Special Council Committee of the Whole Meeting Agenda

March 3, 2020 - 2:00 p.m.

City Hall Council Chambers
15 Loockerman Plaza, Dover, Delaware

This meeting has been cancelled due to the lack of a quorum.

Public comments are welcomed on any item and will be permitted at appropriate time. When possible, please notify the City Clerk (736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

Parks, Recreation, and Community Enhancement Committee

Adoption of the Agenda

1. **Community Development Block Grant (CDBG) Application Review**
   - **A. Milford Housing Development Corporation**
     - **a-1. Homeowner Rehabilitation . . . . . 2:00 p.m.**
     - **a-2. Emergency Home Repair . . . . . 2:15 p.m.**
   - **B. Dover Interfaith Mission for Housing**
     - **b-1. Operations Cost. . . . . 2:30 p.m.**
     - **b-2. Renovations Cost. . . . . 2:45 p.m.**
   - **C. Central Delaware Housing Collaborative. . . . . 3:00 p.m.**
   - **D. NCALL Research . . . . . 3:15 p.m.**
   - **E. Homeownership Assistance Program . . . . . 3:30 p.m.**
   - **F. Application Scoring and Recommendations . . . . . 3:45 p.m.**

2. **Adjournment of Parks, Recreation, and Community Enhancement Committee meeting**

Adjournment of Council Committee of the Whole meeting

S:\AGENDAS-MINUTES-PACKETS-PRESENTATIONS-ATT&EXH\Committee-Agendas\2020\03-03-2020 SPECIAL CCW PR&CE AGENDA - Cancellation Notice.wpd

The agenda items as listed may not be considered in sequence. Pursuant to 29 Del.C. §1004(e)(2), this agenda is subject to change to include the addition or deletion of items, including executive sessions, which arise at the time of the meeting.

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

TO: Council Committee of the Whole

FROM: Tracey N. Harvey, Planner/CDBG Program Administrator

DATE: March 3, 2020

SUBJECT: REVIEW OF FY2020-2024 Multi-Year CDBG APPLICATIONS

Thank you for your assistance in reviewing the CDBG grant applications for multi-years FY2020-2024. The items listed below are enclosed for your use during the review of the CDBG applications:

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

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

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

Thank you in advance for the time you will be devoting to the FY2020-2024 review process. If you have any questions, please call me at 736-7175 or via e-mail at tharvey@dover.de.us.

/tnh

Enclosures

CDBG Interview Schedule

1.	Milford Housing Development Corporation	**2:00 pm**
	Homeowner Rehabilitation	
	Emergency Home Repair	**2:15 pm**
2.	Dover Interfaith Mission for Housing	**2:30 pm**
	Operations Cost	
	Renovations Cost	**2:45 pm**
3.	Central Delaware Housing Collaborative	**3:00 pm**
4.	NCALL Research	**3:15 pm**
5.	Homeownership Assistance Program	**3:30 pm**
6.	Application Scoring and Recommendations	**3:45 pm**

CDBG FEDERAL RESOURCES AVAILABLE FOR USE
Fiscal Year 2020
7/01/20 – 6/30/21

CDBG Funds Allocation	$277,443.00
Public Service activities cannot exceed 15% of the grant	$277,443.00 x.15 $ 41,616.45
Total grant available for activities	$277,443.00
Total grant request	$295,600.00

CDBG Scoring Criteria

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

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

Management Capacity (25 points possible)

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

Cost Effectiveness (15 points possible)

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

Work Plan (20 points possible)

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

Goals and Objectives (15 points possible)

- Are the goals and objectives of this project consistent with the goals and objectives outlined in the 2015-2019 Consolidated Plan?
- What steps will be utilized to implement your program (the process for reaching program goals)?

Performance Measurements (15 points possible)

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

2020 CDBG GRANT APPLICATION REVIEW SHEET

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

Amount Requested: **$30,000**

Amount Awarded:

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

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

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

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

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

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

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

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

Reviewer Signature_____

2020 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Dover Interfaith Mission for Housing (Renovations Cost)**

Amount Requested: **$40,000**

Amount Awarded:

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

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

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

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

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

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

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

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

Reviewer Signature_____

2020 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Milford Housing Development Corp (Emergency Home Repairs)**

Amount Requested: **$40,000**

Amount Awarded:

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

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

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

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

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

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

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

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

Reviewer Signature_____

2020 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Milford Housing Development Corp (Rehab)**

Amount Requested: **$35,000**

Amount Awarded:

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

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

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

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

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

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

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

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

Reviewer Signature_____

2020 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Central Delaware Housing Collaborative (Public Service)**

Amount Requested: **$20,600**

Amount Awarded:

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

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

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

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

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

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

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

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

Reviewer Signature_____

2020 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **NCALL Research Inc. (Demolition)**

Amount Requested: **$30,000**

Amount Awarded:

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

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

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

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

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

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

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

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

Reviewer Signature_____

2020 CDBG GRANT APPLICATION REVIEW SHEET

Applicant/Agency: **Homeownership Assistance Program**

Amount Requested: **$100,000**

Amount Awarded:

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

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

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

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

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

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

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

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

Reviewer Signature_____

STAFF REPORT
Milford Housing Development Corp (MHDC)
Housing Rehabilitation Program

The Housing Rehabilitation Program is managed by MHDC. MHDC is an established nonprofit affordable housing developer which was founded in 1977 and services Kent and Sussex counties.

This project services 100% low to moderate income persons. The grant request of $35,000 is a realistic amount for a maximum up to $15,000 per home which will service 3-5 homeowners during the program year.

MHDC staff has the level of expertise and experience to continue the success of managing the Housing Rehabilitation Program and required to adhere to federal regulations set forth by HUD.

This project is consistent with Goal 2 of the 2015-2019 Consolidated Plan by preserving the existing housing stock in the City of Dover.

977 East Masten Circle
Milford, DE 19963

MHDC
AFFORDABLE HOUSING SOLUTIONS

302-422-8255 *phone*
302-422-8260 *fax*
www.milfordhousing.com

February 10, 2020

Ms. Tracey N. Harvey
City of Dover Planning Department
City of Dover
15 Loockerman Plaza
Dover, DE 19901

RE: City of Dover CDBG Grant Application FY 2020 – Housing Rehabilitation

Dear Ms. Harvey:

I am pleased to submit the enclosed grant application to the City of Dover for the Community Development Block Grant (CDBG) FY 2020 multi-year program. We trust that the City of Dover will consider our request in the amount of **$35,000** for housing rehabilitation. If awarded, all funds will go directly to rehabilitate owner-occupied housing units for low-to moderate-income households within city limits.

On behalf of MHDC's Board of Director's and staff, we would like to reiterate our sincere appreciation for the support provided by the City of Dover. If you have any questions, comments, or require additional information, please do not hesitate to contact me at 302-422-8255 or via email at rhuxtable@milfordhousing.com.

Sincerely,

Russell Huxtable
Vice President & COO

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2020

1. General Applicant Information

A. Name *Milford Housing Development Corporation (MHDC)*

Address *977 E Masten Circle – Milford, DE 19963*

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 2020 only

Activity: *Home Rehab*
Amount Requested: $ *35,000*
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 2024.
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

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
2020	*3-5 Persons*	*3-5 Persons*	*100%*	*$ 35,000*	*100%*
2021	*3-5 Persons*	*3-5 Persons*	*100%*	*$ 35,000*	*100%*
2022	*3-5 Persons*	*3-5 Persons*	*100%*	*$ 45,000*	*100%*
2023	*3-5 Persons*	*3-5 Persons*	*100%*	*$ 45,000*	*100%*
2024	*3-5 Persons*	*3-5 Persons*	*100%*	*$ 55,000*	*100%*

Source of Data:

MHDC's Home Repair Program maintains a database of clients whose homes may qualify for rehab within the City of Dover CDBG program guidelines. Clients must provide proof of household income and homeownership. Additionally, the City of Dover refers qualifying households to the program on an ongoing basis. Income limits are defined annually by the U.S. Department of Housing and Urban Development (HUD) and are based on household size.

2. Management Capacity

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

Russ Huxtable	*VP/COO*
Sub-Recipient Personnel	Title(s)
Susan M. Davis	*Resource Development Specialist*
Debbie White	*Home Repair Program Manager*
Kain Johnson	*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.*

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2024. 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 to 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.

- *This activity is housing rehabilitation for low- to moderate-income homeowners ,80% AMI residing within Dover city limits. The goal of the activity is to preserve the City's existing housing stock, as will be detailed in Dover's Annual Action Plan 2020 and Consolidated Action Plans 2020-2024.*

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

- *Households must be very-low, low, and moderate-income as defined annually by the U.S. Department of Housing and Urban Development (HUD) and are based on household size. Households served must be 80% 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 rehab.*

- *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, Housing Alliance Delaware, 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. Each rehabilitation is expected to take up to 150 days.*

- *The first month of the project will consist of asbestos and 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 bid process. The remaining three months will consist of the actual rehabilitation of the properties.*

- *All 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 have completed the qualification process and 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 will support the overall goals of the City of Dover's Consolidated Plan 2020 and its priorities on housing issues. A clear goal of the 2020-2024 Consolidated Plan will be to continue to preserve the existing housing stock in the City of Dover. MHDC's home rehab activity will remain consistent with this goal.*

E. Describe the extent to which the proposed project(s) will address one or more significant priorities to be identified by the City's Annual Consolidated Plans 2020-2024.

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

- *A clear goal of the 2020-2024 Consolidated Plan will be to preserve the existing housing stock in the City of Dover. Home rehabilitation is consistent with this goal.*

- *Housing rehab is also consistent with the city's goal to provide aid to special needs persons. Housing units that need to become more accessible are also eligible to be completed with these funds.*

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

- *MHDC's HRP is funded annually by the City of Dover to help the city reach its goal by providing safe sanitary housing to low- to moderate-income persons <80% AMI and making its' 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. Since that time, we have made many improvements together and we look forward to continuing this important work.*

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

- *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)*
  - *FY 2019 - $33,000 (Emergency Home Repairs)*
  - *$25,000 (Housing Rehabilitation)*

- *During our 2019 audit by the City of Dover, there were no findings.*

The U.S. Department of Housing and Urban Development (HUD) also 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 did take the 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 years past.*

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

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 sources and award letters.*

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 to moderate-income residents of the area.

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

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

- *If yes give the total amount: Yes. MHDC received $33,000 for Emergency Home Repairs and $25,000 for Housing Rehabilitation in FY 2019.*

ADDENDUM
2020 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment __X___
Decent Housing __X___
Economic Opportunity _____

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

Availability/Accessibility ___X__
Affordability _____
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 ___20____ %
Low ___40____ %
Moderate ___ 20____ %

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

MHDC serves 100% low to moderate income homeowners. We also help many senior and/or disabled citizens as well as Veterans and single parents.

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.

Indicators for measurement include: Housing inspections, Certificates of Occupancy, client satisfaction surveys, client case files, interviews, program budgets, 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.

MHDC serves 100% low to moderate income homeowners. We also help many senior and/or disabled citizens as well as Veterans and single parents. We do not discriminate against anyone in accordance with Fair and Equitable Housing standards.

Essential Staff Members

• Deborah White, Manager of Home Repair Programs. Ms. White has been with MHDC for ten years. She initially began as the program's Intake Coordinator and then became the Home Repair Specialist. Now, as program manager, she provides key oversight in the program's 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.

•Kain Johnson, Field Coordinator. Mr. Johnson has been with Milford Housing Development Corporation (MHDC) and East Coast Property Management (ECPM) for five years. In his current role as Field Coordinator, he visits homeowners who are applying for home repairs to collect paperwork showing they own the home, have lived in it at least one year, and verifying their income. He takes pictures of the necessary repairs and creates a scope of work and cost estimate so the Program Manager can decide which repairs are most essential and whether bids are coming in at appropriate amounts before approving the repairs.

• Brittany Rouse, Intake Coordinator. Ms. Rouse is the first point of contact for all potential Emergency Repair Applicants. She is well experienced in performing an initial phone intake and often can determine the nature and extent of true emergency conditions. She quickly contacts the Field Coordinator, contractors, or other support as necessary. Ms. Rouse also processes client applications and maintains client files.

• Susan M. Davis, Resource Development Specialist. Ms. Davis's role is designing and promoting programs, identifying and seeking funding sources, creating and maintaining community partnerships, and working directly with volunteers. She most recently served three terms of service with AmeriCorps Delaware as Media Specialist for Sussex County Habitat for Humanity, Marketing and Communications Specialist for the Diamond State Community Land Trust, and Marketing and Communications Specialist for Central Delaware Habitat for Humanity's ReStore. Susan holds a BA in English Writing from Eastern University, an MA in English and Publishing from Rosemont College, and is a certified Social Media Strategist through the National Institute of Social Media. She brings over 25 years of experience in the communication arts.

- *Russell Huxtable, Vice President/COO*
  - *17 years of Non-Profit Housing experience*
  - *15 years of Management experience*
  - *15 years of Self-Help Housing experience*
  - *14 years of Residential and Home Improvement Construction*
  - *Bachelor's Degree in Political Science*
  - *Bank of America Leadership Academy 2003*
  - *Former President of National Rural Self-Help Housing Association*
  - *Past State of Delaware Council on Housing Appointee*
  - *Board Member of National Rural Housing Coalition*
  - *DE Licensed Real Estate Agent*

Home Repair/Rehab Program Funding Sources

Funding - Restricted, Repairs Only:

- *Palmer Home Foundation $ 25,000*
- *Rawlins Charitable Trust $ 40,000*
- *Potter Trust $ 30,000*
- *Delaware State Housing Authority $ 500,000*

Total Sources - Restricted, Repairs Only = $ 595,000

Funding - Non-Restricted:

- *Delaware Grant-in-Aid $ 33,400*
- *MHDC Charitable Golf Tournament $ 13,000*
- *Kent County Levy Court $ 6,750*

Total Sources - Non-restricted = $ 53,150

Total Program Sources= $ 648,150

Russell Huxtable, VP/COO *February 10, 2020*

STAFF REPORT

Milford Housing Development Corp (MHDC)
Home Repair Project

The 2020 grant application for MHDC has met all the threshold requirements and will service 100% very low income homeowners in need of emergency home repairs. Their grant request for $40,000 is a realistic amount to complete up to 15 homes.

This activity is consistent with Goal 2 of the 2015-2019 Consolidated Plan by preserving the existing housing stock in the City of Dover.

977 East Masten Circle
Milford, DE 19963

MHDC
AFFORDABLE HOUSING SOLUTIONS

302-422-8255 *phone*
302-422-8260 *fax*
www.milfordhousing.com

February 10, 2020

Ms. Tracey N. Harvey
City of Dover Planning Department City of Dover
15 Loockerman Plaza
Dover, DE 19901

RE: City of Dover CDBG Grant Application FY2020 - Housing Repairs

Dear Ms. Harvey:

I am pleased to submit the enclosed grant application to the City of Dover for the Community Development Block Grant (CDBG) FY2020 multi-year program. We trust that the City of Dover will consider our request in the amount of **$40,000** for Home Repairs. If awarded, all funds will go directly to eliminating substandard housing conditions in the homes of low- to moderate income homeowners within city limits.

On behalf of MHDC's Board of Director' s and staff, we would like to reiterate our sincere appreciation for the support provided by the City of Dover. If you have any questions, comments, or require additional information, please do not hesitate to contact me at 302-422-8255 or via email at rhuxtable@milfordhousing.com.

Sincerely,

Russell Huxtable
Vice President & COO

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2020

1. General Applicant Information

A. Name *Milford Housing Development Corporation (MHDC)*

Address *977 E Masten Circle – Milford, DE 19963*

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 2020 only

Activity: *Emergency Home Repairs*
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 2024.
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

Activity: Home Repair Program	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
2020	*5-15 Persons*	*5-15 Persons*	*100%*	*$ 40,000*	*100%*
2021	*5-15 Persons*	*5-15 Persons*	*100%*	*$ 40,000*	*100%*
2022	*5-15 Persons*	*5-15 Persons*	*100%*	*$ 50,000*	*100%*
2023	*5-15 Persons*	*5-15 Persons*	*100%*	*$ 50,000*	*100%*
2024	*5-15 Persons*	*5-15 Persons*	*100%*	*$ 60,000*	*100%*

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 must provide proof of household income and homeownership. Additionally, the City of Dover refers qualifying households to the program on an ongoing basis. Income limits are defined annually by the U.S.

Department of Housing and Urban Development (HUD) and are based on household size.

2. Management Capacity

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

Russ Huxtable	*VP/COO*
Sub-Recipient Personnel	Title(s)
Susan M. Davis	*Resource Development Specialist*
Debbie White	*Home Repair Program Manager*
Kain Johnson	*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.*

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2024. 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 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 more 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 scenarios. The goal of the activity is to preserve the City's existing housing stock, as will be detailed in Dover's Annual Action Plan 2020 and Consolidated Action Plans 2020-2024.

- *The total number of units to be repaired is 5-15, per year during the grant funding period.*

- *Households must be very-low, low, and moderate-income as defined annually by the U.S. Department of Housing and Urban Development (HUD) and are based on household size. Households served must be 80% 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 costs around $500 and higher cost points at 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, Housing Alliance Delaware, and the Delaware State Housing Authority.)*

- *As Delaware's housing stock continues to age, along with its' population, home maintenance and repair is a growing concern. The Home Repair Program (HRP) is the only program in Delaware that still provides this service at no cost to the individual. Further, it is one of the few programs in Delaware that works on mobile homes. Mobile homes are technically classified as motor vehicles, yet they represent nearly 10 percent of all housing units in Delaware (DSHA, 2016).*

- *Since 1991, over 5,000 families in Delaware have been helped through HRP with volunteers contributing 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 5-15 home repairs each year of the funding cycle for qualified City of Dover homeowners who are very-low, low, and moderate-income. As qualified homeowners and repairs are identified, MHDC expects to complete 3-5 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 will support the overall goals of the City of Dover's Consolidated Plan 2020 and its priorities on housing issues. A clear goal of the 2020-2024 Consolidated Plan will be to continue to preserve the existing housing stock in the City of Dover. MHDC's home repair activity will remain consistent with this goal.*

E. Describe the extent to which the proposed project(s) will address one or more significant priorities to be identified by the City's Annual Consolidated Plans 2020-2024.

- *The HRP Program will continue to address the City of Dover's priority of addressing housing needs by improving the quality of existing housing stock and by bringing the units up to code requirements.*

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

- *MHDC's HRP is funded annually by the City of Dover to help the city reach its goal by providing safe sanitary housing to low- to moderate-income persons and making its' 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. Since that time, we have made many improvements together and we look forward to continuing this important work.*

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

- *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)*
  - *FY 2019 - $33,000 (Emergency Home Repairs)*
  - *$25,000 (Housing Rehabilitation)*

  - *During our 2019 audit by the City of Dover, there were no findings.*

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

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

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 funding sources.*

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 to moderate-income residents of the area.

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

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

- *If yes give the total amount: Yes. MHDC received $33,000 for Emergency Home Repairs and $25,000 for Housing Rehabilitation in FY 2019.*

ADDENDUM
2020 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment ___X___
Decent Housing ___X___
Economic Opportunity _____

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

Availability/Accessibility ___X___
Affordability ___X___
Sustainability _____

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

Once granted, MHDC will complete 5-15 home repairs 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 ___5-15 households___

Income level of persons or households by: Very Low ___20____ %
Low ___40____ %
Moderate ___20____ %

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

MHDC's HRP serves 100% very low to low to moderate-income homeowners <80% AMI. We also help many senior and/or disabled citizens as well as Veterans and single parents.

100% of repaired 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.

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

MHDC serves 100% low to moderate income homeowners <80% AMI. We also help many senior and/or disabled citizens as well as Veterans and single parents. We do not discriminate against anyone in accordance with Fair and Equitable Housing standards.

Essential Staff Members

• Deborah White, Manager of Home Repair Programs. Ms. White has been with MHDC for ten years. She initially began as the program's Intake Coordinator and then became the Home Repair Specialist. Now, as program manager, she provides key oversight in the program's 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.

•Kain Johnson, Field Coordinator. Mr. Johnson has been with Milford Housing Development Corporation (MHDC) and East Coast Property Management (ECPM) for five years. In his current role as Field Coordinator, he visits homeowners who are applying for home repairs to collect paperwork showing they own the home, have lived in it at least one year, and verifying their income. He takes pictures of the necessary repairs and creates a scope of work and cost estimate so the Program Manager can decide which repairs are most essential and whether bids are coming in at appropriate amounts before approving the repairs.

• Brittany Rouse, Intake Coordinator. Ms. Rouse is the first point of contact for all potential Emergency Repair Applicants. She is well experienced in performing an initial phone intake and often can determine the nature and extent of true emergency conditions. She quickly contacts the Field Coordinator, contractors, or other support as necessary. Ms. Rouse also processes client applications and maintains client files.

• Susan M. Davis, Resource Development Specialist. Ms. Davis's role is designing and promoting programs, identifying and seeking funding sources, creating and maintaining community partnerships, and working directly with volunteers. She most recently served three terms of service with AmeriCorps Delaware as Media Specialist for Sussex County Habitat for Humanity, Marketing and Communications Specialist for the Diamond State Community Land Trust, and Marketing and Communications Specialist for Central Delaware Habitat for Humanity's ReStore. Susan holds a BA in English Writing from Eastern University, an MA in English and Publishing from Rosemont College, and is a certified Social Media Strategist through the National Institute of Social Media. She brings over 25 years of experience in the communication arts.

- *Russell Huxtable, Vice President/COO*
  - *17 years of Non-Profit Housing experience*
  - *15 years of Management experience*
  - *15 years of Self-Help Housing experience*
  - *14 years of Residential and Home Improvement Construction*
  - *Bachelor's Degree in Political Science*
  - *Bank of America Leadership Academy 2003*
  - *Former President of National Rural Self-Help Housing Association*
  - *Past State of Delaware Council on Housing Appointee*
  - *Board Member of National Rural Housing Coalition*
  - *DE Licensed Real Estate Agent*

Home Repair/Rehab Program Funding Sources

Funding - Restricted, Repairs Only:

- *Palmer Home Foundation $ 25,000*
- *Rawlins Charitable Trust $ 40,000*
- *Potter Trust $ 30,000*
- *Delaware State Housing Authority $ 500,000*

Total Sources - Restricted, Repairs Only = $ 595,000

Funding - Non-Restricted:

- *Delaware Grant-in-Aid $ 33,400*
- *MHDC Charitable Golf Tournament $ 13,000*
- *Kent County Levy Court $ 6,750*

Total Sources - Non-restricted = $ 53,150

Total Program Sources= $ 648,150

Russell Huxtable, VP/COO

February 10, 2020

STAFF REPORT
Dover Interfaith Mission for Housing
Operating Cost

Dover Interfaith Mission for Housing is a non-profit organization that operates a shelter for homeless men and provides services to the homeless to assist in obtaining permanent housing. This project is a public service activity and the grant request is for $30,000 for operations cost.

This project meets the low to moderate income requirement. The cost is reasonable for operating cost for the program year. This project is in conformance with the goals of the 2015-2019 Consolidated Plan by providing aid to special needs persons and providing safe and livable housing. It is also consistent with the City's plan to assist in ending chronic homelessness.

The personnel that manage the shelter have the years of experience to successfully manage a non-profit organization.

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2020

1. General Applicant Information

A. Name Dover Interfaith Mission for Housing, Inc.

Address 684 Forest Street, Dover DE 19904

Phone Number 302-736-3600

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

Jeanine Kleimo, Chair

Name and position of authorizing official:

Jeanine Kleimo, Chair

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

FY 2020 only

Activity:	Homeless shelter operations
Amount Requested:	$ 30,000
Source of Cash Matching Funds	$ 214,000

CITY OF DOVER
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FY 2020 only

Activity:	Homeless shelter operations
Amount Requested:	$ 30,000
Source of Cash Matching Funds	$ 214,000

1. Low/Moderate-Income Benefit:

LOW/MODERATE - INCOME BENEFIT TABLE - Instructions

The amount of benefit to low-and moderate-income persons must be calculated for each activity as described below. 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 2024.
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

Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Shelter operations	250/year	250/year	100%	$30,000	$30,000

Source of Data: Historical operations

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Jeanine Kleimo, Chair	

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 2024. 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 $__30,000_____

ADDENDUM
2020 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 __250__

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.

Dover Interfaith Mission for Housing, Inc.

A. PROGRAM ACTIVITY

The 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. Recent changes in the Fire Code has resulted in the reduction of the number of permitted beds to 34. Since DIMH began providing shelter, meals, and assistance to homeless men in Dover in 2008, it has served over 3,000 individuals.

DIMH does much more than make it possible for homeless men to move in from the street: most (well over 70%) 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.

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 a program director in collaboration with three case managers, one of whom also serves as 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, facilities manager, and three case managers who maintain a case load of approximately 120 individuals at any given time. These include current and former shelter residents as well as unsheltered homeless adults and others of very low income.

B. PROGRAM ACTIVITY

The 34-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 at the beginning of 2015 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, 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.

C. TIMETABLE

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

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

D. DOCUMENTATION

The shelter's operation is well-known to CDBG and City officials and regular reports are provided. During the calendar year ending December 31, 2019, over 250 men resided in the shelter, with most successful in obtaining employment. An annual report with additional detail will be forwarded once available.

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 is a member of the new Central Delaware Housing Collaborative and provides guidance on its shelter and housing development.

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

As this project is already in operation, DIMH continues to build on the experience of providing shelter and services to the homeless population during the past 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 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 25 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. 15 other beds of affordable housing have also been developed in Dover, with "Interfaith Crossing" opening in Felton during 2019 with 18 beds of additional supportive housing.

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. Most are enabled to secure employment and stable housing in the community.

G. And H. LEVERAGE AND PROJECT COSTS

$30,000 is requested to maintain the costs of heat, electricity, telephone service, supplies, insurance, and maintenance of the DIMH shelter. This compares with annual non-personnel operating costs of approximately $50,000.

The Delaware State Housing Authority provided $13,750 for operating costs for FY2020, 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, $30,000 may be divided by the 12,410 person nights of shelter provided annually:

$30,000 would provide 12,410 person-nights of shelter at $2.42 per person per night.

$30,000 would provide an average benefit of $100 to $120 per person, 100% of whom have very low incomes.

In addition to the grants for operating costs, DIMH has received a total of $261,750 in grants to support staffing and programs for a total budget of $350,000 in overall support. The request of $30,000 would, therefore, leverage another $320,000 in additional resources or more than ten times the CDBG request.

WORKPLAN

The DIMH workplan continues to be the provision of shelter, meals, and assistance to homeless men to enable them to achieve lives of productivity and purpose. 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.

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 34 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 250 or more men during 2019, 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.

BUILDING ON PREVIOUS WORK

The DIMH shelter continues to build on the experience gained by the work of the organization over the past twelve years. DIMH continues to respond to the needs of the homeless community: in recent years, Code Purple emergency cold-weather housing was 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. Additional housing facilities serve 58 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. DIMH benefits from 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 and on the provision of housing through the Central DE Housing Collaborative.

STAFF REPORT
Dover Interfaith Mission for Housing
Renovations Cost

Dover Interfaith Mission for Housing (DIMH) is a non-profit organization that operates a shelter for homeless men and provides services to the homeless to assist in obtaining permanent housing. This project is for the renovation of a building that will be utilized for a permanent shelter for homeless men once the property is acquired

This project meets the low to moderate income requirement. The cost is reasonable for renovations cost for the program year, and DIMH is providing a match for the renovations cost needed. This project is in conformance with the goals of the 2015-2019 Consolidated Plan by providing aid to special needs persons and providing safe and livable housing. It is also consistent with the City's plan to assist in ending chronic homelessness.

The personnel that manage the shelter have the years of experience to successfully manage a non-profit organization.

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2020

1. General Applicant Information

A. Name Dover Interfaith Mission for Housing, Inc.

Address 684 Forest Street, Dover DE 19904

Phone Number 302-736-3600

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

Jeanine Kleimo, Chair

Name and position of authorizing official:

Jeanine Kleimo, Chair

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

FY 2020 only

Activity:	Homeless shelter renovations
Amount Requested:	$ 40,000
Source of Cash Matching Funds	$ 600,000 to $1million

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 2024.
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

Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
Shelter for homeless men and resource center for homeless adults	250/year in shelter and 300—400 resource center users	250/year	100%	$40,000	$40,000

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

Source of Data: Historical operations of facility and projected costs

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Jeanine Kleimo, Chair	

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 2024. 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 $ 30,000

ADDENDUM
2020 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 __250_____

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.

Dover Interfaith Mission for Housing, Inc.

A. PROGRAM ACTIVITY

The proposed program activity is the renovation of a building to be utilized as a new, permanent 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. Recent changes in the Fire Code has resulted in the reduction of the number of permitted beds to 34. Since DIMH began providing shelter, meals, and assistance to homeless men in Dover in 2008, it has served over 3,000 individuals.

As the current building is leased and the lease is expiring, DIMH seeks funding to assist in the renovation of a facility that will belong to the organization and that will be able to provide at least 40 beds for homeless men.

DIMH does much more than make it possible for homeless men to move in from the street: most (well over 70%) 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.

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 a program director in collaboration with three case managers, one of whom also serves as 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, facilities manager, and three case managers who maintain a case load of approximately 120 individuals at any given time. These include current and former shelter residents as well as unsheltered homeless adults and others of very low income.

B. PROGRAM ACTIVITY

The DIMH shelter in a renovated facility will provide not only shelter, but space for the provision of meals and a variety of assistance both to shelter residents and to other adults experiencing homelessness—both men and women. An increasing number of homeless families are encountered in the DIMH Resource Center. Assistance includes case management, access to public benefits such as food assistance and Medicaid, referrals to health care, mental health care and addiction treatment, and guidance focused on accessing stable employment and housing in the community.

Funds from CDBG will be spent on allowable renovations to the building selected for purchase.

C. TIMETABLE

A committee has been established by the Downtown Dover Partnership (the owner of the current leased premises) to identify a building suitable for renovation and conversion to a new DIMH shelter. Members of the committee include representatives of DIMH, Dover City Council, and business leaders. Several properties are being investigated for their suitability, with one to be chosen well ahead of the date on which CDBG funds will be available.

It is expected that a property will be acquired during June/July 2020 and will be renovated during the program year beginning July 1, 2020 so that relocation of the shelter may take place prior to the end of calendar year 2021.

It should be noted that several agencies and sources have been contacted with regard to acquiring funds to purchase a building. Equipment in the current shelter—notably expensive kitchen equipment, including a walk-in freezer—belong to DIMH and will be relocated to the new facility.

A builder and a sprinkler contractor have already been engaged in the identification and assessment of potential new facilities.

D. DOCUMENTATION

The documentation of all expenditures will be managed in accordance with the CDBG agreement following a meeting with the CDBG Administrator for the City of Dover to ensure that appropriate procedures are in place. Moving forward, DIMH will provide documentation on the operation of the shelter as it has for some years, including the numbers served and the impact of the program on alleviating homelessness and creating employment opportunities for those experiencing it.

The shelter's operation is well-known to CDBG and City officials and regular reports are provided. During the calendar year ending December 31, 2019, over 250 men resided in the shelter, with most successful in obtaining employment. An annual report with additional detail will be forwarded once available.

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 is a member of the new Central Delaware Housing Collaborative and provides guidance on its shelter and housing development.

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

As this project is already in operation in its current location, DIMH continues to build on the experience of providing shelter and services to the homeless population during the past twelve 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 the operation of the daytime Resource Center and an increasingly active and diverse program of training for shelter residents and other homeless adults.

The renovation of a building to create a more permanent shelter will ensure that homeless men have a place to stay and will provide DIMH with a facility to continue to assist homeless adults to meet a variety of needs.

The fact that support has been provided through CDBG for past operations 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 25 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. 15 other beds of affordable housing have also been developed in Dover, with "Interfaith Crossing" opening in Felton during 2019 with 18 beds of additional supportive housing.

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. Most are enabled to secure employment and stable housing in the community.

G. And H. LEVERAGE AND PROJECT COSTS

$40,000 in renovations will complement or leverage an expected total cost of between $800,000 and $1,000,000 for the acquisition and renovation of the new shelter. Additional "capital" costs are projected to come from the Delaware State Housing Authority, Kent County Levy Court, and the State Legislature as well as from a number of private donors.

DIMH also receives operating cost support from the Office of Community Services for core staffing in the amount of $100,471, from the Delaware State Housing Authority for operating costs of $13,750, and from First State Community Action Agency for three case managers in a grant that totals $130,000.

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. A new and more permanent shelter facility is projected to provide shelter to 40 men along with space for offices and for daytime resources available to the unsheltered homeless. The new facility will absorb both shelter and Resource Center operations in one building, which will be more manageable and cost effective. In addition to those sheltered, the Resource Center and its staffing enable both shelter residents and those who are unsheltered to access benefits, to meet personal hygiene needs, and to seek employment and stable housing.

In a typical year, over 250 men receive shelter, meals, and case management resulting in more than 70% securing employment and housing. Another 400 or more adults benefit from services of the Resource Center, with 120 individuals on the case management caseload at any given time. Case managers achieved 222% of program objectives during the past year of operations.

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

GOALS AND OBJECTIVES

The goal of the program is to create 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 provide 40 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 250 or more men during 2019, 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.

BUILDING ON PREVIOUS WORK

The DIMH shelter continues to build on the experience gained by the work of the organization over the past twelve years. DIMH continues to respond to the needs of the homeless community: in recent years, Code Purple emergency cold-weather housing was 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. Additional housing facilities serve 58 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. DIMH benefits from 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.

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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. DIMH will engage with suppliers and professionals in the building trades locally to encourage the provision of donated materials and volunteer labor to extend the resources provided.

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 and on the provision of housing through the Central DE Housing Collaborative.

STAFF REPORT
Central Delaware Housing Collaborative (CDHC)
Operating Cost

The Central Delaware Housing Collaborative is a new non-profit organization that was formed out of the Dover Mayor's Task Force on Homelessness. One of the partners in the collaborative is Dover Interfaith Mission for Housing which has over ten years of experience in providing shelter services for homeless men. The new homeless shelter will provide shelter for 16 women in the facility. This project is a public service activity and the grant request is for $20,600 for operations cost.

This project meets the low to moderate income requirement. The cost is reasonable for operating cost for the program year. This project is in conformance with the goals of the 2015-2019 Consolidated Plan by providing aid to special needs persons and providing safe and livable housing. It is also consistent with the City's plan to assist in ending chronic homelessness.

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2020

1. General Applicant Information

A. Name Central Delaware Housing Collaborative (CDHC)

Mailing Address: P. O. Box 1614, Dover, DE 19903
Physical Address: 801 W. Division Street, Dover, DE 19904-2735

Phone Number 302-382-0259

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

Dr. Dan Houghtaling, CDHC Board President

Signature: Dan Houghtaling

Name and position of authorizing official:

Dr. Dan Houghtaling, Board President

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

Same as B above

FY 2020 only

Activity:	Aid to special needs persons
Amount Requested:	$ 20,600
Source of Cash Matching Funds	$ 33,000 DHSS

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 2024.
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

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
Provide operating and maintenance costs for a shelter for homeless women	480	480	100%	$103,000	$103,000

Source of Data:

Estimates of numbers of homeless women to be served each year, 96 per year x 5 years = 480. This estimate is based on an initial group of 16, then anticipated turnover of 16 bi-monthly = 96 per year.

UTILITIES

City of Dover Electric	Monthly	Est. average	$ 300	$ 3,600
Chesapeake Utilities	Monthly	Est. average	270	3,296
Comcast	Monthly	Est.	230	2,760
Water/Sewer	Quarterly	Est.	200	800
				$ 10,960

SERVICE CONTRACTS

Insurance	Estimate-Williams Agency	$ 8,800
Pest Control	6 visits @ $75	600
Fire Protection	Monitoring, Inspections	800
		$ 10,200

TOTAL ANNUAL PROJECTED EXPENSE **$ 20,600**

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Dr. Dan Houghtaling	Board President
Jeanine Kleimo	Advisor/Grants

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. – **See ATTACHMENT A**

4. Application Work Plan

Each proposed program activity must address each of the following areas through fiscal year 2024. Items C thru H will only need to be completed for the current fiscal year.

Activity: Provide operating and maintenance costs for a shelter for homeless women.

The Central Delaware Housing Collaborative (CDHC) is a newly formed nonprofit organization that was formed out of the Dover Mayor's Task Force on Homelessness. CDHC has engaged the

talents of several agency and business representatives to expand the supply of emergency, transitional, and highly-affordable housing to which individuals may move when they secure the stable income and personal skills needed for them to move on from homelessness. In 2019, CDHC acquired a former youth shelter at 801 W. Division Street in Dover and began renovations to operate a shelter for women transitioning from homelessness to employment and self-reliant lives. This shelter is called the 801 Women's Shelter. The Delaware State Housing Authority (DSHA) provided a $200,000 forgivable loan to the prior organization and has provided assurances that this investment will continue to support the facility if it is used again as a shelter, noting that there is great need for more space for homeless women. Currently there is not a facility for single homeless women in Kent County.

A key partner in this endeavor is the Dover Interfaith Mission for Housing (DIMH), which has more than ten years' experience providing shelter services and enabling homeless men to secure productive and purposeful lives. Together, CDHC and DIMH are collaborating on this project to address the great need for emergency and transitional housing for women experiencing homelessness.

16 women can be housed in the facility. It is anticipated that CDHC will serve 96 women per year, for each of the 5 years. 100% (96) will meet the eligibility guidelines for very low income. This is a total of 480 women over a 5-year period.

The Delaware Department of Health and Social Services (DHSS) currently operates a "motel voucher" program that provides short-term access to motel rooms for those for whom shelter space is not available. This program has been criticized for being only a "band-aid" for those needing shelter, as there are no case management or other employment-related services attached to this expenditure. It is expected that motel residents will seek work; however, many utilize the motel stay simply as a stop-gap measure while they hope for shelter openings or other housing options. Following a pilot program in New Castle County, DHSS will provide funds that would otherwise be allocated to motel vouchers to support operation of CDHC's 801 Women's Shelter. Half of the 16 bed will be allocated to this pilot program. Motel vouchers in Dover average $350 weekly or approximately $1,200-$1,500 monthly. For $1,200, a resident of CDHC's 801 Women's Shelter will gain access to up to ninety days of stable housing, along with case management targeted at her achievement of stable employment, along with money-management and life skills, and access to shared supportive housing in the community, in one of the homes developed by CDHC. Matching funds will be accessed through the DHSS funding. This project meets these two CDBG objectives: Suitable Living Environment and Sustainability of emergency housing for women experiencing homelessness. Although DHSS will provide some funding for eight residents, we do not receive any funding for the additional referrals from Housing Alliance Delaware. CDHC will cover those costs through other grants and individual donors.

The Comprehensive Plan notes the considerable shortage of affordable housing and the increasing issue of homelessness in Dover, particularly for single women. This project seeks to provide not only short-term shelter for homeless women, but the case management, life skills, financial literacy, and other necessary assistance they need to secure employment, explore affordable housing options, and attain personal stability so they might become self-sufficient, empowered members of the community. These women have limited resources. Many have

experienced domestic violence and other traumatic life challenges. The 801 Women's Shelter will provide comprehensive wrap-around services in a stable environment as they begin to rebuild their lives. This project represents a partnership with the Delaware Department of Health and Social Services, which also notes a great demand for housing for those single women experiencing homelessness.

As the CDHC prepares to open the 801 Women's Shelter in early March 2020, one of the greatest anticipated needs is funding to cover utilities and other facility-related services. These services include: City of Dover Electric, Chesapeake Utilities, Comcast, Water/Sewer, Insurance, Pest Control, and Fire Protection, at a projected cost of $20,600 per year or $103,000 for a five-year period (see Section 1 for expenses).

Attach a mission statement and purpose of your organization. – **See ATTACHMENT B**

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.

Program Activity: Provide operating and maintenance costs for a shelter for homeless women.

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. – **See ATTACHMENT C**

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

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

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

Activity: Provide operating and maintenance costs for a shelter for homeless women.

The Comprehensive Plan notes the considerable shortage of affordable housing and the increasing issue of homelessness in Dover, particularly for single women. This project seeks to provide not only short-term shelter for homeless women, but the case management, life skills,

financial literacy, and other necessary assistance they need to secure employment, explore affordable housing options, and attain personal stability so they might become self-sufficient, empowered members of the community. These women have limited resources. Many have experienced domestic violence and other traumatic life challenges. The 801 Women's Shelter will provide comprehensive wrap-around services in a stable environment as they begin to rebuild their lives. This project represents a partnership with the Delaware Department of Health and Social Services, which also notes a great demand for housing for those single women experiencing homelessness.

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 Comprehensive Plan notes the considerable shortage of affordable housing and the increasing issue of homelessness in Dover, particularly for single women. This project seeks to provide not only short-term shelter for homeless women, but the case management, life skills, financial literacy, and other necessary assistance they need to secure employment, explore affordable housing options, and attain personal stability so they might become self-sufficient, empowered members of the community. These women have limited resources. Many have experienced domestic violence and other traumatic life challenges. The 801 Women's Shelter will provide comprehensive wrap-around services in a stable environment as they begin to rebuild their lives. This project represents a partnership with the Delaware Department of Health and Social Services, which also notes a great demand for housing for those single women experiencing homelessness.

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

As part of our mission statement, Central Delaware Housing Collaborative (CDHC) provides supportive/transitional housing for homeless women. The Collaborative, when first started, had no financial resources. With several donations, we were able to rent our first two homes to house nine women. We actively seek rental properties we can afford for our clients. The cost of rental units in Dover prohibits what our clients can afford. There are no sources, that we have found to date, to offset the rental costs. Our current homes have been occupied steadily over the past year and normally we have more requests than we have beds. We teeter back and forth with breaking even on the rentals. As we prepare to open the women's homeless shelter, CDHC will have a greater need for more transitional housing in the community. We are working with NCALL to purchase additional housing. As soon as the shelter takes in its first clients, we will be actively be seeking housing to fulfill the need being created by women transitioning out of the shelter. Our goal is to have two to three more houses, rented or owned, by the end of this year.

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.

After over a year, CDHC now has clear title and ownership of the 801 property. In December 2019, we officially took ownership of the 801 property. This delay prevented us from applying for grants last year that would have helped to cover operational costs and the required renovations costs. Last year we had two major funding sources, $150,000 from the Longwood Foundation, $75,000 from the State's bond bill. We also received over $30,000 in donations and a $40,000 CDBG grant. When the shelter opens, women who qualify for a DHSS housing voucher will be referred to us. This will become a steady revenue source that will help offset the operational costs. We have a professional Grant Writer who has agreed to help us research and write proposals that will support our mission. We met with DSHA and discussed everything that needs to be in place to open the shelter, and other grant sources available to us. We will be submitting an Emergency Solutions grant next for approximately $20,000. We submitted a grant last year to the FHLB for a $750,000 grant to build transitional housing on the property next to us that we own. We did not receive the grant, but were encouraged to apply again this year and were given the name of a staff person at the FHLB to work with us. We are currently using our future operational funds as payment to qualify for reimbursements after the work is completed. It is hard to estimate the amount of funds that will remain for operational/start up costs until all work is completed. We our currently identifying other grants for which we qualify in the coming year, including Delaware Community Foundation, CJC Grants, Community Service Grant and Grant-in Aid. We our continuing to develop our foundation and infrastructure, and are working on identifying additional donors within the community.

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 CDHC has support of the Dover business community and is partnering with the Central Delaware Chamber of Commerce, their leadership group, as well as the Area 30 Rotary Clubs, NCALL Research, and local realtors. The business community, churches and other faith-based groups, as well as private citizens have rallied together in support of the 801 Women's Shelter by providing linens, food, interior design, and other support services.

6. Have you received a sub-recipient grant from the previous funding year? Yes
   If yes, give the total amount $ 40,000

ADDENDUM
2020 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment **XXX**
Decent Housing _____
Economic Opportunity _____

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

Availability/Accessibility _____
Affordability _____
Sustainability **XXX**

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: 96

Income level of persons or households by: Very Low 100 %
Low 0 %
Moderate 0 %

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

Very Low	96	100%
Low	0	0%
Moderate	0	0%

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

ATTACHMENT A

Biographical Statement: Daniel A. Houghtaling, Ed.D, CDHC Board President

Dr. Daniel A. Houghtaling (Dan) serves as the Board President for the CDHC. Originally from Western New York, Dan was employed by the Caesar Rodney School District, Camden Delaware, in the Fall of 1972. In the spring of 1973, he was a part-time adjunct instructor at Delaware Technical & Community College. Dan went full-time with DelTech in 1975 when the new Terry Campus was completed in Dover. Dan chaired the Architectural/Civil Engineering/ Construction Management Program at the Terry Campus of Delaware Technical College. After 24 years in instruction he moved into Administration for 16 years. He served as the Assistant to the Vice President/Campus Director. In this role, Dan's responsibilities included supervising several departments to include the Marketing Department and Computer Services Department. His individual responsibilities included campus Institutional Advancement, Planning and the Educational Foundation. Dan became the Director of Corporate and Community Programs where he oversaw all continuing education courses and programs including all state and federal funded programs. He completed numerous federal and state grants for short term career programs for individuals who qualified. Dan also has sixteen years of experience as an entrepreneur in the restaurant and construction businesses.

Dan's formal education includes a Doctor of Education Degree in Vocational Education Leadership from Temple University, an MS in Occupational Education from the University of Delaware, a BS in Industrial Arts from SUNY at Oswego, and an AAS in Civil Engineering from SUNY at Alfred.

Dan is active in the community and has served as Chair on the Dover/Kent County Metropolitan Planning Organization's Public Advisory. He is a member of the Central Delaware Chamber of Commerce and past Board Member. Dan was a founding member of the Chamber's Leadership Central Delaware Program. He was a member of the Kent County Tourism Board and a past President. He was a Board Member of the Kent County Economic Development Committee before it was disbanded. Dan was instrumental in organizing the Central Delaware Business and Entrepreneurship Consortium and Kent County Economic Summit. Dan has been a member of the Rotary Club of Dover, Capital City since 2001 and is Major Donor and a member of the Paul Harris Society. He served as Club President, Assistant Governor for Area 30 and District 7630 Governor. Dan is a graduate of the Rotary Leadership Institute and is currently a Facilitator in the program.

RESUME: Jeanine Kleimo, CDHC Advisor

Jeanine Kleimo is an Economist and Development Finance Specialist with more than forty years of experience in municipal budgeting and financial management, strategic planning, infrastructure and housing finance and the design and management of lending programs as well as related training. She has collaborated with and provided training to local officials and organizations in communities of all sizes throughout the world, with efforts resulting in improved housing, infrastructure, strategic planning, financial systems, citizen participation, local capacity and organizational development, and municipal management.

2000–Present **Consulting Economist *(self-employed, part-time)***
Highlights of recent work:

- Initiated and coordinate Dover Interfaith Mission for Housing: Operate shelter for 36 homeless men, serving 3,000 men in 11 years with more than 60% obtaining employment. Manage substantial volunteer base representing 50 faith communities and organizations, transitional-to-permanent housing programs, emergency winter shelter network; opening more housing and daytime resource center.
- Wrote report for Delaware Housing Coalition, *Who Can Afford To Live in Delaware?*
- For West Rehoboth Community Land Trust, prepared strategic plan and conducted related board training for historic African-American neighborhood's affordable housing and preservation effort and conducted board training.
- Restructured sewer and water rates for local authority to reflect long-term maintenance and capital development needs and introduced new budgeting and financial planning procedures.
- Chair of housing and community development loan fund for 10 years, overseeing growth from $50,000 to $10 million for projects leveraging over $100 million in financing.
- Visiting/Honorary Professor, Tashkent State Economics University, Uzbekistan. Trained professors and selected students in financial management and development finance; developed materials to train professors; examined potential for consulting profession.
- Formulated proposals, budgets, financial policies, and strategic plans for varied organizations.

1995-1999 **Senior Associate, Technical Support Services, Inc., Washington, D.C.**

- Resident advisor and Director of Technical Services for the Local Government Partnership Program in Poland: Devised and implemented technical assistance and training program for forty municipalities, developed consulting capacity among Polish firms, trained counterparts and documented best practices for nationwide dissemination. Managed technical staff of over 50 professionals. Project focused on implementation of improved financial management, housing management, economic development, infrastructure planning and municipal utility operations throughout the country.

- Senior Local Government Finance Advisor to the USAID/India *Financial Institutions Reform and Expansion* (FIRE) project: Project sought to strengthen India's capital markets to enable them to function as reliable sources of local development finance. Efforts focused on the design of financially viable environmental infrastructure projects in selected cities and development of a debt market and financing instruments to leverage US-backed financing. Assisted in development of a municipal credit rating system and on project design and

financial management. Led the design and development of training; lectured at leading institutions and developed extensive training materials for long-term local use.

- Assessed municipal government finance capacity in Morocco and prepared action plan to address issues in this sector in cooperation with Ministry of Interior.

1987-1995 **Independent Consultant and Trainer. Major assignments:**

- USDA Graduate School and USAID: Conducted over 170 weeks of training in project analysis, financial management, economics, credit and capital markets, governmental accounting, and infrastructure finance for professionals from over fifty developing countries.

- Principal trainer for a program aimed at the improvement of financial management in thirteen Pacific and U.S. Virgin Islands governments; conducted needs assessments and developed training priorities with national and local officials, designed courses and developed training materials, created innovative and effective training methods, and conducted over thirty intensive courses in financial management, accounting, project analysis, and strategic financial planning. Results included more effective budgeting, financial planning, decision-making and better resource use. Provided extensive training to water/wastewater utility in Saipan to develop improved operating systems including work orders, effective inventory control, and financial management and reporting.
- Developed a training program on business development and management for professors of Central Asia's leading economics university in Uzbekistan and provided training courses in Tashkent and Washington directed at the introduction of market economics and modern teaching methods in the region's university classrooms. Contributed to the design of training in business planning and development for the region's growing businesses; facilitated professional visits and relationships.
- Economist on design team for a program to strengthen the building trades unions and their training in Egypt: Examined capabilities of the building industry, economic value added by training initiatives, and recommended a strengthened spectrum of housing production and finance in the urban residential sector; analyzed economic impact of proposed program for U.S. Agency for International Development (USAID.)
- Team member for two USAID housing guaranty programs in Chile and an urban sector assessment to determine opportunities for USAID investment. Collaborated with Chilean counterparts in planning government policy and program changes needed for housing finance and capital markets development for housing ministry and network of private cooperatives. Projects included economic, environmental and financial analysis of urban center strategy for Chilean cities, assessment of cooperatives' capacity to deliver housing, and extensive planning and collaboration with Chilean Ministry. Project won international award and resulted in Chile's adoption of laws regulating agricultural land used for urban development.
- Conducted a training needs assessment for the Central Bank of Bolivia and designed a training program directed at bank financial management, profitable mortgage lending, business finance, and economics with a U.S. institution.
- Reorganized national housing and community development loan fund, closed out problem loans, attracted new borrowers, and trained staff and board members to operate the fund

when stabilized; designed, obtained funding, and set up the first national transportation credit program for small-town start-up projects in the USA.

- Member of the Loan Committee, Partners for the Common Good Loan Fund. Served as founding member of alternative investment fund, lending US$12 million in funds raised from institutional investors to intermediate financial institutions providing credit to microenterprises and community housing developers from 1989–2003. Developed initial lending policies and procedures, applications and evaluation criteria, and worked closely with other members to insure nearly 100 percent recovery of funds loaned while maximizing economic development impact. Conducted site visits and loan evaluations for projects in Central America as well as within the United States. Fund was honored with the Presidential Award for Excellence in Microenterprise Development in 2000.

1986-87 **Fulbright Scholar and Visiting Associate, Institute of Southeast Asian Studies, Republic of Singapore.**

Conducted thesis research on Singapore's public housing program, its economic impact and lessons for the region; presented seminars on research in Singapore and Bangkok.

1984/86 **Water/Wastewater Specialist, Housing Assistance Council, Washington, D.C.** Provided technical assistance on finance for community water and wastewater systems throughout the United States and managed a revolving loan fund. Prepared financial packages for interim and permanent mortgage financing for a variety of lenders and delivered technical assistance and training to community-based organizations.

1983 **Housing Consultant, North Carolina Council of Churches, Raleigh, NC**. Established a housing development corporation to address the housing problems of farm workers in North Carolina; developed housing financing package for lenders and officials.

1981-1982 **Staff Director, Rural America, Washington, D.C.**
Managed national and regional housing technical assistance programs, a demonstration program on the creation of housing cooperatives and their access to public and commercial financing, and a variety of federal grants and contracts. Worked on housing legislation and policy initiatives with national coalition, conference design and coordination, prepared and presented Congressional testimony, and coordinated hearings for the US Congress.

1976 -1980 **Executive Director, National Council on Agricultural Life and Labor, Dover, Delaware.** Developed and directed regional housing technical assistance program and hired staff directed at creating lasting community capacity and nonprofit organizations in mid-Atlantic region. Established numerous housing development corporations and projects.

1974 and 1975 **Volunteer Coordinator and Outreach Worker, Migrant Ministry, Catholic Diocese of Wilmington, Delaware.** Developed farmworker assistance program.

Education and Training:

B.A. Economics and International Relations, The American University/School of International Service

M.A., Development Banking, The American University, Washington DC.
Fulbright Scholar, National University of Singapore and Institute of Southeast Asian Studies.

Countries of Work Experience:
Bolivia, Chile, El Salvador, Nicaragua, Egypt, Morocco, Uganda, South Africa, Botswana, Zimbabwe, Poland, The Netherlands, Finland, Uzbekistan, India, Sri Lanka, Thailand, Malaysia, Hong Kong, The Philippines, Indonesia, Singapore, Australia, New Zealand, American Samoa, Republic of Palau, Guam, the Northern Marianas Islands, the Federated States of Micronesia, the Marshall Islands, United States of America.

ATTACHMENT B

MISSION STATEMENT & PURPOSE

Mission Statement and Purpose

Founded in May 2018, the Central Delaware Housing Collaborative (CDHC) is a 501C3 non-profit organization made up of volunteers from other organizations that work with women and children experiencing homelessness in Kent County.

The purpose of the CDHC is to develop, lease, buy, or otherwise operate affordable emergency and supportive housing for homeless and low-income women of Kent County. The CDHC was formed to facilitate cooperation among diverse agencies, organizations, and businesses to address the issue of homelessness in Central Delaware.

Mission

CDHC's mission is to help low income and homeless women and their children find, secure, and maintain housing in the central Delaware area. The program is a formal partnership/network between housing providers, service providers, landlords and persons with barriers to housing.

Vision

Our main vision is to decrease homelessness in Kent County. Other vision areas include:

1) Improve access to services and resources for clients of the Collaborative.
2) Create a self-sustaining organization.
3) Maintain permanent homes for the homeless and transitional housing for low income families.
4) Continue to have a committed staff and volunteer base that is supported by the Board.

ATTACHMENT C

DESCRIPTION OF PROGRAM ACTIVITY & TIMELINES

TIER/PHASE 1 – First 30 Days in the Program

- Meeting with Case Manager
- Admittance to Program – Intake and assessment forms – background, health, plan/goals, ID documentation
- House Rules – contracts – smoking, drugs, alcohol: eviction/probation, house contract
- Set up daily, bi-weekly, or more meetings with Case Manager
- Required workshops, including,
    - Services available to clients
    - Hygiene
    - Nutrition
    - Financial Literacy
    - Job Skills/Work Ethic
    - Resumes and Job applications
    - Basic Computer Skills
    - Interviewing Skills
    - Dress for Success
    - Life Skills

TIER/PHASE 2 – After successfully completing Tier/Phase 1 – 30 days

- Actively Seeking Employment
- Job Search
- Required Applications
- Interviews
- Money Management
- Securing Housing
- Required workshops, including,

- Preparing for Supportive Housing
- Improving Life Skills Workshops
- Improving Computer Skills
- Improving Literacy Skills
- Improving your retail sales, customer service, and/or food service skills
- Exit requirements

OPTIONAL: TIER/PHASE 3 – Extension Per Case Manager Recommendation – Additional 30 days

- Extenuating Circumstances
  - Actively Seeking Employment
  - Continuing Education
  - Medical Reasons

ATTACHMENT D
Documentation Necessary to Describe Program Activities.

Program Activity: Provide operating and maintenance costs for a shelter for homeless women

The 801 Women's Shelter is planned to begin operations in late March. Since the shelter is not yet operational, the figures are estimates of the annual costs associated with the operation and maintenance for the shelter. Estimates are based on operational figures from the Dover Interfaith Mission for Housing.

UTILITIES

City of Dover Electric	Monthly	Est. average	$ 300	$ 3,600
Chesapeake Utilities	Monthly	Est. average	270	3,296
Comcast	Monthly	Est.	230	2,760
Water/Sewer	Quarterly	Est.	200	800
				$ 10,960

SERVICE CONTRACTS

Insurance	Estimate-Williams Agency	$ 8,800
Pest Control	6 visits @ $75	600
Fire Protection	Monitoring, Inspections	800
		$ 10,200

TOTAL ANNUAL PROJECTED EXPENSE **$ 20,600**

STAFF REPORT
NCALL
Demolition of 2 Vacant Buildings

NCALL's mission is to promote affordable housing, improve communities and sustainable development. NCALL develops multi-family and single family housing to provide decent affordable housing to low and moderate income households.

NCALL is the lead developer in the Restoring Central Dover (RCD) Initiative which goal is to revitalize central Dover with the construction of new affordable housing. NCALL has sold 8 homes and purchased 11 lots for future development in the RCD area.

NCALL's project to demolish 2 vacant buildings in the RCD area is a viable project that will eliminate slum and blight and rebuild affordable housing. The demolition of 2 vacant buildings including environmental testing at $30,000 is a reasonable cost.

The management staff of NCALL is fully experienced in federal grants management as well as the requirements regarding federal regulations.

This project is consistent with Goal 3 of the 2015-2019 Consolidated Plan by encouraging owner occupied housing to low to moderate income persons.

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM
FY2020

1. General Applicant Information

A. Name NCALL

Address 363 Saulsbury Road, Dover, DE 19904

Phone Number (302) 678-9400

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

Patricia Kelleher, Real Estate Development Director

Name and position of authorizing official:

Karen B. Speakman, Executive Director

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

FY 2020 only

Activity: Demolitions x 2
Amount Requested: $30,000
Source of Cash Matching Funds $SNHF

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 2024.
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

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
Demos x 2	100	100	100	30,000	30,00

Source of Data: NCALL's housing counseling intake forms plus pay stubs, bank statements and tax returns
Center for Neighborhood Revitalization at DSU

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Frank Datillo	Construction Mgr.
Will Grimes	

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 2024. 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 $ 0

ADDENDUM
2020 CDBG SUB-RECIPIENT APPLICATION FORM

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

Suitable Living Environment X
Decent Housing X
Economic Opportunity _____

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

Availability/Accessibility X
Affordability X
Sustainability X

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

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

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

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

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

KAREN B. SPEAKMAN

101 Maple Glen Drive, Dover, DE 19904 | (C) (302) 563-8865 | kspeakman@comcast.net

Work History

Executive Director Jul 2018 - Current

National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL) Dover, DE

- Responsible for overall management and program administration of NCALL's consumer services, real estate development, community development, and lending lines of business. NCALL offers regional housing development technical and financial assistance services to nonprofit corporations as well as educational and counseling services to assist Delaware households reach their housing goals. Duties include: agency management and resource development, growth and new initiatives, and carrying out the strategic plan and direction of the Board of Directors. NCALL is a NeighborWorks America affiliate with an "exemplary" rating and a CDFI with an Aeris rating of ***AA Policy Plus.

Deputy Director Apr 1981 – July 2018

National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL) Dover, DE

- Assist in the management and program administration of NCALL, which is a multi-faceted affordable housing nonprofit corporation.
- Oversee the Real Estate Development line of business, supervising the Real Estate Development Manager, two Housing Development Specialists and consultant(s) in developing multi-family rental housing complexes as well as single-family for-sale housing. This includes negotiating Developer Consultant agreements, overseeing the assembling of housing finance applications and project management.
- Supervise the Housing Counseling Director, Foreclosure Prevention Director, and Neighborhood Revitalization Coordinator and provide guidance regarding those programs.
  As a member of the management team, involved with financial management, proposal writing, development of programs and budgets, personnel administration, and representing the organization to the public.

Housing Specialist May 1979 - Apr 1981

NCALL Research Inc. Dover, DE

- Responsibilities included assisting housing development corporations in organizing, developing strategies

for land search, determining the housing need, and packaging federal and state housing financing applications.
- Conducted and assisted in housing development workshops.
- Oversaw the health and safety rehabilitation of farm workers' homes using Rural Development's Section 504 Repair Loan and Grant funds.

Education

Bachelor of Arts: **Urban Affairs** 1978
University of Virginia Charlottesville, VA

Graduated with distinction. Urban Affairs was an interdisciplinary major drawing primarily from the Sociology, Government, and City Planning Departments. Requirement for the B.A. degree involved writing a thesis that was entitled, "Innovations in the Rehabilitation of Inner City Housing."

Affiliations

- Executive Committee and past president, National Rural Housing Coalition
- Board member, Central Delaware Habitat for Humanity, Inc.
- Member, DE-NAHRO
- Member, Housing Alliance Delaware
- CDFI Advisory Committee member, Cinnaire
- Finance Committee Chair, Christ Episcopal Church, Dover, DE

Certifications

- Professional Certification in Affordable Housing conferred by NeighborWorks America
- Certified HOME Program Specialist conferred by US Department of Housing and Urban Development
- Numerous course certifications from NeighborWorks America on various aspects of affordable housing, community development, and non-profit management

WILLIAM A. GRIMES JR.

203 Tullamore Road
Magnolia, DE 19962
Phone: 302-335-0144
pastor@solidrockdover.com

OBJECTIVE

To obtain a position using my leadership and strategic planning skills as a community advocate bringing residents, resources and organizations together to improve the lives of residents and build stronger communities.

SKILLS

- Designing, implementing, and evaluating a program
- Developing staff in leadership skills and abilities.
- Developing, implementing and leading small groups, and developing strategy for serving special needs groups in the community.
- Providing leadership during times of turn-around, growth, restructuring, and change in direction
- Effective team leader
- Detail specific planner
- Strong computer skills, including proficiency with Microsoft Office (PowerPoint, Word, Excel, Publisher) and Outlook

EXPERIENCE

Director, Solid Rock Community Outreach Center, 2014-present

- Project Coordinator (2012-2014) for the building of the Solid Rock Community Outreach Center.
- Solicited and obtained $27K funding for the Solid Rock Community Center parking lot from the Senator's Community Transportation Fund.
- Ongoing collaboration with various organizations to coordinate, organize and implement programs and services aimed at youth, adults and families.
- Led Capital Campaign fund drive for the Community Outreach Center, raising approximately $15k.
- Established and operates Solid Rock Community Clothing Closet, providing free clothing to individuals and families in need.

Senior Pastor, Solid Rock Baptist Church, 2007-present

- Coordinated and organized churches first Community Back-to-School block party in collaboration with 5 local churches provided over 200 backpacks with supplies, fed over 250 people, registered voters, and allowed space for organizations to provide valuable resources to community residents.
- Coordinated and organized the Solid Rock Baptist Church Annual Community Friends and Family Day event, fed over 200 community members, provided activities for youth and families.
- Establish ongoing partnership with Zeta Phi Beta Sorority, Inc., Theta Zeta Zeta to host Annual AIDS Day event.
- Organized and collaborated with Maranatha Christian Church 2014 Missionary Team to provide clothing for children in Haiti.

- Coordinated 2015 Community Clean-up Day in collaboration with Interdenominational Ministerial Alliance Churches and men from the House of Pride.
- Organized church outreach program to provide hot meals at Dover Inter Faith Mission for Housing men's shelter
- Spearhead the church Annual Delaware State University Scholarship Sunday Fund Drive, collecting over $700 each year (2014-2016) to aid in providing support for student tuition.
- Coordinated Adopt-a-Teacher for school year 2015-2016 with William Henry Middle School.
- Partnered with Dover High School Fellowship of Christian Athletes to begin Tailgate Activities for 2016 Dover High School home football games.

Senior Network Administrator, Delaware State University/Ellucian — 2006-Present

- Maintained network resources, including configuration of network switches, VoIP systems, operating systems, applications and services in a wired and wireless environment. -Maintained and improved network operations and provided support to network users.
- Configured and maintained network components (e.g., routers, switches, etc.) and services (i.e., connectivity and access).
- Performing custom configuration for complex network devices such as firewalls and Wireless controllers. Reconfiguring network equipment as necessary to handle environmental changes.
- Perform network troubleshooting to isolate and diagnose complex network problems. With minor supervision, implement solutions that improved campus-wide impact.
- Maintain the wireless controller and AP environment and serve as the primary point of contact for campus community support.

EDUCATION/TRAINING

- Bachelor of Science Psychology: Christian Counseling - Liberty University, 2013
- Associate of Ministry, Christian World College of Theology Camden, DE – June, 2009
- Naval Leadership Development Certifications, United States Navy 1982-2006
    - Graduate Navy Leadership Development Course
    - Basic principles of Leadership
    - Role of motivation, empowerment and counseling in developing subordinates
    - Personnel supervision
    - Business and professional communication
    - Dynamics of family violence

AWARDS

- Certificate of Appreciation from White House Communications Agency for superb attitude, impeccable professionalism for Vice President Biden and Secret Service during Delaware State University 2016 Graduation Ceremony.
- Ellucian Clear Award for Outstanding Service for installation of campus wide wireless network.
- Navy Commendation Medal (2)
- Navy Achievement Medal (2)
- Volunteer Service Medal

ASSOCIATIONS

- Chair, Restoring Central Dover Youth and Adult Services
- Fellowship Christian Athlete Liaison to Wesley College Football Team
- Interdenominational Ministerial Alliance
- Union General Baptist Association
- Advisor, Delaware State University Student Organization Focused on Christ-like Existence (FORCE)
- Prudence Lodge #6

RESUME – Frank R Datillo

406 Barley Court, Middletown, DE 19709 (302) 893-0754

Employment History:

2014-Present Self-Help Housing Specialist, NCALL. Over 5 years experience in the delivery of Self-Help housing technical assistance and training under current the T&MA Contract. Specialize in providing training and T&MA to potential and operating grantees in the construction phase of the self-help program. Provide T&MA in all aspects of self-help construction and all stages of the self-help program. Participate in providing training at regional and national self-help conferences. Sit on (2) TA Contractor Committees, Indian Affairs and Acquisition Rehab and Owner Occupied program/procedures. Project Manager for the Central Dover Community Development Housing Project.

1998-2014 Project Manager, Inter-Neighborhood Foundation Inc. Managed all aspects of construction projects and property maintenance. Coordinated all personnel, sub-contractors and vendors to insure projects were completed to highest standard of quality, completed on time and budget.

1987-1998 Owner, Datillo Construction Company. Independently worked on numerous new construction homes, renovations and rehabilitation residential/commercial projects.

Experience and Skills: Dedicated, task oriented housing specialist with +30 years experience in construction and project management. Possess a diverse background in the construction industry including government, not for profit, and for profit projects with a proven track record of success in dealing with difficult issues and projects, with the ability to build rapport with team members as well as industry leaders often acting as the go between to bring together in reaching the common goal. Provides hands on technical assistance and training to organizations in acceptable safety standards, project planning, organizing, and developing budget cost controls.

Education/Certification: Architectural Engineering/ Drafting & Design certified, Conflict Resolution and Mediation Certified.

Professional Accomplishments: OSHA Safety Certified. New Castle County Vo-Tech Committee for Construction Trade Students

References:

Tom Manning-Beavin	Frontier Housing	5445 Flemingsburg Rd. Morehead, KY 40351	t.manning-beavin@frontierky.org	606-784-2131
James Rhea	USDA, Rural Development	602 Evans City Road Butler, PA 16001	James.Rhea@pa.usda.gov	724-482 4800
Terri Barbosa	Neighborworks Blackstone River Valley	719 Front St. Suite 103 Woonsocket, RI 02895	tbarbosa@neighborworksbvr.org	401-762-0993
Brian Hudson	USDA, Rural Development	W6529 Forest Ave Fond Du Lac, WI 54937	Brian.Hudson@wi.usda.gov	920-907-2976
Russ Huxtable	Milford Housing Development Corp	977 East Masten Circle Milford, DE 19963	rhuxtable@milfordhousing.com	302-422-8255

Recent Training

Training Course	Provider	Date
Acquisition Rehab for Non-Profit Affordable Housing	Housing Assistance Council New Orleans, LA	2014
HAC National Rural Housing Conference	Housing Assistance Council Washington, DC	2014
Conflict Resolution and Mediation	Center for Resolution, Media PA	2015
National Self Help Housing Conference	T & MA Contractors San Antonio, TX	2015
The Essential Tools of Successful Neighborhood Revitalization	NeighborWorks Training Institute, Detroit MI	2016
Single Family Development: From New Construction to Sale	NeighborWorks Training Institute, Detroit MI	2016
Fundamentals of Green Affordable Housing Development, Rehab and Management	NeighborWorks Training Institute. (Online Course)	2018
Insurance Basics	NeighborWorks Training Institute. (Online Course)	2018
HAC National Rural Housing Conference	Housing Assistance Council Washington DC	2018

"I consent to Offeror's disclosure of my resume and other applicable personal data to USDA for the purpose of evaluating proposals under this solicitation. I certify that this resume is current, accurate and complete. I further certify my availability and commitment to support this requirement upon award of a contract by the USDA, within five working days after contract award."

_____ _____

Employee Signature Date Offeror Date

Patricia M. Kelleher
138 S. Washington Avenue, Lewes, DE 19958
(302) 438-6378
pkelleher123@msn.com

Professional Summary:
Affordable housing professional with extensive experience in housing policy and research; housing financing and development; fundraising and community relations; staff supervision and development.

Professional Experience:
NCALL, Real Estate Development Director, June 2017 – present

- Responsible for the day to day management of the agency's Single and Multi-Family housing development including securing project financing, and oversight of Housing Specialists.
- Lead activities necessary to fulfill grant and contract goals such as evaluation of housing sites, packaging housing financing applications, obtaining local approvals, meeting with financing agency personnel, engaging contractors and other professionals associated with development, coordinating construction schedule, monitoring construction progress, marketing, work with potential buyers, trouble-shoot problems and delays.
- Develop and maintain contacts and interact regularly with a variety of professionals (architects, engineers, surveyors, builders, subcontractors, etc.), and with the City of Dover, DSHA, USDA Rural Development, and nonprofit housing agencies in Delaware, Maryland and Virginia, regional and national organizations, and other housing organizations.

Delaware Housing Coalition, *Executive Director,* July 2014 – January 2017

- Responsible for leadership, development and implementation of all policy, research, affordable housing advocacy and community development outreach, and for identifying and pursing initiatives necessary to the successful accomplishment of the agency's mission and strategic plan.
- Represents DHC throughout the state. Works with partners in the affordable housing and community development fields to educate and promote housing opportunities and neighborhood revitalization; develops an expanding network of supportive partners including the Nonprofit Housing Agenda and the Sussex Housing Group. Provides technical assistance and capacity building to communities and leadership to the Community Development Network.
- Fundraises for DHC's organizational and project development needs; meets with representatives of the financial institutions, housing support agencies and other stakeholders; develops and follows through on funding proposals.
- Assists with preparation of operational documents, budgets, policies, job descriptions, promotional materials and activities and other administrative and organizational duties required to sustain the work of DHC.

Neighborhood House, Inc., *Programs Director,* February - July 2014
Had responsibility for agency fundraising activities and assisting the executive director with program management and evaluation.

The Arc of Delaware, *Director of Housing and Community Relations,* August 2006 – January 2014

- Continued responsibility for the duties of the Housing Administrator, with the additional responsibilities of evaluating and expanding all agency fundraising, media and marketing activities. Exceeded fundraising goal by 59% in FY 2013.
- Supervised the Housing Assistant and monitored day to day management work orders for group homes.
- Supervised the Community Relations Manager, focusing on the design and implementation of annual fundraising and marketing plans, to increase funding opportunities and expand the agency's community profile.

Housing Administrator, August, 2006 – August, 2012

- Managed The Arc's 81 group homes for 322 adults with intellectual and developmental disabilities. Responsible for: lease negotiations and renewals; refinancing; community group home monitoring; Housing and Urban Development (HUD) contract renewals; HUD, Delaware Community Investment Corporation and Delaware State Housing Authority inspections; interfaced with provider agency staff to address needed group home improvements; resident support; neighborhood relations. Coordinated overall strategy with Division of Developmental Disabilities Services, The Arc's Housing Advisory Committee and the Executive Director for additional group home development and assessment of the quality of life of all Arc residents.
- Created and implemented The Arc's group home monitoring program.
- Administered HUD Section 811 grants, nine in total.
- Managed Home of Your Own Home program, assisting individuals with intellectual and developmental disabilities to create housing choice plans, both for rental and homeownership. Developed a financial education program specifically designed to meet the needs of those with intellectual and developmental disabilities.

- Acted as agency's housing liaison with the Division of Developmental Disabilities Services, funders, partners, the affordable housing community and the general public.
- Trained and supported agency volunteers.
- Responsible for community relations and all Arc grant submissions.

YWCA Delaware, Department for Economic Advancement (DEA), *Director of Client Services,* June, 2001 – August, 2006
Managed community-based delivery and client services for DEA programs, including fiscal oversight of program budgets; tracking and performance of training/education as outlined in grant or contractual arrangements; cultivating new partnerships and relationships; fundraising and grant management; staff professional development; customer service leader for the department.

Supervised the Homeownership Education, Financial Literacy and Individual Development Account (IDA) programs and staff.

Program Director, July 1999 – June 2001

Directed day to day activity and management of housing counseling program including supervision of staff.

Housing/Credit Counselor: June 1996 – June1999

Professional Certifications and Affiliations:
Current:

- Central Delaware Housing Collaborative – Founding Karen B. Speakman, Executive DirectorBoard Member
- South Wilmington Planning Network – Core Leadership Member

Former:

- Wilmington Neighborhood Community Land Bank – Founding Board Member
- Sussex Housing Group Co-Chair
- Co-Chair of the Housing Sub-Committee of the Governor's Commission on Community Based Alternatives for Persons with Disabilities
- Community Advisory Council of the Center for Disabilities Studies at the University of Delaware
- United Way's Healthy Communities Advisory Committee
- Fannie Mae's National Community Technology Council

Professional Presentations:
Delaware NAHRO Conference, June 2017
Live Conference, Georgetown, DE, October 2016
Governor's Conference on Housing, Dover, DE, September 2016
NCRC Summit, June 2015
People First Delaware Annual Conference, Center for Disabilities Studies, University of Delaware, 2008
The High Cost of a Low Income: Financial Services in Underserved Markets, University of Delaware
Louis L. Redding Public Policy Forum

Education:
Neighborworks Training Institutes, 2006, 2017 and 2018

University of Delaware
Center for Community Research and Service
Nonprofit Management Certificate Course, May, 2005

University College Cork, Ireland
B. A. Program, 1980 – 1983
Majors: English and French
Minors: Italian and Psychology



C. O'BRIEN Architects Inc

The Wesley

1734 S.F.

NCALL RESEARCH, INC.

THE WESLEY

OWNER:

NCALL
544 WEBBS LANE
DOVER, DE 19904

CONSTRUCTION DOCUMENTS

DATE:	09/24/2018
CODE:	IRC 2012
USE GROUP:	R-3

SQUARE FOOTAGE

FINISHED SQUARE FOOTAGE	
-FIRST FLOOR	920 S.F.
-SECOND FLOOR	842 S.F.
-TOTAL	1762 S.F.

UNFINISHED SQUARE FOOTAGE	
-CRAWL FLOOR	833 S.F.
-GARAGE FLOOR	244 S.F.

DRAWING LIST

CS-1	COVER SHEET
GN-1	GENERAL NOTES
GN-2	GENERAL NOTES
A-1	FOUNDATION PLANS
A-2	FLOOR PLANS
A-3	SECTIONS
A-4A	ELEVATIONS 'A'
A-4B	ELEVATIONS 'B'
A-4C	ELEVATIONS 'C'
S-1	FIRST FLOOR FRAMING PLANS
S-2	SECOND FLOOR/ ROOF FRAMING PLANS
CD-1	DETAILS
CD-2	DETAILS

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COVER SHEET

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sheet title
COVER SHEET
sheet no.
CS-1

GENERAL CONDITIONS

-- All codes having jurisdiction shall be observed strictly in the construction of the project, including all applicable state, city and county building, zoning, electrical, mechanical, plumbing and fire codes. Contractor shall verify all code requirements before commencement of construction and bring any discrepancies between code requirements and the construction documents to the attention of the Architect.

-- These plans are not to be scaled for construction purposes. Dimension lines and notes supersede all scaled references

-- Details and sections on the drawings are shown at specific locations and are intended to show general requirements throughout. Details noted 'typical' imply all conditions treated similarly. Modifications to be made by contractor to accommodate minor variations.

-- All drawings shall be fully coordinated by contractor to verify all dimensions, locate depressed slabs, slopes, drains, outlets, recesses reglets, bolt settings, sleeves, etc.

-- The contractor shall verify and protect all service lines and existing site area from deterioration or damage.

-- The Architect/Engineer shall not be responsible for the safety and construction procedures, techniques, or the failure of the builder to carry out the work in accordance with the drawings or the required codes.

-- Contractor shall obtain all necessary building permits.

-- Contractor shall during the course of construction bring to the attention of the Architect in writing any issue that may effect the work or finish of the house. The Contractor will wait until the Architects issues written instructions before proceeding with the work.

-- The Contractor and Subcontractor shall verify all dimensions and job conditions at the job site sufficiently in advance of work to be performed to assure the orderly progress of the work.

-- The Architect/ Engineer shall not be responsible for review of shop drawings prepared by manufacturer (ie, truss) or the installation of such, in areas where the drawings do not address methodology.

-- All manufacturer's printed warnings for handling of products must be strictly observed. The words 'or equal' are to be assumed whenever a specific manufacturer is noted.

-- All codes, trade standards, and manufacturer's instructions referenced in the Contract Documents shall be the latest edition, unless otherwise noted.

-- All components of construction not specifically called for or detailed on the drawings (such as blocking, bulkheads, sills, plates, sleepers, cats, anchors, ties, fasteners, flashings, miscellaneous trim, etc.) but are required, necessary, and considered good practice for construction shall be made part of the building.

SITE WORK

-- Presumptive Soil Bearing Capacity is 2,000 psf on undisturbed soil. All concrete footings shall bear on undisturbed soil or engineered fill. Bottoms of footings shall be 2'-0" below finish grade (min.) or to frost line.

-- No excavations shall be made whose depth below the footing is greater than 1/2 the horizontal distance from the nearest edge of the footing.

-- All backfill at structures, slabs, steps and pavements shall be determined in accordance with ASTM D-1557.

-- All slabs on grade shall bear on compacted soil

-- Gutters and downspouts shall discharge at gutter splash blocks unless local codes require Storm Water Management System.

DOORS AND WINDOWS

-- Glazing in locations which may be subject to human impact, as listed in IRC Section R308, such as glazing in framed/ unframed swinging doors, storm doors, glass entrances and exit doors, fixed/ operable panels adj. to doors less than 24", panels of sliding glass doors, shower doors, tub enclosures, and railings.

-- Per Section R308.4.5, glazing and wet surfaces require safety glazing (tempered glass) for any window within 60" measured horizontally in a straight line from water's edge of hot tubs, spas, whirlpools, saunas, steam rooms, bathtubs, showers & indoor/outdoor pools

-- Per Section R308.4.6, glazing adjacent to stairs and ramp require safety glazing (tempered glass) in glazing where bottom exposed edge of glazing is less than 36" above the plane of adjacent walking surfaces of stairways, landings btwn flights of stairs and ramps

-- Per Section R308.4.7, glazing adjacent to the bottom stair landing requires safety glazing tempered glass) in glazing adjacent to the landing at bottom of a stairway where the glazing is less than 36" above the landing and within 60" horizontally of the bottom tread

-- Per Section R310.1 all egress windows cannot have a greater sill height than 44 inches A.F.F.

-- Per Section R312.2, any window that has opening located more than 72 inches above grade and the opening is less than 24 inches from the finished interior flor, will have to be provided with a fall protection device that will prevent the window from being opened more than 4 inches. Windows that have a sill height of 24 inches and greater will not have to comply with this requirement.

-- All manufactured windows and sliding glass doors shall meet the air infiltration standards of the 1972 American National Standards Institute ASTM E283-73 with a pressure differential of 1.57 pounds per square foot and shall be certified and labeled.

-- Exterior entry doors shall be 1-3/4" thick insulated metal doors or approved equal and shall meet the following requirements:
Air Infiltration: ASTM E283 - Water resistance: ASTM E331 Acoustical Performance: ASTM E413-70T-STC 28 Thermal Transmission: R-13.49 (calculated).
Sidelights shall be tempered glass and sized as indicated on drawings.
Manufacturer as selected by Owner.

-- Natural light and ventilation minimum requirements:
Basement light/vent area = 2% / 1% floor area
light area per room = 8% floor area
Ventilation area per room = 4% floor area

-- Windows as 2nd egress (sleeping areas) shall be minimum 5.7 sq. ft. openable area with 24" minimum net clear opening height and 20" minimum net clear opening width

CONCRETE

-- All reinforced concrete shall be furnished and installed in accordance with the current ACI-318 "Building Code Requirements for Reinforced Concrete," (Latest Edition) and "Specifications for Structural Concrete for Buildings," ACI 301.

-- All Concrete used for footings, basement slabs and interior slabs on grade shall be 3,500 psi min. @ 28 days Type I ASTM C150. All exterior concrete work, including porches and garage slabs shall be nominal 4" - 3,500 psi, (per specification "Ex. A"), air entrained concrete, Type IA ASTM C150.

-- Maintain 1/2"-1" wide gap between basement slab edges & foundation walls.

-- Basement slabs shall have control joints placed at a maximum spacing of 25'-0" in each direction and at points of offsets, if such offset exceeds

-- Install footings / foundation walls with a min. depth of 24" below finish grade , measured to the bottom of the conc. footing, or maintain more restrictive height limitations imposed by local site / frost conditions

-- Sump pit shall be installed in full basements per foundation plan with a min. distance of 6" and a maximum distance of 24" from the foundation wall to the sump pit edge. 18" dia. X 24" dp. with lid sump to be connected to the perimeter drain.

-- Provisions must be taken to protect all concrete work from frost damage with special attention paid to footings and other on-grade construction prior to backfilling and enclosing the building.

-- Provide 6 mil polyethylene vapor barrier membrane complying with ASTM D-2103 under slabs where indicated on drawings.

-- Contractor shall verify all locations of openings, sleeves, anchor bolts, inserts, etc., as required by other trades before concrete is poured.

-- No concrete without additives is to be poured when the temperature is 40 F and falling. All concrete will be cured as per ACI.

WOOD AND PLASTICS

-- SEE GENERAL STRUCTURAL NOTES FOR WOOD SPECS.

-- Roof sheathing shall be APA rated 1/2" exterior grade plywood or or 7/16" Oriented Strand Board (OSB.) sheathing.
Provide panel-clips at mid-span for spans greater than 24" o.c..

-- Floor sheathing shall be APA rated 3/4" sturdi-floor T & G interior/exterior plywood, glued and nailed. Adhesives conforming with Performance Specification AFG-01 shall only be used.

-- Provide and install 1/2" exterior grade plywood subfloor or alternative equal to, such as "Wonderboard" at all locations to be finished with ceramic tile.

-- Micro-lam and Para-lam beams to be engineered and manufactured by Truss Joist Macmillan, Corp. or approved equal.

-- All partitions shall be 2x4 stud construction unless otherwise noted on drawings. Bearing walls shall have stud placement of 16" o.c., maximum. Non-load bearing interior partitions shall be 16" o.c. maximum.

-- All wood framing members which rest on exterior foundation walls shall be pressure-treated unless the distance of the wood member to finish grade is greater than 8".

-- Post or multiple studs which directly support concentrated / point loads shall be made continuous through all stories / floors below and shall rest directly on the basement girder or foundation. Install solid blockings in floor framing spaces under posts / multiple studs to transfer the loads downward without interruption. The area of the cross-section of such blocking shall not have an area less than the cross-section of the posts / multiple studs below.

-- Lapping of floor joist is to be 3" min. and 6" max.

-- All connections and fastening of wood products shall follow IRC WOOD FRAME CONSTRUCTION FASTENING SCHEDULE.

-- Prefabricated wood trusses, truss bracings (temporary and permanent) and connections to support shall be designed by a licensed professional Structural Engineer. The design of the truss shall be in accordance with the specifications of Truss Plate Institute, Inc.

-- Woodburning fireplace chimneys shall have a min. vertical distance of 2'-0" above any portion of the roof 10'-0" away.

-- Interior stairways shall have a minimum clear width of 36", with a minimum 6'-8" headroom.

-- Per IRC R311.5.6 Handrails: Handrails having minimum and maximum heights of 34 inches and 38 inches (864 mm and 965 mm), respectively, measured vertically from the nosing of the treads, shall be provided on at least one side of stairways. All required handrails shall be continuous the full length of the stairs with two or more risers from a point directly above the lowest riser of the flight.
Exceptions:
1. Handrails shall be permitted to be interrupted by a newel post at a turn.
2. The use of a volute, turnout or starting easing shall be allowed over the lowest tread

-- Per IRC R312.1 Guards Required: Porches, balconies or raised floor surfaces located more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 36 inches (914 mm) in height. Open sides of stairs with a total rise of more than 30 inches (762 mm) above the floor or grade below shall have guards not less than 34 inches (864 mm) in height measured vertically from the nosing of the treads.

METALS

-- All structural steel shall be in accordance with ASTM Specifications A-36. Steel for pipe columns shall be of equivalent capacity and weldability to ASTM Specifications A-501.

-- All steel shall be painted with one shop coat of Red Oxide paint. Primer or approved equal.

FIRE PROTECTION OF FLOORS:

-- Fire-engineered "I-Joist" or floor truss floor assemblies require minimum 1/2" drywall or 5/8" wood structural sheathing applied to the underside of floor. With the following exceptions:

1. Dwellings protected by an automatic sprinkler system
2. Crawlspaces that don't have storage or fuel-fire appliances
3. Basements having a mechanical room no larger than 80 sf and fire-blocked per section 302.11 are exempt.
4. Floor assemblies using nominal 2x10 or larger conventional lumber

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GENERAL NOTES

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SPECIALTIES

-- Provide kitchen accessories, bath accessories, fireplace hardware, and miscellaneous items per Owners schedule and specifications. All items shall be installed in strict accordance with the respective manufacturer's published instructions and approved installation drawings.

-- Factory built fireplaces and flues shall be installed in accordance with N.F.P.A. 211, U.L. and manufacturer's specifications.

FINISHES

-- Provide and install gypsum wall board in accordance with "American Standard Specifications for the Application and Finishing of Gypsum Wallboard, as approved by the American Standards Association, latest edition: applicable parts thereof are hereby made a part of this specification except where more stringent requirements are called for in this specification, in local codes, or by the manufacturer of the gypsum wallboard, whose requirements shall be followed.

-- Application of paint or other coating shall be in strict accordance with manufacturer's directions. Ready-mixed paint shall not be thinned, except as permitted in the application instructions.

-- Provide and install moisture-resistant gypsum wall board, type VII, grade W or X as required, class 2, 1/2" thick, at shower/tub enclosures at walls and ceiling. Provide "Firecode" gypsum as called for on drawings.

ELECTRICAL

-- Contractor shall provide and install all labor, materials and equipment necessary to install wiring, related fixtures, electric heat elements and control. All work shall comply with the latest edition of National Electrical Code, state and local codes and ordinances. Subcontractor shall coordinate work with all other trades. Terminal hookup is required of all fixtures and appliances, motors, fans, and controls.

-- Electrical system layouts are generally diagrammatic, location of outlets and equipment is approximate. Exact routing of wiring and locations of outlets shall be governed by structural conditions and obstructions. Wiring for equipment requiring maintenance and inspection shall be readily accessible.

-- All electrical equipment, breakers, and time clock controls shall be properly labeled.

-- The serving utility will provide and install all primary and secondary service raceways and conductors, including transformer pads and connections to the line side of all building main disconnects. Raceways sized as designated by the service utility, shall be provided by the Electrical Contractor from each building main disconnect to the exterior building line for continuation by serving utility. Contractor shall provide panel design.

-- Provide one electric meter.

-- Materials and equipment shall be new and listed by Underwriter's Laboratories Inc. and bear their label wherever standards have been established and their label service is regularly furnished.

-- Verify and locate all receptacles prior to installation of drywall.

-- All switched outlets shall be one-half hot.

-- Provide G.F.I. circuits in the kitchen, bathrooms, garage, exterior locations, and at whirlpool where applicable. Provide trip reset receptacles where noted. Kitchen G.F.I. receptacles shall not be wired in series with other G.F.I. locations.

-- Install outlets as per local / state codes. In general, outlets shall be placed 12'-0" o.c. along wall spaces and not more more than 6'-0" from the corner of a wall opening. In addition, any isolated wall that is 2'-0" in length or longer with the exception of hallways, bathrooms, and laundry rooms will receive an outlet.

-- All equipment installed outdoors and exposed to weather shall be weather-proof.

-- Install receptacles in kitchen and bathrooms above work top unless otherwise noted on plans.

-- Provide light fixtures per owner's schedule.

-- Smoke detectors shall be installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedrooms and on each additional story of the dwelling, including basements and cellars, but not including crawl spaces and uninhabitable attics.
In accordance with the latest edition of NFIPA 13D, each smoke detector shall operate on an alternating primary source with a back up battery source. The detectors shall be wired in sequence such that the actuation of one single alarm will actuate all of the alarms throughout the dwelling.

MECHANICAL

-- Contractor shall provide all labor, materials and equipment necessary to install: plumbing, related fixtures, ventilations, roof and floor drains, heating and air conditioning. All work shall comply with state and local codes and ordinances. Subcontractors shall coordinate work with all other trades. Contractor shall install and check all pressure reducing valves, pop off valves and other safety devices prior to operation.

THERMAL AND MOISTURE PROTECTION

-- The following specification shall govern with modifications as specified herein: American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals.

-- Install flashing and sheet metal in compliance with "Architectural Sheet Metal Manual" by SMACNA.

-- Provide and install flashing at all roof to wall conditions, projections of wood beams through exterior walls, exterior openings, and elsewhere as required to provide watertight/weatherproof performance.

-- Shingles shall be Asphalt-Fiberglass composition three-tab, conforming to U.L. Class "A" Fire Resistance, U.L. Wind Resistance, ASTM D3462 and ASTM D3018 Type I with a 20 year (min.) limited MFR. warranty. Shingles shall be installed as per Manufacturer's instructions.

-- Slopes of 4 inches in 12 inches or greater: asphalt shingle roofs shall have an underlayment of not less than one ply of no. 15 felt, applied as required in IRC section R-802 and table no. R-905.

-- The net free ventilating area shall not be less than 1 to 150 of the area of the space ventilated except that the area may be 1 to 300, provided at least 50 percent of the required ventilating area is provided by ventilators located in the upper portion of the space to be ventilated at least 3 feet above eave or cornice vents with the balance of the required ventilation provided by eave or cornice vents. The net free cross-ventilation area may not be less than 1 to 300 of the area of the space ventilated when the vapor barrier having a transmission rate not exceeding 1 perm is installed on the warm side of the ceiling.

-- The following information describes the conservation package insulation contractors are hereby required to bid and install insulation by this schedule, unless otherwise instructed in writing:

LOCATION	R-VALUE	MATERIAL
Ceiling	R-38	Blown Cellulose Insulation
Cathedral Ceiling	R-30	Batt insulation w/ kraft-faced V.B. per specs.
Exterior Walls 2 X 4 2 X 6 Dbl. 2 X 4	 R-13 R-19 R-13	Batt insulation w/ kraft-faced V.B. to inside (2) Layers (remove kraft paper on outermost layer
Ext. bsmt./fdtn. exposed wall	R-11	Foil faced batt insulation
Floors at overhangs	R-19	Batt insulation w/ kraft-faced V.B. to inside
Walls adj. to unfinished lower level	R-11	Batt insulation w/ no V.B.

-- Provide and install 1" thick rigid foam plastic insulation board with a minimum insulation only value of R-5 in accordance with manufacturer's instructions where shown on drawings.

-- Fit insulation tight within spaces and tight to and behind mechanical and electrical services within the plane of insulation. Leave no gaps or spaces being sure not to compress glass insulation.

-- Provide and install joint sealers to comply with Manufacturer's printed instructions applicable to products and applications indicated and to the following specifications:
Elastomeric Sealant: ASTM C-926
Solvent-Release-Curing Sealant: ASTM C-834
Latex Sealant: ASTM C-790
Acoustical Sealant: ASTM C-919

-- Provide and install gutters and downspouts as per SMACNA architectural sheet metal manual.
- Connect downspouts to preformed splash blocks to run to grade.

-- Drains shall be provided around all concrete or masonry foundations enclosing habitable or usable spaces located below grade per IRC Section R-405.1. The top of open joints of drain tiles shall be protected with strips of building paper, and the drainage tiles or pipe shall be placed on a minimum of 2 inches of washed gravel or crushed rock at least one sieve size larger than the tile joint opening or perforation and covered with not less than 6 inches of the same material.

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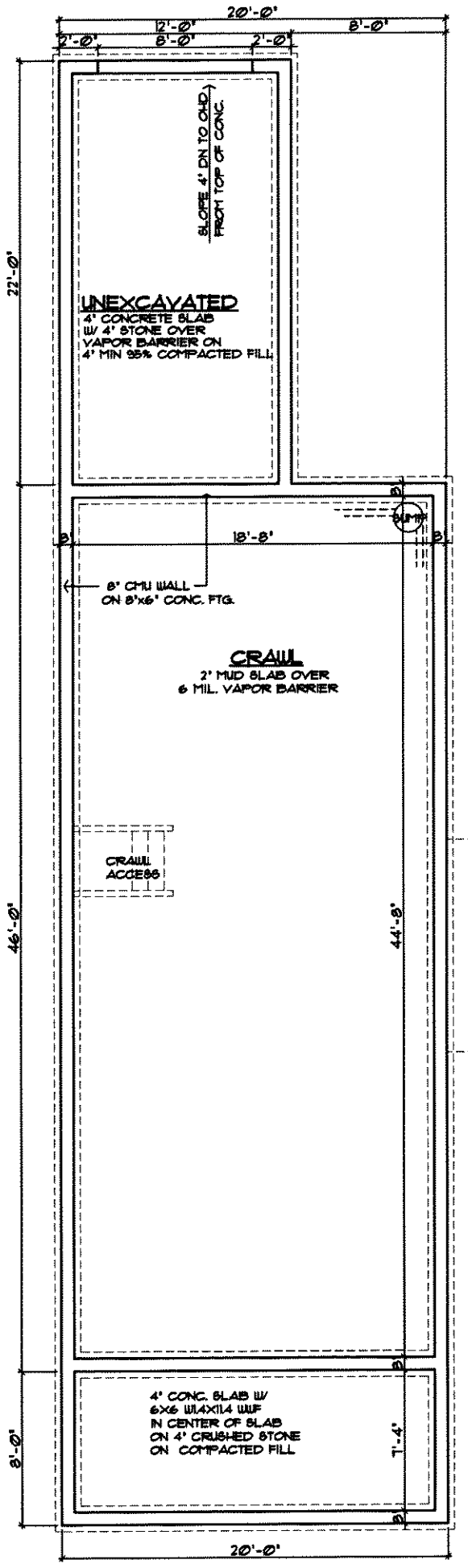
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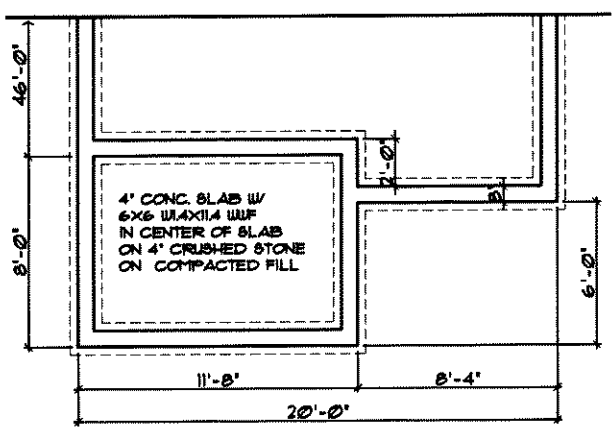
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ELEVATION 'A' & 'B'



ELEVATION 'C'

FOUNDATION PLANS

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

sheet title: FOUNDATION PLANS
sheet no.: A-1

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FOUNDATION PLANS

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GENERAL NOTES

ALL DIMENSIONS ARE TO ROUGH FRAMING.
ALL WALLS SHALL BE 2X6 STUDS @16" O.C. AT EXTERIOR & 2X4 @ 24" O.C. AT INTERIOR UNLESS OTHERWISE NOTED.
ALL LUMBER IN CONTACT WITH MASONRY OR CONCRETE SHALL BE PRESSURE TREATED.
HANDRAILS AND GUARDRAILS REQ. @ STEPS W/ 4 RISERS (MIN.) AND SHALL COMPLY WITH R311 & R312. HANDRAILS TO HAVE MIN. & MAX. HEIGHTS OF 34" AND 38" GUARDRAILS TO HAVE MIN. HGT. OF 36" @ PORCHES, BALCONIES OR RAISED FLOORS, AND MIN. HGT. OF 34" @ OPEN STAIRS.
ALL EXTERIOR DECK LUMBER SHALL BE PRESSURE TREATED
ALL ANGLED WALLS @45 DEGREES, UNLESS OTHERWISE NOTED.
WHERE DRAWINGS ARE IN CONFLICT WITH OTHER DRAWINGS, CONTRACTOR SHALL NOTIFY THE ARCHITECT.

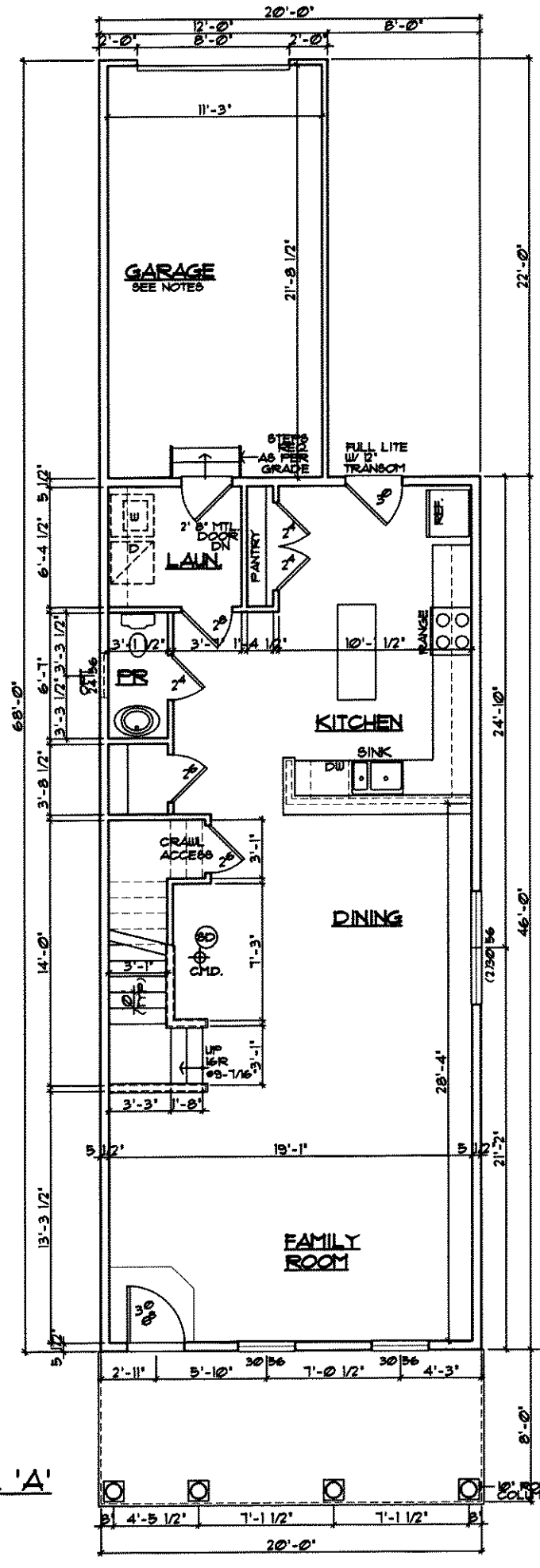
GARAGE NOTES:

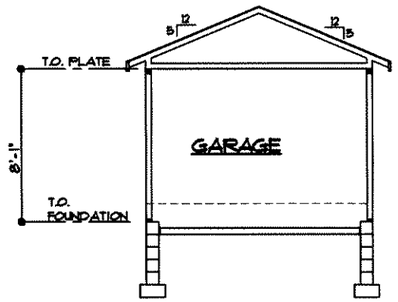
DWELLING/ GARAGE FIRE SEPARATION SHALL COMPLY AS REQ. PER TABLE R302.6.

OPENINGS AND PENETRATIONS THROUGH THE WALLS OR CEILINGS SEPARATING THE DWELLING FROM THE GARAGE SHALL COMPLY WITH SECTION R302.5. THIS PROVISION DOES NOT APPLY TO GARAGE WALLS PERP. TO THE ADJ. DWELLING UNIT WALL.

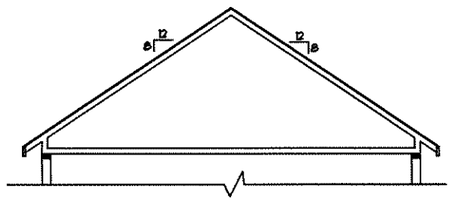
ATTACHED GARAGES AND DETACHED GARAGES LESS THAN 3 FEET FROM THE DWELLING REQUIRES NOT LESS THAN ½-INCH GYP. BD. TO INTER. SIDE OF EXTER. WALLS. BETWEEN HABITABLE SPACE ABOVE GARAGE, ⅝ -INCH TYPE 'X' GYPSUM BOARD MUST BE APPLIED TO THE CEILING OF THE GARAGE.

PROVIDE R-38 BATT INSUL. BTWN. GAR CLG. AND FLOOR ABV. PROVIDE R-13 BATT. INSUL. AT ALL WALLS ADJ. TO GAR.


GARAGE
SEE NOTES
LAUN.
PANTRY
PR
KITCHEN
SINK
DW
REF.
RANGE
DINING
CRAWL ACCESS
CMD.
FAMILY ROOM
STEPS REQD. AS PER GRADE
FULL LITE W/ 12" TRANSOM
2' 8" MTL DOOR DN
20'-0"
12'-0"
8'-0"
2'-0"
8'-0"
2'-0"
11'-3"
21'-8 1/2"
22'-0"
24'-10"
46'-0"
28'-4"
21'-2"
15'-8"
68'-0"
14'-0"
13'-3 1/2"
6'-4 1/2"
5 1/2"
6'-1"
3'-3 1/2"
3'-8 1/2"
3'-1"
7'-3"
5'-6"
11'-0"
2'-0"
3'-3"
1'-8"
19'-1"
2'-11"
5'-10"
7'-0 1/2"
4'-3"
8'-0"
16" ROUND COLUMN
4'-5 1/2"
7'-1 1/2"
7'-1 1/2"
3'-1 1/2"
3'-1"
1'-4 1/2"
10'-1/2"
5 1/2"
5 1/2"
5



1 / A-2 SECTION
SCALE: 1/8" = 1'-Ø" @ 11"X17"
1/4" = 1'-Ø" @ 18"X24"



2 / A-2 SECTION
SCALE: 1/8" = 1'-Ø" @ 11"X17"
1/4" = 1'-Ø" @ 18"X24"

3 / A-2 SECTION
SCALE: 1/8" = 1'-Ø" @ 11"X17"
1/4" = 1'-Ø" @ 18"X24"

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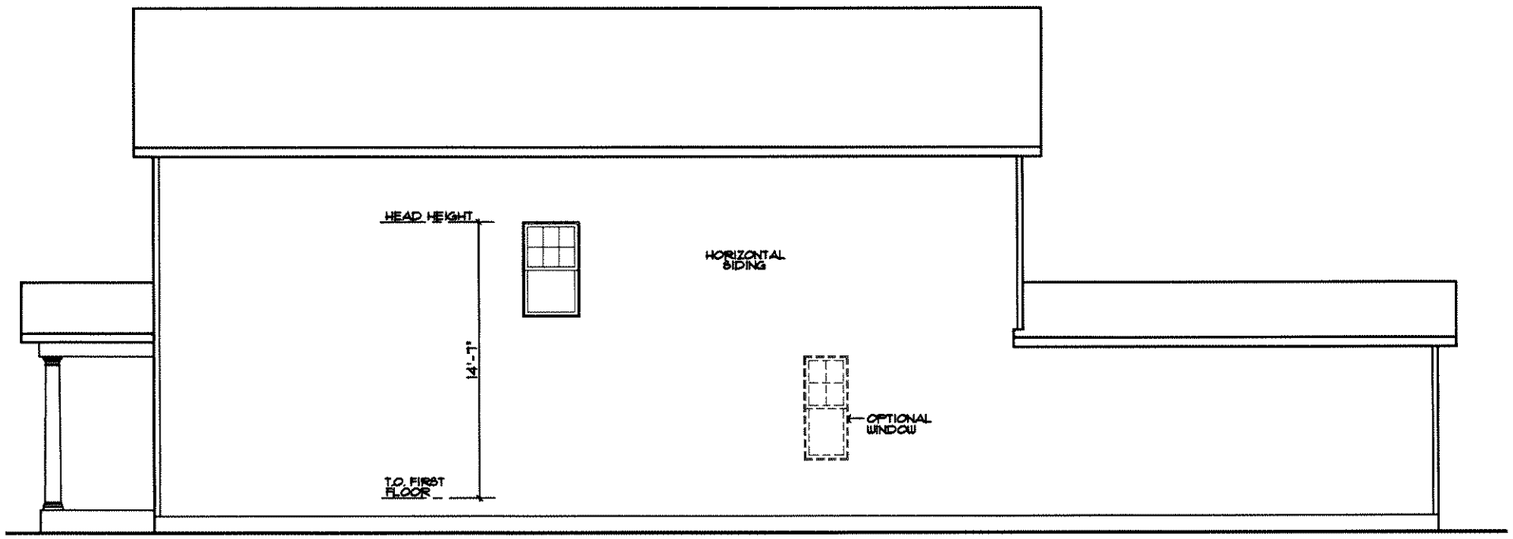
SECTIONS

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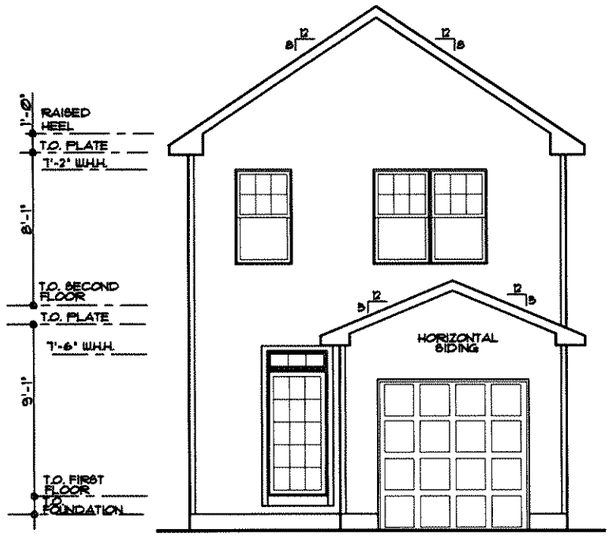
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sheet title SECTIONS
sheet no. A-3



LEFT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



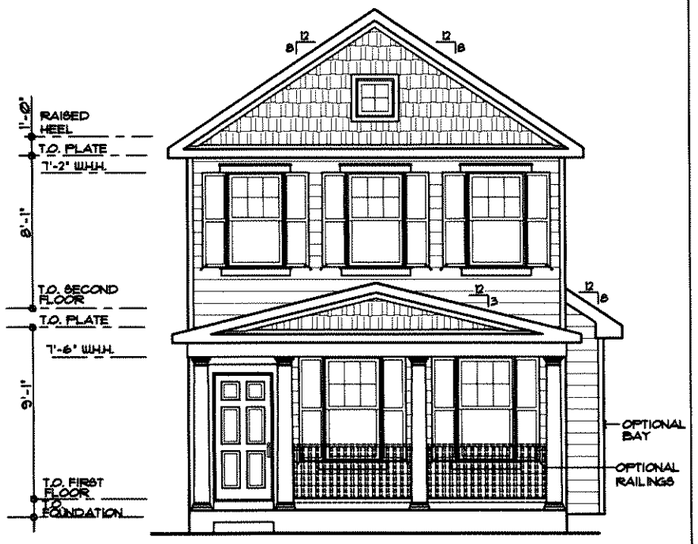
REAR ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



FRONT ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

MATERIALS LEGEND

PART	
CORNER TRIM	PER SIDING CONTRACTOR
FASCIA	1X6 ALUMINUM WRAPPED TRIM
FRIEZE • PORCH	1X10 ALUMINUM WRAPPED TRIM
RAKE	1X6 ALUMINUM WRAPPED TRIM
ENTRY	
DOOR TYPE	3'0" DOOR

ELEVATIONS 'A'

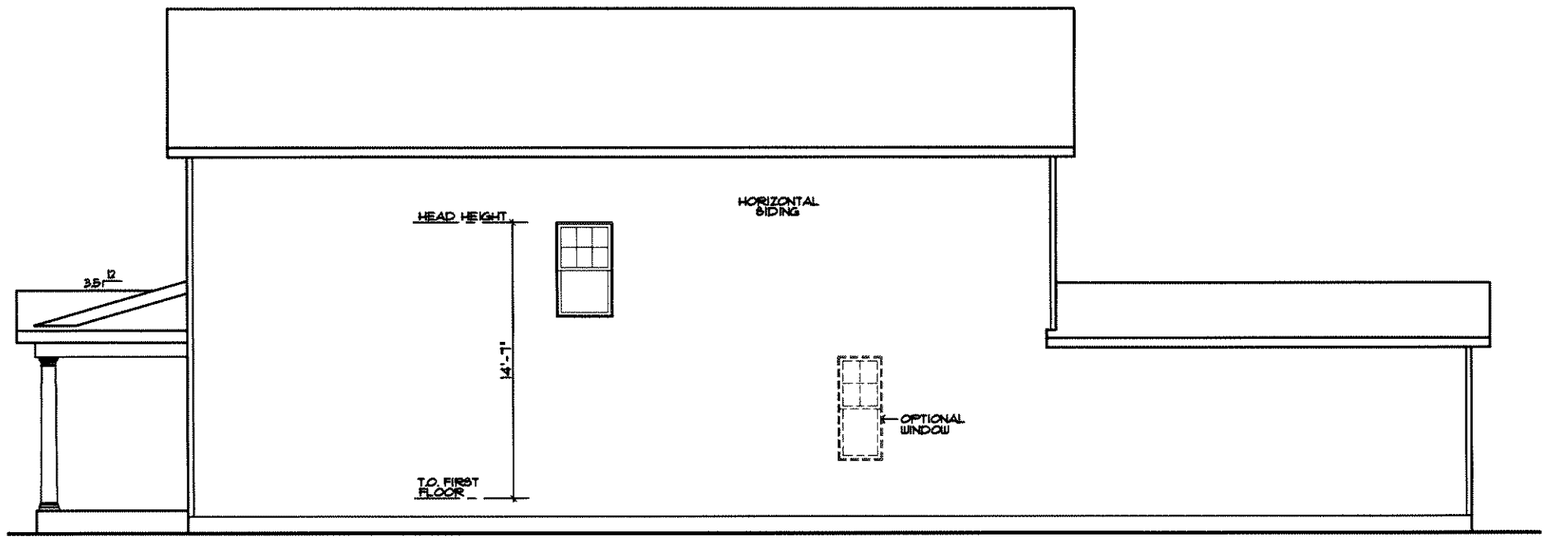
SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

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ELEVATIONS 'A'
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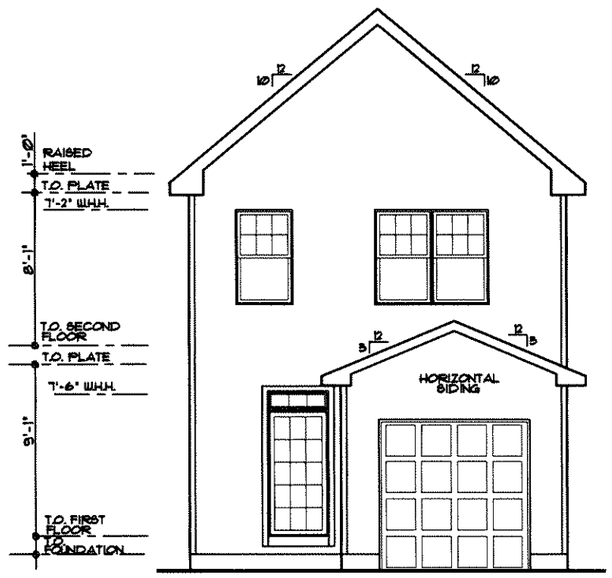
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sheet no.
A-4A



LEFT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



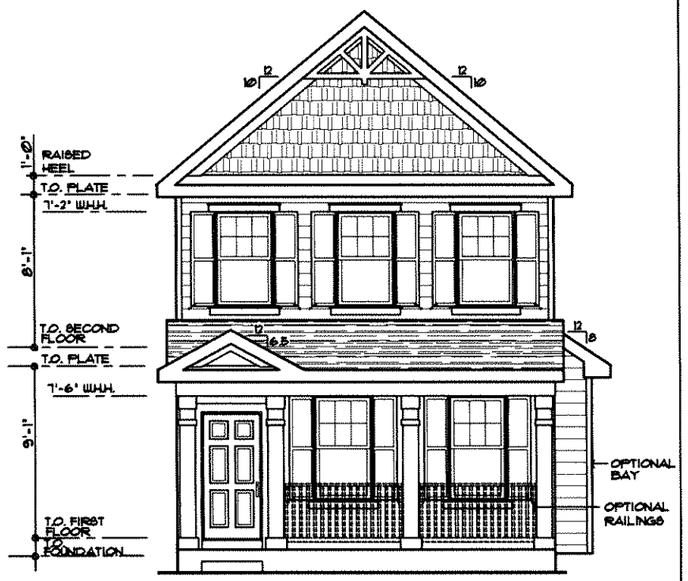
REAR ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



FRONT ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

MATERIALS LEGEND

PART	
CORNER TRIM	PER SIDING CONTRACTOR
FASCIA	1X6 ALUMINUM WRAPPED TRIM
FRIEZE @ PORCH	1X10 ALUMINUM WRAPPED TRIM
RAKE	1X6 ALUMINUM WRAPPED TRIM
ENTRY	
DOOR TYPE	3'0" DOOR

ELEVATIONS 'B'

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

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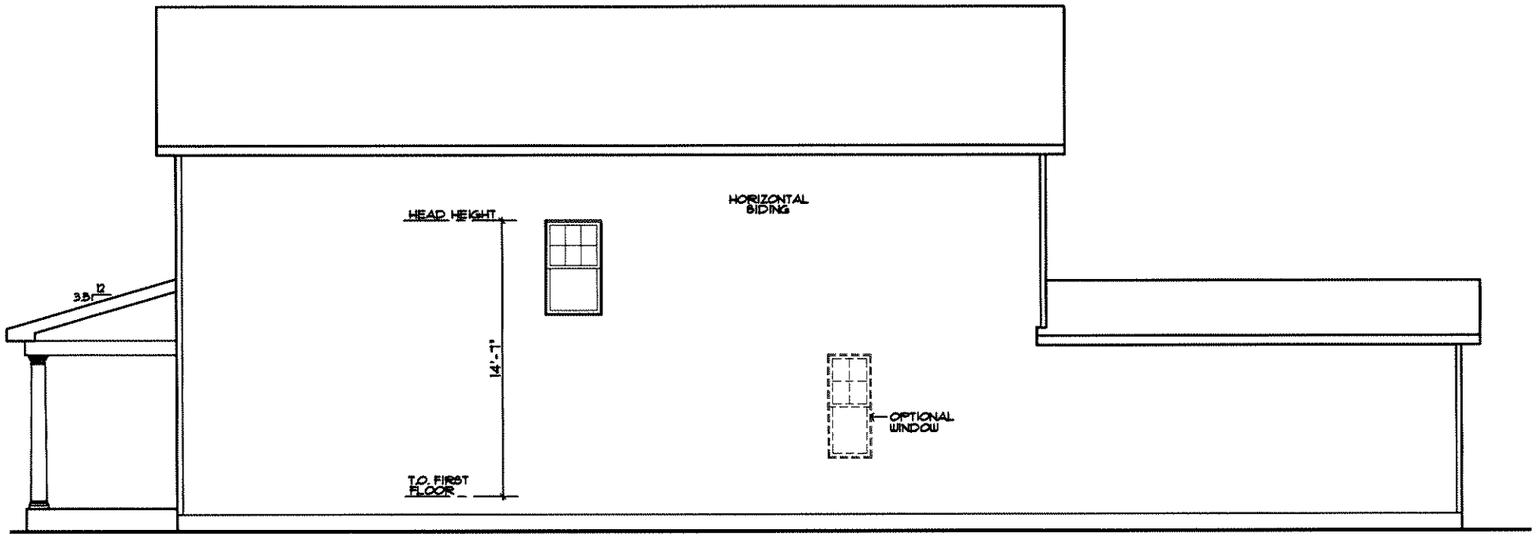
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ELEVATIONS 'B'

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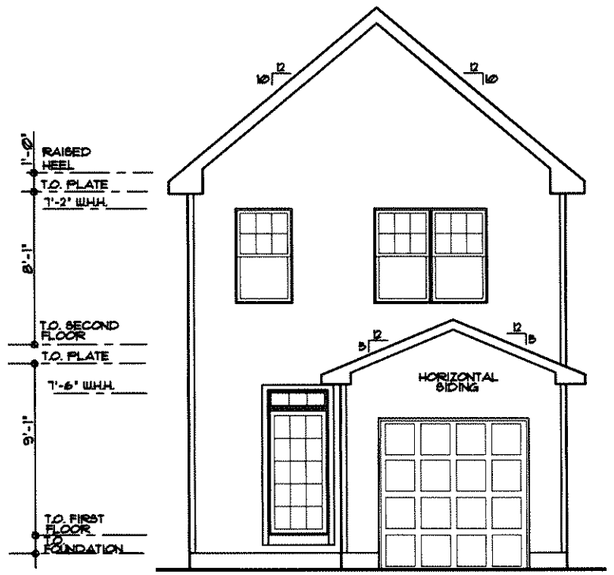
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sheet title ELEVATIONS
sheet no. A-4B



LEFT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



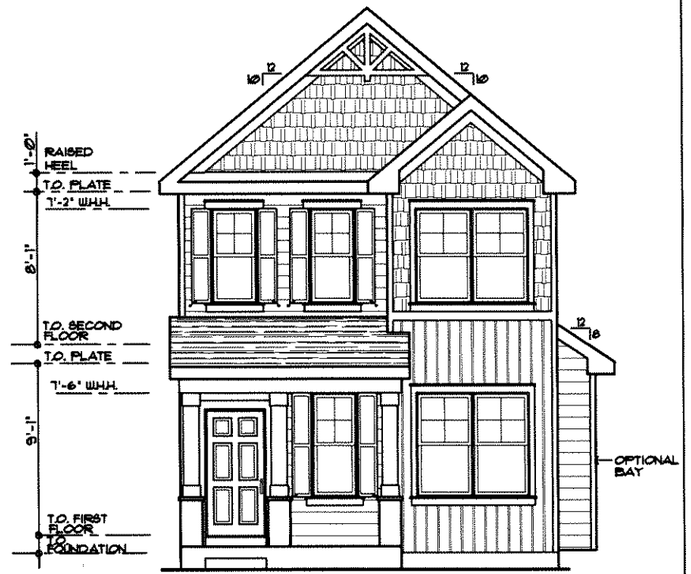
REAR ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



RIGHT SIDE ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"



FRONT ELEVATION

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

ELEVATIONS 'C'

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

MATERIALS LEGEND

PART	
CORNER TRIM	PER SIDING CONTRACTOR
FASCIA	1X6 ALUMINUM WRAPPED TRIM
FRIEZE @ PORCH	1X10 ALUMINUM WRAPPED TRIM
RAKE	1X6 ALUMINUM WRAPPED TRIM
ENTRY	
DOOR TYPE	3'0" DOOR

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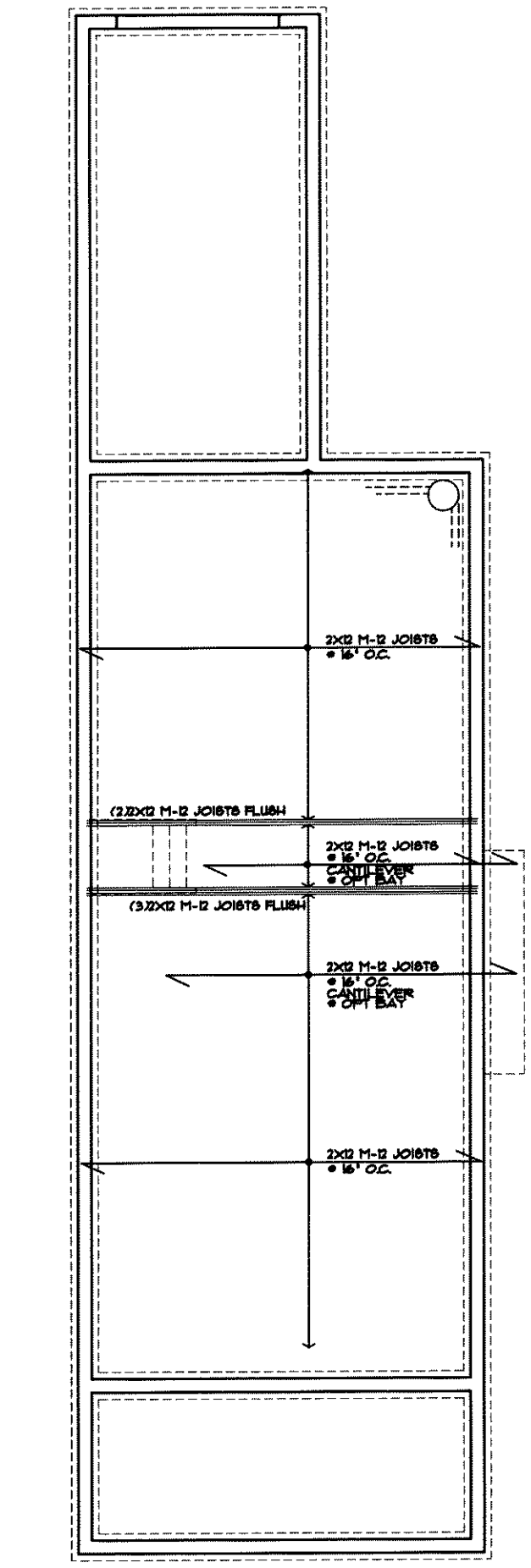
ELEVATIONS 'C'

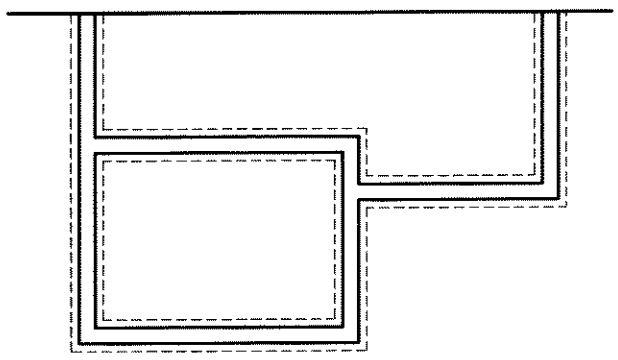
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FIRST FLOOR FRAMING PLAN

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

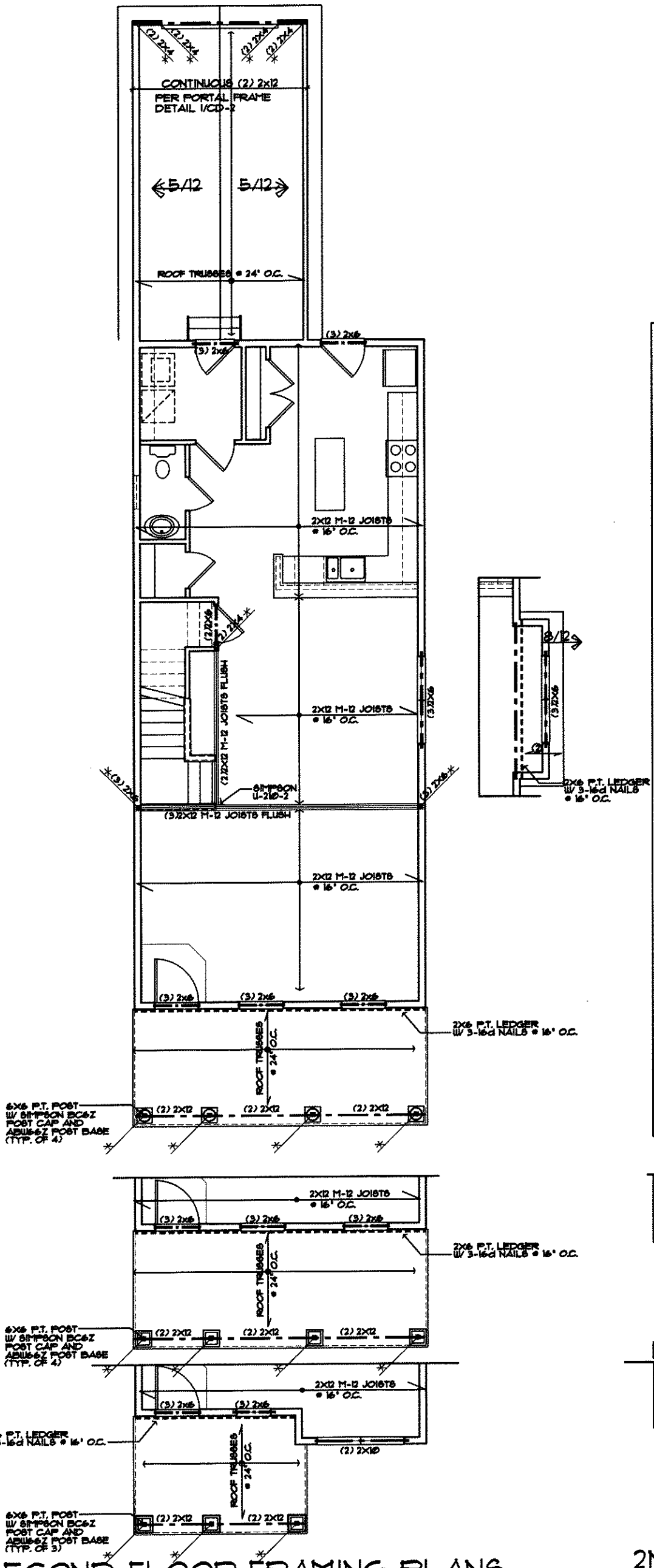
sheet title
ROOF FRMG PLAN
sheet no.
S-1

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FIRST FLOOR FRAMING PLAN

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SECOND FLOOR FRAMING PLANS

2ND FLR/ROOF FRAMING PLANS

ROOF FRAMING PLANS

SCALE: 1/8" = 1'-0" @ 11"X17"
1/4" = 1'-0" @ 24"X36"

S-2

sheet title: ROOF FRMTG. PLAN
sheet no.

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2ND FLOOR/ROOF FRAMING PLANS

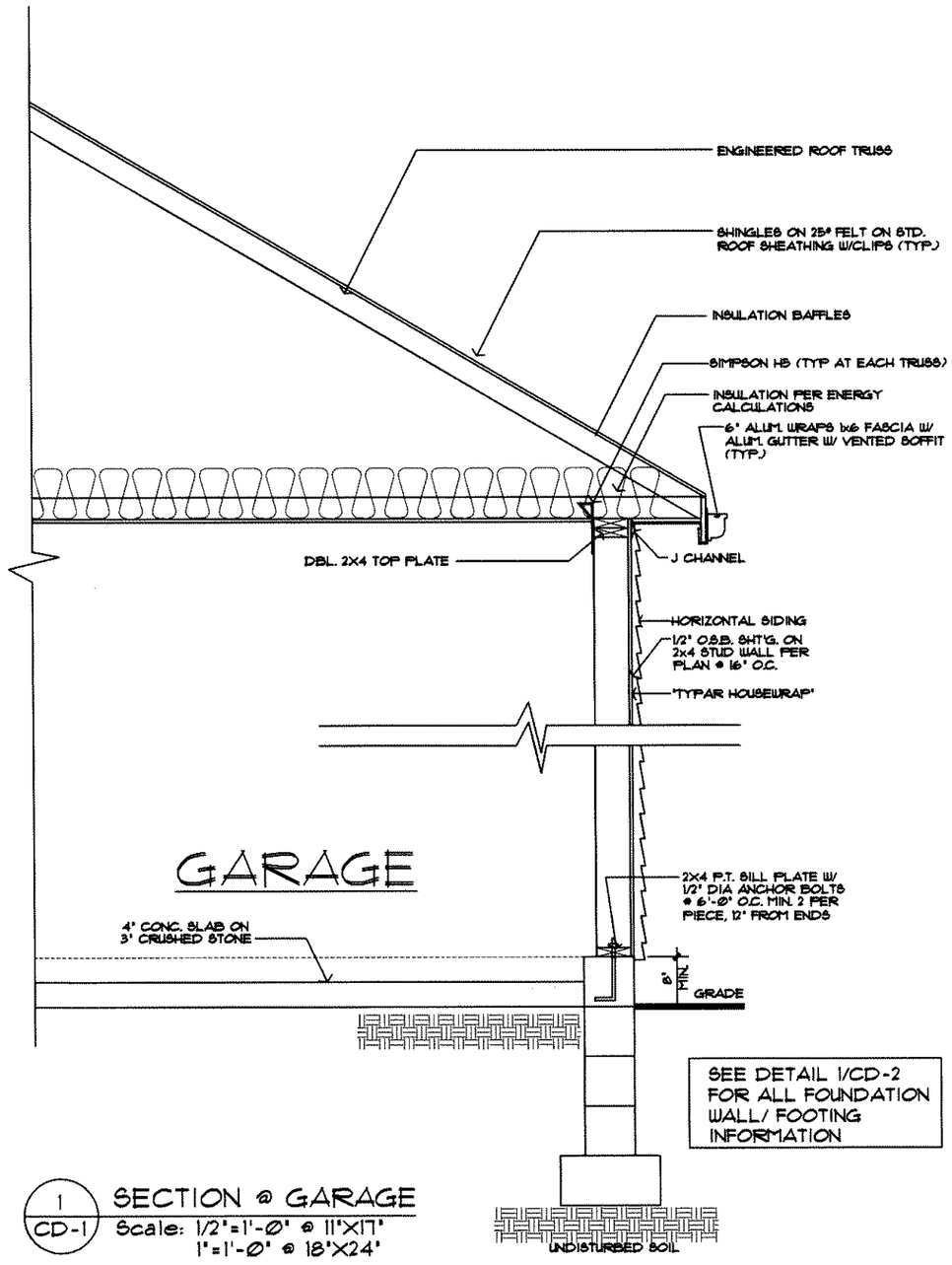
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NOTE: SEE CD-2 FOR MATERIALS LEGEND

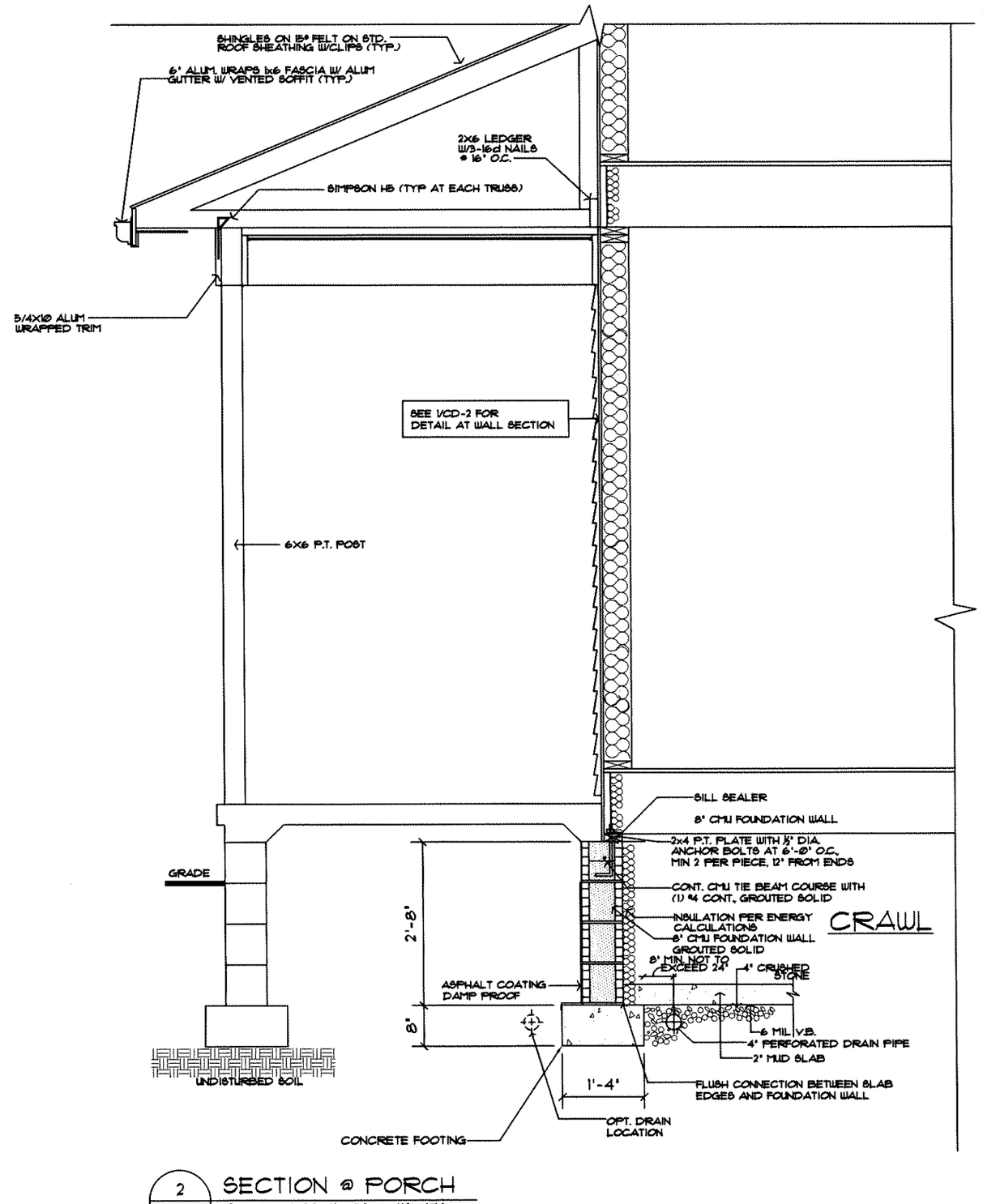
GARAGE NOTES:
DWELLING/ GARAGE FIRE SEPARATION SHALL COMPLY AS REQ. PER TABLE R302.6.

OPENINGS AND PENETRATIONS THROUGH THE WALLS OR CEILINGS SEPARATING THE DWELLING FROM THE GARAGE SHALL COMPLY WITH SECTION R302.5. THIS PROVISION DOES NOT APPLY TO GARAGE WALLS PERP. TO THE ADJ. DWELLING UNIT WALL.



SEE DETAIL 1/CD-2 FOR ALL FOUNDATION WALL/ FOOTING INFORMATION

1 / CD-1 SECTION @ GARAGE
Scale: 1/2"=1'-0" @ 11"X17"
1"=1'-0" @ 18"X24"



2 / CD-1 SECTION @ PORCH
Scale: 1/2"=1'-0" @ 11"X17"
1"=1'-0" @ 18"X24"

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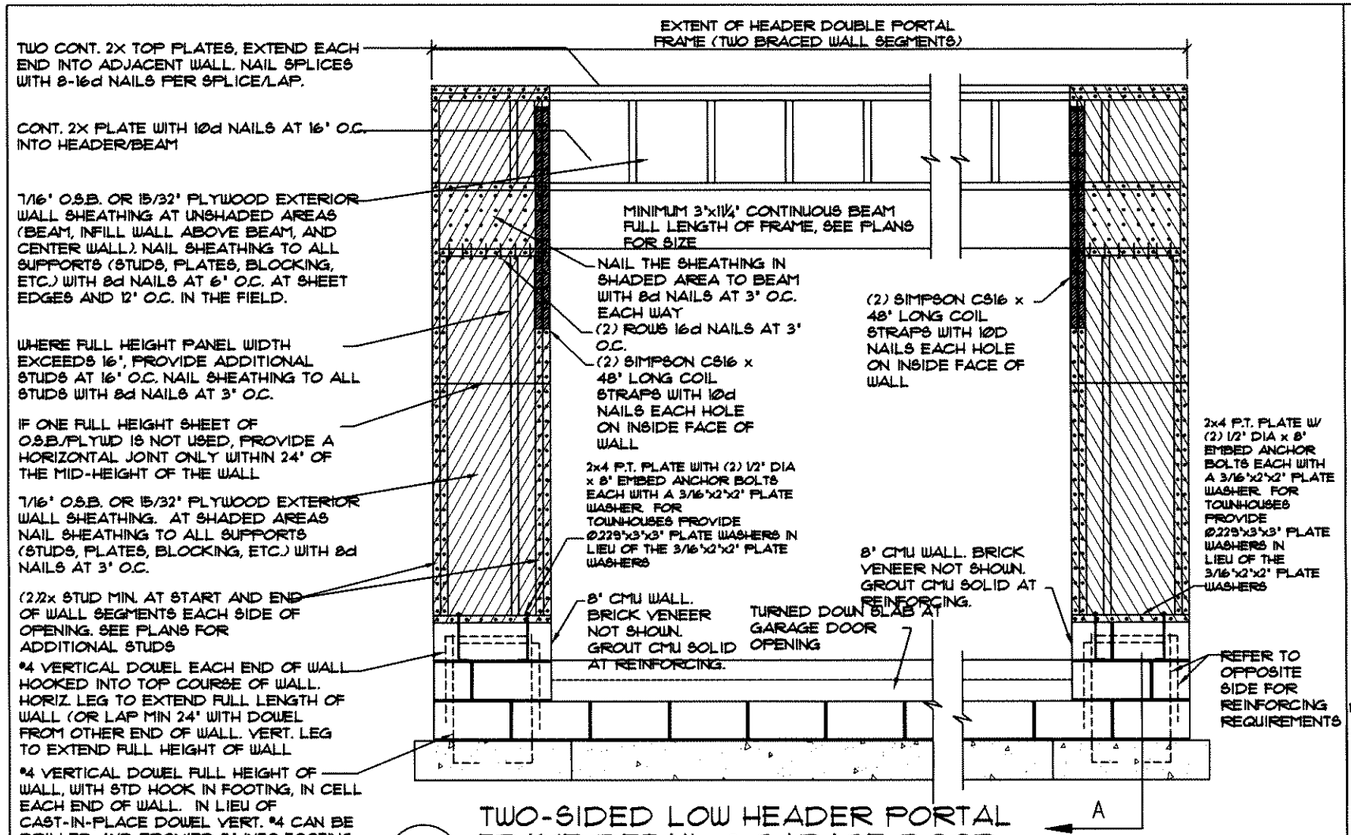
CONSTRUCTION DETAILS

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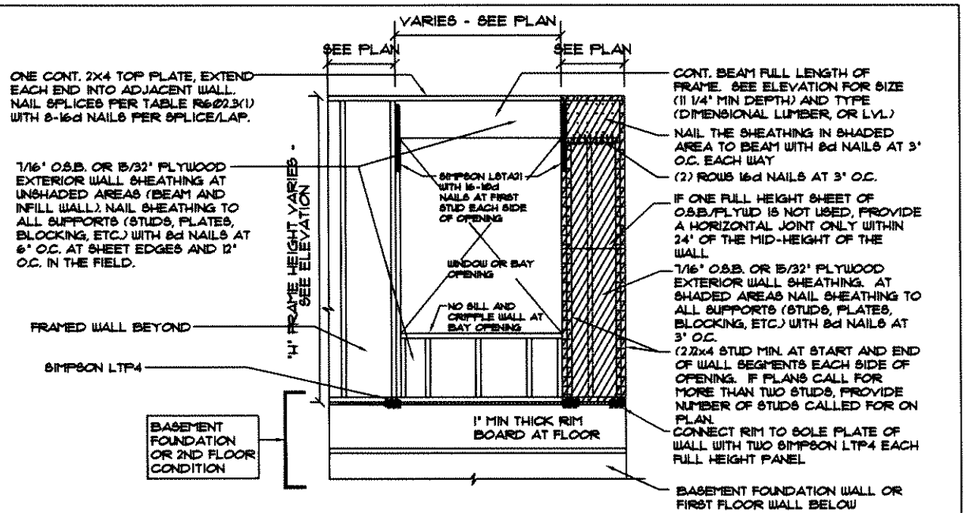
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sheet title DETAILS
sheet no. CD-1



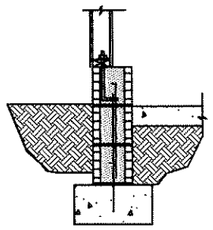
1 / CD-2 TWO-SIDED LOW HEADER PORTAL FRAME DETAIL @ GARAGE DOOR

Scale: N.T.S.

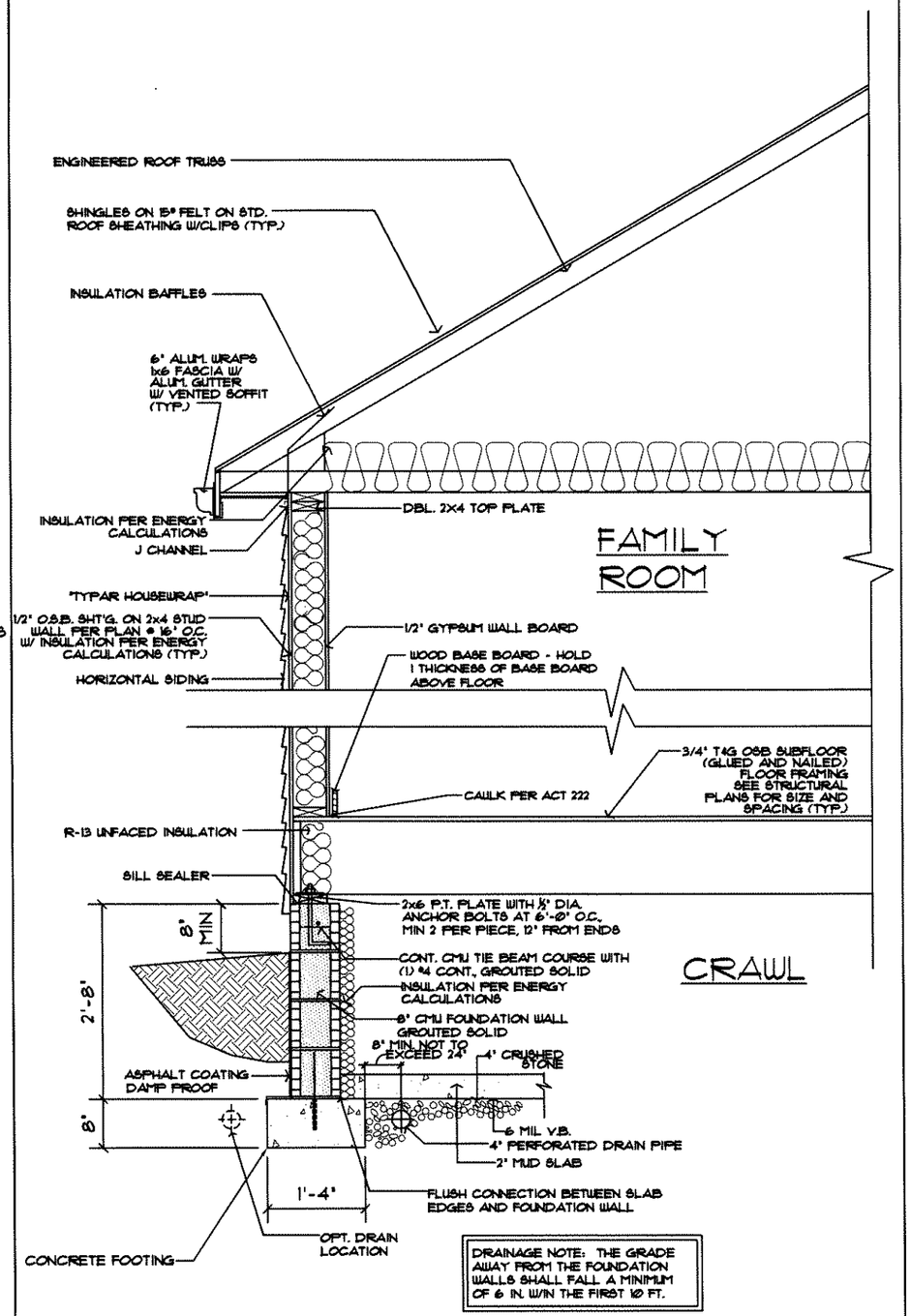


2 / CD-2 ONE SIDED PORTAL FRAME DETAIL AT WINDOW OR BAY OPENING

Scale: N.T.S.



SECTION A



2 / CD-2 SECTION

Scale: 1/2"=1'-0" @ 11"X17"
1"=1'-0" @ 18"X24"

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sheet no. CD-2

NCALL

CDBG Application to City of Dover

February 10, 2020

A. Program Activity:

Demolition and Environmental Assessment of two (2) Vacant Buildings in Central Dover

B. NCALL is the lead agency of the Restoring Central Dover initiative, a multi-year community development collaboration with the City of Dover, the Downtown Dover Partnership, Central Delaware Habitat for Humanity, the Dover Police Department, and other partners, to improve the downtown area. Major funding for the project is provided by the Wells Fargo Regional Foundation.

Central Dover has suffered from generations of disinvestment. Many of the residents are low income and either unemployed or underemployed, as the following statistics from the original application to the Wells Fargo Regional Foundation testify:

- Of a total area population of 3,746, a high percentage is comprised of low-income renters, public housing residents and homeowners, as well as homeless individuals
- 59% of population is African American
- Households led by single mothers - 53%
- Median incomes of $34,730 are 27% lower than for Dover as a whole at $47,754.
- According to the American Community Survey , approximately 46% of Central Dover households earn less than $30,000 annually
- A high unemployment rate of 10% (2010) and lower educational achievement levels characterize the neighborhood residents.
- Vacant land and buildings comprise 13% of Central Dover.
- Low rate of homeownership – 30%[I] and accompanying high rate of rental housing – 70%
- The Central Dover plan area is made up of 75 blocks (393 acres)

[I]Revised number as of November 2019, up from 25% in 2014

Restoring Central Dover focuses on three key goals:

1. A Strong Community
2. Positive Development
3. Quality of Life

And the following priorities:

- Improved Housing – both Rental and Homeownershp
- Economic and Workforce Development
- The Social Determinants of Health
- Arts and Culture
- Resident Empowerment
- Public Policy

When the RCD project began in 2015, the rate of homeownership was about 25%, which is extremely low, and is an indicator of a community in distress. Therefore, increasing the rate of homeownershp became a priority for the implementation of the RCD Plan. Over the initial five years, 2015 - 2020, the rate climbed close to 30% because of the combined efforts of NCALL and Habitat, as well as other partners such as Milford Housing Development Corporation and MauTiste, Inc., to build new single-family homes.

NCALL's initial plan was to acquire vacant lots on which to build but it soon became apparent that there was a limited number of such parcels available. To move forward, we had to purchase existing vacant structures, and then conduct environmental testing and complete asbestos and lead abatements before demolitions could occur. Needless to say, our development costs rose significantly and therefore we are respectfully requesting that the City of Dover consider a grant of $30,000 to cover two demolitions and the corresponding environmental tests. The properties that will be demolished have not yet been acquired but we have a number under consideration. NCALL has Strong Neighborhoods Housing Funding, and other commitments, in place to build at least ten more homes before 2023.

In 2018, NCALL purchased 11 vacant properties from a Central Dover investor. The attached table details the costs involved in the acquisition and clearing of those parcels; this was just Phase I. Phase II is the construction of the homes which costs around $190,000. The homes then sell for $165 – 175,000. Clearly, we could not make the improvements that we are achieving in Central Dover without gap funding and other sources such as this CDBG request.

Although only two homes will be built with the funding, if awarded, the impact will go beyond the households who move into them. Blight is a destructive force in neighborhoods. It lowers property values, decreases neighborhood pride, provides havens for illegal activities and vagrancy and has been proven to cause significant mental and physical stress for those who live nearby (*Journal of Public Health, 2013*). Therefore, we estimate about 50 residents surrounding each demolished home will reap the benefits of revitalization for a total of 100, but the actual number is probably much higher.

Data will be gathered from NCALL's housing counseling intake forms (all purchasers of NCALL's homes must go through our housing counseling program), and from the Center for Neighborhood Revitalization and Research at Delaware State University.

C. Timeline for NCALL's Proposed Demolitions

CDBG Application Submitted	February 10, 2020
CDBG Awards	August 2020
Purchase of Vacant Buildings	By end of 2020
Environmental Testing Completed	By end of January 2021
Bid and Award for Abatements	By end of February 2021
Abatements Completed	March 2021
Bid and Award for Demolitions	March 2021
Demolitions Completed	April – May 2021

D. Drawings – please see attachment

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

When the City of Dover reviewed its previous (2008) Consolidated Plan, a significant slowdown in residential development was noted, as well as a lack of housing diversity and of affordable housing. Since then, NCALL has made a commitment to building quality single-family houses for low to moderate-income households and has sold eight new homes to first time homebuyers. Eleven vacant and boarded up buildings were acquired and demolished, addressing the prevention of slums and blight, and leading to improved health outcomes for the community. NCALL's real estate development in Central Dover is part of a bigger plan, the Restoring Central Dover, to improve the neighborhood by addressing all the Social Determinants of Health. Funding the demolition of two vacant properties in Central Dover will conform with the City's Consolidated Plan.

F. NCALL addresses one or more significant priorities in the City of Dover's Comprehensive Plan's goals by:

- Encouraging balanced housing opportunities by removing barriers
- Providing safe and healthy livable neighborhoods
- Providing homeownership opportunities to low and moderate income households
    - Creating mixed housing types
    - Promoting residential development within the City
    - Encouraging the development of affordable housing

G. The proposed project continues and supports the efforts of the Restoring Central Dover to improve residential conditions by providing quality for sale housing for low to moderate income households. Thirty new homes have been built in total since 2015 by NCALL and our partners, and twenty more are proposed for the next five years. Significant funding has been granted by the following entities, among others:

City of Dover CDBG
Delaware State Housing Authority
- Strong Neighborhoods Housing Funds
- Housing Development Funds

State of Delaware
- Neighborhood Building Blocks
- Downtown Development Districts Rebates

Bank of America Foundation
Crestlea Foundation
Borkee Hagley Foundation
Chichester duPont Foundation
Delaware Community Foundation

JPMorgan Chase Foundation
Laffey McHugh Foundation
Longwood Foundation
Marmot Foundation
NeighborWorks America
Potter Trust
Speer Trust
Welfare Foundation
Wells Fargo Regional Foundation

Next steps for NCALL will be to more directly address rental conditions in the community including outreach to existing tenants and landlords and through the development of quality, affordable rentals.

H. In 2019, NCALL, in partnership with Habitat, was awarded a third Strong Neighborhoods Housing Fund grant in the amount of $500,000 by Delaware State Housing Authority. The funds are available and the grant agreement is attached.

5. A.

RCD works with the Downtown Dover Partnership and area merchants through Unlock the Block and our support of First Fridays. Will Grimes, the RCD Program Coordinator, serves on several of DDP's committees. NCALL is developing an office building at the corner of Division and New Streets that will house a small business incubator to be operated by Delaware State University. This new building will be a resource for the community and an engine for economic renewal. The fourth Launcher class began on January 30 at Solid Rock Outreach Center in Central Dover with 35 participants. This class teaches aspiring entrepreneurs how to create a business plan, connect to resources and offers eligibility for a $25,000 implementation loan from the Franklin Mint Credit Union. Already, nine businesses have opened business locations.

All of these efforts combine to offer economic development opportunities to the low and moderate-income residents of the community.

6. N/A

STAFF REPORT
Homeownership Assistance Program
Downpayment assistance for first time homebuyers

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

This project services 100% low to moderate income persons. The grant request of $100,000 is a realistic amount with a maximum of up to $20,000 per client to provide downpayment assistance for up to six (6) first time homebuyers to purchase properties in the City of Dover.

This project is consistent with Goal 3 of the 2015-2019 Consolidated Plan by encouraging owner occupied housing to low and moderate income persons.

The 2019 grant funding for this program has been expended by 83%, and four (4) first time homebuyers have purchased properties in the City of Dover.

CITY OF DOVER
FY 2020-2024 Multi-Year
CDBG GRANT APPLICATION FORM

1. General Applicant Information

A. Name: Tracey Harvey

Address: 15 Loockerman Plaza Dover, DE 19901

Phone Number: (302) 736-7196

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

Tracey Harvey, Planner /CDBG Program Administrator

Name and position of authorizing official:

Dave Hugg, Director of Planning & Community Development

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

Same as above.

FY 2020 only

Activity:	**Homeownership Assistance**
Amount Requested:	$ **100,000.00**
Source of Cash Matching Funds	$ **None**

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
Down payment and settlement assistance	**5-6 persons**	**5-6**	**100%**	**$100,000**	**$100,000**
Year 2	**4-6 persons**	**4-6**	**100%**	**$80,000**	**$80,000**
Year 3	**4-6 persons**	**4-6**	**100%**	**$80,000**	**$80,000**
Year 4	**4-6 persons**	**4-6**	**100%**	**$80,000**	**$80,000**
Year 5	**4-6 persons**	**4-6**	**100%**	**$80,000**	**$80,000**

Source of Data: **Mortgage Ready referrals from NCALL**

2. Management Capacity

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

Sub-Recipient Personnel	Title(s)
Tracey Harvey	**Planner/ CDBG Program 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 through fiscal year 2024. 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 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 up to six (6) first time homebuyers who will be required to purchase property in the City of Dover and complete a homeownership counseling program with a certified HUD Counselor. 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 the first ten years the home is sold, transferred, or 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 drawndown 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 in the 2020-2024 Consolidated Plan: Encourage owner occupied housing in low to moderate income areas. The city is meeting this goal by providing down payment assistance to qualified homebuyers who purchase properties in the city.**

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 for low to moderate income persons. The city is a stakeholder in the Restoring Central Dover Initiative in which part of the

initiative includes improving existing affordable housing within the designated target area. One of the goals is to provide down payment assistance in conjunction with rehab assistance for properties purchased that will need to be in compliance with the city's housing code.

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.

   Part of the Restoring Central Dover Initiative is to reinvest in commercial corridors and ensure equitable economic development. By reinvesting in the commercial corridors, this will improve the revenue streams and attract visitors from all over Delaware and the tri-state area. One of the strategies for ensuring equitable economic development is to develop a comprehensive workforce development strategy by implementing a pilot program that will assist in developing small businesses and entrepreneurships.

6. Have you received a sub-recipient grant from the previous funding year?
   If yes give the total amount $ **97,845.00** .

ADDENDUM
2020 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

To increase affordable housing opportunities for low to moderate income persons.

Number of persons, households, units, or beds assisted as appropriate **6**

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

If your activity benefits a target area, please show the number of persons served and the percentage of low/mod persons served. **This information is unknown at this time.**

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