COUNCIL COMMITTEE OF THE WHOLE
AGENDA

MARCH 12, 2019 - 6:00 P.M.

REVISED BY ADDING LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE ITEM #1 - PROPOSED AMENDMENTS TO BY-LAWS - DOWNTOWN DOVER PARTNERSHIP

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

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

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM SEMI-ANNUAL REPORT**
   (STAFF RECOMMENDATION: ACCEPTANCE OF THE REPORT)

2. **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION REVIEW**
   (STAFF RECOMMENDATION: APPROVAL OF THE RECOMMENDED FUNDING AMOUNTS)

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

UTILITY COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **EVALUATION OF PROPOSALS - ELECTRIC ENGINEERING SERVICES**
   (STAFF RECOMMENDATION: AWARD THE BLANKET ENGINEERING SERVICES – ELECTRIC CONTRACT TO PIKE ENGINEERING UNDER THE TERMS SUBMITTED BY THEM IN RESPONSE TO RFP #19-0013EL)

2. **ADJOURNMENT OF UTILITY COMMITTEE MEETING**

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

AGENDA ADDITIONS/DELETIONS

1. **PROPOSED AMENDMENTS TO BY-LAWS - DOWNTOWN DOVER PARTNERSHIP**

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

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE MEETING

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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.

CDBG Semi-Annual Report
September 2018 – February 2019

CDBG Semi-Annual Review

- The City was awarded $270,899 in program funds for fiscal year 2018.
- The Consolidated Annual Performance Evaluation Report (CAPER) was submitted in September 2018 and has been approved by HUD.

CDBG FY18 Projects

Homeownership Assistance Program

Three (3) first-time homebuyers received settlement assistance and purchased affordable housing in the City and two (2) families are under contract to purchase homes.

Dover Interfaith Mission for Housing

CDBG funds were used to provide operations cost for the shelter. This project is currently underway.

Connections Community Support Program

CDBG funds were used to provide rapid re-housing/rental assistance services for homeless households within the City. Motel vouchers were issued for 30 days stays in November and December to homeless persons within the City.

Milford Housing Homeowner Rehabilitation/Emergency Home Repair Programs

One (1) single family home has been renovated and two (2) single family homes have received emergency home repairs.

Habitat for Humanity

Exterior renovations to an existing owner-occupied home in the Restoring Central Dover Revitalization area been completed.

Analysis of Impediments (Fair Housing Plan)

The city has collaborated with Delaware State Housing Authority, Kent County, Dover Housing Authority, New Castle County and the City of Wilmington to complete a Fair Housing Plan for the State of Delaware that will be submitted to HUD in October 2019. The consortium has selected The Lawyers Committee out of Baltimore, MD as the consultants to complete the Fair Housing Plan. Stakeholder and public engagement meetings will be scheduled in March and April throughout the State.

Status of FY-18 Program Funds - Fiscal Year 7/1/18- 6/30/19

2018 Grant Projects	Project Details	Total Grant	Funds Expended	Unencumbered Balance
Homeownership Assistance Program	Funds will be utilized for settlement assistance for properties purchased in the City	$105,000	$46,889	$58,111
Connections	Funds will be utilized for rapid re-housing/rental assistance for homeless persons	$5,000	$1,000	$4,000
Dover Interfaith Mission for Housing	Funds will be utilized for utility and maintenance cost for the shelter.	$22,000	$15,422	$6,578
Milford Housing Development Corp	Funds will be utilized for emergency home repairs.	$39,719	$4,608	$35,111
Milford Housing Development Corp	Funds will be utilized for rehabbing owner occupied homes.	$25,000		$25,000
Habitat for Humanity	Funds will be utilized to rehab the exterior of owner occupied homes in the RCD area.	$20,000	$13,846	$6,154
Total		$216,719	$81,765	$134,954

COMMUNITY DEVELOPMENT DEPARTMENT

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

TO: Parks, Recreation, and Community Enhancement Committee

FROM: Tracey N. Harvey, Planner /CDBG Administrator

DATE: March 12, 2019

RE: CDBG Grant Recommendations for FY 2019

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

The proposed grant allocation for fiscal year 2019 is being estimated due to the FY 2019 appropriations bill not being enacted by Congress at this time. Staff has estimated the proposed budget at $235,000.00. Twenty percent (20%) of the grant will be used for program administration to manage the CDBG program and up to fifteen percent (15%) of the grant will be applied towards public service activities not to exceed $35,250.00.

A waiver request was submitted and approved by the Planning Director to accept and include a second application by Dover Interfaith Mission for Housing after the application deadline due to Habitat and Connections Community Support Program not submitting applications for the FY19 program year.

Staff is requesting to include a contingency provision in its Action Plan to adjust the proposed budget from the estimated funding levels to match the actual allocation amounts as close to the proposed budget as possible to eliminate the need for additional publications and the citizen participation process in order to submit the final plan to HUD by May 15, 2019.

The following activities are projects to be funded with proposed recommended funding allocations by planning staff.

Homeownership Assistance Program
The City will provide settlement assistance up to $20,000.00 to assist up to 3 low to moderate income persons that are first time homebuyers purchase affordable housing in the City of Dover. **Grant Request: $60,000 Recommended funded amount: $60,000**

Program Administration
CDBG funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover. Twenty percent 20% of the total grant allocation will be used to fund program administration. **Recommended funded amount: $47,000**

Dover Interfaith Mission for Housing
CDBG funds will be used for operation costs for the building that will include utility and maintenance costs. This project is a public service activity and subject to the 15% cap requirement. **Grant Request: $30,000 Recommended funded amount: $30,000**

Dover Interfaith Mission for Housing & Central Delaware Housing Collaborative
CDBG funds will be used to renovate an existing vacant building acquired by the Collaborative that will provide shelter for women or women and children.
Grant Request: $40,000 Recommended funded amount: $40,000

Milford Housing Development Corporation (Emergency Home Repairs)
CDBG funds will be used to complete emergency home repairs for single family residential owner-occupied housing units that are found to be in violation of the City's Housing Code. This project will serve between 5-15 low income households.
Grant Request: $40,000 Recommended funded amount: $33,000

Milford Housing Development Corporation (Homeowner Rehabilitation)
CDBG funds will be used to rehabilitate single-family owner-occupied housing units that are found to be in violation of the City's Housing Code. This project will service between 2-3 low income households.
Grant Request: $60,000 Recommended funded amount: $25,000

DEPARTMENT OF PLANNING & INSPECTIONS
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7175 Fax (302) 736-4217

TO: Dave Hugg, Planning Director

FROM: Tracey N. Harvey, Planner/CDBG Administrator

DATE: February 8, 2019

RE: **CDBG Waiver for additional grant submission to Dover Interfaith Mission for Housing (DIMH)**

Staff is requesting a waiver from CDBG Program Guidelines regarding the number of applications submitted during the Consolidated Plan period and the annual submission date for applications. The waiver is being requested due to two sub-grantees not submitting applications for the FY19 program year.

Staff notified DIMH to submit an additional grant application on February 6, 2019 due to notification received on February 5, 2019 that Habitat for Humanity and Connections Community Support Program would not be submitting grant applications for the FY19 program year. The application from DIMH was received on February 7, 2019.

With the additional grant application submitted, this will assist the city in meeting the annual timeliness standard with the increase in funding to DIMH that will effectively distribute funding among grantees.

DIMH has a proven track record for expending funds in a timely manner that will assist the city in meeting the timeliness standard for expenditure of funds.

/tnh

Harvey, Tracey

From: Hugg, Dave
Sent: Friday, February 8, 2019 3:25 PM
To: Harvey, Tracey
Subject: RE: memo to HUGG CDBG waiver request

I approve sending this waiver request.

From: Harvey, Tracey <Tharvey@dover.de.us>
Sent: Friday, February 08, 2019 3:07 PM
To: Hugg, Dave <dhugg@dover.de.us>
Subject: memo to HUGG CDBG waiver request

Dave,

I have attached a waiver request to submit another application from DIMH.

Thanks,
Tracey

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

1. General Applicant Information

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

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

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

Tracey Harvey, Planner I/CDBG Administrator

Name and position of authorizing official:

Same as above.

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

Same as above.

FY 2019 only

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

2. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

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

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

LOW/MODERATE-INCOME BENEFIT TABLE

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

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

3. Management Capacity

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

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

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

4. Application Work Plan

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

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

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

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

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

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

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

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

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

N/A

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

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

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

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

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

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

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 $ 105,000.00 in 2018 .

ADDENDUM
2019 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment _____
Decent Housing __x__
Economic Opportunity _____

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

Availability/Accessibility _____
Affordability ___x___
Sustainability _____

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

Number of persons, households, units, or beds assisted as appropriate ____3____

Income level of persons or households by: Very Low _____ %
Low_____100___ %
Moderate _____ %

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

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

CITY OF DOVER
FY 2015-2019 Multi-Year
CDBG GRANT APPLICATION FORM
FY19

1. General Applicant Information

A. Name Dover Interfaith Mission for Housing

Address 684 Forest Street, Dover DE 19904

Phone Number 302-736-3600

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)

Jeanine Kleimo, Chair

FY 2019 only

Activity: Homeless shelter operations
Amount Requested: $ 30,000
Source of Cash Matching Funds $ Office of Community Services $50,000

Dover Interfaith Mission for Housing, Inc.

A. PROGRAM ACTIVITY

The primary program activity planned for the period is the continued operation of our shelter for homeless men. The Dover Interfaith Mission for Housing (DIMH) renovated a building at 684 Forest Street with CDBG funds in 2010 and opened this 36-bed facility in September of that year. Since DIMH began providing shelter, meals, and assistance to homeless men in Dover in 2008, it has served over 2,500 individuals. 299 resided in the shelter during the year January 1—December 31, 2017. Over 250 resided there during calendar 2019.

DIMH does much more than make it possible for homeless men to move in from the street: last year, 84% of those entering the shelter leave with full-time employment and housing in the community. In addition, crime and loitering are reduced, health is improved, and community is engaged in addressing the needs of less-fortunate residents is greatly expanded. Our actual "success rate" for 2017 was 84%, meaning that 84% of those in the shelter secured employment and were able to move on. Our estimated rate for 2018 is closer to 90%, as most have left the shelter with employment and housing.

While the costs of reduced crime and improved health among homeless men are difficult to quantify, DIMH is able to estimate the value of employment: With at least 200 men re-employed annually in recent years, the impact on the local economy is in excess of $3.5 million.

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

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

Additional activity: Due to the shortage of affordable housing for those who obtain employment, DIMH has become engaged in leasing houses and managing them. Typically, DIMH takes on the lease from the landlord and rents rooms to individuals. In this new project, DIMH is partnering with the Central Delaware Housing Collaborative, a new nonprofit organization that seeks to replicate this leasing model as well as to develop highly-affordable housing for those moving from homelessness to independent living.

For this new project, the Central Delaware Housing Collaborative will negotiate leases with owners of rental properties in Dover and will rent rooms to those selected through the case management program at the Dover Interfaith Mission for Housing. DIMH will utilize funds to pay for the security deposit and first month's rent as needed by individual tenants who seek to reside in one of the available rooms.

B. PROGRAM ACTIVITY

The 36-bed shelter requires substantial operating costs that include utilities, telephone, insurance, cleaning and office supplies, and the maintenance and occasional repair of the facility. It is these costs

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

DIMH case managers routinely identify individuals who acquire local employment and who need affordable rental housing. Over 100 adults are case management clients at any given time, with an increasing number found to be heads of household. Many individuals and families cannot secure affordable housing on their own. The rental assistance effort would enable them to move into stable and affordable housing while continuing to interact with their case manager to ensure the maintenance of housing and personal stability.

C. TIMETABLE

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

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

With regard to rental housing, new entrants into case management are seen monthly. Employment and housing are the greatest needs. With a strong local economy, case managers are successful in seeing most clients employed; however, access to affordable housing remains a major obstacle. Much of the available stock of rental housing is single-family homes that create opportunities for small groups of adults to live together affordably. DIMH is currently working with the Central Delaware Housing Collaborative and its realtor/board member to identify suitable properties. The demand is great and individuals are ready to move as soon as suitable properties are identified and leased.

D. DOCUMENTATION

The shelter's operation is well-known to CDBG and City officials and regular reports are provided. During the calendar year ending December 31, 2017, 299 men resided in the shelter, with 84% successful in obtaining employment. An annual report with additional detail will be forwarded once available. Currently, DIMH provides affordable rental housing to over 40 men. The Central Delaware

Housing Collaborative has already leased two houses to provide affordable residence to eight individuals. Both organizations endeavor to increase this supply.

E. CITY OF DOVER PLAN PRIORITIES AND PROJECT NEED

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

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

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

As this project is already in operation, DIMH continues to build on the experience of providing shelter and services to the homeless population during the past almost ten years. A greater number of faith communities, organizations, businesses, and individuals have come to volunteer and support the efforts of DIMH. Most notable is the fact that such volunteer support generates more than 12,000 plates of dinner annually with a zero food budget within DIMH. Additional volunteers have created and manage Code Purple emergency shelter, the operation of the daytime Resource Center, and an increasingly active and diverse program of training for shelter residents and other homeless adults.

The fact that support has been provided through CDBG has enabled DIMH to raise additional funds and to borrow others needed to purchase and renovate the property at 1155 Walker Road, named Walt Bagley Hall in honor of a deceased founding board member. This project has opened and enables thirty men to move from the shelter to stable, supportive housing for which they pay a modest rent. This fee includes utilities, two meals daily, and continued education and training efforts. 12 other beds of affordable housing have also been developed in the community.

DIMH is an active participant in Dover's Task Force on Homelessness, which seeks to develop and/or lease highly-affordable housing for those who still live without shelter in the Dover area. A major portion of the target population is those individuals who survive only on SSI or SSDI "disability" income of $735 monthly—an amount insufficient to rent in the private market at present.

F. COMPREHENSIVE PLAN PRIORITIES ADDRESSED

The Dover Interfaith Mission for Housing provides decent housing, a suitable living environment for men who would otherwise be homeless, and economic opportunity for residents as described in the annual report. 34 men are sheltered and assisted at a time, with more than 250 erved during calendar 2018. New City of Dover fire codes have reduced the "bed space" to 34 from 36. Most are enabled to secure employment and stable housing in the community.

Partnership with the Central Delaware Housing Collaborative to assist those moving from homelessness to stability will be made possible through the use of assistance with security deposits and rental assistance to permit those with stable income to move into housing quickly.

G. And H. LEVERAGE AND PROJECT COSTS

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

The Delaware State Housing Authority provided $14,152 for operating costs for FY2019, making it possible for DIMH to cover many routine operating costs between these two grants. Any deficit is made up from private donations.

When this amount requested is compared with the service provided, $24,000 may be divided by the 299 shelter guests or by the 12,410 person nights of shelter provided during calendar 2017:

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

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

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

Funds for security deposits will initiate a positive chain of events for low-income individuals who have been experiencing homelessness but who have secured employment or other stable sources of income. Without savings sufficient to cover security deposits themselves for an entire house, DIMH will be able to assist them with the security deposit for their room in shared housing created by the Central Delaware Housing Collaborative's leasing efforts.

WORKPLAN

The DIMH workplan continues to be the provision of shelter, meals, and assistance to homeless men to enable them to achieve lives of productivity and purpose. 34 men are sheltered at one time. Each new entrant is provided with 30 days of shelter, during which he must demonstrate that he is serious about securing employment and stability. Those who comply with the pursuit of this objective by participating in case management and the extensive training offered are permitted to extend their stay.

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

Three case managers currently work to identify those with a need for housing and the employment and income capacity to afford to rent rooms in housing developed or leased. The Central Delaware Housing Collaborative meets monthly, with a development committee working weekly (and sometimes more often) to identify suitable properties, to acquire furnishings and household items needed, and to work with case managers to identify suitable tenants as well as to prepare them for effective residence.

GOALS AND OBJECTIVES

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

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

PERFORMANCE MEASUREMENT

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

As noted, DIMH provided shelter, meals and services to 299 men during 2017, with more than 200 securing employment that was sufficient to enable them to live on their own and to meet their own needs. In addition, less-measurable benefits accrued to the community that include a reduction in crime and loitering and crime as well as an increase in overall health and well-being among the most vulnerable members of the community.

DIMH typically generates results along the lines of 70% or more of the shelter residents being re-employed in the community. 100 men who secure minimum-wage employment generate an economic impact of more than $1.7 million in terms of the wages earned and then spent locally. These numbers are more reflective of recent efforts and experience.

With rental housing, the performance measure will be the number of individuals housed, noting that all will move from homelessness to stability in doing so.

BUILDING ON PREVIOUS WORK

The DIMH shelter continues to build on the experience gained by the work of the organization over the past eight years. DIMH continues to respond to the needs of the homeless community: in recent years, Code Purple emergency cold-weather housing has been initiated under the auspices of DIMH. A daytime resource center has opened to serve additional homeless individuals with personal needs ranging from hygiene to employment assistance. An additional housing facility serves 30+ men who are able to pay modest rents but whose past instability and other challenges impede their access to housing in the private market. DIMH also collaborates with many local organizations and community efforts, including Restoring Central Dover, the creation of the Downtown Development District, and the implementation of programs with resources from the Delaware State Housing Authority's Strong Neighborhoods Housing Fund.

COORDINATION WITH LOCAL BUSINESSES

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

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

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

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

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

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

Businesses are represented on the board of the Central Delaware Housing Collaborative as well as that of DIMH. Both work with Central Delaware Chamber of Commerce and Kent County Association of Realtors members and interact with service organizations in the community to create understanding of the homeless situation locally and ways to improve the conditions of the homeless. The rental housing effort, in particular, focuses on leasing from private landlords and educating them so that more homeless individuals may access affordable housing.

ADDENDUM
2019 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 __265_____

Income level of persons or households by: Very Low _100_____ %
Low_____ %
Moderate _____ %

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

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

CITY OF DOVER
FY 2015-2019 Multi-Year
CDBG GRANT APPLICATION FORM
FY19

1. General Applicant Information

A. Name Dover Interfaith Mission for Housing and Central Delaware Housing Collaborative

Address 684 Forest Street, Dover DE 19904

Phone Number 302-736-3600

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

Jeanine Kleimo, Chair, DIMH

Daniel Houghtaling, Chair, Central DE Housing Collaborative

Name and position of authorizing official:

Jeanine Kleimo, Chair

Daniel Houghtaling, Chair, Central DE Housing Collaborative

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

Jeanine Kleimo, Chair

FY 2019 only

Activity:	Homeless shelter operations
Amount Requested:	$ 40,000
Source of Cash Matching Funds	$ Delaware State Housing Authority

Source of Cash Matching Funds $_ Delaware State Housing Authority

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

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

1. In column 1, list the activity and fiscal year through 2019.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Renovation of housing facility	100	100	100	$40,000	$40,000

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Jeanine Kleimo, Chair	
Dan Houghtaling, Chair of Central Delaware Housing Collaborative	

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 through fiscal year 2019. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

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

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

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

D. Attach drawings plans or other documentation necessary to

describe program activities.

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

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

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

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

5. Each application should also describe the following:

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

6. Have you received a sub-recipient grant from the previous funding year?
If yes give the total amount $ DIMH received $22,000. This is the first application from the Central Delaware Housing Collaborative.

Dover Interfaith Mission for Housing, Inc. and Central Delaware Housing Collaborative

A. PROGRAM ACTIVITY

Since DIMH began providing shelter, meals, and assistance to homeless men in Dover in 2008, it has served over 2,500 individuals. 299 resided in the shelter during the year January 1—December 31, 2017. Over 250 resided there during calendar 2019.

DIMH does much more than make it possible for homeless men to move in from the street: last year, 84% of those entering the shelter leave with full-time employment and housing in the community. In addition, crime and loitering are reduced, health is improved, and community is engaged in addressing the needs of less-fortunate residents is greatly expanded. Our actual "success rate" for 2017 was 84%, meaning that 84% of those in the shelter secured employment and were able to move on. Our estimated rate for 2018 is closer to 90%, as most have left the shelter with employment and housing.

DIMH has been engaged with the Mayor's Task Force on Homelessness, which has been working on strategies to address the serious lack of highly-affordable housing available to those moving from homelessness to independent living following their success in securing employment or other stable income. An outcome of the Task Force work is the creation of a nonprofit housing development corporation called the Central Delaware Housing Collaborative. This Collaborative endeavors to implement the Housing Pathway report accepted by the Mayor and Council.

The first efforts of the Collaborative have focused on leasing houses in Downtown Dover for shared housing by formerly-homeless adults who have suitable income. An opportunity has arisen to make a major impact in this regard:

The property known as 801 W. Division Street is a former youth shelter operated by AID In Dover, a nonprofit that has closed its programs. The property has remained vacant for some time. Collaborative members have negotiated with AID In Dover to purchase the property, which requires renovation (including the installation of a sprinkler system) in order to comply with current codes. The Delaware State Housing Authority (DSHA) has invested a $200,000 forgivable loan in this property, which would be transferred to the Collaborative on the condition that it continue to be used as shelter. The plan is for use as a shelter and affordable housing facility for women and children.

B. PROGRAM ACTIVITY

The rehabilitation includes installing of a sprinkler system and general clean-up of the property. The building includes kitchen and office equipment, beds, and other furniture. Additional fund-raising efforts are under way to supplement this grant request.

CDBG funds are requested for the labor and materials required for modernization and improvements, such as repair of kitchen and bathroom flooring, ensuring accessibility for handicapped persons, and for improved energy efficiency of heating and cooling systems.

The proposed activity is the provision of shelter for women or for women and children. Currently, the State of Delaware spends considerable resources of the payment of "motel vouchers" to permit emergency stays in local motels when shelter beds are full. As shelter beds in Kent County are scarce, resources must be spent in this manner, with few results: there is no accompanying case management or other assistance to those staying in motels; therefore, this approach does little to resolve long-term

needs for housing. This activity would utilize funds otherwise allocated for motel stays while providing case management and other guidance directed at enabling homeless women to become self reliant. The Dover Interfaith Mission for Housing is part of the Collaborative and will provide case management.

C. TIMETABLE

The building is in place and ready for renovation and re-occupation. City officials are aware of the concept and are ready to provide their guidance and instruction. Collaborative board members are engaged in the process and are ready to oversee acquisition and renovation, including arrangements with DSHA for transfer of loan resources.

D. DOCUMENTATION

The project site comprises 3.2 acres on the northeast corner of the intersection of West Division Street and Weston Street. There are three buildings: the main building (see attached floor plan) has two storeys and is approximately 2500 square feet. A second two-bedroom house also needs modest renovation, while a large storage garage would be utilized for storage and requires no improvements.

E. CITY OF DOVER PLAN PRIORITIES AND PROJECT NEED

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

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

The Central Delaware Housing Collaborative is a welcome addition to the organizations striving to improve living conditions and affordable housing in Dover. Its members—as individuals and as organizations—are well-connected with the population targeted for service as well as with employers and sources of assistance in the community.

F. COMPREHENSIVE PLAN PRIORITIES ADDRESSED

The current partnership with the Central Delaware Housing Collaborative to assist those moving from homelessness to stability will be made possible through the use of assistance with security deposits and rental assistance to permit those with stable income to move into housing quickly. Such efforts have already begun.

Accessing affordable housing is the key priority addressed by this project.

G. And H. LEVERAGE AND PROJECT COSTS

Total project costs are estimated at $350,000. This includes $200,000 sourced from DSHA. Other applications are being submitted to acquire some of the funds needed, and significant donations are also being solicited.

Approximately $100,000 is needed for renovations, including the installation of a sprinkler system and other upgrades, while $50,000 will cover other outstanding debt to AID In Dover.

DIMH will provide case management from current resources: Three case managers currently work to identify those with a need for housing and the employment and income capacity to afford to rent rooms in housing developed or leased. The Central Delaware Housing Collaborative meets monthly, with a development committee working weekly (and sometimes more often) to identify suitable properties, to acquire furnishings and household items needed, and to work with case managers to identify suitable tenants as well as to prepare them for effective residence.

The performance measure will be the number of individuals housed, noting that all will move from homelessness to stability in doing so.

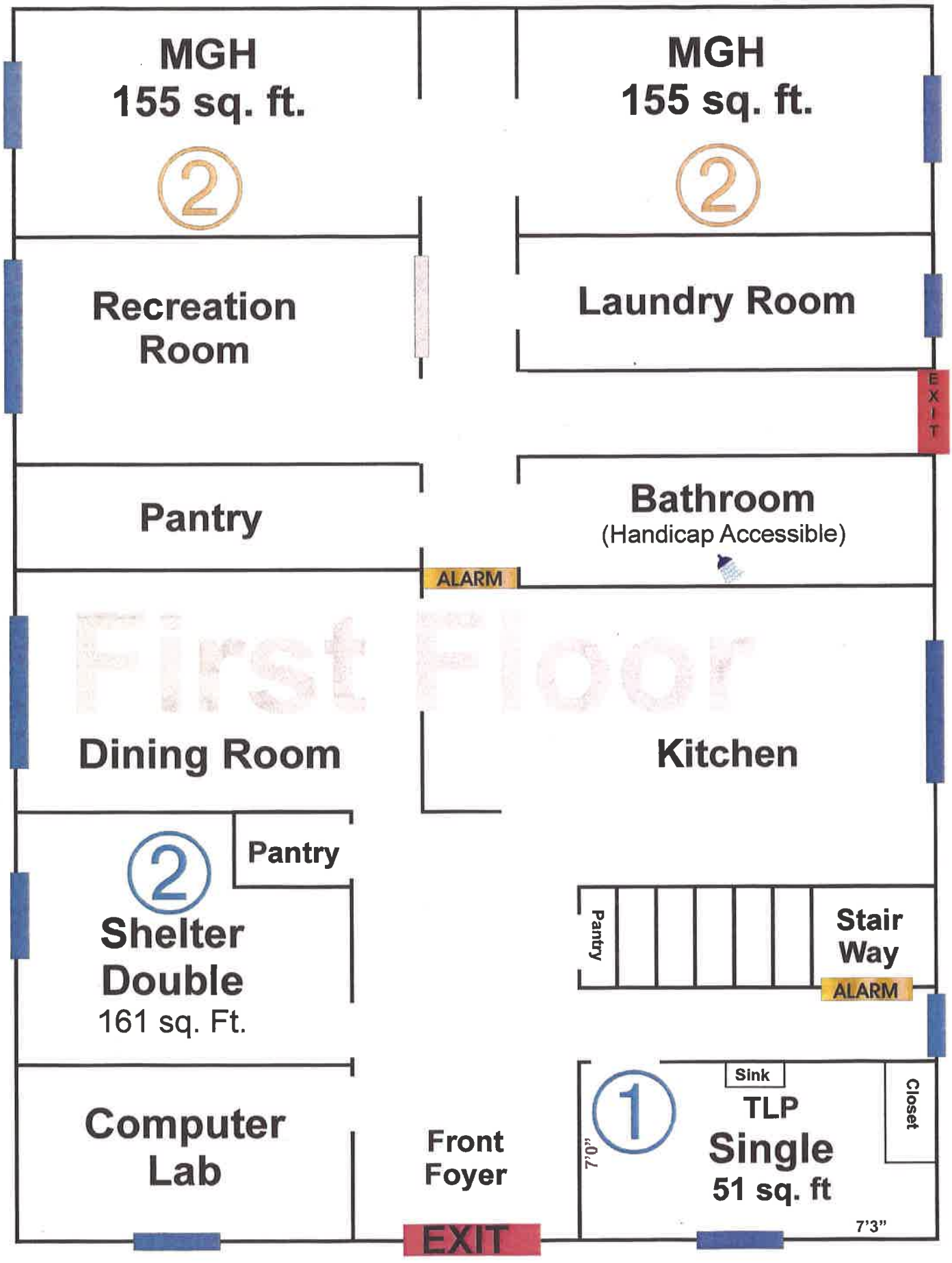
BUILDING ON PREVIOUS WORK

The project will build on efforts by DSHA and AID In Dover to provide shelter, in combination with DIMH case management and residents identification, which itself will be enhanced by the working relationship established between DIMH and the State Service Centers (Delaware Department of Health and Social Services.) Further, this builds on efforts promoted by Dover's Task Force on Homelessness and on the initial efforts of the Central Delaware Housing Collaborative to sponsor and manage shared housing for individuals moving from homelessness to self-reliant lives.

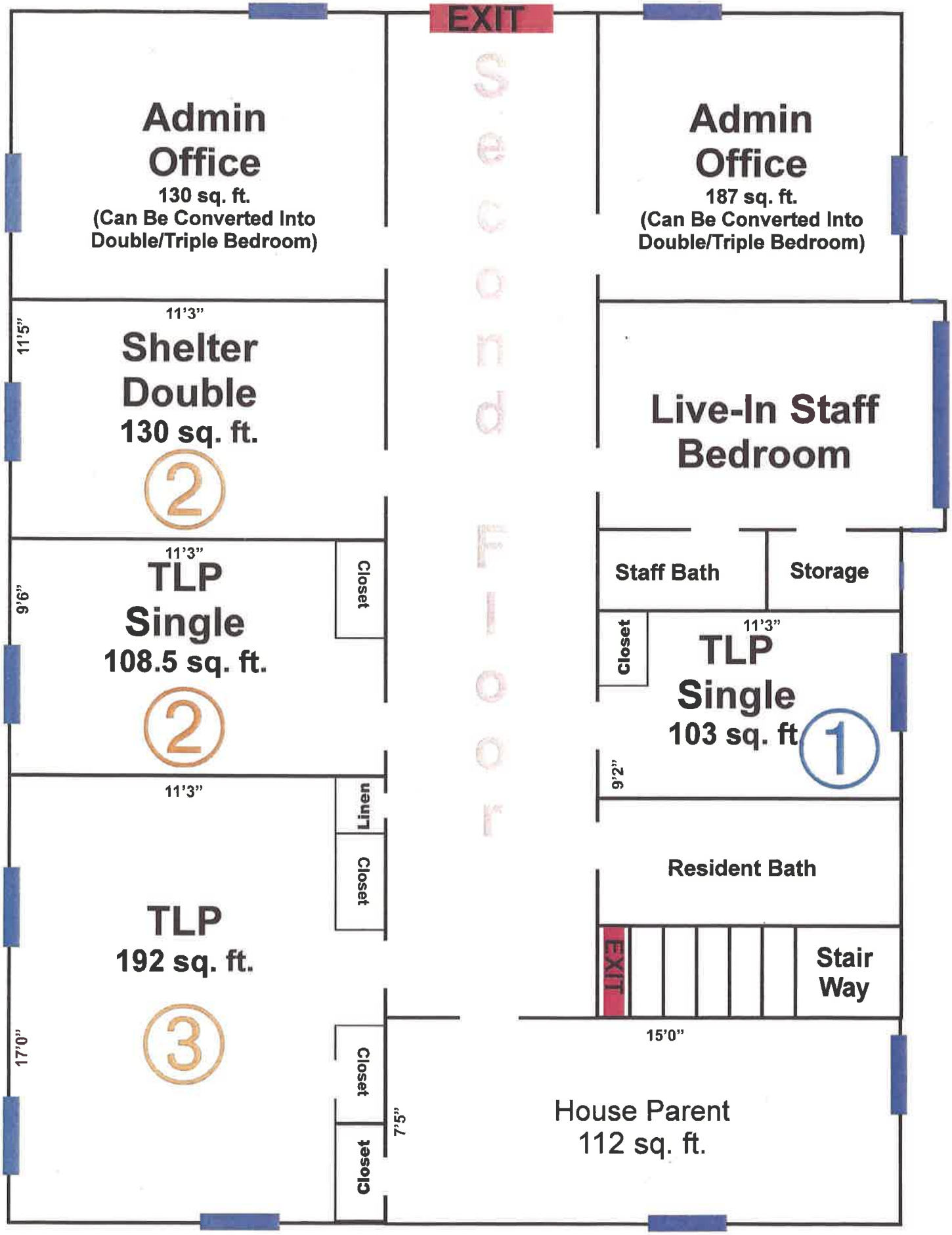
COORDINATION WITH LOCAL BUSINESSES

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

Businesses are represented on the board of the Central Delaware Housing Collaborative as well as that of DIMH. Both work with Central Delaware Chamber of Commerce and Kent County Association of Realtors members and interact with service organizations in the community to create understanding of the homeless situation locally and ways to improve the conditions of the homeless. The rental housing effort, in particular, focuses on leasing from private landlords and educating them so that more homeless individuals may access affordable housing. Relationships with suppliers of building materials, plumbing and sprinkler system installation and management, and many others are already in place.



Total 7: 5 TLP 2 Shelter



Total 8: 6 TLP/M&B 2 Shelter

Central Delaware Housing Collaborative:

Board of Directors

Dan Houghtaling, Chair
Retired Educator
Capital City Rotary Club
27 Clearview Drive
Dover DE 19901
302-697-1841 dhoughta@gmail.com

Valerie Bradshaw, Vice Chair
Director, Appoquinimink State Service Center
122 Silver Lake Road
Middletown DE 19709
302-696-3120 valerie.bradshaw@state.de.us

John Baker, Secretary
Associate Director of Community Services
People's Place
1129 Airport Road
Milford DE 19963
302-422-8033 jbaker@peoplesplace2.com

Herb Konowitz, Treasurer
Retired Business Owner/SCORE Counselor/
Dover Interfaith Mission for Housing Vice Chair
55 Beloit Avenue
Dover DE 19901
302-745-1315 herb.konowitz403@gmail.com

Cristal Brenneman, Director of Special Events
Central Delaware Chamber of Commerce
435 N. Dupont Highway
Dover DE 19901
302-678-0892 cbrenneman@cdcc.org

Patricia Kelleher, Director of Real Estate Development
NCALL Research
363 Saulsbury Road
Dover DE 19904
302-678-9400 pkelleher@ncall.org

Beau Zebley, Realtor
President, Kent County Board of Realtors
838 Walker Road, Suite 21-2
Dover DE 19904
302-678-9750 beauzebley@gmail.com

Non-voting members:

Dave Hugg, City Planner
City of Dover
15 Loockerman Plaza
Dover DE 19901
302-736-7004 dhugg@dover.de.us

Sarah Keifer, County Planner
Kent County Levy Court
555 Bay Road
Dover DE 19901
302-744-2471 Sarah.Keifer@CO.KENT.DE.US

CITY OF DOVER
FY 2015-2019 Multi-Year
CDBG GRANT APPLICATION FORM
FY19

1. General Applicant Information

A. Name _____*Milford Housing Development Corporation*_____

Address _____*977 E Masten Circle*_____

Phone Number _*302-422-8255*_____

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

___*Susan M. Davis* _____

___*Resource Development Specialist*_____

_____

Name and position of authorizing official:

___*Russell Huxtable*_____

___*VP/COO*_____

_____

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

____*Susan Ext 102*_sdavis@milfordhousing.com_____

____*Russ Ext 103*_rhuxtable@milfordhousing.com_____

____*Debbie Ext 108 dwhite@milfordhousing.com*_____

FY 2019 only

Activity: _*Emergency Housing Repair*_
Amount Requested: $_*40,000*_____
Source of Cash Matching Funds $_____

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

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

1. In column 1, list the activity and fiscal year through 2019.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Rehabilitation: Emergency-related home repairs of owner-occupied single-family.	*5-15 Persons*	*5-15 Persons*	*100%*	*40,000*	*40,000*

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

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Susan M. Davis	*Resource Development Specialist*
Debbie White	*Home Repair Program Manager*
Gary Saroukous	*Field Coordinator*
Brittany Rouse	*Intake Coordinator*

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

- *Please see attached essential staff list.*

3. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2019. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

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

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

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

- *The program activity is to perform emergency repairs on single-family owner-occupied homes. This activity is fully described as home repairs that eliminate housing conditions which* threaten the health and/or safety of qualified City of Dover *homeowners. The objective is to reduce the number of City of Dover households living in substandard and/or dangerous housing*

conditions. The goal of the activity is to preserve the City's existing housing stock, as detailed in Dover's Consolidated Annual Action Plan (FY2015-2019).

- *The total number of units to be rehabilitated/repaired is 5-8, per year during the grant funding period.*

- *Households must be very-low to low-income as defined by the U.S. Department of Housing and Urban Development (HUD). Households served must be 50% and below Area Median Income (AMI) as defined by HUD.*

- *These are owner-occupied units. Clients must provide proof that they own the home to qualify for repairs.*

- *Target area is defined as the geographic city limits for the City of Dover. The project is city-wide and will focus on preserving the existing housing stock in the city.*

- *Repairs average $2,500 per home, with low points around $500 and higher points costing roughly $7,500 for more substantial repairs such as roof repairs or hot water heaters.*

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

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

- *In 27 years, roughly 5,000 families in Delaware have been helped through HRP with volunteers donating over 200,000 hours of labor to the cause.*

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

- *MHDC expects to complete 5-7 home repairs each year of the funding cycle for qualified City of Dover homeowners who are very-low to low-income. MHDC expects to complete 1-2 repairs per quarter, each year.*

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.

- *All activities carried out for this project support the overall goals of the City of Dover's Consolidated Plan and its priorities on housing issues. Goal 2 of the 2015-2019 Consolidated Plan is to preserve the existing housing stock in the City of Dover. Home repair activity is consistent with this goal.*

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

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

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

- *This project is funded annually for the City of Dover to administer. Each year the city reaches its goal by providing safe sanitary housing to low- to moderate-income persons and making the neighborhoods more desirable to live in. The City of Dover reached out to MHDC for service delivery and we have been successfully partnering ever since FY06.*

- *MHDC's Home Repair Project has consistently been funded by the City of Dover for many years. Since FY06, roughly 100 homes within the City of Dover, have received repairs or rehabilitation through the CDBG subrecipient grant funding through the project.*

- *Prior award dates and amounts include:*
  - *FY2006 - $25,000*
  - *FY2007 - $25,000*
  - *FY2008 - $25,000*
  - *FY2009 - $25,000*

- *FY2010 - $35,000*
- *FY2011 - $40,000*
- *FY2012 - $35,000 (Emergency Home Repairs)*
- *$52,782 (Housing Rehabilitation)*
- *FY2013 - $40,000 (Emergency Home Repairs)*
- *$35,658 (Housing Rehabilitation)*
- *FY2015 - $35,262 (Emergency Home Repairs)*
- *$52,892 (Housing Rehabilitation)*
- *FY2016 - $25,000 (Emergency Home Repairs)*
- *$55,000 (Housing Rehabilitation)*
- *FY2017 - $25,986 (Emergency Home Repairs)*
- *$40,000 (Housing Rehabilitation)*
- *FY 2018 - $39,717 (Emergency Home Repairs)*
- *$25,000 (Housing Rehabilitation)*

- *During our most recent audit by the City of Dover, which occurred on December 5th, 2017 there were no findings. Additionally, the U.S.*

- *Department of Housing and Urban Development (HUD) audited the program in 2017. There were no findings at this monitoring visit either.*

- *'Housing Rehabilitation' is commonly known as the most complicated activity to undergo in the CDBG program, due to vigorous program requirements. It took MHDC staff some time to learn all aspects of the program. We have since developed a CDBG Housing Rehab Manual, used for internal purposes, in addition to ensuring our staff have received the training resources they need. Based on our experience and subsequent growth, we are now completely confident in our ability to effectively and efficiently administer this program, as demonstrated by our results in FY18 and years past.*

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

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

- *Please see attached Repair Program Funding Sources.*

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 proposed project does not involve efforts to coordinate with businesses*

regarding the development of community.

5. Have you received a sub-recipient grant from the previous funding year?

   If yes give the total amount: $39,717 for Emergency Home Repairs and $25,000 for Housing Rehabilitation.

1/29/18

ADDENDUM
2019 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment _____
Decent Housing ___X_
Economic Opportunity _____

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

Availability/Accessibility ___X__
Affordability ___X__
Sustainability _____

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

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

Number of persons, households, units, or beds assisted as appropriate ___*5-8 Households*___

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

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

Once approved, MHDC's Home Repair Project will complete at least 5 home repairs, 100% of those units will meet the City of Dover's Housing Code, 100% of repaired units will have immediate threats to safety and/or health eliminated, and no homeowner served will be forced to relocate. Indicators for measurement include: Housing inspections, Certificates of Occupancy, client satisfaction surveys, client case files, interviews, program budget, financial records, organization records and program records.

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

• **Deborah White**, *Manager of Home Repair Programs*. Ms. White has been with MHDC for over five years. However, she initially began as the program's Intake Coordinator and then became the Home Repair Specialist. As program manager she provides key oversight in the programs administration. She provides coordination with the program and other key partners. Ms. White is also the primary administrator and manager of the day-to-day functions for the State-wide Emergency Repair Program (SERP). Other primary responsibilities include providing monthly progress reports to funders and ensuring the program is running as intended. Ms. White is responsible for making sure repairs are done in a timely fashion and, most importantly, with the correct funding source. Her prior employment in the building trades helps provides keen insight into work requests.

• **Gary Saroukos**, *Field Coordinator*. After years of service as volunteer for the Home Repair Project (HRP), Gary retired from Capital School District where he was a carpentry instructor for over 20 years and was hired as the HRP Field Coordinator in the fall of 2013. He brings over 15 years contracting experience as former owner of G.M. Saroukos General Contractors, Inc. In addition, Gary holds an associates degree in Construction Management, a bachelors degree in Vocational Education from Delaware State University, and a masters degree in Educational Leadership from the University of Delaware.

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Total Program Sources: $ 1,116,150

CITY OF DOVER
FY 2015-2019 Multi-Year
CDBG GRANT APPLICATION FORM
FY19

1. General Applicant Information

A. Name _____*Milford Housing Development Corporation*_____

Address _____*977 E Masten Circle*_____

Phone Number _*302-422-8255*_____

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

___*Susan M. Davis* _____

___*Resource Development Specialist*_____

_____

Name and position of authorizing official:

___*Russell Huxtable*_____

___*VP/COO*_____

_____

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

____*Susan Ext 102*_sdavis@milfordhousing.com_____

____*Russ Ext 103*_rhuxtable@milfordhousing.com_____

____*Debbie Ext 108 dwhite@milfordhousing.com*_____

FY 2019 only

Activity: _*Housing Rehabilitation*___
Amount Requested: $_*60,000*_____
Source of Cash Matching Funds $_____

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

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

1. In column 1, list the activity and fiscal year through 2019.
2. In column 2, show the total number of persons that the activity will serve.
3. In column 3, show the number of low- and moderate-income persons that the activity will serve.
4. In column 4, divide column 3 by column 2 to show the percent of low- and moderate-income persons that the activity will serve.
5. In column 5, show the amount of funds requested for the activity for current fiscal year only.
6. In column 6, multiply column 4 by column 5 to show the amount of those funds that will be used to benefit low-and moderate-income persons.
7. List the sources of data used to calculate benefit in the space provided at the bottom of this page.

LOW/MODERATE-INCOME BENEFIT TABLE

1. Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Housing Rehabilitation	*3-5 Households*	*3-5 Households*	*100%*	*60,000*	*60,000*

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

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Susan M. Davis	*Resource Development Specialist*
Debbie White	*Home Repair Program Manager*

Gary Saroukous	*Field Coordinator*
Brittany Rouse	*Intake Coordinator*

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

- *Please see attached essential staff list.*

3. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2019. Items C thru H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

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

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

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

- *This activity is housing rehabilitation for low- to moderate-income homeowners residing within Dover city limits. The goal of the activity is to preserve the city's existing housing stock, as detailed in Dover's Consolidated Annual Action Plan (FY2015-2019).*

- *The total number of units to be rehabilitated is 3-5, per year of grant funding period.*

- *Households must be low- to moderate-income as defined by the U.S. Department of Housing and Urban Development (HUD). Households served must be 80 percent and below Area Median Income (AMI) as defined by HUD.*

- *These are owner-occupied housing units. Clients must provide*

proof that they own the home to qualify for the rehabilitation.

- *Target area is defined as the geographic city limits for the City of Dover. The project is city-wide and will focus on preserving the existing housing stock in the City.*

- *Each household served will be allowed up to $15,000 in repairs to bring the unit up to code.*

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

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

- *The rehabilitation program immediately begins once the grant has been approved. The rehabilitation project is expected to take 150 days.*

- *The first month of the project will consist of lead base paint testing for all homes that are 50 years of age and over and sent for review and approval to the Historic Preservation Office.*

- *The second month of the project will consist of the properties going out for bid. The remaining three months will consist of the rehabilitation of the properties.*

- *Rehabilitation activities will meet City of Dover code regulations.*

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

- *The properties to be rehabilitated will be the first 3 to 5 owner-occupied properties on the waiting list that are located within city limits.*

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

- *All activities carried out for this project support the overall goals of the City of Dover's Consolidated Plan and its priorities on housing issues.*

- *Goal 2 of the 2015-2019 Consolidated Plan is to preserve the existing housing stock in the City of Dover. Home rehabilitation is consistent with this goal.*

- *This project is also consistent with Goal 1 to provide aid to special needs persons. Housing units that need to become handicap accessible are eligible to be completed by this project.*

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

- *The proposed program addresses the City of Dover's second priority, improving the quality of existing housing stock by bringing the units up to code requirements.*

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

- *This project is funded annually for the City of Dover to administer. Each year the city reaches its goal by providing safe sanitary housing to low- to moderate-income persons and making the neighborhoods more desirable to live in. The City of Dover reached out to MHDC for service delivery and we have been successfully partnering ever since FY06.*

- *MHDC's Home Repair Project has consistently been funded by the City of Dover for many years. Since FY06, roughly 100 homes within the City of Dover, have received repairs or rehabilitation through the CDBG subrecipient grant funding through the project.*

- *Prior award dates and amounts include:*
  - *FY2006 - $25,000*
  - *FY2007 - $25,000*
  - *FY2008 - $25,000*
  - *FY2009 - $25,000*
  - *FY2010 - $35,000*
  - *FY2011 - $40,000*
  - *FY2012 - $35,000 (Emergency Home Repairs)*
  - *$52,782 (Housing Rehabilitation)*
  - *FY2013 - $40,000 (Emergency Home Repairs)*
  - *$35,658 (Housing Rehabilitation)*
  - *FY2015 - $35,262 (Emergency Home Repairs)*
  - *$52,892 (Housing Rehabilitation)*
  - *FY2016 - $25,000 (Emergency Home Repairs)*
  - *$55,000 (Housing Rehabilitation)*

- *FY2017 - $25,986 (Emergency Home Repairs)*
- *$40,000 (Housing Rehabilitation)*
- *FY 2018 - $39,717(Emergency Home Repairs)*
- *$25,000 (Housing Rehabilitation)*

- *During our most recent audit by the City of Dover, which occurred on December 5th, 2017 there were no findings. Additionally, the U.S.*

- *Department of Housing and Urban Development (HUD) audited the program in 2017. There were no findings at this monitoring visit either.*

- *'Housing Rehabilitation' is commonly known as the most complicated activity to undergo in the CDBG program, due to vigorous program requirements. It took MHDC staff some time to learn all aspects of the program. We have since developed a CDBG Housing Rehab Manual, used for internal purposes, in addition to ensuring our staff have received the training resources they need.*

- *Based on our experience and subsequent growth, we are now completely confident in our ability to effectively and efficiently administer this program, as demonstrated by our results in FY18 and years past.*

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

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

- *Please see attached Repair Program Funding Sources.*

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

5. Have you received a sub-recipient grant from the previous funding year?

If yes, give the total amount: $39,717 for Emergency Home Repairs and $25,000 for Housing Rehabilitation

1/29/19

ADDENDUM
2019 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 ___X_

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

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

Number of persons, households, units, or beds assisted as appropriate ___3-5 Households___

Income level of persons or households by: Very Low ___50_____ %
Low ___ 50_____ %
Moderate _____ %

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

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

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

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COMMITTEE ACTION FORM

PROCEEDING: Committee of the Whole (Utility)	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Electric Department	**DATE SUBMITTED**: 2/28/2019
PREPARED BY: James S. Robinson, Electric Director	
SUBJECT: Evaluation of Proposals – Electric Engineering Services	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: Electric Director, City Manager	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: As required	**AMOUNT BUDGETED**: N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): Funding is provided within the project budget as required and within the Electric Engineering Contractual Services operational budget (410-42-26-99-000-53031)	
TIMETABLE: Contract to be issued within two (2) weeks of Council approval.	
RECOMMENDED ACTION: Staff recommends awarding the blanket Engineering Services – Electric contract to Pike Engineering under the terms submitted by them in response to RFP #19-0013EL.	

BACKGROUND AND ANALYSIS

The Electric Department maintains blanket contracts with potential contractors to ensure that the bidding rules are adhered to for any contractors that might be hired to perform work for the Public Works & Electric Departments. This contract is priced as a "time and material" contract. This bid is for electrical engineering support for transmission, distribution and substation design, construction, protection and consultation.

Bids were solicited and advertised according to City Policy by the City's Contract and Procurement Manager under Bid #19-0013EL and bids were received from four (4) potential vendors. All of the bids were complete and the potential vendors were deemed to be capable and competent; therefore, pricing was the determining factor in bid award. Due to the variety of pricing strategies quoted by each vendor, staff created a bid analysis by utilizing actual billing for projects in which the services were used. Under this scenario, Pike Engineering finished with the lowest overall total, followed by Sargent & Lundy, PCE and then Duffield. Pike also had the lowest year over increase in pricing across the potential five (5) years of the contract. Duffield claimed and was given the benefit of the 3% Local Vendor Preference but still finished as with the highest overall costs.

The following table is a summary of the scenario pricing:

Bidder	Year 1 Price	Year 5 Price
Pike Engineering	**$52,356**	**$55,569**
Sargent & Lundy	$56,401	$63,304
PCE	$59,466	$66,930
Duffield	$66,224	$74,323

BYLAWS
OF
DOWNTOWN DOVER PARTNERSHIP CORPORATION

ARTICLE I

Statement of purpose

The purpose of this corporation is to promote the public welfare of the residents of the City of Dover, Delaware by promoting and furthering in any way, the development of the economic, cultural, and historic resources of the downtown area of the City of Dover, and to provide for the residents, to the extent that the common good and general welfare of the community is served. The goal of the corporation is to improve the opportunities for job creation, broaden the tax base through the development of the commercial and residential potential of the Central Dover area, and to maintain and restore the historic architectural and community qualities of the downtown area consistent with the goals of the National Main Street Program. The Downtown Dover Partnership (hereinafter "DDP") shall focus its efforts within the area depicted on Schedule A, which may be changed from time to time, but only by a majority vote of Board members.

ARTICLE II

SECTION 1. Control. The entire and complete control of the corporation, including all powers contemplated or provided by the laws of Delaware for members of non-stock corporations, shall be vested in a Board of Directors.

SECTION 2. Board of Directors. The Board of Directors shall consist of seventeen (17) directors, appointed from two (2) categories. At least five (5) members of the Board of Directors must own a commercial property within the Business Improvement District or be a designee of such owners.

1. First Category.

   a. Five (5) individuals, either elected or appointed, from within the government of the City of Dover. These individuals shall include the City Manager, the City Planner, the Mayor, and two members of City Council, as appointed by City Council.

   b. One (1) individual from State Legislature or other representative.

2. Second Category. Eleven (11) individuals from the private sector with strong ties and commitment to revitalization of the downtown Dover area; these individuals should not now hold full-time elected or appointed public office. These individuals must include a resident of the downtown Dover area, a downtown business owner, a downtown retailer, a real estate professional whose practice includes the downtown Dover area, a professional services representative whose practice includes the downtown Dover area, a cultural arts representative, the chief executive officer of Bayhealth or his/her designee, the president of Wesley College or his/her designee and the Director of Kent County Tourism of his/her designee. Such

designees must hold senior positions within their respective organizations. Two other members must represent nonprofits, other organizations or individuals with a special interest in downtown.

SECTION 3. Appointment and term of Office. Individuals from the City of Dover in the first category (1.a.) shall be nominated and confirmed by City Council. The individual from state legislature or other representative in the first category (1.b.) shall be nominated by the DDP Board President and confirmed by the DDP Board

The individuals in the second category, other than the individuals representing Bayhealth, Wesley College, and the County Tourism office, will be nominated by an ad hoc nominating committee appointed annually by the DDP Board President, and confirmed by the DDP Board. Vacancies in this category will be nominated by the DDP Board President and confirmed by the DDP Board.

Individuals in the second category shall serve a term of three (3) years. These members shall be eligible for re-appointment to the Board for one (1) additional three (3) year term. After two (2) consecutive terms, such an individual must remain off the Board for at least one (1) year. After such hiatus, an individual may be nominated to the Board again. The terms of members shall be staggered so that no more than four (4) positions shall be vacated in any one (1) year.

SECTION 4. Meetings. An annual meeting of the Board of Directors shall be held during the month June of each year at such time and place as may be designated by the Board of Directors. Special meetings shall be held at the written request of the president or any two (2) Directors of the Board. Directors shall be notified of all meetings at least seven (7) days prior to the date of the meeting.

SECTION 5. Quorum. A majority of the members of the Board of Directors shall constitute a quorum to transact business at any meeting of the Board. All transactions exceeding $50,000 must be approved by a majority of Board members. No individual can be counted toward a quorum or vote by proxy, telephone or otherwise than in personal attendance.

SECTION 6. Manner of Acting. The act of a majority of the Directors at a meeting at which a quorum is present shall be the act of the Board of Directors unless the act of a greater number is required by law or by these bylaws.

SECTION 7. Compensation. Directors shall not receive any salaries for their services as Directors.

SECTION 8. Attendance. Each DDP Board Member is expected to attend a majority of DDP Board Meetings throughout their tenure on the Board. Excessive absences shall be referred to the DDP President for consideration and further action, including removal.

ARTICLE III

Membership

Membership in this corporation shall be limited, at all times, to the members of the Board of Directors.

ARTICLE IV

Functions

The Board shall conduct the business of the corporation, including, *inter alia*:

1. Hiring and firing the Executive Director;

2. Amending the bylaws of the corporation;

3. Determining the goals, general policies and physical strategy of the corporation;

4. Selecting projects and approving the overall budget of said projects;

5. Approving the administrative budget of the corporation at the Annual Meeting;

6. Approving the Annual Report of the corporation;

7. Approving the Annual Financial Statement of the corporation; and

8. Electing officers and filling vacancies in said offices as may occur from time to time during the year.

9. And such other business as the Board determines is appropriate.

ARTICLE V

Officers

SECTION 1. Officers. The officers of the corporation shall be a President, a Vice President, a Secretary, a Treasurer, and shall serve as the DDP Executive Committee. The officers shall perform such duties as described in this Article and shall receive no compensation for these stated services.

SECTION 2. Election and Term of Office. The Officers of the corporation shall be elected annually by the Board of Director at the regular annual meeting of the Board of Directors. New offices may be created and filled at any meeting of the Board of Directors. Each officer shall hold office until his successor shall have been duly elected.

SECTION 3. Removal. Any Officer elected or appointed by the Board of Directors may be removed by the Board of Directors whenever, in its judgment, the best interests of the corporation would be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the Officer so removed.

SECTION 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

SECTION 5. President. The President shall:

1. Call all regular meetings of the Board;
2. Preside at all meetings of the Board;

3. Make appointments to all committees;

4. Serve as a member of any committee;

5. Perform other duties as are prescribed to the office of the President;

6. Supervise and control all of the business and affairs of the corporation;

7. Sign, with the Secretary, or any other proper officer of the corporation authorized to so act by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these bylaws or by statute to some other officer or agent of the corporation; and

8. Generally shall perform all duties as may be prescribed by the Board of Directors from time to time.

SECTION 6. Vice-President. In the absence of the President or in the event of his/her inability or refusal to act, the Vice-President shall perform the duties of the President and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

SECTION 7. Secretary. The Secretary or his/her designee shall:

1. Oversee the custody of corporate records and of the seal of the corporation; and

2. Ensure minutes of the meetings of the Board of Directors are kept in one or more books or files provided for this purpose;

3. Ensure all notices are duly given in accordance with the provisions of these bylaws or as required by law;

4. Perform all the duties incident to the office of Secretary and such other duties as from time to time may be assigned him/her by the President or by the Board of Directors.

SECTION 8. Treasurer. If required by the Board of Directors, the Treasurer shall give bond for the faithful discharge of his duties in such sum and with such surety or sureties as the Board of Directors shall determine. He/she shall assist the DDP Executive Director in the financial management of the DDP including:

1. Charge and custody of all funds and securities of the corporation;

2. Provision of receipts for monies due and payable to the corporation from any source whatsoever;

3. Deposit all such monies in the name of the corporation in such banks, trust companies, or other depositories;

4. Development of the annual financial statement and administrative budget;

5. Perform all the duties incident to the office of Treasurer, and such other duties as from time to time may be assigned him/her by the President or by the Board of Directors.

SECTION 9. Executive Committee. The Executive Committee shall meet on a regular basis, not less than quarterly, to review DDP business and budget, and advise the Executive Director on matters involving Partnership resources. The Executive Committee is empowered to act on behalf of the DDP Board other than for those items specifically reserved for Board decision as defined within these by-laws. A majority of the members of the Executive Committee shall constitute a quorum to transact business at any meeting of the Committee. All transactions must be approved by a majority of Executive Committee members. No individual can be counted toward a quorum or vote by proxy, telephone or otherwise than in personal attendance.

ARTICLE VI

Committees

SECTION 1. Committees.

1. There shall be six (6) standing committees: Marketing and Promotion, Organization, Design, Economic Vitality, Merchants, and Parking and Safety. The Board of Directors, by resolution, may designate and appoint one or more additional committees. Each of which shall consist of three or more members. Said committees shall act in an advisory capacity and shall

not have nor exercise the authority of the Board of Directors in the management of the corporation.

2. The Board may create such other Ad Hoc committees as it deems appropriate from time to time, determine their purpose, membership and intended duration.

SECTION 2. Term of Office. Each member of a committee shall continue as such until the next annual meeting of the Board of Directors and until his/her successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

SECTION 3. Chair. One member shall be appointed Chair by the DDP President. Chair of each committee shall appoint a Vice Chair.

SECTION 4. Vacancies. Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION 5. Quorum. Unless otherwise provided in the resolution of the Board of Directors designating a committee, a quorum of the committee is not required to conduct business but whenever an action by such committee is by less than fifty percent (50%) of its appointed members, the vote of the committee must reflect the actual number of individuals present.

SECTION 6. Rules. Each committee may adopt rules for its own government not inconsistent with these bylaws or with rules adopted by the Board of Directors.

SECTION 7. Marketing and Promotion Committee. The Marketing and Promotion Committee will work to create a positive image for the downtown Dover area by promoting the downtown area as an exciting place to live, work, shop and invest.

SECTION 8. Organization Committee. The Organization Committee will work to encourage cooperation and leadership-building in the downtown Dover community as well as engage volunteers and partners, and promote the DDP. The Committee will also implement a systematic process to raise funds for the corporation's programs, projects and general operating fund.

SECTION 9. Design Committee. The Design Committee will work to improve the appearance of the downtown Dover area and to educate the public and private sector about good design principles.

SECTION 10. Economic Vitality Committee. The Economic Vitality Committee will work to rebuild and diversify the downtown Dover area's economy, specifically through business retention, recruitment and expansion strategies, including recommendation of strategic purchases and sales of downtown properties to the Board of Directors.

SECTION 11. Merchants Committee. The Merchants Committee will work to support a sustainable business community through business

communication, networking support and promotional activities to enhance and grow the downtown Business Improvement District.

SECTION 12. Parking and Safety Committee. The Parking and Safety Committee will work to improve public parking convenience and availability, and work with partners to develop strategies to address identified safety issues in downtown Dover.

ARTICLE VII

SECTION 1. Executive Director. He/she shall be responsible for the coordination of the corporation's policies and such other duties as the Board of Directors may require. The Executive Director shall report directly to the President.

SECTION 2. Terms of Appointment. The Executive Director shall be appointed by the Board of Directors for an indefinite term and shall serve at the pleasure of the Board of Directors.

SECTION 3. Partnership Staff. The Executive Director, in consultation with the Executive Committee, may hire staff in accordance with an approved budget. Executive Director will evaluate staff performance and recommend salary changes as he/she deems appropriate for Executive Committee consideration. The Executive Director may hire contractual services for support of the Corporation in accordance with an approved budget.

ARTICLE VIII

Reports and Budgets

SECTION 1. Annual Reports. The Board of Directors shall direct the Executive Director to prepare an Annual Report of the Activities of the Corporation to be submitted for action at the Annual Meeting. Said report shall thence be forwarded to the City and released to the public dissemination.

SECTION 2. Annual Financial Statement. The Board of Directors shall direct the Executive Director to prepare an Annual Financial Statement of the corporation to be submitted for action at the Annual Meeting. Said statement shall thence be forwarded to the City and released to the public dissemination.

SECTION 3. Administrative Budget. The Board of Directors shall direct the Executive Director to prepare an Administrative Budget of the corporation to be submitted for action at the Annual Meeting.

ARTICLE IX

Execution of Instruments

SECTION 1. Checks, Drafts, and Orders for Payment of Money. Payment requests are prepared and approved by DDP office staff and/or a member of the Executive Committee. Actual checks, drafts, and orders of payment of money shall be signed and delivered in the name of the corporation by the City of Dover controller.

SECTION 2. Contracts. When the execution of any contract, conveyance or other instrument has been authorized, without specification of

the executing officer, the President and the Secretary or Treasurer may execute the same in the name and on behalf of the corporation, and may affix a Certificate of Good Standing" from the Delaware Division of Corporations, as/if necessary. The Board of Directors shall have the power to designate the officers and agents who shall have the authority to execute any instrument on behalf of this corporation.

SECTION 3. Deposits. All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors shall designate.

ARTICLE X

Gifts

The Board of Directors may accept on behalf of the corporation, any contribution, gift, bequest, or devise for the general purposes of, or for, any special purpose of the corporation.

ARTICLE XI

Internal Revenue Service Status

The corporation shall have no capital stock and is not organized for gain or profit, but is exclusively an organization for public, educational, charitable and philanthropic purposes.

ARTICLE XII

Corporate Seal

The Board of Directors shall provide a corporate seal.

ARTICLE XIII

Amendment of Bylaws

These bylaws may be amended by a vote of two-thirds of all of the Directors serving on the Board of Directors or by unanimous consent given in writing.

ARTICLE XIV

SECTION 1. Rules. Unless otherwise specified, the Board shall observe Roberts Rules of Order in the conduct of all of its business.

SECTION 2. Suspension of the Rules. The Board may approve suspension of the rules by a vote of three-quarters of its members.

ARTICLE XV

Conflict of Interest

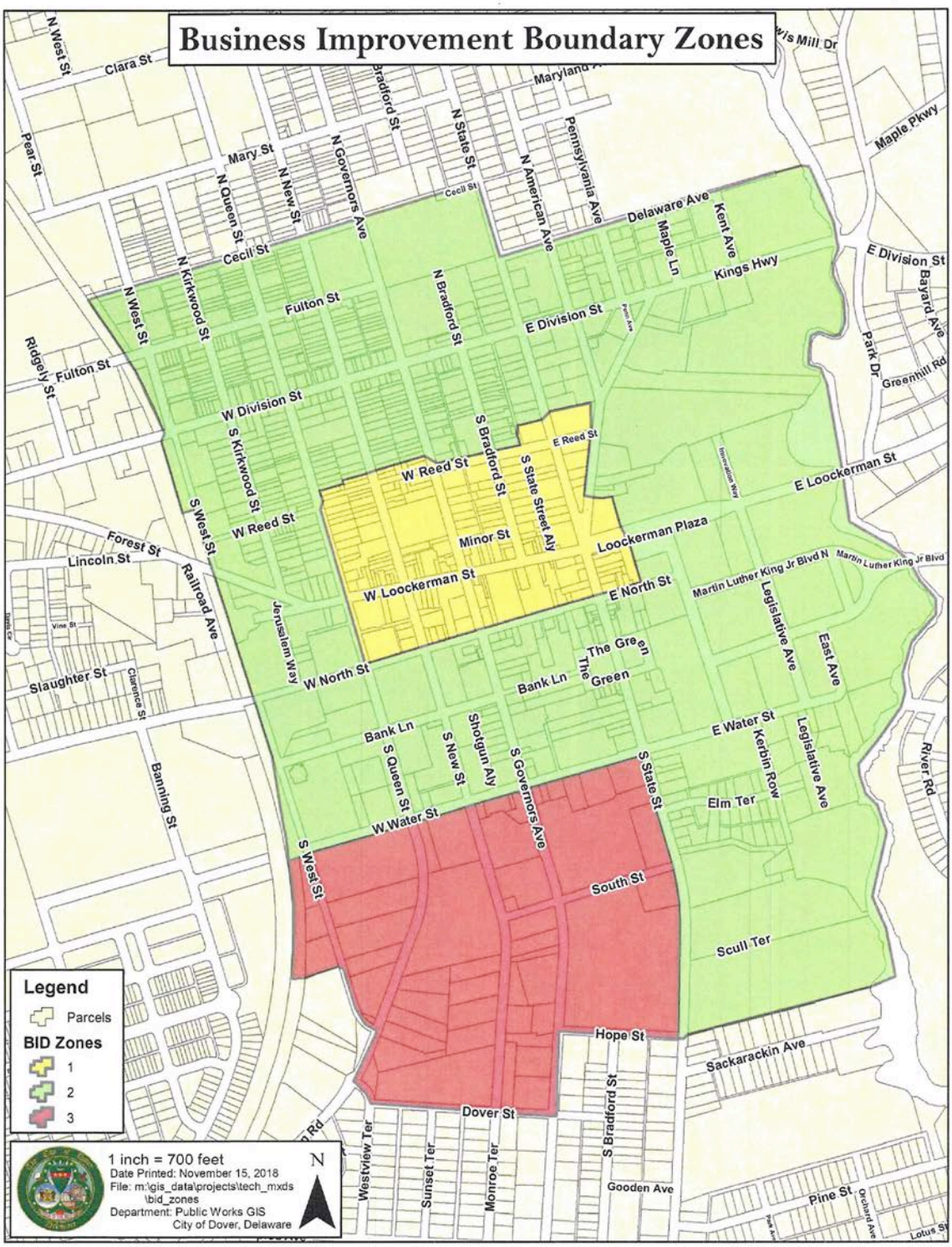
No director, officer, or employee of the corporation shall have or shall acquire any interest, direct or indirect, in any project which the corporation is promoting, or in any contract or proposed contract for materials or services or in any lease, mortgage, sale, or contract of any nature whatever relating to any such project or to the corporation, without forthwith making written and complete disclosure to the corporation of all material facts, including the nature and extent of his interest, and such disclosure shall be entered in writing upon the minute book of the corporation. No Director who has such an interest shall vote on any matter relating to such interest.

ARTICLE XVI

Indemnification

Each person who is or was a director or officer of the corporation shall be indemnified by the corporation as of right to the full extent permitted or authorized by the general corporation law of Delaware against any liability, cost or expense asserted against such director or officer and incurred by such director and officer in any such person's capacity as a director or officer, or arising out of any such person's status as a director or officer. The corporation may, but shall not be obligated to, maintain insurance, at its expense, to protect itself and any such person against any such liability, cost or expense.

SCHEDULE A



Amended and approved by DDP board February 2019, pending final City review