dollars that must be available in order to qualify for a grant. Often grantors will not support the entire cost of a project and require that the applicant provides a certain share of the project cost from other sources.

"In Kind Match": A grant where the required match is not a cash contribution, but is existing personnel time, equipment or material made available for the purpose of the grant."

"NOFA": Notice of funding availability. Grant-making agencies issue a NOFA to solicit applications.

"OMB Circular A-87": Establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments.

Departmental Grant Application Decision Making Process

1. The Departments are responsible for seeking out new grant resources. The Department shall analyze the need and future costs of a grant before applying for a grant. A number of questions shall be considered by the department before determining whether a grant application is appropriate. A '**Department Grant Application Analysis Form'** to be completed by each department can be found in Appendix A.

2. A copy of the '**Department Grant Application Analysis Form'** should be maintained in the grant folders at the department level and copies distributed to the City Manager and Finance Director for budgeting and auditing purposes.

3. If the annual project/program cost in excess of the grant award exceeds $25,000.00 Council approval is required. A copy of the **Department Grant Application Analysis Form** should accompany the appropriate approval forms.

Grant Application Process

1. The Application process is the most critical step. The requesting department prepares the grant application package and submits the approved, completed grant packages to the proper grantor institution. The reviewing body will make their decision solely upon the evidence of need as shown in the application. Therefore, a well documented proposal is imperative. Departments should review the requirements of the application closely.

2. City Council must approve the application of all grants which require a 'monetary' match in funds of $25,000 or more from the City of Dover or if the grant requires City Council approval. Grants requiring 'in-kind' matches do not need Council approval. The Department shall be responsible for acquiring City Council approval before applying for grants with these requirements. Please note if the grant and match have been fully identified in the approved budget, Council approval shall be met. This procedure does not negate any requirements of the City Purchasing Policy.

3. The application cannot be submitted to a grantor for consideration without the written approval of the Department Head regardless of the amount. A copy of the application with the Department Head's signature should be kept on file within the submitting department.

4. The requesting department will be responsible for ensuring that all approved applications are signed by the Mayor or appropriate official prior to submission.

Grant Award/Post Award Process

1. The requesting department receives the grant award letter. Federal award notification is received by email. If the City is awarded the grant, a Committee Action Form (CAF) is to be prepared for the Legislative, Finance & Administrative Committee to approve the grant award. The CAF shall include any non-grant funded expenses listed in the '**Department Grant Application Analysis Form'** for the current and future fiscal years.

   Several types of state funded grants are awarded to local law enforcement agencies state-wide based on annual allocations of funds approved by the State Legislature and quarterly

applications for funds resulting from property and drug seizures. The Police Department must conform to the grantor requirements for spending these funds. The Police Chief approves the application for and disbursing of these particular funds.

2. A grant records file shall be maintained and updated by the requesting department for each application throughout the grant process, including the final accounting and closeout. The file shall consist of, at a minimum, the application, acceptance letter and a spreadsheet detailing cash receipts and disbursements. The Department must maintain records of expenditures including any appropriate supporting documentation. The expenditures must be reviewed to determine if they are an eligible expense under the grant agreement.

   Confidential records supporting expenditures for informant funds etc, used by the Police Department will be maintained in accordance with current policies and procedures for the department. Procedural notice 42 Criminal Investigations, section VII outlines those procedures to be followed by the Police Department.

3. The Department Head, or his/her designee, shall monitor the status of the grant application and the subsequent award.

4. The original signed grant contract shall be added to the appropriate grant file and identified with a contract number and the performance period.

5. Copies of all documents are to be provided to the Finance Department to monitor compliance and completion of the annual audit.

6. Where applicable, Public Hearings and Advisory Board Meetings must be held in accordance with the grantor requirements throughout the term of the grant.

Accounting Procedures

1. The Department Head shall request account numbers for grant revenues and expected expenditures from the City Finance office. Where applicable a project number will be assigned to each grant to track receipts and expenses

2. The Finance Department and Department Head are responsible for maintaining separate records for each grant project to avoid commingling of grant funds.

3. The Department Head is responsible for assuring all grant project funds are expended according to the terms of the grant. All grant project funds must be obligated by the termination date(s) specified in the grant. Any matching funds must be expended and reported timely.

4. The Department Head is responsible for submitting any required reimbursement requests to the grantor as authorized expenditures are incurred. At the end of each fiscal year, the Department Head shall submit to the Finance Department a list of all outstanding reimbursement requests and qualified expenditures incurred, but not submitted to the grantor for reimbursement. Accordingly, the Finance Department shall create a grant receivable entry, reconciling this to the grant activity recorded during the period.

5. Purchase, Invoice and Payment processing shall be in accordance with the City of Dover Purchasing Policy, incorporated into this procedure by this reference. Payroll processing shall be in accordance with City payroll procedures.

6. Retention of records shall be in accordance with the State of Delaware's Local Government General Records Retention Schedule for Grants, which specifies grant financial files are to be retained for five years after submission of the grant closeout letter and successful audit.

7. Requests for drawdown of funds must be in accordance with award requirements specified by the grantor.

8. Receipts are received and entered into the General Ledger by the Finance Department.

9. The Department Head is responsible for maintaining records of all inventory purchased and are to provide an updated copy to the Finance Department June 30 each year for audit purposes. All records for equipment, non-expendable personal property and real property shall be retained for a period of at least three years from the date of the disposition, replacement, or transfer.

10. Records must be maintained for each non-expendable item that costs $5,000 or more and has a useful life of one year or more. The Department Head shall send the invoices and appropriate backup data to the Finance Department for recording in the Capital Asset system.

11. The Department Head is responsible for timely submission of reports to the grantor as required under the terms of the grant.

12. The Department Head is responsible for submitting quarterly and final Financial Status Reports (FSRs) for grants if required under the terms of the grant. A copy of any FSR must be submitted to the Finance Department before being sent to the grantor. Finance shall reconcile amounts reported on the FSR with the amounts recorded in the City's accounting system. Any discrepancy shall be resolved by the Department Head and communicated to the Finance Department.

13. The Department Head is responsible for performing and monitoring closeout activities.

14. Any unexpended funds shall be returned to the grantor and any interest earned on cash balances shall be disbursed in accordance with the grant requirements.

15. The Finance Department is responsible for preparing Form SF-SAC, "Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations," in accordance with Federal OMB Circular A-133.

16. A quarterly report will be presented to City Council by the Finance Department for all grants.

Control of Grant Funds

1. Interest Earned and expended is promptly recorded in the accounting records and reported on the FSR's. FSR's are due 45 days after the end of the calendar quarter.

2. Grant funds and interest earned is expended by the end of the allowable period.

3. Matching funds are expended and reported timely.

4. Final FSR's are submitted timely.

5. The Department Head will ensure grant requirements are met and if necessary will request changes from the grantor 60 days before the end of the award period.

6. Draw down of Federal funds will be initiated after the Department submits the quarterly FSR's. This ensures that the department has already paid for the cost of goods or services incurred on behalf of federal grants. Any funds received in advance will be placed in an interest earning account.

7. Department Heads ensure matching funds are spent and that related expenditures are tracked for reporting purposes.

8. Department Heads will obtain permission from federal grantees to spend the interest earned as part of the grant proceeds. They will request a Budge Adjustment Request to augment grant budgets with interest earned revenues that they have received.

DISTRIBUTION

Mayor	CDBG Director	Police Department
City Manager	Department Heads	

Appendix A

Department Grant Application Analysis Form
For Use in Evaluating Grant Opportunities

General Information

Department: Staff Contact:

Grant/Project Title:

Brief Grant/Project Description:

Application Information

Due Date: _____ New ☐ Related Grants:

Recurring ☐

Anticipated Award Date: _____ Anticipated Notification Date: _____

Start Date: _____ End Date: _____

Award Amount: $ _____ Cash ☐ Reimbursement ☐

Approx. reimbursement turn-a-around time _____

Council Approval Needed: Yes ☐ No ☐ Which apply? Match amount ☐

(Council approval is needed for grant projects > $25,000, when match amounts equal or exceed $25,000, or when expressly required by the granting authority.)

Project shortage ☐

Other grant requirement ☐

Grant/Project Costs

Budget Category	Award Amt	Match Amt	Match Source
Contractual			
Equipment/Supplies			
Indirect Cost (ie, vehicle repairs, mileage, IT, telephone)			
Personnel			
Additional Personnel/Over-time (ie, support costs, administrative salaries)			
Travel/Training			
Capital (ie, land, building, vehicles, etc.)			
Other (ie, informant/buy Money)			
Total	**$**	**$**	
	GRAND TOTAL	**$**	**(Award + Match)**

Appendix A-continued

Department Grant Application Analysis Form
For Use in Evaluating Grant Opportunities

Other Information

1. Are any of this project's costs included in the City budget?

2. Are there any lone-term costs or commitments?

3. How will this program/project be funded after the grant expires?

4. What is the maximum amount of funds available from this funding source?

5. If the Department receives only a portion of the amount requested, how will the project be funded?

6. Are there other departments in the City eligible for this funding?

7. Are other departments in the City willing to collaborate on this project?

8. Will this project duplicate or compete with other services or programs provided by the City or other local agency:

Originated	January 4, 1996
Revised	February 27, 2007
Revised	November 2, 2007
Revised	November 13, 2007
Revised	December 8, 2008