SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

REVISED

A G E N D A

Due to Parking Restrictions at City Hall, the Meeting has been relocated to the Small Conference Room at the John W. Pitts Recreation Center, 10 Electric Avenue, Dover

March 24, 2011 - 10:00 A.M. - **Small Conference Room** - **John W. Pitts Center** - City of Dover

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk by phone at 736-7008 or e-mail at CityClerk@dover.de.us, should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. Community Development Block Grant (CDBG) Application Review

2. Adjournment

/tm
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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.

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, Community Development Manager

DATE: March 10, 2011

SUBJECT: REVIEW OF FY11 CDBG APPLICATIONS

Thank you for your assistance in reviewing the CDBG grant applications for FY11. The items listed below are enclosed for your use during the review of the CDBG applications:

A. A list of applicants and staff reports summarizing each application.
B. CDBG Interview Schedule
C. Federal Resources available for use
D. Total grant request
E. Scoring criteria for CDBG funding
F. A CDBG Review Panel Scoring Sheet for each applicant

By the end of the review period, staff is requesting that you summarize your evaluation of each application on the enclosed CDBG Review Panel Worksheet based on needs determined from the oral presentations from each applicant and individual scoring of each applicant.

The number in parenthesis for each measure to be scored is the maximum score for a given category. The maximum total points are 100 points.

Thank you in advance for the time you will be devoting to the FY11 review process. If you have any questions, please call me at 736-7175 or via e-mail at tharvey@dover.de.us.

/tnh

Enclosures

cc: Ann Marie Townshend

CDBG Interview Schedule

1. Dover Interfaith Mission for Housing	**10:00 am**
2. First State Resource Conservation & Dev. Council	**10:15 am**
3. Connections Community Support Program	**10:30 am**
4. Diamond State Community Land Trust	**10:45 am**
5. Elizabeth W. Murphey School, Inc.	**11:00 am**
6. Downtown Dover Partnership	**11:15 am**
Lunch Break	**11:30 am – 12:15 pm**
7. City of Dover - Streets Project	**12:15 pm**
8. Housing Rehabilitation Program	**12:30 pm**
9. Homeownership Assistance Program	**12:45 pm**

CDBG FEDERAL RESOURCES AVAILABLE FOR USE
7/01/11 – 6/30/12

CDBG Funds Allocation	$270,000
Anticipated Program Income	$ 15,507
Total Grant Allocation	$285,507
20% of the grant must be allocated for Program Administration	$285,507 x.20 $ 57,101
Public Service activities cannot exceed 15% of the grant.	$285,507 x.15 $ 42,826
Total grant available for activities	$ 228,406.00
Total grant request	$ 540,347.00

CDBG Scoring Criteria

Description and Demonstrated need for Proposed Program (10 points possible)

- Provide an adequate description of the scope of activities proposed and how it will benefit low to moderate income persons.
- Explain the type of service deficiency your project will fulfill and the population that has been affected by this deficiency.
- Does the proposed activity directly address the community need identified?

Management Capacity (25 points possible)

Each applicant's management capacity for each of the activities proposed will be evaluated on the basis of the most recent monitoring report, current or proposed staff qualifications, progress achieved in completing its current CDBG Program (if applicable), and most recent audit reports(s) (if applicable).

Cost Effectiveness (15 points possible)

Is the cost reasonable for the project in relation to the number of people being served and the availability of other resources?

Work Plan (20 points possible)

Will the applicants proposed scope of work be completed within the next fiscal year? Does the applicant effectively outline in the application the completion of milestones of the activity?

Goals and Objectives (15 points possible)

- Are the goals and objectives of this project consistent with the goals and objectives outlined in the 2005 Consolidated Plan ?
- What steps will be utilized to implement your program (the process for reaching program goals)?

Performance Measurements (15 points possible)

- Does the project effectively describe the outcome?
- Is the project consistent with the objective?

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Dover Interfaith Mission for Housing (Public Service)**

Amount Requested: **$46,000**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **First State Resource Conservation & Development Council**

Amount Requested: **$50,000**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Connections Community Support Program (Public Service)**

Amount Requested: **$20,000**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Diamond State Community Land Trust**

Amount Requested: **$40,000**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Murphey School**

Amount Requested: **$49,347**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Downtown Dover Partnership (Public Service)**

Amount Requested: **$42,000**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **City of Dover – Streets Project**

Amount Requested: **$203,000**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Housing Rehabilitation Program**

Amount Requested: **$50,000**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

2011 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Homeownership Assistance Program**

Amount Requested: **$40,000**

Amount Awarded:

The following factors will be considered in determining funding levels awarded to applicants meeting the request for proposals requirements. Please rate each category according to the maximum points available.

____ Description and Demonstrated Need for Proposed Program **(10 points possible)**

____ Management Capacity **(25 points possible)**

____ Cost Effectiveness **(15 points possible)**

____ Work Plan **(20 points possible)**

____ Goals and Objectives **(15 points possible)**

____ Performance Measurements **(15 points possible)**

____ TOTAL **(100 Maximum Possible Total Rating)**

Reviewer Signature_____

STAFF REPORT
Dover Interfaith Ministry to the Homeless
Operating Cost

Dover Interfaith Ministry to the Homeless is a non-profit organization that operates a shelter for homeless men and provides services to the homeless to assist in obtaining permanent housing. This project is a public service activity and the grant request is for $46,000 for lease and utility cost.

This project meets the low to moderate income requirement. The cost is reasonable for the utility and lease cost for the program year. This project is in conformance with the goals of the 2010 Consolidated Plan by providing aid to special needs persons and providing safe and livable housing. It is also consistent with the city's plan to assist in ending chronic homelessness.

The personnel that manage the shelter have the years of experience to successfully manage a non-profit organization. A monitoring site visit was conducted in early November and the shelter received a favorable review.

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CITY OF DOVER
INSPECTIONS & PLANNING

CITY OF DOVER
FY 2011 CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient Dover Interfaith Mission for Housing, Inc.
PO Box 1148, Dover DE 19903
684 Forest Street, Dover DE 19904
Shelter phone: 302-736-3600
Cell phone: 302-242-0412 for Jeanine Kleimo

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

Jeanine Kleimo, Chair

Jeanine Kleimo

Name and position of authorizing official:

Jeanine Kleimo, Chair

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

Activity: Shelter for homeless men in Dover
Amount Requested: $ 46,000
List Source of Cash Matching Funds $ 14,000

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

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

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
Shelter for homeless men (operating costs)	150/year	150/year	100%	$46,000	$46,000

Source of Date:

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Jeanine Kleimo	Chair
Herb Konowitz	Vice Chair
Walter Bagley	Treasurer

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

4. Application Work Plan

Each proposed program activity must address each of the following areas. 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.

Mission

We are an interfaith community organization addressing the physical, emotional, and spiritual needs of homeless men in the Greater Dover area by providing them shelter and sustenance, fostering self reliance, and offering encouragement and a vision of hope for their lives.

Program Description

The Dover Interfaith Mission for Housing (DIMH) provides shelter, meals, and assistance to homeless men from the Greater Dover community. DIMH seeks to assist those men who lack the resources to provide for their own basic needs, but who are motivated to obtain the employment and income they require to do so.

After two years of moving the shelter from one church hall to another, DIMH has opened a more permanent shelter at 684 Forest Street in Dover. The 4,800 square-foot building is leased from the Downtown Dover Partnership at a low rate and has been renovated with assistance from an earlier CDBG grant. It includes space for 36 shelter guest in bunk beds, a dining hall with seating for 40, office space, a bathroom with shower facilities, a laundry room, and a kitchen. A full commercial kitchen is nearing completion and is expected to be ready by the end of February 2011. The building was renovated with a $60,000 Community Development Block Grant from the City of Dover. These funds combined with donations and considerable volunteer labor to produce a building worth more than $300,000 and that will provide shelter to homeless men for years to come.

This program request is for operating funds for the building, including utility and lease costs. This shelter program is one of Dover's largest volunteer efforts and is well-supported and accepted by the community. The DIMH board of directors includes 19 individuals who represent the religious and racial diversity of Dover, all of whom have considerable experience in the management and operation of faith communities, businesses, and nonprofit organizations. This board is very active in the daily administration of the shelter. For example, nine board members work at the shelter on a weekly basis, overseeing operations and staff, handling all financial matters, coordinating volunteers, and interacting with shelter guests.

Shelter guests must not be taking psychotropic drugs, as the DIMH shelter is not a medical facility, and the safety of guests and volunteers is our major concern. Priority is given to those who are truly homeless and who seek to regain a self-reliant life as contributing members of our community. Referrals are accepted from all local social service agencies, from area faith communities, from law enforcement agencies, and from the general public. A waiting list is maintained to ensure that the shelter remains fully utilized and able to meet the needs of the greatest number of homeless men.

Guests are permitted to remain in the shelter for 90 days. We recognize that it takes time for a man who has lost his work, his income, his housing, and the life has known to regain his place in the community. All guests are assessed for their needs for counseling, treatment, and

employment and referrals are made to the many local agencies that provide services for mental health, addiction counseling, and social services. Each man who is able to work is expected to apply for at least three jobs weekly, and assistance is provided with job applications, resume preparation, computer use, and transportation directed at future employment.

Volunteers provide a wide range of functions from answering phones to providing employment counseling. The Modern Maturity Center's senior community employment program provides a half-time secretary/receptionist who coordinates other office volunteers. Faith communities and other groups of volunteers– Lions Clubs, high school honor societies, families, and more– provide dinner to shelter guests every day of the year. This has made it possible for DIMH to serve more than 10,000 individual dinners annually on a food budget of zero. Food donations obtained from local businesses and individuals are shared with those providing cooked meals in order to maximize the resources of all.

Collaborative relationships have been established with local colleges: MSW candidates from Delaware State University assist with case work, interviewing shelter guests, assessing their needs, and referring them to others inside and outside DIMH for whatever assistance is needed. DelTech interns currently provide employment counseling: they identify available local jobs that may be suitable for shelter guests, establish contact with potential employers, assist guests to prepare resumes and to complete job applications, and offer encouragement and advice to enable guests to succeed in their search for work. Nursing students from DelTech provide informal instruction on a wide range of health-related topics, take blood pressure and assist with diabetes screening, and spend time talking with shelter guests about their needs. Wesley College student internships are beginning this semester, with students contributing to shelter guest needs for literacy and computer skills.

DIMH estimates that over one thousand individuals volunteer at the shelter annually, providing over 12,000 hours of service to the homeless men of our community.

Target Area and Program Targets

The program's target area is Greater Dover, where it is estimated that there are at least 50 to 60 homeless men at any given time. Referrals are made to and accepted from other shelters in the state; however, there are rarely shelter beds available for men between Wilmington and Georgetown except at DIMH. DIMH shelters at least 150 homeless men annually. About 60% obtain employment before leaving the shelter.

Our target for this program is 10 new shelter guests monthly, with five men obtaining jobs each month. All guests will be provided with shelter, meals, and relevant services such as employment counseling, mental health or addiction counseling, and registration for social services for which they are eligible. Reporting will include information on those receiving counseling, treatment, and public benefits.

Relationship to Dover's Consolidated Plan

Dover's Consolidated Plan clearly evidences the need for additional assistance to the homeless, citing the relatively few shelters and the insufficient supply of affordable housing. Further, this Plan notes that "homeless needs" were identified as the number one priority on the list of components voting on by participants at a public planning session related to Consolidated Plan preparation.

Safe and Livable Neighborhoods is one theme of the Consolidated Plan. DIMH has done much to improve actual and perceived safety for residents by moving men who would otherwise be homeless and living on the street into shelter. As a result, homeless men residing in the DIMH shelter do not need to beg for food or for money to meet their daily needs. Police officers readily applaud our efforts to take men off the street, thus reducing loitering and the sense of insecurity that derives from unemployed and "vagrant" men lingering in the streets. There is widespread recognition of the value of DIMH efforts along with support from and participation by hundreds of members of the Dover community.

Building on Community Support

DIMH received a $60,000 Community Development Block Grant and expended funds during late 2009 and early 2010. These grant expenditures were matched by a significant level of donations and grants. $50,000 in grant and targeted donations made it possible to install the commercial kitchen. An additional $ in donations from community individuals and businesses contributed to the costs of the shelter renovation. $9,000 was provided (in two years) by the Greater Dover Committee for the purchase of laundry equipment and dining tables and chairs. All other furniture–including bunk beds and office furniture–were donated to DIMH. Grants covered the cost of two laptop computers, with six other computers (along with printers, fax machine, and copier) donated by local businesses and individuals. Two of these computers are set up with internet connections for shelter guests to use.

Quite a number of builders, contractors, and individual building professionals donated their time and even some materials towards the building renovation and its installations. It is estimated that the value of the building (exclusive of land) is $250,000. Among those contributing labor and skill to this renovation were several shelter guests, some of whom continue to labor on the kitchen completion.

Sources and Amount of Leverage

The operation of the shelter requires various annual expenditures. The shelter operating budget for calendar year 2011 is $96,000 and is broken down as follows:

Operating costs exclusive of personnel total $60,000

Current sources of funds for operations are detailed below:

Delaware State Housing Authority	$ 7,000 (funds remaining after 12/31/10 lease payment for expenditures before 6/30/11)
Cash on hand from annual campaign	$11,270
Total operating funds available	$18,270*
Funds needed	$46,000

*Our fiscal year is the calendar year. DSHA grant operate with the state fiscal year that begins July 1. We plan to apply for a third ESGP (emergency shelter) grant in the range of $16,000 to $18,000.

Projected nonpersonnel operating costs for period July 1, 2011 to June 30, 2010:	$60,000
Projected DSHA funds available for same period:	12,000
Anticipated donations:	2,000
Gap:	$46,000

We expect to raise the required $36,000 in personnel costs from donations and foundation grants.

Coordination with Business Community

There is extensive coordination between DIMH and the Dover business community. Our collaboration begins with the Downtown Dover Partnership (DDP), which DIMH enabled to purchase the property on which the shelter is situated. The original property owner–a local builder–wished to sell the property to DIMH; however, the City of Dover desired it for long-term development. An agreement was reached in which DIMH leases the shelter building from the DDP at an affordable rate while making Dover's plans possible in the years ahead.

Currently, DIMH continues to cooperate with the Downtown Dover Partnership to achieve the entrepreneurial goals of shelter guests with business ideas. There are two possibilities that offer potential for future employment of shelter guests as well as economic development for Dover.

The Greater Dover Committee is also allied with the shelter: We cooperated with their request to obtain the use of the Frear Building (for which we had the right of first refusal) for the Wesley College School of Nursing. They have assisted us with creating links to the local business community and promise to assist us in identifying future real estate suitable for a shelter, transitional or other affordable housing as our tenure with the DDP reaches an end.

As noted above, numerous local businesses have contributed to the renovation of the shelter, with others providing food donations on a regular or occasional basis. These include:

Frankfurt Bakery
Food Lion (through Serenity Place)
Olive Garden
Bayhealth/Kent General Hospital
La Fontana
Dunkin' Donuts
Rain Designs, Inc.
Hard Rock Masonry
IBEW and Diamond State Electric
Radius Services
Kingdom Builders
Lessard Builders
Phil McGinnis Realty
Teal Construction
Associates Contractors
Dover Rent-All
RPJ Waste Services
Webb Paving
Bowers Signs
Lowe's
Home Depot
Delaware Made General Store
SCORE Delaware
Greater Dover Committee/Foundation
Delaware State News
Dover Post
Delaware State University
Delaware Technical and Community College (Terry Campus)
Wesley College
Connections CSP
Kent County Counseling
Center for Mental Wellness
NCALL Research
Bayhealth/Kent General Hospital
Many individuals with construction experience

We also note that over 45 local faith communities comprise DIMH, and various business owners and employees contribute time, meals, and materials to our organization along with Rotary and Lions clubs. We continue to see collaboration with local organizations and businesses.

We look forward to the continued successful operation of the shelter with help from the City of Dover and CDBG funding.

ADDENDUM
2011 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment _____
Decent Housing __x____
Economic Opportunity _____

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

Availability/Accessibility ____x___
Affordability _____
Sustainability _____

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

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

Income level of persons or households by: Very Low __100____ %
Low_____ %
Moderate _____ %

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

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

STAFF REPORT

First State Resource Conservation
And Development Council, Inc. RC & D
Emergency Home Repairs

This organization assists very low income homeowners with emergency home repairs such as heating systems, roof replacements, hazardous electrical systems and wheel chair ramps. The grant request is for $50,000 for minor emergency home repairs for low income persons.

Since receiving a CDBG grant from the city in 2005, RC & D has completed emergency home repairs on 48 low income homeowners in the City of Dover.

The 2011 grant application for RC & D has met all the threshold requirements and will service 100% very low income homeowners in need of emergency home repairs. Their grant request for $50,000 is a realistic amount to complete home repairs for up to 20 homeowners. This activity is consistent with Goal 2 of the 2010 Consolidated Plan by preserving the existing housing stock in the City of Dover.

RC&D

FIRST STATE RESOURCE CONSERVATION AND DEVELOPMENT COUNCIL, INC.

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FEB - 9 2011

CITY OF DOVER
INSPECTIONS & PLANNING

9 February, 2011

Ms. Tracey Harvey
Community Development Director
City of Dover, P.O. Box 475
Dover, Delaware 19903-0475

Dear Ms. Harvey,

On behalf of the First State Resource Conservation and Development Council, Inc.(RC&D), I am requesting a CDBG Sub-Recipient Grant in the amount of $50,000 in support of the activities of the Emergency Home Repair Project in repairing an estimated 15 to 20 homes in the City of Dover during the 2011/2012 Fiscal Year. The application detailing the request is enclosed, as are several supporting documents.

We are very appreciative that the First State RC&D Council's Emergency Home Repair Project has received a grant from the City of Dover CDBG program for six consecutive years. To date, the grants have provided qualifying home repairs to forty seven homeowners within the Dover city limits. We would appreciate, once again, the City of Dover's consideration of our application for funds that will assist very low income homeowners in the elimination of severe housing conditions that constitute immediate health or safety hazards to the home's residents.

Sincerely,

Frederick Traute
Manager, Home Repair Project

Gary Smith
President, First State RC&D Council

Enclosures

First State RC&D Area, 1221 College Park Drive, Suite 101, Dover, DE 19904
Voice: (302) 678-4169 Fax: (302) 678-0843 E-mail: ***firststatercd@yahoo.com*** **D&B® D-U-N-S© Number: 084402549**
"...seeking the wise conservation and use of Delaware's human and natural resources..."

Officers**:** Gary Smith, President; Rob Davis, Vice-President; Tim Riley, Secretary-Treasurer
Members-at-Large**:** Mark Davis, Tom Ilvento, Darl Kolar, Dr. Kenneth Bell, Bill Vidrine, Alma Smith, Alton Smith
Member Organizations**:** Kent Conservation District, New Castle Conservation District, Sussex Conservation District, Kent Levy Court, New Castle County Council, Sussex County Council, DE Economic Development Office, DE Department of Agriculture Forest Service, DE Department of Natural Resources and Environmental Control – Cooperating with the US Department of Agriculture

Member NARC&DC Circle of Diamonds

A 501(c)(3) Delaware corporation. The RC&D Council offers its programs on a nondiscriminatory basis.

CITY OF DOVER
FY 2011 CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient
First State Resource Conservation & Development Council Inc.
Emergency Home Repair Project
1221 College Park Dr. Suite 100
Dover DE 19904
302-674-1952

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

Frederick Traute
Housing Program Manager EHRP

Name and position of authorizing official:

Gary Smith
President, First State RC&D Council

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

Same as A/B

Activity: emergency home repairs for very/low income homeowners
Amount Requested: $50,000
List Source of Cash Matching Funds: see attached listing

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:

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
Eliminate unsafe housing conditions for up to 20 low income homeowner occupied homes in the City of Dover	30-50	30-50	100%	$50,000	$50,000

Source of Data:

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Frederick Traute	Housing Program Manager EHRP

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/R

4. Application Work Plan

Each proposed program activity must address each of the following areas. Attach a mission statement and purpose of your organization. Please see attachments for information below.

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.

Attachments

Agency Mission and Background

RC&D Emergency Home Repair Project (A Grassroots Initiative)

RC&D Board of Directors

Project Staff Background

Emergency Home Repair Project Sources of Funding FY 11

EHRP QuickBooks Summary for City of Dover FY 10

EHRP QuickBooks Summary for City of Dover FY 11 to date

EHRP Demographic / Statistical Report

AGENCY MISSION AND BACKGROUND:

The mission of the First State RC&D Council, Inc. (RC&D Council) is to provide leadership, initiative, technical support, and direction in developing and carrying out a plan to assist individuals and communities in the conservation and enhancement of their human and natural resources.

All programs are offered on a nondiscriminatory basis. **The Council is a nonprofit, 501(c)(3) organization incorporated in the State of Delaware.** A volunteer board governs the Council. The board represents the three county governing bodies, the three county conservation districts, the Delaware Department of Agriculture, the Delaware Department of Natural Resources and Environmental Control, the Delaware Economic Development Office. At-large members also serve on the board.

The RC&D Council initiates, supports and coordinates ongoing projects throughout the year. These current and planned projects include: City of Dover Schutte Park Critical Area Treatment, City of Dover Conservation and Urban Forestry Initiative, Big Oak Park Constructed Wetland, Dry Fire Hydrant Maintenance and Repair, and Delaware State University Research Farm Pond. Although the majority of Council projects are of an environmental nature, **the Council's largest and longest running Project, the Emergency Home Repair Project, focuses on the "human resources" aspect of the Council's mission.**

The RC&D Council promotes the spirit of volunteering in Delaware. **Since 1991, the Council's Emergency Home Repair Project and its volunteers have repaired more than 3500 homes in Kent and Sussex Counties in Delaware.** Over forty percent of the homes repaired are minority owned; elderly persons and individuals with disabilities owned 60 percent of the homes.

The Points of Light Foundation selected the Council as a Daily Point of Light award winner in January 2001. The Council was chosen to receive the Delaware Association of Nonprofit Agencies' **2001 Achieving Nonprofit Excellence award** for outstanding volunteer management. In 1999, the National Association of RC&D Councils (NARC&DC) selected the Delaware State Housing Authority, the Emergency Home Repair Project's major funder, as the **National Sponsor of the Year.** In early 2003, the NARC&DC again selected a major partner in the Emergency Home Repair Project, the **Utica Presbytery Delaware Youth Work Camp, as the National Sponsor of the Year and the Outstanding Youth Involvement Award.** In 2006, **Delaware Bay Group Workcamp (co-sponsored by RC&D and St. Thomas More Academy)** received national recognition by the NARC&DC through the **Youth Involvement Award**. For one week in July 2004 and July 2006 the Group Workcamp brought 400 youths and adult chaperones to Delaware to work with the Project in making repairs on a total of 100 low income homes in Kent and Sussex Counties.

The RC&D Emergency Home Repair Project
(A Grassroots Initiative)

The Emergency Home Repair Project was initiated in 1991 by a group of concerned citizens in Kent County to fill the gap left by county and state home rehabilitation programs that were not able to help homeowners with an immediate hazardous condition in their homes. The Project was founded on the belief that neighbors would help neighbors in need by joining together to make needed repairs. During its first year of existence, the Project raised $500 and enlisted ten volunteers who made repairs on ten homes in Kent County. Today, the Project is funded by grants and donations and repairs an average of 250 homes per year in Kent and Sussex Counties. Many repairs are completed by volunteers or by the homeowners themselves with materials supplied by the Project. Licensed contractors are enlisted to complete electrical, heating or plumbing repairs.

The Project assists very low income homeowners in the elimination of housing conditions in their homes that are of an immediate threat to health, safety or security. The Project provides materials and volunteers or contractors to complete the repairs. There is no cost to the homeowner except (when possible) the in-kind contribution of labor. Qualifying conditions include the lack of a functioning heating system; a nonfunctioning or hazardous electrical system; nonfunctioning waste water system; missing or broken doors, windows or steps; lack of a wheelchair accessible ramp; and roof leaks causing hazardous structural deterioration. The Project does not do whole house rehabilitation. All homeowners must qualify financially by meeting the guidelines set by HUD for low income households (50 % or less of median income.) When possible, the Project partners with or makes referrals to other agencies in the completion of repairs (County CDBG Home Rehab Programs, USDA Rural Development.)

The Project receives an annual grant from the Delaware State Housing Authority and Delaware Grant-in-Aid. Other funding sources include: Palmer Home Foundation, JPMorgan-Chase Foundation, Discover Bank, Kent Levy Court, the State Employees Charitable Campaign, private trust funds, and donations from other churches, organizations and individuals.

With the grant funds applied for in this application, the Project expects to carry out qualifying repairs on up to 20 low income owner occupied homes in Dover during the coming 12 month period and expects to average three completions per quarter. The repair activities will be focused on eliminating conditions of an immediate health or safety hazard to the homes' occupants. 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. The activities of the Emergency Home Repair Project support the overall goals of the City of Dover's Consolidated Plan and it's priorities on housing issues.

BOARD OF DIRECTORS
FIRST STATE RESOURCE CONSERVATION & DEVELOPMENT COUNCIL, INC.

The First State RC&D Area was authorized on September 15, 1971. The Board of Directors of the First State Resource Conservation & Development Council, Inc. includes at-large members and members representing sponsoring organizations and cooperating agencies. The Council selects at-large members from each county who sit as full voting members. These members represent the general population of their respective counties.

The three county governmental units and the conservation districts are sponsoring organizations. Each of these organizations has a full voting representative (or alternate) on the Council. The sponsoring organization selects these Council members and alternates.

The cooperating agencies are the Delaware Department of Natural Resources and Environmental Control Division of Soil and Water Conservation, the Delaware Department of Agriculture Forest Service, and the Delaware Economic Development Office. The respective agency heads or their appointed representatives serve as voting members of the Council.

OFFICERS AND COUNCIL MEMBERS:

President - Gary Smith, Delaware Development Office
Vice-President - Robert Davis, Sussex County Council
Secretary/Treasurer - Timothy Riley, Kent Conservation District
Mr. Mark Davis - At-Large Sussex County
Mr. Median Vidrine - At-Large Kent County
Dr. Thomas Ilvento - At-Large New Castle County
Mr. Carl Solberg - At-Large Kent County
Mr. Darl Kolar - At-Large Sussex County
Ms. Alma Smith - At-Large New Castle County
Mr. Alton Smith - At-Large New Castle County
Dr. Ken Bell - Delaware State University, Kent County
Mr. Richard "Rick" Clendaniel Jr. - Sussex Conservation District
Commissioner Eric Buckson - Kent County Levy Court
Mr. Robert Palmer - Delaware DNRC
Mr. Mike Valenti - Delaware Department of Agriculture

ALTERNATES:

Mr. Richard "Rick" Mickowski, New Castle Conservation District
Mr. Rich Kirschner, Sussex Conservation District

BIOGRAPHICAL SKETCHES OF FIRST STATE RC&D COUNCIL MEMBERS

Members-at-large

Mr. Median "Bill" Vidrine is an at-large member from Kent County. He is a retired USDA, NRCS employee and joined the Council in January 2006.

Mr. Mark Davis is a cattle farmer and retired Account Executive with Dean Witter Reynolds. He served as chair of the Council and chair of the RC&D Forestry Committee. Mark has been associated with the RC&D program in various capacities since 1969.

Dr. Thomas Ilvento is with the University of Delaware Cooperative Extension Service. Mr. Ilvento's expertise is in the areas of community needs assessments and community involvement. He is an at-large member representing New Castle County.

Darl Kolar is a Project Engineer and Office Manager with EA Engineering, Science, & Technology in Ocean Pines, Maryland. He has a BS in Civil Engineering and MBA in Project Management. Darl's interests are in the environment and renewable energy. Darl joined the Board of Directors in 2009 and resides in Millsboro, Delaware.

Mr. and Mrs. Alton and Alma Smith joined the Board of Directors in 2006. They are retired and serve as at-large members representing New Castle County.

Dr. Ken Bell is an at-large member who joined the Board of Directors in 2005. Dr. Bell is retired from Delaware State University where he served as Acting Provost, Vice President of Academic Affairs, and Dean of the College of Agriculture and Related Sciences and.

Members representing County Conservation Districts

Mr. Timothy Riley is District Coordinator for the **Kent Conservation District**. Mr. Riley is the Council's treasurer.

Mr. Richard "Rick" Clendaniel, Jr. operates a 1500-acre grain farm and manages a grain elevator. Mr. Clendaniel has been a supervisor with the **Sussex Conservation District** for twelve years.

Mr. Carl Solberg is retired from the Kent County Parks and Recreation Department. He is a member of the RC&D Kent County Emergency Home Repair Committee. Mr. Solberg is active in the St. Jones Greenway Commission and a variety of local environmental issues.

Members representing units of government

Mr. Gary Smith is the current RC&D Council President and represents the Delaware Economic Development Office where he has worked for the past thirteen years. Within the Delaware Economic Development Office, Mr. Smith has worked in the Business Research Section, Business Finance Section, and Business Development Section. Mr. Smith is currently the

Infrastructure & Intergovernmental Relations Director. He received his undergraduate degree in economics from the University of Delaware and MS degree in economics from Rutgers University.

Mr. Robert "Rob" Davis is a County Planner with Sussex County and represents the Sussex County Council. Rob has been active in the RC&D Greater Ellendale sewer project and the Emergency Home Repair Project in Sussex County. He currently serves as the Council's Vice President.

Commissioner Eric Buckson is a member of the Kent County Levy Court and represents the 4th Kent Levy Court District. Commissioner Buckson is the Athletic Director at Polytech High School in Woodside.

Alternates

Mr. Richard "Rick" Mickowski is a conservationist and public education coordinator with the New Castle Conservation District and is Mr. Morrill's alternate. Mr. Mickowski has worked for the district for twenty-four years and has served on the Council for fourteen years. He has been actively involved in a variety of RC&D projects.

Mr. Rich Kirschner is the Assistant District Coordinator for the Sussex Conservation District. He is the Conservation District's alternate for Mr. Clendaniel.

The First State RC&D Council has adopted a non-discriminatory policy that prohibits discrimination in its programs based on sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program.

Revised 1/25/11

PROJECT STAFF
BACKGROUND INFORMATION

William A. Bell - Mr. Bell is an employee of the U. S. Department of Agriculture, Natural Resources Conservation Service (NRCS) and coordinates activities between the NRCS and the First State RC&D Council. He is the overall manager of the RC&D program in the state. Mr. Bell holds a degree in Agricultural Economics from Virginia Tech and has worked for the USDA for over 20 years. He joined the RC&D staff in December 1994. Previously, he served as the Delaware NRCS State Administrative Officer.

Fred Traute, replaced Ms. Stillson as the Housing Program Manager for the Emergency Home Repair Project (EHRP) in July, 2010. Fred has 36 years Air Force and Federal Civil Service experience in a variety of Maintenance, Quality and Management capacities. He recently completed the Non-Profit Management Certificate Course at the University of Delaware and comes to our Project by way of volunteerism. Fred, working with local volunteers, the Wyoming UMC, Group Workcamps Inc. and RC&D personnel helped to facilitate very successful Delaware Bay Workcamps in 2004 and again in 2006. Fred came on board with the Project full time in June and assumed it's leadership in July.

Ms. Frances Cardaci – Ms. Cardaci has worked with the project since June 2010 as a Field Coordinator. She works with the project's Construction Supervisor to schedule work sites in Kent and Sussex counties and has begun to work extensively in the City of Wilmington. Fran also works with volunteer groups from both Delaware and out of state. Fran retired from the USAF following a career that included flying as a C-5 Instructor Flight Engineer and as an Instructor Weapons Director aboard AWACS aircraft. She served as Chief of Operations Group Readiness in the 552 Air Control Wing at Tinker, responsible for the deployment preparedness of 2000 airmen in five squadrons. Fran earned a bachelor's degree in Business Management from Wilmington College in 1990 and an MBA from Oklahoma City University in 1996. As a former small business owner and Marketing and Research analyst for a major building contractor she brings a breadth of knowledge and experience to help ensure the Project's continued success.

Ms. Deborah White – Ms. White has worked with the project since January 2010. Debbie wears several hats, including Secretary, Receptionist and Intake Coordinator. She is often the first contact a client in need has with our program. Debbie's considerable background and in depth knowledge of the housing and construction industries enables her to get to the root of a client's issues and get the appropriate help on its way. In addition to completing client intakes, Debbie maintains client and volunteer files, prepares PowerPoint presentations of prospective clients for the project's oversight committees while also handling the day to day office operations. Before joining the Emergency Home Repair Project, Debbie worked in both the production and administrative sides of the construction industry for national and regional builders.

George Lockerman – Mr. Lockerman is a retired contractor, and formerly a Senior Employment Program (SEP) participant through First State Community Action Agency. As a SEP participant, Mr. Lockerman worked with this Project making carpentry repairs on Sussex County qualifying homes. He is currently working full time with the Project as a Construction

Supervisor and supervises three to four Senior Employment Program participants in making repairs to Project homes. His main job responsibilities are to assess repairs to be made, and to carry out the repairs or to oversee volunteers at the repair worksites. He received the Outstanding Older Workers honor during National Employ Older Workers Week, September 2007.

Walter Ottinger -- Mr. Ottinger, a former housing repair contractor, he has held the position of Field Coordinator I since January 2009. He works closely with Ms. Cardaci in coordinating client repairs and assessing the emergency conditions. He assists in holding Oversight Committee meetings. Mr. Ottinger has worked as a volunteer site leader on many Make a Difference Day sites over the years. He has worked for Brass Sales, Inc, has been a foreman for Beracah Homes, and most recently has had his own repair company, Womott Home Improvement.

Oversight Committees in Kent and Sussex Counties - The RC&D Council created citizens' Oversight Committees in each county to establish Project policy, to determine potential program participant's eligibility and to assess the emergency nature of the repair work requested. The committees represent the ethnic, professional and economic diversity of the county's population and community leaders. Presently, representatives include educators, ministers, county community development staff , former program participants, social service agency representatives, persons with physical disabilities, persons of diverse ethnic and racial backgrounds, community leaders and citizens at large.

Kent Oversight Committee Members

Marion Boon (Tax Specialist; Retired; committee member since 1993)
Ray Hunt (formerly with Independent Resources, Inc.)
Rod Smith (Community Development Specialist, Kent County CDBG program)
Albert Biddle (CDBG Program Director, Kent Planning Department)
Karen Young (Retired Dean of Students, Wesley College; CASA program)
Helen Curry (advisory capacity. USDA Rural Development)
Alton Smith (retired educator)
Alma Smith (retired banker)
Dwayne Powell (Strong Communities: First State Community Action Agency)

Sussex Oversight Committee Members

Harold Truxon (retired businessman; community leader)
Minnie Smith (retired teacher; community leader in West Rehoboth; FSCAA Bd).
Dale McDowell (CDBG program staff, Sussex County Development Office)
Reverend Charles Dennis (Pastor, Ellendale)
Patricia Wood (RC&D Council member; CASA volunteer; retired from EPA)
Tom McCormick (Southeast Sussex Ministerium, Volunteer coordinator)
Karen Bowden (Salisbury State University; Resident of Georgetown; RC&D home repair volunteer)
Carol Faucett (Building Contractor)
Pat Murray (Retired; Telephone Pioneers of America)
Mel Wyatt (retired ; Telephone Pioneers of America)
Tom McCormick (retired, Volunteer Coordinator)
William, Bill Bell (retired, Project Volunteer)

Emergency Repair Project:

Sources of Funding for FY 10 (ending 30 June, 2010) and FY 2011 (ending 30 June, 2011) include:

	FY 2010	FY 2011
Delaware State Housing Authority	$400,000	$380,205
DE Grant-in-Aid	31,000	27,900
Palmer Home Foundation	50,000	25,000
Rawlins and Potter Trusts	75,000	30,000
City of Dover Sub-recipient Grant	35,000	40,000
Discover Bank	35,000	35,000
JPMorgan Chase	200,000	240,000
Kent Levy Court	5,000	6,500
Other individual and misc. donations	3,500	3,500
TOTAL	$ 834,500	$788,105

Previous Dover CDBG Sub-recipient Grants Awarded:

FY 2006 (July 1, 2005-June 30, 2006)	$25,000
FY 2007 (July 1, 2006-June 30, 2007)	25,000
FY 2008 (July 1, 2007-June 30, 2008)	25,000
FY 2009 (July 1, 2008-June 30, 2009)	25,000
FY 2010 (July 1, 2009–June 30, 2010)	35,000
FY 2011 (July 1, 2010–June 30, 2011)	40,000

FIRST STATE RC & D, INC.
Custom Transaction Detail Report - City of Dover
July 2009 through June 2010

	Client #	Type	Date	Num	Client Initials	Memo	Account	Class	Clr	Split	Original Amount	Paid Amount	Client expense
Jul '09 - Jun 10													
	1	Bill	11/30/2009	9386	B, B	Inv# 585: replace furnace	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,900.00	2,900.00	2,900.00
	2	Bill	03/31/2010	9560	C, C	front and back door, steps, flooring and roof leaks	10410 · Contractor expense	KENT		2001 · *Accounts Payable	1,600.00	1,600.00	
		Bill	03/31/2010	9560		electrical repairs, smoke/co	10415 · Smoke/co detector install.	KENT		2001 · *Accounts Payable	500.00	500.00	2,100.00
	3	Bill	03/31/2010	9560	G, J	bathroom floor repairs, handicap toilet, plumbing repairs	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,575.00	2,575.00	
		Bill	03/31/2010	9560		electrical repairs, smoke/co	10415 · Smoke/co detector install.	KENT		2001 · *Accounts Payable	500.00	500.00	
		Bill	04/15/2010	9582		door and window repairs	10410 · Contractor expense	KENT		2001 · *Accounts Payable	415.00	415.00	3,490.00
	4	Bill	12/18/2009	9413	G, B	Roof replacement	10410 · Contractor expense	KENT		2001 · *Accounts Payable	3,375.00	3,375.00	3,375.00
	5	Bill	12/18/2009	9416	G, E	Roof replacement	10410 · Contractor expense	KENT		2001 · *Accounts Payable	3,480.00	3,480.00	3,480.00
	6	Bill	02/12/2010	9498	G, L	Inv# 141431: replace furnace	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,850.00	2,850.00	2,850.00
	7	Bill	02/12/2010	9493	H, L	Inv# 708161: replace boiler	10410 · Contractor expense	KENT		2001 · *Accounts Payable	4,700.00	4,700.00	4,700.00
	8	Bill	12/30/2009	9419	L, K	replace roof	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,905.00	2,905.00	2,905.00
	9	Bill	05/15/2010	9618	P, M	Replace roof	10410 · Contractor expense	KENT		2001 · *Accounts Payable	3,715.00	3,715.00	3,715.00
	10	Bill	03/15/2010	9533	P, L	Roof repairs	10410 · Contractor expense	KENT		2001 · *Accounts Payable	985.00	985.00	985.00
	11	Bill	01/15/2010	9450	S-M, J	Inv# 579: replace boiler	10410 · Contractor expense	KENT		2001 · *Accounts Payable	4,500.00	4,500.00	4,500.00
Total Dover	11											35,000.00	35,000.00

FIRST STATE RC & D, INC.
Custom Transaction Detail Report CITY of DOVER
July 2010 through June 2011

	Client #	Type	Date	Num	Client Initials	Memo	Account	Class	Clr	Split	Original Amount	Paid Amount	Client expense
Jul '10 - Jun 11													
	1	Bill	01/13/2011	9898	B, V	Inv 11443, install new gas boiler, hot water coil, circulators and t-stats	10410 · Contractor expense	KENT		2001 · *Accounts Payable	6,000.00	6,000.00	6,000.00
	2	Bill	01/13/2011	9890	C, C	Inv 285736, R&R oil furnace, stack, roofjack, lines & filter	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,252.62	2,252.62	2,252.62
	3	Bill	11/17/2010	9828	D, E	replacement gas furnace	10410 · Contractor expense	KENT		2001 · *Accounts Payable	1,895.00	1,895.00	1,895.00
	4	Bill	12/16/2010	9861	D, S	Inv 285473, gas furnace replacement	10410 · Contractor expense	KENT		2001 · *Accounts Payable	1,787.31	1,787.31	1,787.31
	5	Bill	12/21/2010	9867	E, S	Inv 964, install new gas furnace	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,900.00	2,900.00	
		Bill	12/21/2010	9867		Inv 972, install and pressure test new gas line	10410 · Contractor expense	KENT		2001 · *Accounts Payable	400.00	400.00	3,300.00
	6	Bill	12/16/2010	9861	F, N	Inv 285471, replacement gas furnace and roof jack	10410 · Contractor expense	KENT		2001 · *Accounts Payable	1,901.57	1,901.57	1,901.57
	7	Bill	11/17/2010	9827	G, T	materials expense only, bathroom/shower repairs, Les SEP	10405 · Materials expense	KENT		2001 · *Accounts Payable	249.29	249.29	249.29
	8	Bill	11/19/2010	9835	L, D	replace gas furnace and chimney assy	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,495.00	2,495.00	2,495.00
	9	Bill	11/03/2010	9806	M, J	materials only, rear entry door, one window, Les/SEP	10405 · Materials expense	KENT		2001 · *Accounts Payable	235.91	235.91	
		Bill	11/03/2010	9811		flooring materials to repair front room floors, Les/SEP	10405 · Materials expense	KENT		2001 · *Accounts Payable	59.91	59.91	
		Bill	12/16/2010	9861		Inv 285472, replace gas furnace and roof jack	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,015.23	2,015.23	2,311.05
	10	Bill	12/29/2010	9871	M, S	Inv 976, new oil furnace, vent, fuel line & filter	10410 · Contractor expense	KENT		2001 · *Accounts Payable	3,100.00	3,100.00	3,100.00
	11	Bill	10/28/2010	9820	S, A	replace roof and 14 sheets decking	10410 · Contractor expense	KENT		2001 · *Accounts Payable	2,730.00	2,730.00	2,730.00
	12	Bill	12/29/2010	9873	W, D	Inv 11436, heat pump, airhandler, thermostat, pad	10410 · Contractor expense	KENT		2001 · *Accounts Payable	4,580.00	4,580.00	4,580.00
Total	12											32,601.84	32,601.84

Households served by the Emergency Home Repair Project over past 12 months

Client Profile by Head of Household on Completed Repair Sites					
Household Type					
	Sussex	Kent	New Castle	Totals	%
Co-headed	7	5	2	14	6
Female Headed	14	19	2	35	14
Male Headed	3	2	0	5	2
Disabled or Elderly Headed	90	63	18	171	70
Disabled	30	32	5	67	27
Elderly	32	15	9	56	23
Disabled& Elderly	28	16	4	48	20
Single	9	8	3	20	8
Totals	123	97	25	245	100
Client Profile by Age of Family Members in Homes Completed					
Age	Sussex	Kent	New Castle	Totals	%
Children under 18	64	91	16	171	32
Adults 18-64	107	94	28	229	42
Adults 65 and older	79	37	25	141	26
Disabled Adult over 18	69	57	9	135	25
Disabled Child	0	2	0	5	1
Total persons served	250	222	69	541	100
Household by Shelter type					
	Sussex	Kent	New Castle	Totals	%
Stick Built house	36	34	25	95	39
Mobile Home	71	44	0	115	47
Double Wide/Modular	16	19	0	35	14
Totals	123	97	25	245	100
Race/Ethnicity					
	Sussex	Kent	New Castle	Totals	%
White	60	45	0	105	43
Black	61	48	21	130	53
Hispanic	1	4	4	9	3.7
Nat. American	1	0	0	1	0.3
Asian American	0	0	0	0	0
Multiracial	0	0	0	0	0
Totals	123	97	25	245	100
Homes Completed					
	Sussex	Kent	New Castle	Totals	%
	123	97	25	245	100
%	50	40	10	100	
Homes Volunteers Assisted with Repairs					
	Sussex	Kent	New Castle	Totals	%
	39	9	0	48	20
Homes Repaired as Joint CDBG Program					
	Sussex	Kent	New Castle	Totals	%
	4	16	0	20	8

ADDENDUM
2011 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

The Emergency Home Repair Project defines the projected outcome as the removal of the housing condition that qualifies as hazardous or unhealthy, and of an immediate need. The Project expects to assist a minimum of 15-20 homeowners in the City of Dover through the Sub-Recipient Grant, in addition to a projected 275 homes of low income residents living in Delaware using other funding sources.

The Project's goal is to repair the most serious conditions at a reasonable expense while maintaining reasonable health and safety levels for the home's residents. This Project's goal is to enable the residents of homeowner occupied dwellings to remain in their own homes in relative safety. The Project, initiated in 1991, has been successful in meeting and exceeding its goals every year since although the demand exceeds the supply. Funding is the key determining factor in providing the level of support available to satisfy the demand. The Council and its Emergency Home Repair Project will continue its long term commitment to serving the essential, immediate home repair needs of very low income homeowners.

Number of persons, households, units, or beds assisted as appropriate: **15 homes repaired**
Income level of persons or households by: Very Low __**95**____ **%**
Low___**5**____ **%**
Moderate __**0**_____ **%**
If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served. Project number persons to be served: **30-50**

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

STAFF REPORT
Connections Community Support Program
Chronically Homeless Adults
Operating Cost

This organization serves individuals that have been chronically homeless for one year or more that are extremely low income which meets the low to moderate income requirement. The grant request is for $20,000 for motel vouchers and supplies and staffing for the homeless café. This project is a public service activity.

Connections has been in existence for over 20 years with a proven track record in serving the homeless community by providing supportive housing for these individuals.

This organization fully has the staff qualifications necessary to manage a CDBG grant. The Department of Housing and Urban Development awards funding annually to this organization, and they are well aware of the guidelines and regulations for carrying out a CDBG activity.

This project fully supports the city's plan to end chronic homelessness by utilizing programs to eliminate barriers to affordable housing.

Connections received a CDBG grant in 2010 to provide motel vouchers to homeless persons in the city which really had an impact on the number of homeless persons provided with temporary housing in the winter months in the city.

This activity is consistent with Goal 1 of the 2010 Consolidated Plan by providing aid to special needs persons.

CITY OF DOVER
FY 2011 CDBG GRANT APPLICATION FORM

RECEIVED
FEB - 4 2011
CITY OF DOVER
INSPECTIONS & PLANNING

1. General Applicant Information

A. Name, address and phone number of sub-recipient
Connections Community Support Programs, Inc.
500 West Tenth Street, Wilmington, DE 19801 (administration)
621 West Division Street, Dover, DE 19901 (Dover program office)
1-302-230-9103

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

Activity: **Motel vouchers and other cold weather accommodations for homeless people in the city of Dover.**

Amount Requested: $20,000

Amount	Proposed Use
$ 8,000	Supplies and per diem staffing for the homeless café
$12,000	Motel vouchers

List Source of Cash Matching Funds:

$ 119,195 Del. Div. of Substance Abuse and Mental Health, PATH grant pass-through
$ 133,333 US DHHS SAMHSA Treatment for Homeless Grant
$ 561,000 Connections SHP programs in Dover—HUD 4 and Easy Access
$813, 528 Total Match

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
Motel vouchers	50	50	100%	$12,000	$12,000
Inclement weather cafe	50 unduplicated	50	100%	$ 8,000	$8,000

Source of Date: Delaware Homeless Management Information System

3. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Sara Weimer	Grant Manager
Melissa Isbell	Controller
Brad Milton, MS	Director of Homeless 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.

N/A. Connections is a current recipient of CDBG funds to serve homeless individuals in Delaware.

4. Application Work Plan

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

Connections Community Support Programs, Inc. is a Delaware not-for-profit organization founded in 1985 to help vulnerable and disenfranchised Delaware residents to improve their lives by providing a comprehensive array of affordable and accessible primary medical, mental health and substance abuse treatment, employment, and housing opportunities that help the individuals and families receiving services to become accepted and productive members of their communities. Connections operates 55 separate locations in Delaware, including more than 500 units of housing; eight outpatient clinics providing integrated primary medical care, psychiatric treatment and substance abuse services; intensive case management services; homeless outreach services; prison reentry services; services for adults with cognitive and developmental disabilities; employment and training services; DUI treatment; and residential substance abuse treatment. Our housing projects include 30 units of permanent and transitional housing in the city of Dover that serve 100% chronically homeless individuals. In 2011, Connections will provide services to almost than 10,000 unduplicated Delaware citizens.

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 proposed program will increase homeless shelter capacity by providing motel vouchers for homeless individuals and families who have no other immediate housing alternatives. These individuals and families will be identified through the PATH

homeless outreach program operated by Connections in the City of Dover.

During the next CDBG funding cycle, Connections is also proposing to offer an alternative to emergency shelter during the coldest nights of the year by operating a homeless café at 621 Division Street from December 15, 2011 through March 15, 2012. This will be the first Homeless Café in Dover, replicating a similar program that Connections operates in Wilmington. These cafes provide safe refuge all night long, 7 days a week, to homeless individuals who are 'shelter resistant.' Many of the individuals who come to the Wilmington Homeless Outreach Center during the day do not have a regular place to stay at night. Some of them are 'banned' from emergency shelters or are among the shelter-resistant homeless population and are unwilling to stay in traditional emergency shelters because of fear, mental health problems and other barriers. The cafés do not have beds, but guests are welcome to sit at a table all night if they have no alternative. Coffee, soup and blankets are provided. We are seeking to expand this effort to Dover because there are no cold weather emergency shelters in Dover now where homeless individuals can come in without question. Our experience in Wilmington suggests that there is a core group of chronically homeless individuals who will make immediate use of this option if it is available.

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.

The proposed program offers two alternatives for homeless individuals and families who are ineligible to use other shelters and/or when there is 'overflow' from other shelters. These alternatives are motel vouchers and a new homeless café.

The City of Dover motel voucher program will target individuals and families with incomes below 30% of median who are homeless. The demand for motel vouchers in Dover has increased dramatically over the last several years. In FY 2009, our vouchers in Dover lasted for 5 months of the fiscal year before they ran out. With the same funding allocation in FY 2011, we ran out of vouchers in Dover in just two months, having provided shelter for 39 unduplicated households for 392 nights. Fifteen households made use of motel vouchers twice during the period 12/3/10 through 2/8/11, when the vouchers ran out. Motel vouchers are critical for families with teenage children or an adult male member as there are few shelters that will accept families with these configurations.

Among the homeless population, there are also individuals who have been 'banned'

from emergency shelters or who resist the use of those shelters for other reasons. These individuals may be resistant to entering a shelter because they have mental health problems and are scared or confused, or they may have had a bad experience at a shelter, or are unable to adhere to shelter rules. While this does not pose a serious issue during more mild times of the year, it can be dangerous during the cold, bitter winter months and other times when the weather is extreme. When temperatures drop to extreme levels, hypothermia and frostbite becomes an issue and homeless individuals are more vulnerable because they are stationary and exposed to the elements without options for relief. In an effort to respond to the shelter-resistant population and provide options to emergency shelters, several large cities, including Philadelphia and New York, have begun to offer around-the-clock winter cafés. While some shelter-resistant homeless individuals are afraid or unwilling to stay in night-time shelters, they will come in from the cold to sit in the café. The cafés serve coffee and soup and offer a warm and safe place to sit all night or for a limited time. Connections recognizes the importance of providing alternatives for homeless people who are unwilling to use shelters and for those who are not able to stay in shelters during the day and has operated a successful homeless café in Wilmington for the last two years.

Dover has only one emergency shelter and does not currently have a 'code purple' shelter. In addition, most emergency shelters close during the day, leaving their residents with few alternatives. The Homeless Café is one of the few places that is open seven days per week offering safe refuge, food and access to rest rooms. We are proposing to use our Dover Homeless Outreach Center, located at 621 Division Street, to offer around-the-clock refuge from December 15, 2011 through March 15, 2010, for up to 30 'shelter resistant' individuals per night. The Dover Homeless Outreach Center currently provides day time refuge, outreach, benefits assistance, and medical and psychiatric treatment for difficult-to-serve homeless people with mental health and substance use conditions. Individuals can receive assistance to find employment, income, and housing that will help them to end the cycle of homelessness. In this location, we currently see as many as 30 homeless people each day of operation, some days more, seeking services and a warm place to sit. Daytime weekend services are also desperately needed by the homeless community as Saturdays and Sundays are days of the week when other centers and shelters are closed. During 2010, we provided a place for homeless people to seek sanctuary on the weekend days in Wilmington, not only from the cold, but also from the extreme heat during the summer and the unusually frequent episodes of precipitation during the winter. It is our goal to offer these weekend services in 2011 to homeless individuals in need in the city of Dover.

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

The motel vouchers will be distributed beginning on December 1, 2011 and ending when they are depleted, but not later than April 30, 2012. The Café will be open from December 15, 2011 through March 15, 2012.

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.

The proposed project is in keeping with the City's goal to increase homeless shelter capacity. It is also in keeping with the Consolidated Plan's top ranked priority need, which was homelessness, and the related goal of providing aid to special needs persons.

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 City of Dover's Consolidated Plan discusses homelessness in depth, and stakeholders who participated in the planning process ranked homelessness as a priority need, for which few options exist. Of critical importance in the Consolidated Plan is the city of Dover's interaction with Delaware's Interagency Council on Homelessness and the city's support of the Ten Year Plan to End Chronic Homelessness. The Consolidated Plan states: "The City has developed the following goals to end Chronic Homelessness over the next ten years....

- Continue to utilize programs to eliminate significant barriers to affordable housing....
- Continue working with ...other housing providers to provide assistance to very low and extremely low income persons."

Providing funding to offer two shelter options—motel vouchers and the café—based on the specific needs of the individuals requesting help meets these goals in a very tangible way by providing access to mainstream income supports, behavioral health care, employment and housing options to the maximum number of City of Dover residents who are chronically homeless or at risk for chronic homelessness. The proposed program will meet the City of Dover's goal to increase emergency shelter capacity.

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

Projects for Assistance in Transition from Homelessness (PATH), is a federally-funded nationwide outreach program that provides help to homeless individuals with mental health and other disabilities in every state. Connections has operated Delaware's PATH Homeless Outreach program in New Castle County since 1989. In 2007, the program was expanded to Kent and Sussex Counties, and in 2008, Connections was awarded a Treatment for Homeless grant from the U.S. Substance Abuse and Mental Health Administration that serves homeless individuals in all three counties. The Treatment for Homeless grant provides case management, health care, benefits and employment assistance to individuals living in HUD supportive housing for the homeless programs, including two programs with 30 beds that Connections operates in the City of Dover.

During 2009, Connections was awarded ARRA Homelessness Prevention and Rapid Rehousing (HPRP) and TANF funds from the City of Wilmington, New Castle County and the Delaware State Housing Authority to provide financial assistance to individuals and families who are homeless or at risk for homelessness. We are providing those supports, which include housing subsidies for up to 18 months, through our PATH program statewide. While we used HPRP and TANF funds to assist the households receiving motel vouchers to locate more stable housing last year, those funds are depleted now. At the same time, demand has continued to grow. Over the last two years, Connections has worked to raise philanthropic funds to supplement our federal and local funding to help homeless individuals and families through these difficult financial times.

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.

Activity	Amount	Source of Funds	When Available
PATH Homeless Outreach Program, Kent County and Homeless Transitional Housing Program in Kent County	$119,195	US DHHS SAMHSA passed through Delaware Division of Substance Abuse and Mental Health	Immediately
HUD SHP funds	$561,000	HUD	Immediately
SAMHSA Treatment for Homeless grant	$133,333	US DHHS SAMHSA	Immediately
Total	$813,528		

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. Connections has strong working relationships with the city of Dover and the Delaware State Housing Authority. Connections has worked with several apartment complexes and community property owners to provide housing and supportive services in Dover, especially Trinity Capital Management which owns Autumn Run and Pine Grove apartments and Harrington Realty. Through both our housing and homeless outreach efforts, we have developed partnerships with numerous other service providers, including Shepherd's Place, People's Place, Psychotherapeutic Services Inc., Delmarva Rural Ministries, and Kent and Sussex Counseling Services. We rely on these networks to help us ensure that the persons we serve have access to a full range of supports.

6. **Have you received a sub-recipient grant from the previous funding year? If yes give the total amount $15,000.**

ADDENDUM
2011 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment **x**
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

Number of persons, households, units, or beds assisted as appropriate 75-100

Income level of persons or households by: Very Low ___100____ %
Low_____ %
Moderate _____ %

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

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

STAFF REPORT
Diamond State Community Land Trust
(DSCLT)

Diamond State is a non-profit organization that was established in 2006. DSCLT provides affordable housing to persons who are 60% below the area median income, and the land trust are the owners of the land. The grant request is for $40,000 for rehabilitation and energy enhancements.

Diamond State has created several partnerships throughout the State of Delaware with agencies who provide and support affordable housing programs for low income persons.

This project meets the low to moderate income requirement. The grant request in the amount of $40,000 is a realistic amount for the renovations and energy enhancements for two properties.

This project is consistent with Goal 2 of the 2010 Consolidated Plan by preserving the existing housing stock in the City of Dover.

CITY OF DOVER
FY2011 CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient:
Diamond State CLT, Inc.
363 Saulsbury Road, Dover, DE 19904.
800-282-0477, direct line 302-229-0818.

B. Name, position and signature of person submitting application: Van Temple, Executive Director.

Van Temple

Name and position of authorizing official: Dawn Poczynek-Holdridge, President of the Board of Directors.

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

Activity: Affordable Homeownership for 53% to 80% AMI, Permanent Affordability

Amount Requested: $40,000
List Source of Cash Matching Funds: $128,000
Dover NSP1 Recycled & Kent NSP2

RECEIVED
FEB 14 2011
CITY OF DOVER
INSPECTIONS & PLANNING

1. Low/Moderate-Income Benefit:

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
Homeownership	6	6	100%	$40,000	$40,000

Long-Term Benefit of CLT Model. The Benefit Table provided in the application does not reflect the full benefit of investing in community land trust homes. A broader measure than units created is unit years - the number of years that affordability for low-income households is actually available. Also, the number of families served over time is a more accurate reflection of L/M benefit than the number of families served initially. Here's a side-by-side of our proposal compared to typical CDBG/HOME homeownership:

Diamond State CLT - Two Homes Dover	CDBG $s Requested	Units	Affordability Period	Unit Years	# HHs Served *
CLT Model	$40,000	2	99 years	198	28
HOME Minimum Affordability Controls	$40,000	2	15 years	30	4

* The average tenure of CLT homeowners is about 7 years, exactly the same as the market at large.

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Jo Ann Zorb	Homeownership Program Manager
Van Temple	Executive Director

Diamond State has two full-time persons and contracts for all other services. We use a development team approach to all projects - assembling the necessary skill sets, planning out the work and getting it done. We are a highly efficient group. Total organizational overhead is 7%. Temple has nineteen years experience both in direct development of affordable homes and consulting with cities, counties, states and non-profits in affordable housing development including programs amounting to hundreds of completed acquisition/rehab homes. Zorb has many years experience in real estate development, sales and mortgage industry including two years with Diamond State.

Temple, Zorb and partners are a productive and efficient real estate development team. In last 15 months this team has acquired and rehabbed 19 homes with our partners.

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. Please see Attachment 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. Please see Attachment B for Mission Statement.

Planned Program Activity & Description

For the Dover Homeownership Initiative we are planning to purchase two single family homes in Northwest Dover Heights, Lincoln Park or surrounding areas that will make nice homes for a low-income families. We will thoroughly renovate the homes to make sure that they are like new in terms of major building systems so that our buyers will not face any major repairs in the initial years. One of our criteria for selecting each home will be the roof orientation and size for installing solar panels for electricity generation and solar hot water panels to achieve maximum benefit from these renewable energy investments.

These homes will be truly affordable for the qualifying owner-occupants because:

- Under the community land trust model the buyer owns the house and Diamond State CLT owns the land parcel upon which the home rests. This enables us to price the home about 25% below market value. The CLT buyer's monthly mortgage payment will be substantially lower than it would be under a traditional, fee-simple sale.
- There will be significant energy savings through the solar panel electric and solar hot water systems. In a typical house, the electric water heater accounts for 15% of electricity use. Renewable electric energy from the solar panels will further reduce monthly energy costs.

Once completed, the homes will be sold to low-income families with incomes between 53% & 80% of the Area Median Income.

Community Land Trust Model

Under the CLT model 100% of the public and private investment used to make the home affordable in the first place is secured forever in the home. Unlike other methods, CLT homes always remain affordable to low-income families in perpetuity.

The CLT model is proving to be safe and effective way of helping many working families move from rental to homeownership, and a safe haven in a down real estate market.

Recent studies and statistics from older CLT organizations are showing impressive results:

- foreclosure rate among CLT homeowners is 1/8 the national average
- 67% of families who sell their CLT homes purchase market rate homes
- wealth-building among CLT homeowners is empowering families to move beyond income-restricted housing and strengthening economic independence.

CLT homeowners enjoy the tax deductible benefits of owning the home, just like traditional homeownership. Diamond State maintains an on-going relationship with each CLT owner and provides assistance when needed. These on-going relationships are one of the primary reasons that CLT homeowners are more successful in remaining homeowners when compared to first-time homebuyer programs nationally.

Please see Attachment C for more about the expected results of this Initiative.

Timetable
Fundraising - other funds secured
Site selection work - June-July, 2011
Acquisition planned for August-September, 2011
Rehabilitation period - October-November, 2011
Sale period - December, 2011 - February 2012
On-going relationship to CLT owner-occupants - forever.

Conformance to City's Goals & Objectives & How Program Addresses Priorities
The Dover Homeownership Initiative specifically addresses the top two goals in the City's Consolidated Plan:

- Goal 1 Encourage owner-occupied housing in low to moderate-income areas.
- Goal 2 Preserve the existing housing stock in the City.

This Homeownership Initiative will continue to provide affordable housing opportunities for generations to come through the community land trust model.

Building Block Approach
Diamond State CLT works in partnership with NCALL Research. NCALL provides HUD-certified basic homebuyer counseling to potential CLT homebuyers. We are active with NCALL and several prospective homebuyers now in the City of Dover and Kent County for purchasing NSP homes. This Initiative is the core activity of Diamond State throughout the state. During this period of downturn in the real estate market and economy in general, construction of new homes has slowed significantly, making re-investment in existing housing stock preferable.

Leverage Funds

The additional funds needed for this program will be provided through recycled Dover NSP1 funds and Kent NSP2 funds. Approval of City of Dover CDBG funding will substantially guarantee the completion of these unique, affordable, energy efficient homeownership opportunities.

5. Each application should also describe the following:

   A. Coordinate with businesses regarding the development of the community. We utilize proven local contractors to perform rehabilitation and renewable energy work on all our purchase/rehab/for-sale activities.

6. Have you received a sub-recipient grant from the previous funding year?
   We did not received CDBG grant funding from the City of Dover last year. We work in partnership with the City through NSP1 and have acquired and rehabbed four vacant, foreclosed homes through this program. One home has been sold and sales are pending on two others.

ADDENDUM
2011 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. Two permanently affordable homes in Dover for low-income families.

Number of persons, households, units, or beds assisted. Two households assisted initially, 28 households estimated over 99-year period based on average turnover in U.S.

Income level of persons or households by: Very Low _____53%
Low_____80%
Moderate _____%

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served. 100% L/M service. Homes will serve an estimated 6 L/M persons initially and 84 L/M persons over life of investment.

Your close out report will require you provide breakdowns of those served by race, ethnicity and disability. Current CLT homeowners are:

75% Female Headed
50% Black
25% Hispanic
25% White

ATTACHMENT A

DOVER HOMEOWNERSHIP INITIATIVE

Diamond State CLT, Inc. - Experience Statement.

Diamond State has been in business since 2006 as a Delaware Corporation, achieving non-profit status in October 2006.

Currently Diamond State CLT has twenty-four permanently affordable homes in its statewide inventory, preserving about $2,000,000 in public investment. We are a statewide partner in the Neighborhood Stabilization Program (NSP). In addition to NSP1 Diamond State has other projects and partnerships in process including:

- Partnership with Central Delaware Habitat for Humanity
- Partnership with Habitat for Humanity of New Castle County
- Cornerstone West (Wilmington)
- Edgemoor Revitalization Cooperative (north of Wilmington)
- New Horizons Community near Laurel in Sussex County - 53 homes
- Colony South - 23 homes (partnership with Interfaith Community Housing of Delaware)
- NSP2, NSP3 - additional CLT homes across the state.

STAFF

Van Temple (Executive Director)
Van has over three decades experience in Housing and Community Development, City Government, and Non-Profit Management. Mr. Temple held management and executive positions with the City of Dallas, Texas in Police, Personnel, Equipment Services, Information Services, and Communications Departments over a thirteen-year career. As Executive Director of Old North Dayton Development Corporation, he helped build the organization over seven years to be recognized by his peers as "one of the most productive and professional CDCs in Ohio."

Since 2000 Mr. Temple has consulted with a number of cities, counties and non-profits in affordable housing and community development in Connecticut, Delaware, Indiana, Maryland, Michigan, Missouri, Montana, New Jersey, Ohio, Pennsylvania, and Virginia. His consulting work includes: Project Development & Implementation, Neighborhood Revitalization Planning & Organizing, Organizational Assessments & Strategic Planning, Financial Planning & Resource Development, Housing Development Training, and Non-Profit Start-Ups.

Mr. Temple has been involved in numerous affordable homeownership and rental development projects both as an executive director and consultant. Beginning in 2006 Mr. Temple is serving as the first Executive Director for the Diamond State CLT. Mr. Temple serves as Vice President of the Board of Directors of the National CLT Network and is active in public policy and funding initiatives at the national level.

Jo Ann Zorb (Homeownership Program Manager)
Jo Ann has many years experience as a mortgage broker, developing new business and originating residential mortgages, interfacing with customers, underwriters, lenders, and support staff. For several yeas she served as chair of the family selection committee for Sussex County Habitat for Humanity, developing and overseeing the homebuyer outreach, screening, and selection process.

Karen Todd (Systems & Communications)
Karen is an experienced technical writer and trainer for Microsoft Office software applications, including Word, Excel, Access, Outlook, Visual Basic for Applications, and web design using Dreamweaver, HTML, CSS, ASP with VBScript, and PaintShop Pro. Karen is currently with Online Consulting, Inc. in Wilmington. She is skilled in organizational and project management, communications, and problem solving with additional background in economics, investments, and financial markets.

BOARD OF DIRECTORS

Kelly Crumpley *(Secretary)*
Kelly is a Planner with the Kent County Department of Planning Services with many years experience in land use and planning. In his current position, Kelly specializes in highly complex site plans and subdivision plan reviews and has a wide ranging knowledge of Kent County Code covering subdivision, land development and zoning. An important part of his current work is interfacing with any and all citizens of the County and elected officials concerning long range planning and the County Comprehensive Plan. He holds a B.A. and J.D. degree from the University of Oklahoma. Kelly is a member (and past Chair) of the Delaware Population Consortium, the entity responsible for issuing population projections for the State. He has been a member of the Town of Wyoming Planning and Zoning Commission for ten years. Mr. Crumpley also has numerous years of experience in residential building materials and processes, including plumbing and masonry.

Kim Elliott
Kim is our first lease-holder Board member. She works as a self-employed software specialist in the ticketing and events support industry. As more CLT homeowners join - the Board will become one-third lease-holder members, an important part of the governorship of the statewide community land trust.

Denise Freeman
Denise is the Homeownership Program Coordinator for NCALL Research, a NeighborWorks organization that provides homeownership counseling, financial literacy, and foreclosure prevention services across the state, as well as technical assistance for LIHTC projects, and a multi-state self-help housing program. She is responsible for overseeing delivery of housing counseling services at offices in Dover, Georgetown and

Newark. Denise has many years experience in first time homebuyer mortgage and other housing assistance programs.

Dawn L. Poczynek-Holdridge (President)
Dawn serves as a Senior Business Developer for Fannie Mae Corporation and has primary responsibility for developing/managing rural housing initiatives for the Northeast U.S. She supports the Multi-Family Affordable Lender channel and manages RD 538 Guaranteed Loan product and originations. Dawn has many years experience in affordable housing, mortgage origination, and banking with an emphasis on rural development in New Jersey, Delaware and other Northeastern states.

Ken Smith (Treasurer)
Ken Smith has over thirty year's experience in community development work both in the United States and abroad. Before becoming Executive Director of the Delaware Housing Coalition in the mid-1990s, he worked for many years on local and national homeless issues, including the creation and operation of homeless shelters in DE and MD. Since 1997 he has led all aspects of DHC's work in affordable housing advocacy, technical assistance, and grassroots education and organizing.

Amy M. Walls (Vice-President)
Amy is the Assistant CRA Director for Discover Bank, Delaware. In this capacity she works with community members and organizations to increase affordable housing and social service opportunities for low- and moderate-income households. She administers grant budgets, manages delinquent mortgage portfolio and assists in managing a retail bank. Prior to working with Discover, Amy served as the Economic Development and Information Technology Manager for the City of Seaford, DE.

ATTACHMENT B

DIAMOND STATE COMMUNITY LAND TRUST

MISSION STATEMENT:

To strengthen communities by creating and stewarding perpetually affordable housing and promoting sustainable use of the land.

Diamond State was founded in 2006 through the combined efforts of the Delaware Housing Coalition, Delaware State Housing Authority, and other organizations to create permanently affordable housing in all three Delaware counties near where low- and moderate-income households work, go to school and church.

Our 10-Year Business Plan calls for the creation of an inventory of 350 or more permanently affordable homes across the state. We partner with proven affordable housing producers and with HUD-certified homebuyer training agencies for buyer education. Diamond State is attracting national attention for its partnership model, business/production planning, and statewide focus. Diamond State is the first statewide community land trust in the U.S. In 2009 the Ford Foundation and the Shared Equity Coalition selected Diamond State as "one of the most promising local strategies that can most quickly achieve significantly greater scale."

The City of Dover is one of our earliest municipal partners. Diamond State is active with Dover through the Neighborhood Stabilization Program and the Carper/Dover Homeownership Initiative.

ATTACHMENT C

Expected Results of Dover Homeownership Initiative

• The Dover project will provide two permanently affordable homes. Through the CLT model all homes remain affordable generation after generation with no additional demand for public dollars beyond the initial investment. Our target is households in Kent County with combined family incomes from 54% to 80% Area Median Income (AMI).

	Units	Affordability Period	# HHs Served	# L/M Persons Served
Diamond State CLT - Two Homes Dover	2	99 years	28	84

*based on an average tenure of 7 years, the national average for all homeowners and for CLT homeowners.

• The CLT model is unique in its ability to make the City of Dover's investment more cost effective than traditional affordable housing methods. An investment of $20,000 in one home, for instance, represents an annual cost of $202/year under the CLT model*. That same investment in a 15-year affordability model costs $1,333/year of affordability. That makes an investment in the CLT model 6.6 times more cost efficient. * 99-Year analysis.

• The CLT model is especially effective at protecting against foreclosures and the ups and downs of the real estate market. The foreclosure rate for CLT homes is one-eighth the national average according to a 2009 national survey. CLT homeowners have been protected from the "too-good-to-be-true" mortgage and refinancing craze that swept the country over the last decade. CLT homeowners are permitted to use only standard 30-year no-nonsense mortgages at purchase and cannot refinance without the permission of the community land trust organization, the owner of the land. CLT homeowners, in effect, have the benefit of keeping their homebuyer counselor as an on-going partner to assist with any problems that may arise and prevent unwise refinancing. As a result, homeowners in the Dover project will be largely insulated from the bust and boom cycle of the real estate industry.

• The CLT model promotes asset building by helping families build wealth through homeownership when their only other alternative is to rent. Research from older community land trusts indicates that CLT homeowners are far more successful at saving money and building wealth than families that remain as renters.

• CLT homeownership creates security of tenure and continuing homeownership. It is a way for families who have here-to-fore been renters, to move into homeownership. Sixty-seven percent of CLT homeowners purchase market rate homes when they sell their land trust home. CLT homeowners are more successful in remaining homeowners when compared to first-time homebuyer programs nationally. The CLT model is proving to be a very effective way of helping families into homeownership.

• Diamond State is viewed as one of the leaders nationally in the community land trust movement. In 2009 the Ford Foundation recognized Diamond State as "one of the most promising local strategies that can most quickly achieve significantly greater scale." Successful completion of the Dover Homeownership Initiative and other projects like it will help position the state of Delaware to receive Federal Demonstration Project funding in future years. Attracting additional non-state affordable housing dollars to Delaware is one of the explicit goals of the Diamond State CLT.

Van Temple
717 Coverdale Road
Wilmington, DE 19805

Senior Consultant with 37 Years Experience in Housing and Community Development, City Government, and Non-Profit Management.

Mr. Temple held management and executive positions with the City of Dallas, Texas in Police, Personnel, Equipment Services, Information Services, and Communications Departments over a 13-year career. As Executive Director of Old North Dayton Development Corporation, he helped build the organization over seven years to be recognized by his peers as "one of the most productive and professional CDCs in Ohio."

Since 2000 Mr. Temple has consulted with a number of cities, counties, states and non-profits in housing and community development in Connecticut, Delaware, Indiana, Maryland, Michigan, Missouri, Montana, New Jersey, Ohio, Pennsylvania, and Virginia.

Beginning in 2006 Mr. Temple is serving as the first Executive Director for the Diamond State Community Land Trust, a statewide land trust for Delaware. Diamond State is building an inventory of permanently affordable homes for low- and moderate-income homeowners through partnerships with housing developers, foundations, state and county governments, banks, and others working for affordable, balanced housing. Mr. Temple serves as Vice President of the Board of Directors of the National CLT Network and is active in national public policy and funding initiatives. He also serves on the Board of the Delaware Housing Coalition. His work includes:

Neighborhood Revitalization Planning and Organizing

- Newhall Neighbors, Philadelphia, PA
- Old North Dayton Development Corporation, Dayton, OH
- South Philadelphia Area Revitalization Corporation, PA
- Redevelopment Authority, City of Erie, PA
- Southeast Gateway Neighborhood, City of Bridgeton, NJ
- Community Action Agency, City of Jackson, MI
- Greater Brandywine Village Revitalization, Wilmington, DE
- Edgemoor Revitalization Cooperative, DE

Project Development and Implementation

- City of Dallas, TX
- Elderly Housing Assistance Program, Dallas, TX
- Media Coordinator, Bread for the World, Dallas, TX

Van Temple
717 Coverdale Road
Wilmington, DE 19805

- Habitat for Humanity, Dallas, Philadelphia, Dayton
- Advantage Home Remodeling, PA & OH
- Old North Dayton Development Corporation, Dayton, OH
- Healthy Home Repair Program, City of St. Louis, MO
- Diamond State Community Land Trust, DE
- NCALL Research, Inc. DE
- Greater Brandywine Village Revitalization, Wilmington, DE

Organizational Assessments and Strategic Planning

- Police, Personnel, Fleet, & Communications Departments, City of Dallas, TX
- Ohio Community Development Corporation Association
- St. James Community Development Corporation, Newark, NJ
- AHC (non-profit housing corporation), Arlington, VA
- Housing Services Corporation of Diocese of Camden, NJ
- Redevelopment Authority of the City of Erie, PA
- Sustainable Neighborhoods Development Office, St. Louis, MO
- Consolidated Plan, Stark County, OH
- Department of Housing & Urban Development
- NeighborWorks America, Inc.
- Society of Friends Inner City Work Day Program, Philadelphia, PA
- HOME Program, City of Evansville, IN
- Interfaith Community Housing of Delaware
- Delaware Rural Housing Consortium

Financial Planning and Resource Development

- Claymont Renaissance Development Corporation, DE
- Interfaith Community Housing of Delaware
- Village of Ardencroft, DE
- East Falls Development Corporation, Philadelphia, PA
- Old North Dayton Development Corporation, Dayton, OH
- Fleet & Communications Departments, City of Dallas, TX

Van Temple
717 Coverdale Road
Wilmington, DE 19805

- Common Ground Community Economic Development Corp., Dallas, TX
- Department of Housing & Urban Development
- Inglis Housing Development Corporation, Philadelphia, PA

Community Land Trust Development

- Diamond State CLT, DE
- Lehigh Valley, PA Community Land Trust
- State of Montana - Trust Montana
- Pottstown, PA Community Land Trust
- National CLT Network, Public Policy

Affordable Housing Development Training

- City of Columbus, OH
- City of Evansville, IN
- Ohio Capital Corporation
- Local Initiatives Service Corporation, Northeast Ohio Region
- Connecticut Housing Coalition
- Stark County, OH

Personnel Management

- City of Dallas, TX
- ESA, Philadelphia, PA
- Old North Dayton Development Corporation, Dayton, OH

JO ANN ZORB
35775 Spinnaker Circle
Lewes, DE 19958
302-644-1358 (mobile)
Email jazorb@comcast.net

CURRENT ASSIGNMENT (2009 – Present) – Homeownership Program Manager – Diamond State Community Land Trust, Inc. Dover, DE -Statewide community land trust offering permanently affordable homeownership through shared equity homeownership model. Responsible for creating and implementing outreach and marketing plans for CLT projects and homes. Recruiting, qualifying, and orienting prospective homeowners. Assist Executive Director with implementation of Neighborhood Stabilization Program partnerships; coordinating property acquisition, property rehabilitation, and property management. Managed the sale and transfer of properties to homeowners.

VOLUNTEER EXPERIENCE - SUSSEX COUNTY HABITAT FOR HUMANITY, GEORGETOWN, DE

June 2005 – Present – Board of Directors – Currently serving as Director and co-chair of Board Development Committee. Previously served as Vice President, Assistant Secretary and participated in Personnel, Finance Committees and developing relationships with funder leading to a $200,000 grant/loan.

October 2004 – December 2006 – Chairperson Family Selection Committee – Managed the committee responsible for drafting family selection criteria, selecting family/homeowners, marketing to prospective homeowners, screening applicants, and recommending prospective homeowner families to Board of Directors.

- Implemented application review process
- Developed orientation program and power point presentation
- Established partnerships for homeownership counseling
- Developed relationships for marketing/referrals for prospective homeowners
- Developed application materials to serve diverse applicant pool
- Drafted policies/procedures for board approval
- Recruited volunteers to staff committee

December 2006 – May 2008 – Chairperson Family Services Committee – This assignment included all the family selection activity; and added the family support process. The support process includes planning and implementing activities to ensure the success of prospective homeowners as they progress through the Habitat homeownership partnership process.

- Implemented monthly homeownership education program
- Implemented monthly family communication meetings
- Developed criteria for house/lot selection process
- Recruited and organized volunteers for habitation celebrations
- Revised family selection orientation/application process significantly reducing response time to applicants

PROFESSIONAL EXPERIENCE

2001 – Present - Branch Manager/ Residential Senior Loan Officer Net Branch Division – Jacob Dean Mortgage and East West Mortgage Co. Vienna, VA – nationally ranked mortgage brokers. Responsibilities include developing new business and originating residential mortgages. Interfaced with customers, underwriters, lenders, and support staff to ensure a smooth transaction. Educated customers about mortgage process and available loan programs. Assisted in hiring and training branch personnel.

1989 – 1999 - Sales Supervisor, Regional Market Specialist, and Account Representative with Standard Register Co., UARCO, and Crain Drummond - designers and manufacturers of document technology solutions. Responsibilities include sales assignment developing new business and servicing existing clients specializing in health care industry. Conceptually developed customized product/system/process solutions. Assisted with regional sales recruiting, coaching, and training. Responsible for development and maintenance of contract relationships.

Exceeded sales/new business quota requirements
Directed accountability process
Conducted system analysis to reduce product/process costs
Developed strategic regional market plans
Administered Multiple-Hospital Group Agreement
Coordinated market presentations
Organized successful trade show participation
Successfully developed new business and unique product application
Conducted in depth market research
Managed major account with excellent customer satisfaction

1977 - 1989 Senior Buyer, Engineering Purchasing Coordinator and Buyer ETHICON, INC. - A Johnson & Johnson Company, Somerville, NJ - Manufacturer of surgical sutures and wound closure devices. Various materials management assignments managing the purchase of stainless steel wire from international sources, timely delivery of custom machine fabrications, and purchase of various commodities including capital equipment, research supplies and chemicals, office supplies, and promotional materials

Sourced and implemented new products
Directed outsourcing make-buy analysis
Planned and scheduled raw material inventory
Successfully developed and implemented negotiating strategies.
Implemented systems contract to reduce acquisition costs
Coordinated/implemented customized purchasing/receiving/accounts payable system
Supervised clerical staff

AWARDS

* **President's Club**
* **Region/District Account Representative of the Month**
* **Recipient of Corporate Quality Award**
* **Instructor, Quality Improvement Process and Supplier Quality Management System**

EDUCATION

Bachelor of Science, Business Management-Cum Laude
Marymount College, Tarrytown, NY

Associate of Applied Science, Marketing
Somerset County College, Somerville, NJ

OTHER EXPERIENCES

Wolfe Runne Homeowners Association – Secretary Board of Directors January 2008 – Present
Sussex Pines Ladies Golf Association – Former Treasurer and member April 2004 – present
Delaware Breast Cancer Coalition – Volunteer – May 2008 - present

DOVER CDBG GRANT REQUEST

AFFORDABLE HOMEOWNERSHIP, PERMANENT AFFORDABILITY

Project: two single-family homes in Northwest Dover Heights, Lincoln Park, or equivalent neighborhoods. Thoroughly renovated with energy-efficiencies including solar hot-water & solar electric panels.

Homebuyers: From 53% to 80% Area Median Income (AMI).

Economics:

	Per Home	Total Request
Acquisition	$124,000	
Rehabilitation, Holding, Stewardship	$45,000	
Renewable Energy Investment	$20,000	
Total Development Cost:	**$189,000**	
CLT Sales Price	**$105,000**	
Interim GAP:	$84,000	
Dover CDBG - requested	**$20,000**	**$40,000**
NSP1 recycled & NSP2 (Kent)	$64,000	
Final GAP:	$0	$0

Timing:

Acquisition planned for August/September 2011
Rehabilitation & energy enhancements - October-November
Sale period - December-January
Relationship with owner-occupant - continuing

THANKS FOR CONSIDERING OUR REQUEST!

STAFF REPORT
Elizabeth Murphey School

The Elizabeth Murphy School is a non-profit group home that services up to 40 neglected and abused children incorporated in 1992. The Murphy School has previously received CDBG grant funding for renovations and expended the funds in a timely manner.

The grant request for $49,347 is a reasonable request along with the source of matching funds for the cost of the installation of a geothermal heating and cooling system.

This project is consistent with Goal 2 in the 2010 Consolidated Plan by preserving the existing housing stock and meets the low/moderate income requirement.

CITY OF DOVER
FY 2011 CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name, address and phone number of sub-recipient The Elizabeth W. Murphey School, Inc.

42 Kings Highway East

Dover Delaware 19901

INSPECTIONS & PLANNING
CITY OF DOVER
FEB 14 2011
RECEIVED

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

Michael J. Kopp

Executive Director

Signature M. Joseph Kopp

Name and position of authorizing official:

Mr. Joseph S. McDaniel III

President of the Board of Directors

The Elizabeth W. Murphey School, Inc.

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

_____

_____

_____

Activity: Housing Rehabilitation $349,347
Amount Requested: $ 49,347
List Source of Cash Matching Funds $ 300,000 The Welfare Foundation and The Longwood Foundation

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:

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
Heating System Replacement	38	38	100%	$49,347	$49,347

Source of Date:

serving more children!

In addition to the teens and young adults we currently serve, the population we plan to serve will include children as young as six years of age who are homeless and also have mental health concerns that will be addressed through our program and through the services of other area professionals. Unlike the others in our program, this population of youth will come to us as emergency placements.

The typical demographics of the 38 children in our care would include 100% very low income individuals, all who qualify for Medicare and food stamp programs. On any given day, we serve a group of 55% non white and 45% Caucasian children in residential care; and a group with a similar racial and financial description for the 90 teens and young adults in our day programming.

Although our housing group was not specifically mentioned in the City's Consolidated Plan, our number of individuals served equals or surpasses some of those that were mentioned such as People's Place II, Aid in Dover, and House of Pride.

Work Plan Part 4 B of the application

The rehabilitation of our current steam heating system will include six large buildings that will have the capacity to house over 38 children. To do so will require a contractor to drill at least seventy-two wells to depth of 200' and install closed loop systems. The loops will be connected to water furnaces in each building to provide efficient HVAC. The systems will also provide pre-heated domestic water and air conditioning for each building. The funding from the CDBG will be used to provide a geothermal unit to only the building for emergency beds. That building was not included in the grant request with Longwood and The Welfare Foundation because it had been closed at the time and was not a priority because the state had no funding at the time for placements. The need for these emergency bed spaces has made this building use a priority but other funding is not available. Waiting three years for another grant cycle for which we would qualify defeats the purpose of the need for beds as soon as possible!

Work Plan 4 C of the Application The Timetable

Upon Grant approval, we will, within the guidelines of the grant, advertise for bidders for the scope of the work. Only pre-qualified geothermal providers are granted permission through the DNREC and the City.

After opening the sealed bids, we will select appropriate and qualified contractor(s) who are capable of performing the needed work in a timely fashion. Work will commence as soon as possible after July 1, 2011 but no later than July 15, 2011 and will conclude the building covered through the CDBG funds prior to August 31, 2011.

Milestones we will observe will include:

Completion of the Bid Cycle
Receipt of geothermal well permits
Completion of required application to the Green Energy Program
Completion of the well drilling
Installation of the geothermal heat pumps
Inspection of the building by the City of Dover and the Children's Department

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Michael J. Kopp	Executive Director
Wesley Anderson	Head of Maintenance

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

4. THE CITY OF DOVER BLOCK GRANT PROPOSED WORK PLAN
The Elizabeth W. Murphey School, Inc.

The Murphey School is requesting funding through this grant proposal to be used to provide more housing opportunities for children in our 501 © (3) organization. Children living within our homes have no other home where they may live and are considered homeless under the protection of the McKinney – Vento Act. Each child dependent on our care is provided with a private bedroom. The rehabilitation is essential to the total operation and our ability to provide more housing and long-term care for a 100% low income population of abandoned, and therefore, homeless children. The following pages will describe the project through the components of the work plan as described in the grant application details.

Project #1 Building Rehabilitation Project: Part 4 A of the Application

During the past several years of economic downturn, we have needed to examine a more efficient way to continue to serve the children we protect. Heating costs and the energy required for even moderate air conditioning has severely impacted our ability to serve even more children. Just one year ago, through private grant funds, we were able to install a geothermal heating and air conditioning system to our largest building. That building happens to be the auditorium that is used by community groups for public gatherings and social activities. The savings and comfort have been amazing. Conversion to geothermal heating is crucial to our financial stability.

We have recently been asked by the State Children's Department, to open an additional building, beyond those currently housing children, to serve more children who need emergency placements. The timing could not be better! Because of the success with our first geothermal project, we had just met with The Longwood Foundation and The Welfare Foundation Executive Directors to provide funding to place geothermal units in five more of our buildings. The building we have been asked to open by the Kids Department had not been included because it had been closed. Funding for this project through the CDBG would allow us to offer up to 8 new beds for children requiring emergency placements! It would also allow us to eliminate the need for steam heating and thereby close down a boiler that currently heats five total buildings on one-half of our campus!

The financial long term savings will allow us to become energy independent and capable of

Work Plan 4 D of the Application

No pictures of the building have been included

Work Plan 4 E of the Application

This portion of our requested project conforms to the City of Dover's Consolidated Plan in several goal areas.

1. It helps to address a special population of homeless youth who require the level of services offered only by this program within the City of Dover. It also serves a special population of low income youth that has no control or ability to improve their circumstances.

2. It helps to preserve existing housing within the City. This building has been in place since CIRCA 1923. It is a steel and red brick structure that has a long useful life if affordable heating can be added.

3. As a down town entity, this building falls into the area of concern for both the demographic grouping of low income and racially non-white individuals.

4. It will provide safe and affordable housing for a population in need.

5. It will aid in the economic opportunity for low to moderate income individuals in the city in a significant way. Opening this building for this population will provide for eight new moderate income jobs to those needed to supervise this population of children.

Work Plan 4 F of the Application

According to the City's consolidated plan housing for low income individuals and programs for youth carry a level of medium priority.

Work Plan 4 G of the Application

This project is in direct line with a targeted plan to rehabilitate six of our nine buildings used to offer beds and housing to abandoned and homeless youth. It is also in line with our concerted plan to, within one year, have all nine of our buildings become energy independent. By this, we propose to have all nine buildings fitted with geothermal HVAC systems thereby eliminating our need for either oil or natural gas.

We have, within the past year, replaced 300 old, double-hung windows with state-of-the-art, e – glass windows and have fitted our largest building with a geo-thermal HVAC system.

Work Plan 4 H of the Application

Use of the CDBG funds would be leveraged with funds from the Delaware Welfare Foundation and the Longwood Foundation. Although not formally approved, we have met with the Director's of both foundations about our projects. They have both helped fund the replacement of the 300 windows as well as our first geothermal project. Funding for this cycle which we have discussed is due for release in April from The Longwood Foundation and in May by the Welfare Foundation. Those funds will allow us to match the funds requested through the CDBG and install geothermal HVAC systems to five more buildings! Near future plans include completion of the remaining two buildings on our grounds and installing photovoltaic cells for the production of our electric energy needs to run the geothermal units, completing our goal for energy independence!

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 work directly with the City of Dover Police Department Youth Officers through grant funds we received through the Criminal Justice council to provide programming for this high risk group in order to help them avoid legal problems, learn employment skills, and skills needed for independence. We also work directly with HUD to help locate adequate housing for youth leaving foster homes throughout all of Kent County.

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

ADDENDUM
2011 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 **8**

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. Eight new beds for homeless children

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

The Mission Statement

Mr. Murphey's own words best describe the mission of the School:

"To the establishment of this school, I am devoting the means which I have been able to accumulate during a lifetime of active effort. It is my life's work. Through it I choose to honor the memory of my mother in the community where she lived and to render some service in the community in which I was born and spent my early life.

It is my desire that this institution shall be a fostering home where children who would otherwise be neglected may have a happy childhood; and where they may have the fullest opportunity to develop toward useful and efficient lives."

STAFF REPORT
Downtown Dover Partnership, Inc.
Microenterprise Development

The Downtown Dover Partnership provides economic development services assisting both existing and prospective small business owners within the City of Dover. The grant request for this project is $42,000 for the development of microenterprises and classified as a public service activity.

The grant request for grants and loans does not outline who will develop and submit procedures to document an independent underwriting analysis for each proposed loan. Members of the subcommittee will also be required to submit procedures to evaluate the cost estimates, revenue and employment projections for each loan. HUD requires that standards be developed for evaluating the financial feasibility and determination for a reasonable return on equity investment.

This project is feasible if there is staff with the background to carry out the requirements listed above. There must also be a strong level of commitment for this project due to the fact that with the jobs that are created and retained, will require documentation for the life of the loan.

This project will meet the low/moderate income requirement with the creation of jobs and technical assistance provided to low/moderate income persons and is consistent with Goal 5 in the 2010 Consolidated Plan by providing economic opportunities in low to moderate income areas.

Downtown Dover Partnership
101 W. Loockerman St. Suite 1a
Dover, Delaware, 19904
302-678-2940

February 14, 2011

Tracey Harvey
Community Development Director
City of Dover
PO Box 475
Dover DE 19901

RE: FY11 CDBG Grant Application

Dear Ms. Harvey:

Attached please find the Downtown Dover Partnership's proposal for a Microenterprise Development Program. We are requesting $42,000 for this initiative. We project the program will be implemented within 90 days of receipt of the award.

You will note in our application, that we have received a commitment from the Downtown Dover Partnership in the amount of $10,000 to support this initiative. We believe this Microenterprise Development Program will have a direct and positive impact on low-moderate income families within our community.

We greatly appreciate your support of our economic revitalization activities.

If you have any questions regarding the enclosed materials, please feel free to contact me at (302) 678-2940.

Sincerely,

W. G. N

William G. Neaton
Executive Director

cc: Gregory Moore, P.E., Board President

CITY OF DOVER
FY'11 CBDG GRANT APPLICATION FROM

1. **General Applicant Information**

   A. Name, address and phone numbers of sub-recipient:

   Downtown Dover Partnership, Inc.
   101 W. Loockerman Street, 1A
   Dover, DE 19904
   (302) 678-2940
   Email: wneaton@dover.de.us

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

   William G. Neaton
   Executive Director
   Downtown Dover Partnership

   _____

   Name and position of authorizing official:

   William G. Neaton
   Executive Director
   Downtown Dover Partnership

   _____

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

Activity:	Microenterprise Development
Amount Requested:	$42,000.00
List Source of Cash Matching Fund:	$10,000.00 (Downtown Dover Partnership Economic Development Committee 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:

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
Micro Enterprise Assistance	120	96	81%	$42,000	$34,020

Source of Data: January 5, 2010

2.) Management Capacity

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

Sub-Recipient Personnel	**Title(s)**
William G. Neaton	Executive Director
Edwin Perez	DDP Coordinator

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

Enclosed please find the resume and work history of William G. Neaton, currently the Executive Director of the Downtown Dover Partnership and Economic Development Director for the City of Dover. Mr. Neaton's work history includes; a Master Degree in Business Management from Central Michigan University, thirty (30) years experience in community organization /economic development, and has managed a small business in Dover for the past 30 years as well.

Under the direction of Mr. Neaton the Downtown Dover Partnership provides economic development services assisting both existing and prospective small business owners within the City of Dover and Downtown Dover Business Corridor Low -Moderate Income Area.

The purpose of the Downtown Dover Partnership Corporation is to promote the public welfare of the residents of the City of Dover by promoting and furthering in any way, the development of the economic, cultural and historic resources of the city and downtown area and provide for the residents to the extent that the common good and general welfare of the community is served. **See attached copies of Mission Statement and Statement of Purpose.**

3. **Application Work Plan**

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

A. Each program activity must be addressed separately.

The Downtown Dover Partnership Inc., proposed to implement the Fourth Phase of the "Microenterprise Development" Program initiated in FY' 02 that will continue to target the CDBG Downtown Target Area. The area has already been established as a majority low/moderate income area. It is also the largest concentration of Microenterprise Activity in Dover.

DDP proposes to provide the following services/activities:

- **Grants, loans, loan guarantees and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises in the target area;**
- **Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises;**
- **General support to owners of microenterprises and persons developing microenterprises including child care, transportation, counseling and peer support groups; and**
- **Training and technical assistance or other support services to increase capacity of the small business owners.**

In parallel with the above noted, the project will implement a comprehensive marketing program designed to promote the downtown as a shopping and cultural destination. Materials will be created to promote the ongoing series of special events occurring within our historic downtown business district. Additionally, products to be developed, to further assist the business owners, will include special event brochures; maps of the business district showing the location of individual downtown businesses; coupon books and discount savings cards; an enhanced e-commerce website; an expanded advertising campaign; and planning assistance for downtown business owners as well as visitation/guidance flyers.

B. Each program activity must be fully described.

Please see Attachment - A (Scope of Work Proposed for FY'11)

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

Please see Attachment – B (Implementation and Time Frame)

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

Please see Program Description Attachment A/B and Program Annual Report' 11
Please see attached Map

E. Describe each activity's conformance with goals and objectives of the City's FY 2010-2014 Five Year Consolidated Plan.

This activity is in conformance with Goal #5 Aid Expand Economic Opportunities in low to moderate income areas. Please see Page 55 of 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.

The Downtown Dover Partnership, Inc. is specifically identified as part of Dover's Anti-Poverty Strategy on page 48 of the City's Consolidated Plan. Through the implementation of this project we will assign the highest priority to anti-poverty strategies. Microenterprise Assistance is identified in the FY 2010- 2014 Consolidated Plan as a medium community development need.

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

The Project meets the goals and objectives of the Downtown Dover Partnership Revitalization Program, the City of Dover Comprehensive Master Plan, Delaware State Main Street Program, USDA-Rural Business Enterprise Grant Program and the Dover Downtown Merchants Group. The Project also complements our "Youth Employment Program" which matched thirty (30) youth residing within the city limits with existing businesses within the downtown business district.

The project will work in collaboration with the SCORE, SBA, Delaware YWCA and Delaware Technical College and Small Business Development Center to expand resources to the Downtown Dover business community.

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.

The source of funds to be used as the $10,000 match for this project will be from the funds allocated by the Downtown Dover Partnership FY'11 Budget for the Economic Development Committee and the USDA-Rural Business Enterprise Grant. A copy of the DDP Committee Budget is attached. The DDP funds are immediately available. The USDA Grant provides reimbursement of expenses after they have been incurred.

4. 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 entire scope of the program is to better coordinate with existing Microenterprise program, such as, YWCA Mircoenterprise program, Small Business Administration and Small Business Development Center so that the community is improved. This is the primary focus of the Downtown Dover Partnership mission and vision statements.

5. Have you received a sub-recipient grant from the previous funding year? No
If yes give the total amount? N/A

ADDENDUM
2011 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 _____
Economic Opportunity ___X___

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 **120**

Income level of persons or households by: Very Low _____ %
Low_____ %
Moderate **82 %**

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served. The economic development project projects to serve 120 persons, 82% are considered low/mod persons, in the targeted area.

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

FY 11 CDBG Grant Application

Microenterprise Development Project

Attachments Included:

Downtown Dover Partnership Mission and Vision Statements

Proposed Scope of Work

Proposed Timetable

Map of Project Target Area

Economic Development Committee FY'11 Approved Budget

Downtown Dover Partnership 2010 Annual Report

William G. Neaton

22 Errett Road
Bethany Beach, Delaware 19930
(302) 539-1567 (H)
(302) 736-5069 (W)

Employment:	**Neaton Enterprises**	2005-Present
	Neaton's Tire Service of De, Inc. President	1979-2005
	Yaffe & Company	2000-2003
	Goodyear Tire & Rubber Co.	1964-1979
	U.S. Army	1969-1971
Education:	**Central Michigan University, M.A. (Business Management)**	1982
	Western Maryland College, B.A. (Sociology)	1968
Community Service	**Delaware Health Facility Authority**	2002-Present
	▪ *Vice Chairman*	2003-Present
	Bayhealth, Inc., Board of Directors	1997-2007
	▪ *Chairman of the Board*	1997-2000
	Kent General Hospital, Board of Directors	1988-1997
	▪ *Chairman of the Board*	1995-1996
	▪ *Vice Chairman*	1989-1995
	▪ *President's Advisory Committee*	1991-2007
	▪ *Planning Committee, Chairman*	1989-1994
	▪ *Finance Committee*	1988-1989
	▪ *Investment Committee*	1995-Present
	Kent Health Alliance, Board of Directors	1995-2005
	Modern Maturity Center, Board of Directors	1992-Present
	▪ *President*	2000-2005
	▪ *Treasurer*	1997-2005
	▪ *Planning & Marketing Committee, Chairman*	1995-1996
	▪ *Finance Committee, Chairman*	1996-Present
	▪ *Capital School District Master Facilities Committee*	1993
	▪ *Strategic Planning Committee*	1993
Civic Associations:	**Central Delaware Chamber of Commerce**	1989-Present
	▪ *Board of Directors*	2003-2006
	Capital City Rotary	1989-Present
	▪ *Trade/Professional Relations Committee, Chairman*	
	Girl Scout Troop 542, Assistant Leader	1980-1986
	United Way Panel VI Committee	1981-1984
	West Dover Elementary PTO, President	1983-1985
	Hamlet Homes Association, Treasurer	1981-1983
Associations and Affiliations:	**DEL-MAR-VA Football Officials Association**	1986-Present
	▪ *Trainer*	1992-1996
	Mid-Atlantic Collegiate Football Officials Association	1992-Present
	State LaCrosse Association	1997-Present
	Benevolent and Protective Order of ELKS	1988-Present
Honors and Recognitions:	**Dover Air Force Base, Honorary Commander**	1997-2004
	ELKS Citizen of the Year	2000
	Kent County, DE Small Businessmen of the Year	1996
	Wal-Mart Stores, Inc., Sam Walton Business Leader Award	1996
	Goodyear Tire and Rubber Co., National Dealer Council	1984-1985

Downtown Dover Partnership
Mission Statement

The purpose of the Downtown Dover Partnership is to develop the economic, cultural and historic resources of downtown Dover, to increase business/job opportunities, and to develop the commercial and residential potential of the Central Dover area. The DDP strives to protect and enhance the historic architectural and community qualities of the downtown consistent with the guiding principles of the National Main Street Program.

Approved by Board of Directors on March 5, 2009

DOWNTOWN DOVER TOMORROW

Vision Statement

By the year 2011, Downtown Dover would be a destination having a mix of business "that makes you want to come and spend time." People would come to Downtown, go to a museum, have a nice meal, stroll and visit on Downtown's sidewalks, sit at outdoor cafes, and be able to shop at unusual stores. Downtown would offer numerous and varied "things to do" and all of the Downtown's buildings would be filled with prosperous businesses. As a result, Downtown's sidewalks would be filled with a great variety and number of pedestrians who feel excited- and even lucky- to be there.

Downtown's historic buildings would be saved, preserved and would "look good." Downtown's variety of architectural styles would be appreciated and respected, so that Downtown is not "homogenized." Owners would be required to keep-up their properties. New, infill buildings would be encouraged and would blend with and complement the old- so that "they match the town's design." This would be very important since "we have a long history and should make that a selling point."

The arts would be encouraged in Downtown. Downtown would offer a greater diversity of art choices, including film festivals, fine arts, plays and music. The media would embrace and feature all art and entertainment activities occurring in Downtown. More money would be put into the Schwartz Center for the Performing Arts to ensure that its shows and performances are "user friendly." Downtown would have a variety of restaurants that are open in the evenings – and "not just lunch places"- so one could go to the Schwartz and out to dinner.

Downtown would offer recreational activities for children and families. The ST. Jones River would be made a destination. And, Downtown would have more of and "educational presence," possibly in the form of a learning annex that offers a plethora of varied classes for all ages.

Downtown would have "a tremendous increase" in the number of apartments, condos, and homes that appeal to a wide variety of ages and income groups. There would be more apartments and condos above shops. The New Street area would be revitalized, safe, and clean. And, Downtown would have convenience businesses that serve its residents, such as food markets.

Downtown would be safe and trash-free. Police officers would be visible, walking the streets. Downtown business owners would act responsibly and clean their windows, entryways, and walks regularly. Storefronts and display windows would be attractive and appealing. And, utility lines would be buried underground.

Downtown would be aggressively marketed- to "get the word out that there's a lot here". Downtown's image would be very positive and appealing, making residents and tourists want to spend time there.

Downtown would be enhanced as a mixed-use area, which includes:

- Restaurants- varied, not chain, lunch and evening, outdoor cafes;
- Retail shops- varied, unusual, high quality, range of prices;
- The arts, entertainment, and nightlife;
- Professional offices;
- Government facilities- including a regional library and the post office;
- Housing;
- Convenience businesses serving residents and workers of Downtown;
- Activities for kids;
- Convenient parking- and "interesting things in between parking areas;"
- A hotel;
- Education; and
- Outdoor space

Downtown's mixture of uses would appeal to and attract a variety of users, including;

- Residents- of Downtown, Dover, and the County;
- Downtown workers;
- Students;
- Area tourists;
- Route 13 shoppers;
- Kids, families, and seniors; and
- People of all cultures.

Description of Proposed Microenterprise Development Project

Overview

DDP proposes to provide the following services/activities:

- **Grants, loans, loan guarantees and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises in the target area;**
- **Technical assistance, advice, and business services to owners of microenterprises and persons developing microenterprises;**
- **General support to owners of microenterprises and persons developing microenterprises including child care, transportation, counseling and peer support groups; and**
- **Training and technical assistance or other support services to increase capacity of the small business owners.**

Applications for grants, loans, and loan guarantees will be reviewed by a subcommittee of the Downtown Dover Partnership Economic Development Committee. Applicants will be requested to provide a completed loan/grant application, copies of their business plan and other pertinent documents for review prior to receiving approval of their funding request.

Technical assistance and training will be provided through technical assistance visitations on a monthly basis and a series of workshops that provide management support in the area of business plan development. Workshop topics are listed below with a description of key elements to be addressed in each session. Each workshop will include an introduction of the workshop topic, group exercises to facilitate an understanding of the topic, and forms/resources to assist with development of that specific element of the business plan.

Workshop Topics (Each topic will be offered twice during the series)

1. **Starting and Growing a Business in Delaware:** This workshop will introduce the participants to general start-up activities (start-up costs) necessary to begin a business in Delaware.
2. **Mission Statement:** This workshop will address key issues relating to the business proposes and target market to be served.
   a. Description of company purpose
   b. Identification of those proposed to be served
3. **Industry Status**: Participants will be shown how to conduct research on their industry, target market and competition.
   a. National/Regional economic outlook
   b. Industry outlook
   c. Projected opportunities
   d. Regulatory environment
   e. Technological influences
4. **Target Market/Customer Base:** This workshop will teach participants how to review demographic and census tract information of proposed target market.
   a. Characteristics of the target market

- Demographic profile
- Business customers
- Geographic parameters

b. Size of the market/expected market share
c. Market segmentation
d. Customer buying habits (seasonality, quantity, average expenditure)

5. **Marketing Plan:** This workshop will focus on the knowledge of how to position a business in a competitive area. How to forecast changes in target markets.
   a. Sales goals
   b. Description of all products and services
   c. Direct and indirect competition
   d. Pricing objectives/methods
      - Wholesale and retail
      - Discounts and special allowances
      - Seasonality in pricing
      - Credit terms
   e. Location
      - Where products/services will be sold
      - Analysis of advantages/disadvantages
      - Transportation
   f. Promotion activities
      - Advertising
      - Public relations
      - Publicity
      - Trade shows
   g. Customer service
   h. Sales Training, management
6. **Production and Operations Plan:** The participants will exam facility and equipment necessary to commence operation and supplier relationships and inventory levels.
   a. Facility
      - Lease or purchase
      - Size and floor plan
      - Zoning, local regulations, taxes
      - Renovation/expansion plans
   b. Equipment
      - Machines/tools owned
      - Lease or purchase
      - Maintenance procedures and costs
   c. Production process and costs
   d. Suppliers/credit terms
   e. Scheduling for completion of research and development
7. **Insurance:** Participants will be introduced to the different types of insurance required by state and local governments to begin operation of a business.
   a. Product liability
   b. Personal/business liability

c. Business interruption
d. Vehicle
e. Disability
f. Workers' compensation
g. Unemployment
h. Fire
i. Theft

8. **Management and Human Resource Plan:** Participants will exam personnel policies, record-keeping and employee training to continue operation of the business without interruptions.
   a. Key managers
      - responsibility
      - training
      - reporting procedures
   b. Personnel
      - number of full and part time employees
      - special skills
      - job descriptions
      - wages
      - use of sub-contracted or temporary personnel
      - policies
   c. Organizational Chart
   d. Professional assistance (attorney, accountant, banker, insurance agent, etc.)
9. **Financial Plan:** Participants will learn to identify the causes of low profits, such as inadequate expense control, high interest rates, and low sales volume; ability to read and interpret financial statements.
   a. Start-up costs
   b. Sources and uses of funds
   c. Balance Sheets (opening day and projected three years)
   d. Projected cash flow (monthly in first year, quarterly years two and three)
   e. Profit and Loss forecast or statement/ Break-even analysis
10. **Basics to building an On-line business:** This workshop will engage participants on how to utilize the internet as a major resource to conducting on-line business.
11. **E-commerce**
    a. Trading and buying on-line strategies
12. **Executive Summary:** This final workshop will exam the "strategic plan" developed by the business owner.
    a. Brief description of the company history
    b. Purpose for the plan
    c. Goals of the business
    d. Description of the products and services
    e. Customer base
    f. Management team experience
    g. Financing required from lender
    h. Other sources of funds/collateral
    i. Method of repayment

Scope of Work Proposed for FY' 11

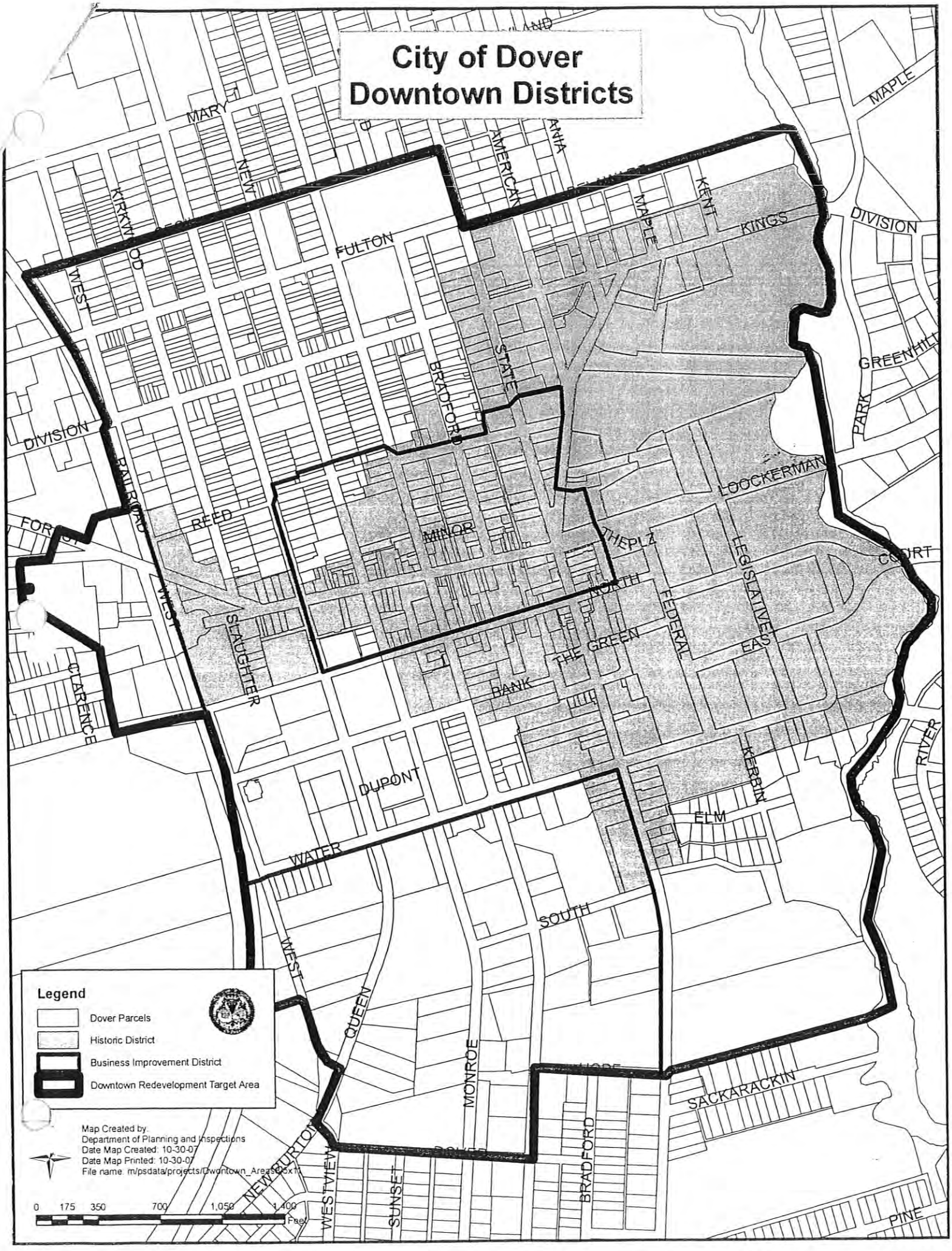
IMPLEMENTATION/PROJECT TIMEFRAME

The Project will commence in June '11 and will be completed in June 2012. Technical Assistance visitations will be provided to all businesses located in the Downtown Redevelopment Target Area. See attached map. Workshops will be provided at no cost to project participants. At the end of The Project each participant will have created a business plan designed to overcome short falls in the business' initial phases. The duration of each workshop will be three hours. Participants will be furnished with a detailed list of workshops, registration forms and workshop materials. The following represents a timeframe for this project:

PROJECT TIMEFRAME	
Workshop(s)	**Date(s)**
Introduction/ Orientation to Project	June '11
1. Starting and Growing a Business in Delaware	June '11
2. Mission Statement	July '11
3. Industry Status	August '11
4. Target Market/Customer Base	September '11
5. Marketing Plan	October '11
6. Production and Operations Plan	November '11
7. Insurance	December '11
8. Management and Human Resource Plan	January '12
9. Financial Plan	February '12
10. Basics of building an Online Business	March '12
11. E-commerce	April '12
12. Executive Summary	May '12
13. Evaluation and Reporting	June '12

Office hours will be posted and structured to provide project participants with ongoing technical assistance. A news release announcing proposed project will be submitted to the Dover Post and Delaware State News upon confirmation from the United States Department of Agriculture - Rural Development of Grant award. Information packets (purpose of project, registration forms, schedule and location of workshops, etc.) will be distributed to businesses in the Central Business District and outside the target service area. Ongoing monthly Newspaper Ads will be posted in the Delaware State News. Information on The Project will also be disseminated through the members of the Central Delaware Business and Entrepreneurship Consortium which includes: Central Delaware Chamber of Commerce, Delaware Center for Enterprise Development at Delaware State University, Kent County Economic Partnership, Small Business Development Center, SCORE Delaware, the US Small Business Administration and the YWCA Center for Women's Entrepreneurship.

City of Dover
Downtown Districts



Downtown Dover Partnership
FY11 Approved Budget for ED Committee

Economic Development & Restructuring				
USDA Grant Match		$5,000.00		
Branding Project/Charrette (MPO)		$25,000.00		
OTHER USDA Grant Expenses		$18,790.00		
Subcommittee Projects		$30,000.00		
Recruitment & Retention - $5K				
Loan Committee - $25K				
ED Training for Executive Director				
Greater Dover Committee Mbrshp		$1,500.00		
Leadership Central DE		$1,000.00		
Total Economic Development Budget			**$81,290.00**	

www.DowntownDoverPartnership.com

DOWNTOWN DOVER PARTNERSHIP

2010 Annual Report



















Director's Note ... Bill Neaton



The Downtown Dover Partnership had a busy and exciting year in the fiscal year ending June 30, 2010! Among the many highlights was the opening of the Community Services Building by the Greater Dover Foundation. We joined the Greater Dover Committee and Foundation as one of the first tenants moving into our new office space in early December 2009. This building is also home to the United Way, Boy Scouts, Delaware Parents Association, and Communities in Schools.

Many downtown business owners have supported our revitalization efforts by investing funds in building renovations, including The Center for Human Development, Raubacher Gallery, and the Dover Army-Navy Store. The CPA firm of Mitten and Winters $300,000 renovation of their building put an exclamation point to their commitment to the revitalization of our downtown!

The DDP hosted seven (7) Business Development Workshops that provided information on marketing techniques, green business, and developing a business plan to 160 attendees. As we begin our third year of operation we look forward to continuing our redevelopment and revitalization efforts beginning with the major renovation of 22-24 W. Loockerman. We're counting on your continued support and participation as we work to meet our ambitious goals during the next year.

Board Members

Gary Patterson, *President*
Dr. William Johnston, *Vice President*
Joseph McDaniel, *Secretary*
Cynthia Small, *Treasurer*
Anthony DePrima
Michael Harrington
Paul E. Lakeman
Gregg Moore
Sophia R. Russell, *Councilwoman*
Reuben Salters, *Councilman*
Ami Sebastian-Hauer
Laura Simmons
Timothy Slavin, *Councilman*
Thomas Smith
Stanford Smith
Gerald I. H. Street, Esq.
Ann Marie Townshend
Mayor Carleton Carey, *Ex Officio*

Committees

Design Committee
Laura Simmons, Chairperson
Arden Bardol
Carrie Hart
Ann Baker Horsey
Susan Johnston
Dawn Melson-Williams
Brian Murray
Dr. Donald Parks
Kristin Pleasanton
Elena Stewart

Economic Development & Restructuring Committee
Gerald I. H. Street, Esq., Chairperson
Robert Berglund
David Bonar
Anthony DePrima
Michael Harrington, Sr.
Paul E. Lakeman
Joseph McDaniel
Gregg Moore
Ted Nutter
Gary Patterson
Charlie Rodriguez
Councilwoman Sophia Russell
Councilman Reuben Salters
Ami Sebastian-Hauer
Laura Simmons
Erin Tinsley
Ann Marie Townshend

Organization Committee
Stanford Smith, Chairperson
Marjorie Cyr
Jocelyn McBride
Georgeanna Windley
Chris Wood

Parking Committee
Thomas Smith, Chairperson
David Affolder
Michael Ambruso
Anita Evans
Ted Nutter
Ron Poliquin, Esq.

Promotions Committee
Cynthia Small, Chairperson
Elaine M. Brenchley
Robin Coventry
Kay Dietz-Sass
Helen Haughey
Dave Hill
Ami Sebastian-Hauer
Nephetina Serrano
Tim Smith
Heather Standish
Erin Tinsley

Partnership Staff
William G. Neaton
C. Edwin Perez
Beverly Latimer Jackson

DOWNTOWN ... Highlights

FIVE New Businesses Opened
- DNDTEK
- Next Level Clothing Store
- The LUNCHBOX
- The Shoe Outlet
- The Tattoo Shop

THREE Businesses Relocated to Downtown
- Beauty & You
- Knight's Copier Service
- Zuha Trend

1500 + Volunteer Hours Donated
1651 hours valued at $20.25/hr = $33,433

Increasing Competitiveness of Downtown Businesses
The Downtown Dover Partnership held seven (7) Business Development Workshops that provided information on marketing techniques, green business, and developing a business plan, to 160 people, both current and prospective business owners.

Business Assistance Provided
Eleven businesses received loans through the US SBA Community Express Loan Program. These loans totaled $265,000 and created 8.5 FTEs and sustained 18.5 FTEs.

FY 2010 DOWNTOWN DOVER PARTNERSHIP ECONOMIC IMPACT HIGHLIGHTS

$2,540,000 Dollars Invested in FY 2010[1]

Facade Grants Awarded (2) (only 2 of the grants awarded were completed by 6/30)	$ 4,000
Total Value of Facade Improvements –	$ 65,000
Total Value of Building Rehabilitation (2)	$2,300,000
Purchase of 22-24 W. Loockerman Street	$ 225,000

[1] Value of Facade Grants and Facade Improvements included in total value of building rehabilitation projects but excluded from total dollars invested in FY 2010.

Partnership Real Estate Holdings

120 S. Governors Avenue – Acme site	$ 1,239,345
22-24 W. Loockerman Street	225,000
133-135 S. Governors Avenue	248,745
139-143 S. Governors Avenue	295,184
222 Railroad Avenue	56,746
238 Railroad Avenue	151,091
East side of N. West Street parcel #1	243,000
680 and 684 Forest Street	650,000
Total Buildings & Land	$ 3,109,111

2010 Accomplishments

Design Committee
Awarded Four (4) Facade Improvement Grants
Implemented Vacancy Treatment Program
Rec'd $1000 Matching Grant from DEDO for Vacancy Treatment Program

Economic Development & Restructuring Committee
Community Development Block Grant for Youth Employment Program
USDA Rural Development Grant for Training & Marketing Projects
Purchased 22-24 W Loockerman St. Property
Sale of properties in the 400 Block of W. Loockerman St. to Bob Duncan for Development
Sale of property on N. West St. to Charles Grimes for relocation of NAPA Store
Signed lease w/Inner City Cultural League for property on N. West Street
Signed 10-year lease with Dover Interfaith Housing Coalition for 684 Forest Street

Organization Committee
Developed Conflict of Interest & Whistleblower Policies
Monitored Work Plan Development
Developed Fundraising Strategy
Coordinated Volunteer Recognition & Annual Report

Parking & Safety Committee
Installed improved signage at Bradford Street Lot
Conducted Security Survey of Merchants
Provided Funding for Security Camera Project
Offered Free Metered Parking in the Bradford St. Lot during December
Parking Information Insert in City Electric Bills mailed to 22,000 customers

Promotions Committee
2nd Annual Home for the Holidays
2nd Annual Spring Splendor Fashion Show
Created Safe, Spooky Halloween
Supported First Fridays
Supported First Night
Dover Days May Basket
Dover Days Chili Cook-off and Karaoke Night sponsored by downtown Bars & Restaurants
Supported Improved Tourism Signage
Distributed 25+ media releases and generated significant positive press for downtown Dover



The US Small Business Administration recognizes Ed Perez of the Downtown Partnership as the Top SBA Community Express Technical Assistance Provider for FY '09.

USDA Rural Development has provided funding for DDP marketing and training initiatives which benefit businesses in "Historic Downtown Dover."

Special thanks to the Dover City Council, Mayor Carleton E. Carey Sr., and City Manager Tony DePrima for their support of the Downtown Dover Partnership. Also Thanks to Diane Laird, State Coordinator, Delaware Main Street, for technical assistance provided throughout the year and to DEDO for the $1000 grant received as part of the Vacancy Treatment Project implemented in FY'10.

Mission Statement The purpose of the Downtown Dover Partnership is to develop the economic, cultural and historic resources of downtown Dover, to increase business/job opportunities, and to develop the commercial and residential potential of the Central Dover area. The DDP strives to protect and enhance the historic architectural and community qualities of the downtown consistent with the guiding principles of the National Main Street Program.

Special Thanks to the following Individuals

FIRST FRIDAY
Jean Francis
Susan Johnston
Jeremy Gibb
Friends of Folk
First State Strings
Dover Fire Department
Downtown Dover Merchants
Wesley College Student Leaders

FESTIVAL OF LIGHTS
City of Dover Parks & Recreation
Bayhealth Medical Center
Heritage at Dover
Dover Kiwanis
Wesley Pre-School
The Little School
Dover High Select Ensemble

HOME FOR THE HOLIDAYS
Nephetina Serrano, Co-Chairperson
Lauren Tinsley, Co-Chairperson
Gary Chaffee, Parade Coordinator
Shani Brown
Melissa Cameron
Robin Coventry
Mona Kinnel
Cathy Marker
Mary Alice Ozechoski
Tina Potts
Ami Sebastian-Hauer
Rae Short
Erin Tinsley
Aid in Dover
Angela Alper
Santa and Mrs. Claus
Booker T. Washington Chorus
CACC Folk Dance Troupe
Dover Housing Authority
Indian US Society of DE Youth Group
Remnant Sounds – Michelle Wright & Band
Shedding the Vibe
Tammy Trout & the Pentecostals of Dover Band & Chorus
United Fellowship Praise Dance Team
Wesley College Student Leaders

SPRING SPLENDOR FASHION SHOW
Erin Tinsley, Co-Chairperson
Maxine Lewis, Co-Chairperson
Lee Turner
Mel Williams
Hassan Azhar
33 West
A Center for Mental Wellness
Artwear Bags
Bel Boutique
Benita's World of Beauty
Citizens Bank
Coastal Cottage Soaps
Cook & Smith Florists
Delaware Made
DNDTEK
Dover Art League
Dover Newsstand
Driftwood Spirits
El Nopal
Emmanuel's Religious Gifts
Fly 365
Forney's
Forney's Too
Frankfurt Bakery
Leone's Loockerman Exchange
Maxine's New York Fashions
Our Helping Hands
Raubacher Gallery
Rockstar Glassworks
The Duncan Center
The Golden Fleece
The Wedding Boutique
W.T. Smithers
Young's Studio of Photography
Zuha Trend

ST. PATRICK'S DAY PARADE
Gary Chaffee, Parade Coordinator
Alex Aaron Whitsett
Antoine Robinson
Caitoyn Theresa Angstadt
Cathy Marker
Don Bambord
Matthew Singleton
Tim Smith
Georgeanna Windley

SUPPORT FOR MULTIPLE ACTIVITIES
Bayhealth Medical Center
City of Dover
DE Economic Development Office
DE Technical & Community College
Delaware Community Foundation
Dover City Council
Dover Community Partnership
Dover Fire Department
Dover Housing Authority
Dover Parks & Recreation
Dover Police Department
Downtown Dover Businesses
First State Community Loan Fund
First State Heritage Park
First State Strings
Friends of Folk
Friends of Old Dover
Greater Dover Committee
Greater Dover Foundation
Kent County Tourism
Small Business Development Center
U.S. Small Business Administration
USDA Rural Development
Wesley College

DELAWARE
ECONOMIC DEVELOPMENT OFFICE
Right Place. Right Size.

Special thanks to DOWNTOWN DELAWARE. Downtown Delaware is a program of the Delaware Economic Development Office. It provides Delaware's historic downtowns, communities, and small businesses with tools to revitalize their commercial districts, increase entrepreneurial opportunity, and enhance quality of place.

DOWNTOWN DOVER PARTNERSHIP
101 W. Loockerman Street, Suite 1A • Dover, DE 19904
302-678-2940 • fax 302-678-2132 • www.downtowndoverpartnership.com

Downtown Dover Partnership is a non-profit organization dedicated to revitalizing the Downtown District. DDP works hand in hand with the National Trust for Historic Preservation's National Main Street Center and the Downtown Delaware initiative to create a variety of programs that serve to improve our downtown district.

STAFF REPORT
Streets Project
Concrete & Pavement Rehabilitation

The City of Dover Public Services department received grant funding in 2005 and 2006 for the reconstruction of streets and curbs in the city's downtown target area, and 2010 for the Mitscher Road Streets Project. These projects have immensely assisted in the revitalization efforts throughout the city. The funding in all program years was expended in a timely manner.

The grant request for $203,000 is reasonable for the infrastructure improvements but not practical for the CDBG grant allocation.

This project is consistent with Goal 2 of the 2010 Consolidated Plan by preserving the existing housing stock in the City of Dover.

CITY OF DOVER
FY 2011 CDBG GRANT APPLICATION FORM

1. General Applicant Information

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

City of Dover – Public Services Department
Attention: Scott D. Koenig, P.E.
15 The Plaza
Dover, DE 19901
(302) 736-7026

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

Scott D. Koenig, P.E.

Public Services Manager / Director of Public Works

Scott D. Koenig

(Signature)

Name and position of authorizing official:

Anthony J. DePrima, AICP, ICMA-CM, City Manager, City of Dover

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

Scott D. Koenig, P.E.

Public Services Manager / Director of Public Works

15 The Plaza

Dover, DE 19901

Activity:	**Concrete & Pavement Rehabilitation**
Amount Requested:	**$ 203,000.00**
List Source of Cash Matching Funds	**$300,000.00 Plus**

(Source: City of Dover General Fund & Community Transportation Funds from area legislators)

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:

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
Concrete & Pavement Rehab.	100+	Greater than or equal to 75	Greater than or equal to 75%	$203,000	$152,250

Source of Date: The proposed work locations are S. New Street from Bank Lane to Water Street ($100,000), Janes Road ($91,000) and Mays Lane ($12,000); however, these locations must be confirmed with Census Data.

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Scott D. Koenig, P.E.	**Public Services Manager**
Paul Thompson	**Public Works Inspector**

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. **Not Applicable.**

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 project proposal only includes one (1) program activity since the concrete and pavement rehabilitation are viewed as an integrated system. The one (1) activity will be conducted at three (3) locations (S. New Street, Janes Road & Mays Lane) if the funding permits.

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.

The proposed work will include the removal and replacement of old and deteriorated concrete sidewalk, curbs and drains on S. New Street. Janes Road and Mays Lane do not have concrete curbs and

sidewalks at this time so concrete rehabilitation on Janes Road and Mays Lane will be limited to drainage structures. The pavement surface will be milled and repaved at all three (3) locations. Accessibility improvements will be made at all practical locations. All improvements will be made within the public right-of-way.

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

Work on these locations will begin within 30 days of notice of funds availability. All work will be completed within 90-120 days.

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

All of this work would be part of an annual contract that is bid by the Public Services Department. There are no specific drawings or plans associated with the request; however, the project bid specifications will outline the type of work, the quantities to be completed and any special requirements regarding the funding sources to be used.

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

The proposed rehabilitation work complies with Goal #2: "Preserve the Existing Housing Stock in the City of Dover", specifically the objective, "The City will address the infrastructure needs in qualifying census tract areas with the reconstruction of streets and curbs."

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 work will help foster a safe and livable neighborhood that includes an improved transportation network including sidewalk repairs wherever possible. In addition, the project will complete accessibility improvements within the public right-of-way where appropriate.

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

The proposed project builds upon the improvements completed through the City's annual street program. The City of Dover has spent between $500,000 and $1,500,000 on this annual program in the each of the past six (6) fiscal years.

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.

The Dover City Council appropriates general fund tax revenues to the annual street program through the budget process each year. In addition, area legislators provide Community Transportation Funds to assist the City of Dover with these types of transportation projects. Improvements made under the annual street program are intended to last a minimum of 15-20 years.

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 Public Services Department coordinates construction activities all across the City of Dover ranging from private contractor inspections of residential and commercial construction to maintenance and rehabilitation of all streets, alleys and sidewalks within the City of Dover. All residents, visitors and businesses benefit from improved public works and transportation system projects.

6. Have you received a sub-recipient grant from the previous funding year? **Yes.** If yes give the total amount $_____. **The City of Dover received $75,000 in CDBG-R funds and $63,434 in CDBG funds during the last federal fiscal year.**

ADDENDUM
2011 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment __X__
Decent Housing _____
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 _____

Income level of persons or households by: Very Low _____ %
Low __75__ %
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 provide breakdowns of those served by race, ethnicity and disability.

STAFF REPORT
Housing Rehabilitation Program
Housing repairs completed on owner occupied homes

The Housing Rehabilitation Program completes repairs on owner occupied homes for low to moderate income persons bringing their homes up to code.

This project services 100% low to moderate income persons. The grant request of $50,000 is a realistic amount for a maximum of up to $15,000 per home for up to 5 homes to be completed with the rising cost of materials to complete rehabs.

The waiting list for this program currently has 15 applicants that will need to be served within the next two years.

This project is consistent with Goal 2 of the 2010 Consolidated Plan by preserving the existing housing stock in the City of Dover.

CITY OF DOVER
FY11 CDBG GRANT APPLICATION FORM

1. General Applicant Information

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CITY OF DOVER
INSPECTIONS & PLANNING

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

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

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

Tracey Harvey, Community Development Manager

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.

Activity: Housing Rehabilitation
Amount Requested: $ 50,000.00
List Source of Cash Matching Funds $ N/A

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:

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
Home repairs for owner occupied homes	4 to 5	4 to 5	100%	$50,000.00	$50,000.00

Source of Date: The Community Development office maintains a waiting list of clients who own their homes and must qualify based on the low to moderate income limits set by HUD.

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Tracey Harvey	Community Development Manager

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 rehabilitate owner occupied homes found in violation of the City 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.

- The total number of units to be rehabilitated is 4 to 5 in which all individual households must qualify as low to moderate income persons based on the income limits set by HUD. Each individual household will be allowed up to $15,000 in repairs to bring their properties up to code. This project is a city wide

project and will focus preserving the existing housing stock in the City of Dover. There is a great need for this project to continue based on the overwhelming demand received daily from the public.

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.

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

- The properties to be rehabilitated will come from the first 4 to 5 applicants off the waiting list and will be for owner occupied properties city wide.

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

- Goal 3 of the 2010 Consolidated Plan is to preserve the existing housing stock in the City of Dover. The rehabilitation of owner occupied homes of low to moderate income persons 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 second priority addressed in the 2010 Consolidated Plan was housing needs. Improving the quality of housing stock will address this need by bringing substandard housing up to code.

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 providing safe sanitary housing to low to moderate income persons and making the neighborhoods more desirable to live in.

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.

- The city will leverage resources by utilizing the inspections staff to conduct the initial housing inspections.

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 $ 48,000 in 2010 .

ADDENDUM
2011 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 _____

Discuss your project in terms of the below listed outcome criteria:

Availability/Accessibility _____
Affordability _____
Sustainability __X__

By rehabilitating owner occupied homes that are in violation of the city's housing code, this will decrease the number of substandard housing and improve the quality of housing stock in the City of Dover.

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.

STAFF REPORT
Homeownership Assistance Program
Downpayment assistance for first time homebuyers

The Homeownership Assistance Program provides first times homebuyers with down payment assistance or closing cost to purchase affordable housing in the City of Dover.

This project services 100% low to moderate income persons. The grant request of $40,000 is a realistic amount with a maximum of up to $10,000 per client to provide downpayment assistance to 4 first time homebuyers purchase property in the City of Dover.

This project is consistent with Goal 3 of the 2010 Consolidated Plan by encouraging owner occupied housing to low to moderate income persons.

The 2010 grant funding for this program has been expended by 50%, and two (2) first time homebuyers have purchased properties in the City of Dover.

CITY OF DOVER
FY11 CDBG GRANT APPLICATION FORM

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CITY OF DOVER
INSPECTIONS & PLANNING

1. General Applicant Information

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

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

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

Tracey Harvey, Community Development Manager

Tracey Harvey

Name and position of authorizing official:

Same as above.

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

Same as above.

Activity:	Homeownership Assistance
Amount Requested:	$ 40,000.00
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
Closing cost for 4 first time homebuyers	4 families	4	100%	$40,000.00	$40,000.00

Source of Date: 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	Community Development Manager

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 to 4 first time homebuyers who will be required to purchase property in the City of Dover who must complete a homeownership counseling

program with a certified HUD counselor before signing a sales contract. Assistance is provided up to $10,000 for properties purchased in the city. The city will place a second mortgage lien on the property and if within the first five 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 five 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 continuing to provide down payment assistance to qualified homebuyers.

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 2010 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. In addition, the city is working in conjunction with Dover Housing Authority by providing homeownership assistance to their clients who purchase properties that have been rehabilitated in the target area and sold to low to

moderate income persons.

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 $ 40,000.00 in 2010 .

ADDENDUM
2011

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	_____

Discuss your project in terms of the below listed outcome criteria:

Availability/Accessibility	_____
Affordability	X
Sustainability	_____

The city's goal is to continue to partner with other housing provides to increase the opportunities available for low to moderate income persons to purchase affordable housing.

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 ____4____

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.