

# SPECIAL COUNCIL MEETING AGENDA



**MAY 29, 2018 - 5:30 P.M.**

**CITY HALL COUNCIL CHAMBERS  
15 LOOCKERMAN PLAZA - DOVER, DELAWARE**

## **AGENDA ADDITIONS/DELETIONS**

- 1. RECONSIDERATION OF MOTION OF MAY 14, 2018 - RESOLUTION No. 2018-03**  
(DURING THE ANNUAL COUNCIL MEETING OF MAY 14, 2018 THIS ITEM WAS REFERRED TO THE COUNCIL COMMITTEE OF THE WHOLE/PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE DUE TO QUESTIONS REGARDING THE PUBLIC HEARING REQUIREMENTS BEING MET)
- 2. RESOLUTION No. 2018-03 APPROVING THE 2018 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ANNUAL ACTION PLAN**  
(STAFF RECOMMENDS ADOPTION OF THE ORDINANCE)
- 3. ADJOURNMENT**

**/tm**

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### **EXECUTIVE SESSION PURSUANT TO:**

**29 DEL. C. §10004(B)(2) - PRELIMINARY DISCUSSIONS ON SITE ACQUISITIONS FOR ANY PUBLICLY FUNDED CAPITAL IMPROVEMENTS, OR SALES OR LEASES OF REAL PROPERTY;**

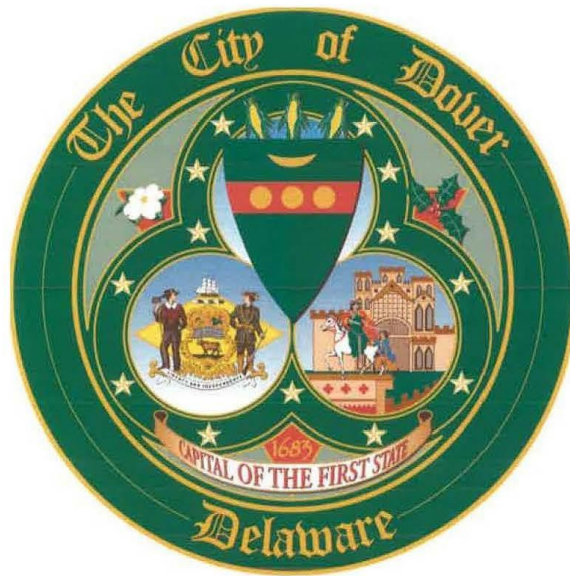
**29 DEL. C. §10004(B)(4) - STRATEGY SESSIONS, INCLUDING THOSE INVOLVING LEGAL ADVICE OR OPINION FROM AN ATTORNEY-AT-LAW, WITH RESPECT TO COLLECTIVE BARGAINING OR PENDING OR POTENTIAL LITIGATION, BUT ONLY WHEN AN OPEN MEETING WOULD HAVE AN ADVERSE EFFECT ON THE BARGAINING OR LITIGATION POSITION OF THE PUBLIC BODY;**

**29 DEL. C. §10004(B)(6) - DISCUSSION OF THE CONTENT OF DOCUMENTS, EXCLUDED FROM THE DEFINITION OF "PUBLIC RECORD" IN §10002 OF THIS TITLE WHERE SUCH DISCUSSION MAY DISCLOSE THE CONTENTS OF SUCH DOCUMENTS;**

**29 DEL. C. §10004(B)(9) - PERSONNEL MATTERS IN WHICH THE NAMES, COMPETENCY AND ABILITIES OF INDIVIDUAL EMPLOYEES ARE DISCUSSED, UNLESS THE EMPLOYEE REQUESTS THAT SUCH A MEETING BE OPEN**

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

# City of Dover Delaware



## **2018 ACTION PLAN**

Prepared by:

City of Dover Planning Office

May 14, 2018

## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

Dover, the Capital of Delaware, is centrally located in the state and is part of the Mid-Atlantic region. The City is located approximately 90 miles from both Philadelphia and Washington, D.C. Dover's population ranks second only to Wilmington, Delaware. Delaware and the Eastern Shore counties of Maryland and Virginia comprise the Delmarva Peninsula. Dover is also the largest city in land area on the peninsula with a total land area of over 23 square miles.

Localities who receive Community Development Block Grant (CDBG) funding from the Department of Housing and Urban Development (HUD) are required to develop a five (5) year Consolidated Plan and an Annual Action Plan (AAP) per HUD regulation CFR 24, Part 91. The 2018 AAP is a concise summary of proposed actions, activities, and resources to be used to address priority needs and specific goals identified in the 2015-2019 Consolidated Plan. The specific goals identified in the plan include the four goals that the Consolidated Plan revolves around. These goals on order of priority are:

1. Provide aid to special needs persons.
2. Preserve the existing housing stock.
3. Encourage owner occupied housing in low to moderate income areas.
4. Provide safe and livable neighborhoods.

The Action Plan will specify how the projects will further these goals for fiscal year 2016.

#### **2. Summarize the objectives and outcomes identified in the Plan**

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The fourth year AAP continues the projects and activities necessary to achieve the goals created in the Five –Year Consolidated Plan. Requirements for the Consolidated Plan requires the City to access its housing needs, needs assessment and housing market analysis. The following summary identifies the objectives and outcomes of these needs utilizing CDBG funds.

Goal 1: Provide aid to special needs persons – Objective- Provide support to homeless shelters and increase support to agencies that provide rapid rehousing/rental assistance for those that are at risk of homelessness. Outcome- To increase permanent supportive housing and reduce homelessness by increasing availability.

Goal 2: Preserve the existing housing stock- Objective- Eliminate severe housing conditions that constitute health and safety hazards. Outcome – To provide sustainability and bring substandard housing up to code.

Goal3: Encourage owner-occupied housing in low to moderate income areas. Objective-Expand affordable housing by providing down payment and settlement assistance to qualified families who purchase properties within the City and designated revitalization target areas. Outcome-Increase affordable housing

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The following CDBG projects were funded during the FY17 program year. The Consolidated Annual Performance Evaluation Report (CAPER) will outline the status of these activities that will be submitted to HUD in September 2018.

- **Homeless Needs:** One (1) homeless person received rental assistance for permanent housing and two (2) motel vouchers were issued for 30-day stays. The Homeless Shelter received CDBG funding for operations and maintenance cost that has serviced 299 homeless men during 2017, with 84% securing employment.
- **Housing Needs:** Six (6) Emergency Home Repairs were completed on owner-occupied homes and Homeownership Assistance was provided to 5 first-time homebuyers who purchased affordable housing in the City of Dover.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

A minimum of two public hearings are required. Adequate notice is given through advertisement in the City's local newspaper and the City's website, with copies of the notices sent to such service agencies and public housing administration offices who serve and advocate for the low and very low income persons and disability communities to encourage citizen's participation input by the citizens and their advocates to meet the needs of citizens and particularly those who are beneficiaries of the programs covered in the Consolidated Plan. The draft plan will be available for review for 30 days.

The City will consider any comments or views of citizens or units of local government received in writing, or orally at public hearings, meetings, etc., in preparing the City's final Consolidated Plan and Annual Action Plan. A fifteen-day period will be set aside for comments. A summary of these comments and responses shall be attached to the final Consolidated Plan amendment of the plan or Performance Report.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

There were no comments.

#### **7. Summary**

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	Dover	Planning & Community Development

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City receives the Community Development Block Grant (CDBG) from the Department of Housing and Urban Development. The City’s Planning Department is the lead agency for the development of the Consolidated Plan and administers the CDBG program.

**Consolidated Plan Public Contact Information**

City of Dover Department of Planning & Community Development  
 15 Loockerman Plaza, Dover, DE 19901  
 Phone (302) 736-7196 Fax: (302) 736-4217  
 Website: [www.cityofdover.com](http://www.cityofdover.com)  
 Tracey Harvey, Planner/CDBG Administrator  
 Email: [tharvey@dover.de.us](mailto:tharvey@dover.de.us)

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The public participation events planned for the Annual Action Plan (2018) represent the culmination of decades of experience in conducting similar events. In addition to the normal advertising of meetings in the local press, the staff notified stakeholders in writing and by the internet. The public was also notified of all meetings and hearings.

Two public hearings are required. Adequate notice is given through advertisement in the City's local newspaper and the City's website. Copies of the notices are sent to service agencies and public housing administration offices that serve and advocate for the low and very low-income persons and disability communities to encourage citizen participation input by the citizens and their advocates, meet the needs of citizens and particularly those who are beneficiaries of the programs covered in the Consolidated Plan.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City works to ensure coordination by gathering members of the community, state and local housing authorities and various state and county agencies within the State of Delaware to consult on topics regarding homelessness, persons with disabilities, elderly, persons with HIV/AIDS, services for children and housing needs. The following is a list of agencies that the City of Dover consulted with in preparing the Annual Action Plan:

- Homeless Planning Council
- Delaware State Housing Authority
- Dover Housing Authority
- City of Dover Planning Department
- State of Delaware Department of Health and Social Services
- Delaware HIV Consortium
- State of Delaware Division of Family Services
- Central Delaware Habitat for Humanity
- Milford Housing Development Corporation

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Homeless Planning Council is the coordinator of the Continuum of Care (CoC) for the State of Delaware. City planning staff is a designated member of the Delaware Interagency Council of Homelessness and will continue to support the need of ending chronic homelessness by actively collaborating with housing providers that service the homeless and those that are at risk of homelessness.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Not applicable, the City of Dover does not receive ESG funds.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Homeless Planning Council of Delaware
	<b>Agency/Group/Organization Type</b>	Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City is a member of the Delaware Interagency Council on Homelessness and the Mayors Task Force to end veteran’s homelessness in Dover. The coordination with these two agencies will expand the resources necessary to end homelessness.
2	<b>Agency/Group/Organization</b>	NCALL Research
	<b>Agency/Group/Organization Type</b>	Services - Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City partners with NCALL for its Homeownership Assistance Program as part of a requirement for first time homebuyers to receive housing counseling.
3	<b>Agency/Group/Organization</b>	DELAWARE STATE HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City consulted with the state and local housing authorities in determining the needs of the community through the public participation process and addressing the needs of affordable housing within the City.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not applicable

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homeless Planning Council	The City of Dover includes funding for homeless programs as a priority in its strategic plan that are in line with the needs and priorities with the Continuum of Care.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City of Dover's Consolidated Plan Citizen Participation Plan (CPP) has been prepared by the City of Dover in accordance with the requirements contained in Part 9115 of Title 24 of the Code of Federal Regulations. The CPP outlines the various methods the City will use to inform its citizens of, and actively involve them in developing the Consolidated Plan and Action Plan.

The Consolidated Plan and Action Plan serves as the housing and community development planning document of the City and its application for funding under the current Community Planning and Development (CDP) formula program CDBG.

Through public hearings, stakeholder interviews and the web-based community needs survey, goals were formulated by participants identifying priority needs for the five-year Consolidated Plan.

A minimum of two public hearings are required to allow the public an opportunity to comment on the Consolidated Plan, Annual Action Plan and the Consolidated Annual Performance Evaluation Report (CAPER). Adequate notice is given through advertisement in the City's local newspaper, and copies of the notices are sent to such service agencies and public housing administrative offices who serve and advocate for the low and very low-income persons and disability communities to encourage citizen's participation input and meet the needs of the citizens who are beneficiaries of the program covered in the Consolidated Plan.

The Draft Plans are made available for review and comments for 30 days at City offices and on the City's website. The City will consider any comments or views received in writing or orally and a summary of any views or comments not accepted and the reason therefore shall be attached to all final reports.

**Citizen Participation Outreach**

<b>Sort Order</b>	<b>Mode of Outreach</b>	<b>Target of Outreach</b>	<b>Summary of response/attendance</b>	<b>Summary of comments received</b>	<b>Summary of comments not accepted and reasons</b>	<b>URL (if applicable)</b>
1	Public Meeting	Non-targeted/broad community	None	None	None	
2	Newspaper Ad	Non-targeted/broad community	None	None	None	
3	Internet Outreach	Non-targeted/broad community	None	None	None	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c) (1, 2)

#### Introduction

The City of Dover receives the Community Development Block Grant (CDBG) from the United States Department of Housing and Urban Development (HUD).

Since CDBG resources are very limited, the City coordinates projects with other city departments, State and Local Housing Authorities and partners with non-profit and private organizations that have multiple resources that will aid in meeting the goals and objectives of the Consolidated Plan.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services						Expected amount includes a reduction in grant funding over a four-year period.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

There is not a match requirement for CDBG funds; however, sub-recipient agencies that were funded have additional resources to supplement their projects. In addition, there are several initiatives and investment projects in the City where CDBG funds will be used as an additional resource to supplement funding these projects.

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Eleven (11) affordable housing properties were constructed on vacant land and sold in the Restoring Central Dover (RCD) area that were developed by NCALL Research, Central Delaware Habitat for Humanity and Milford Housing Development Corporation. Recently, ten (10) properties located in the RCD area were purchased by NCALL Research that will be demolished with new affordable housing constructed on the lots to be sold to low income families.

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	HP-1 Homeless/Rapid Re-housing	2018	2019	Homeless	Dover City Limits	Homelessness	CDBG: \$5,000	Tenant-based rental assistance / Rapid Rehousing: 5 Households Assisted
2	HP-2 Homeless Prevention	2018	2019	Homeless	Dover City Limits	Homelessness	CDBG: \$22,000	Homeless Person Overnight Shelter: 300 Persons Assisted
3	AH-1 Affordable Housing	2018	2019	Affordable Housing	Dover City Limits	Homeownership Assistance	CDBG: \$105,000	Direct Financial Assistance to Homebuyers: 5-6 Households Assisted
4	AH-1 Affordable Housing	2018	2019	Affordable Housing	Dover City Limits	Emergency Home Repairs	CDBG: \$39,719	Homeowner Housing Emergency Home Repairs: 5-15 Household Housing Units
5	AH-2 Affordable Housing	2018	2019	Affordable Housing	Dover City Limits	Homeowner Rehabilitation	CDBG: \$25,000	Homeowner Housing Rehabilitated: 2-3 Household Housing Units
6	AH-3 Affordable Housing	2018	2019	Affordable Housing	Downtown Target Area	Homeowner Rehabilitation	CDBG: \$20,000	Homeowner Housing Rehabilitated: 6 Household Housing Units

**Table 6 – Goals Summary**



**Goal Descriptions**

1	<b>Goal Name</b>	HP-1 Homeless/Rapid Re-housing
	<b>Goal Description</b>	
2	<b>Goal Name</b>	HP-2 Homeless Prevention
	<b>Goal Description</b>	
3	<b>Goal Name</b>	AH-1 Affordable Housing
	<b>Goal Description</b>	
4	<b>Goal Name</b>	AH-2 Affordable Housing
	<b>Goal Description</b>	
5	<b>Goal Name</b>	AH-3 Affordable Housing
	<b>Goal Description</b>	

**Table 7 – Goal Descriptions**

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

The City will provide homeownership assistance to 4 low to moderate income first time homebuyers who purchase affordable housing in the City.

## AP-35 Projects – 91.220(d)

### Introduction

The 2018 Action Plan is a supplementary document to the Five Year Consolidated Plan (2015-2019). The goals and objectives focus on developing and sustaining viable communities and improving low and moderate-income persons are addressed in the Consolidated Plan as part of the strategy for addressing the needs of low and moderate-income people.

#	Project Name
1	Dover Interfaith Mission for Housing
2	Connections Community Support Program
3	Homeownership Assistance Program
4	Milford Housing Homeowner Rehabilitation Program
5	Milford Housing Emergency Repair Project
6	Central Delaware Habitat for Humanity
7	Program Administration

**Table 8 – Project Information**

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The projects that were selected were based on the highest-ranking priorities that were determined from public hearings and a Housing and Community Development Online Survey identified by residents, local government officials and housing providers. The obstacle in addressing the underserved need is the lack of adequate funding to continue to address these needs.

## Projects

### AP-38 Projects Summary

#### Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	Dover Interfaith Mission for Housing
	<b>Target Area</b>	Dover City Limits
	<b>Goals Supported</b>	HP-2 Homeless Prevention
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	CDBG: \$22,000
	<b>Description</b>	CDBG funds will be utilized for operating cost for the shelter that will include utilities and maintenance cost.
	<b>Target Date</b>	7/1/18
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 Homeless Men annually
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	
<b>2</b>	<b>Project Name</b>	Connections Community Support Program
	<b>Target Area</b>	Dover City Limits
	<b>Goals Supported</b>	HP-1 Homeless/Rapid Re-housing
	<b>Needs Addressed</b>	Homelessness

	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	CDBG funds will be used to provide rapid re-housing/rental assistance services for homeless households within the City.
	<b>Target Date</b>	7/1/18
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5 homeless families
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	
<b>3</b>	<b>Project Name</b>	Homeownership Assistance Program
	<b>Target Area</b>	Dover City Limits
	<b>Goals Supported</b>	AH-1 Affordable Housing
	<b>Needs Addressed</b>	Homeownership Assistance
	<b>Funding</b>	CDBG: \$105,000
	<b>Description</b>	CDBG funds will be used to provide homeownership assistance to first time homebuyers who purchase affordable housing in the City.
	<b>Target Date</b>	7/1/18
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5-6 low income families
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	
<b>4</b>	<b>Project Name</b>	Milford Housing Homeowner Rehabilitation Program
	<b>Target Area</b>	Dover City Limits

	<b>Goals Supported</b>	AH-2 Affordable Housing
	<b>Needs Addressed</b>	Homeowner Rehabilitation
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	CDBG funds will be used to rehabilitate existing owner-occupied housing in the City that is in violation of the City's Housing Code.
	<b>Target Date</b>	7/1/18
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2-3 low income families
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	
5	<b>Project Name</b>	Milford Housing Emergency Repair Project
	<b>Target Area</b>	Dover City Limits
	<b>Goals Supported</b>	AH-2 Affordable Housing
	<b>Needs Addressed</b>	Homeowner Rehabilitation
	<b>Funding</b>	CDBG: \$39,719
	<b>Description</b>	CDBG funds will be used to provide emergency home repairs to owner occupied homes to eliminate housing conditions that threaten the health and safety of low income homeowners.
	<b>Target Date</b>	7/1/18
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	5-15 low income families
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	

<b>6</b>	<b>Project Name</b>	Central Delaware Habitat for Humanity
	<b>Target Area</b>	Downtown Target Area
	<b>Goals Supported</b>	AH-3 Affordable Housing
	<b>Needs Addressed</b>	Homeowner Rehabilitation
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	CDBG funds will be used for the exterior renovations of existing single-family homes in the Restoring Central Dover Revitalization area.
	<b>Target Date</b>	7/1/18
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	3 low income families
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	
<b>7</b>	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	Dover City Limits
	<b>Goals Supported</b>	HP-1 Homeless/Rapid Re-housing HP-2 Homeless Prevention AH-1 Affordable Housing AH-2 Affordable Housing AH-3 Affordable Housing
	<b>Needs Addressed</b>	Homelessness Homeowner Rehabilitation Homeownership Assistance
	<b>Funding</b>	CDBG: \$54,180
	<b>Description</b>	CDBG funds will be used for the coordination, management and monitoring of the program.

	<b>Target Date</b>	7/1/18
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

The City of Dover will continue to undertake consolidated plan activities city-wide during the program year. Funds have been allocated for the rehabilitation of a single-family home in the Downtown Development District Target Area which is primary a low-income area with a high concentration of African Americans.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Downtown Target Area	12
Dover City Limits	68

**Table 10 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The purpose of the target block approach is to concentrate resources available to the public, private, and non-profit sectors for housing programs in a specific area (known as the Target Area). The Target Area consists of one of Dover’s oldest working-class neighborhoods located in west central Downtown. This concentrated approach is to insure the likelihood of an immediate visual impact and long-term stabilizing effect of each area.

The major element of the Target Block Program will be concentrated home-to-home internal inspection to determining deficiencies which need to be corrected. Substandard housing requiring plumbing, electrical update to meet the Dover Building Code, but which is basically sound and suitable for rehabilitation has been targeted. A sufficient number of low and moderate-income families must reside in the area.

### **Discussion**



# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Over the past 13 years, the rental rates in Dover have increased over 49% and most likely will continue to rise over time with a decrease in affordable rental housing units. The median home value had an even higher increase by 80% from 2000 to 2011. With home values expected to rise over time, affordable housing will become an issue if production of affordable housing is not constructed over time.

The Fair Market Rent for a 2-bedroom rental unit is higher than the most recent median contract rent by \$206. This presents an issue for persons that do not live in subsidized housing that are low income and paying over 50% of their income on housing. With the lack of affordable rental housing, it will also be difficult for persons with Housing Choice Vouchers to find suitable housing.

The City of Dover is collaborating with other local housing providers on several initiatives to provide affordable housing in low to moderate income target areas as well as city-wide by providing homeownership assistance to first time home buyers who purchase properties within the City of Dover and designated target areas, provide real estate tax relief over a 4 year period for persons that purchase properties within the designated target area, receive a transfer tax rebate for properties upon issuance of a Certificate of Occupancy for properties purchased after March 1,2015 within the designated target area, and partnering with non-profits that will be constructing affordable housing for low income persons over the next few years.

One Year Goals for the Number of Households to be Supported	
Homeless	299
Non-Homeless	0
Special-Needs	0
Total	299

**Table 11 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1
The Production of New Units	0
Rehab of Existing Units	2

<b>One Year Goals for the Number of Households Supported Through</b>	
Acquisition of Existing Units	0
Total	0

**Table 12 - One Year Goals for Affordable Housing by Support Type**

**Discussion**

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

Dover Housing Authority (DHA) is the local Housing Authority that serves the City of Dover. DHA has a total of 374 public housing units available for occupancy including 31 scattered site units. Most of these units are 3 bedrooms. DHA also provides rental assistance to low and moderate-income persons through HUD's Section 8 Program. Presently there are 174 housing choice vouchers under lease and tenant based which means they are only offered to tenants on DHA's waiting list.

### **Actions planned during the next year to address the needs to public housing**

DHA conducts an annual and a 5-year Physical Needs Assessment of their public housing inventory to determine the public housing needs. Projects are prioritized by the greatest need and completed with funding from their Capital Fund Program and their Operating Subsidy funds.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

Dover Housing Authority provides their residents with support and assistance in job training, parenting, counseling, financial management and other skills. These programs are integrated in the housing programs through the Family Self-Sufficiency Program and/or other Resident Initiatives. It is the position of the City of Dover that these programs provide excellent opportunities for those in public housing to become economically and socially self-sufficient. DHA also provides homeownership opportunities through their Section 8 program, where the resident applies 30% of their income towards their mortgage for the first fifteen years of owning their home and DHA pays the remaining 70%. After fifteen years, the resident pays 100% of their mortgage.

### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable

### **Discussion**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City of Dover fully supports the Homeless Planning Council of Delaware challenge to End Chronic Homelessness. The City will continue to provide CDBG funding to agencies and organizations that service the homeless and those with special needs.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The City has provided CDBG funding to Connections Community Support Program to provide rapid rehousing/rental assistance for up to three (3) homeless households within the City of Dover. The City also accepted the Mayor's Challenge to End Veterans Homelessness in Dover by December 2015. The City met its goal by housing 50 veterans by December 28, 2015. The City will continue to work with housing providers to end homelessness.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City has provided CDBG funding to the local emergency shelter for operating cost that will assist in maintaining safe, decent and affordable housing. Code Purple was established in the fall of 2014 that provides shelter for homeless persons in Kent County when the temperature or wind chill drops below 32 degrees. When Code Purple is in effect, the homeless are guided to emergency shelters and participating churches within the City of Dover and throughout Kent County that provide warm beds.

#### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Over the next year, the City of Dover will provide CDBG funding to the Connections Community Support Program that will provide rapid rehousing/rental assistance to support the homeless population and those that are at risk of becoming homeless transition to permanent supportive housing and independent living. In addition, the Delaware Continuum of Care (CoC) provides supportive services as well as the State Division of Health and Social Services.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

The local and State housing providers will continue to provide support to the population identified. In addition, the Individualized Assessment, Discharge, and Planning Team (IADAPT) was established in 2010 to provide inmates with advocates that will assist them with mainstream resources once they are discharged and reduce recidivism.

**Discussion**

<b>One-year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction**

The City of Dover is currently working on several revitalization and housing initiatives in collaboration with other local housing providers that will assist in reducing the barriers to affordable housing.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The following is an outline of incentives and goals to promote affordable housing in the City of Dover within the designated target areas:

#### **Incentives**

- Provide up to 20% cash rebate for qualifying construction projects (capped at \$1 million/property)
- A transfer tax rebate of the buyer's portion of the real estate tax upon issuance of a Certificate of Occupancy
- Waiver of building, plumbing, mechanical and fire protection permit fees
- Waiver of City sewer and water impact fees
- 10-year abatement of property tax on the value of improvements
- Up to \$20,000 in down payment cost to purchase affordable housing
- Property tax abatement for first-time homebuyers who purchase property in the Redevelopment Target Area that occupy the home as their principal residence for four years

#### **Goals**

- Encourage greater zoning flexibility to enable infill housing development in the Downtown Redevelopment District by relaxing setback and block standard requirements to allow condominiums and townhouse styles of housing.
- Explore land banking and land trust options for assembling parcels and redevelopment efforts.
- Strengthen existing housing by expanding the Home Repair

### **Discussion**

The City will continue to collaborate with other housing providers to provide affordable housing options to meet the needs of low income residents and those with special needs.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction**

As resources continue to decrease, the City will continue to maximize its existing resources and partnerships that will assist in addressing the needs of low to moderate income residents.

### **Actions planned to address obstacles to meeting underserved needs**

The greatest obstacle in meeting the underserved needs for the City are lack of federal, state and other sources of funding and the lack of affordable housing. In addition, the City's Downtown Target Area has the highest concentration of low to moderate income residents with aging homes in need of housing rehabilitation with only a 29% homeownership rate in this area.

The following is an outline of incentives to promote affordable housing in the City of Dover within the designated target areas:

#### **Incentives**

- Provide up to 20% cash rebate for qualifying construction projects (capped at \$1 million/property)
- A transfer tax rebate of the buyer's portion of the real estate tax upon issuance of a Certificate of Occupancy
- Waiver of building, plumbing, mechanical and fire protection permit fees
- Waiver of City sewer and water impact fees
- 10-year abatement of property tax on the value of improvements
- Up to \$20,000 in down payment cost to purchase affordable housing

### **Actions planned to foster and maintain affordable housing**

The following are goals that the City will focus on to foster and maintain affordable housing:

- Encourage greater zoning flexibility to enable infill housing development in the Downtown Redevelopment District by relaxing setback and block standard requirements to allow condominiums and townhouse styles of housing.
- Explore land banking and land trust options for assembling parcels and redevelopment efforts.
- Strengthen existing housing by expanding the Home Repair Programs

## **Actions planned to reduce lead-based paint hazards**

Currently, the State of Delaware Department of Public Health enforces lead based paint abatement within the City of Dover. Under the State's program, families with children who have been diagnosed by the Public Health centers with lead poisoning are referred to a State Lead Based Paint Inspector. The inspector then performs the relevant technical analysis of the family's residence. If lead based paint is discovered, abatement is required. The City of Dover Department of Planning and Inspections acts in partnership with the State in assuring that lead paint hazards are reduced or eliminated, and that affected housing units are brought up to code.

The City currently requires lead-based paint testing and interim controls in conjunction with its CDBG rehabilitation program. The City of Dover Department of Planning and Inspections does not have the equipment necessary to accurately identify lead-based paint during housing inspections.

In addition to the activities of the City of Dover and the State of Delaware Department of Public Health, the Dover Housing Authority has been active in lead-based paint abatement in the City. The Dover Housing Authority has tested and abated lead-based paint in all its public housing units. The Dover Housing Authority also deals with the lead paint hazards in private rental units through the enforcement of the Housing Quality Standards in conjunction with its Section 8 Rental Certificate/ Rental Voucher Program

The City of Dover provides information and training to staff who administer the Homeowner Rehabilitation Program to ensure the proper procedures are administered and that residents are properly educated on the dangers of lead-based paint hazards.

For all rehabilitation projects that qualify for lead base paint testing and hazards, the City will take the necessary actions in order to reduce lead base paint hazards in accordance with HUD regulations and monitor the programs for compliance that carry out rehabilitation projects.

## **Actions planned to reduce the number of poverty-level families**

The City of Dover will provide CDBG funding over the next two years to projects that will reduce the number of poverty level families by addressing the most critical needs of families, such as providing rapid rehousing and rental assistance to the homeless, providing funding and support to emergency shelters, providing homeownership assistance to qualifying families who purchase affordable housing in the City of Dover, and complete homeowner rehabilitation and emergency homes repairs to owner occupied homes of low and very low income families in the City.

## **Actions planned to develop institutional structure**

The main gap that exists in the Institutional Delivery System is the lack of affordable rental housing. The public housing waiting list for Dover Housing Authority has 894 applicants and 934 applicants on the



Section 8 waiting list. The average person remains on the waiting list for up to 18 to 24 months which increases the risk of homelessness and suffers from a severe housing cost burden paying over 50% of their income in rent.

The strategy for overcoming gaps in the institutional structure is to continue to provide CDBG funding and support to the existing service and housing providers that service the needs of low income persons and those with special needs. In addition, the City will continue to work collaboratively with non-profits and the State and local housing authorities on initiatives that support affordable housing in the City of Dover.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City will continue to collaborate with public and private housing providers and social service agencies to meet the goals and objectives of the Consolidated Plan. The Community Development Administrator is a representative on several boards and commissions throughout the State that service the needs of low to moderate income persons.

### **Discussion**

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

## Chapter 2: Activity Selection And Implementation

Develop the community's institutional structure;  
Enhance coordination between public and private housing providers, social service agencies; and  
Foster public housing improvements and resident initiatives.

Appropriate reference to annual revisions made in the PHA plan by the housing authority;  
If the housing authority is designated as a "troubled" housing authority, the plan to assist the agency in addressing its problems;

General certifications;

A description of proposed alternate forms of investment not specifically listed as eligible in the HOME regulations;

If undertaking homebuyer activities, a description of proposed resale and/or recapture guidelines; and

Program-specific certifications.

### 2.1.3. Citizen Participation

The Consolidated Plan regulations stipulate that grantees meet certain minimal citizen participation requirements. In fact, each grantee is required to prepare a Citizen Participation Plan that details the community's procedures for involving the public in its program planning and implementation. The complete requirements can be found in 24 CFR 91.105.

At a minimum, the Citizen Participation Plan must ensure that the following requirements are met:

The grantee must hold at least two public hearings a year to obtain citizens' views and to respond to proposals and questions. They should be conducted at a minimum of two different stages of the program year;

One of the public hearings should be held during the development of the plan. This can count as one of the two required public hearings;

The proposed Consolidated Plan must be published. At a minimum, the grantee is required to publish a summary of the proposed plan in one or more newspapers of general circulation, and make copies available in libraries, government offices, and public places;

There must be a 30-day period for citizen review and comment prior to submitting the plan to HUD; and

Public comments must be given consideration. The plan should include a summary of comments received and reasons the comments/suggestions were not incorporated.

In addition, grantees must consult with other public and private agencies that provide assisted housing, health services, social services, child welfare agencies (regarding lead paint), adjacent units of local government (for non-housing community development needs), and local housing authorities.

Meeting or exceeding the minimum citizen participation requirements may help grantees to:

Better inform the public about community needs and the resources available to address needs;

Learn about "hidden" community needs and issues;

Allow citizens and organizations to bring forward ideas on how to address community needs; and

## NOTICE OF PUBLIC HEARING

In accordance with Federal Regulations governing the City of Dover Community Development Block Grant Program, the City of Dover will hold a public hearing Thursday, April 19, 2018 at 5:00 PM in the City Hall Caucus Room, 15 Loockerman Plaza, Dover, to afford citizens an opportunity to comment on the proposed 2018 Action Plan and projected use of funds. The City will consider any comments or views of citizens received in writing or orally at the public hearing. A summary of these comments or views and summary of any comments or views not accepted and reasons therefore, shall be attached to the plan. Receipt of written comments will close at 5:00 PM on May 4, 2018. This Federally funded program will provide funds to support Community Development activities in eligible communities within the City of Dover. If you have a vision, hearing or physical impairment that requires accommodation either in the reading of this notice or at the public hearing, the City of Dover will provide appropriate assistance, please call the Planning Office at 736-7196 between the hours of 8:00 AM and 4:30 PM. If you have a hearing impairment, the State TDD Relay Center number is 1-800-855-1155 same hours.

### EQUAL HOUSING OPPORTUNITY

City of Dover  
Planning Office  
P.O. Box 475  
Dover, DE 19903

There were no comments.

Delaware State News, Tuesday, April 10, 2018

State Public -  
Legal Notices

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#### EQUAL HOUSING OPPORTUNITY

City of Dover  
Planning Office  
P.O. Box 475  
Dover, DE 19903  
254567 DSN 4/10/2018

## PUBLIC NOTICE

The City of Dover 2018 Draft Community Development Block Action Plan will be available for review and comment for a period of 30 days beginning on March 19, 2018 and ending on April 20, 2018. Copies of the Draft Plan will be available at the following locations: Department of Planning and Inspections in City Hall at 15 E. Loockerman Plaza, the City of Dover Public Library reference desk at 35 Loockerman Plaza and on the city's website at [www.cityofdover.com](http://www.cityofdover.com). Comments or questions concerning the Draft Plan should be in writing and directed to:

Tracey N. Harvey  
City of Dover  
P.O. Box 475  
Dover, DE 19903

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