NEIGHBORHOOD BUILDING BLOCK INITIATIVE

March 9, 2017

Public Meeting Draft

Board Members Present
Cabinet Secretary, Bernice Whaley, DEDO, Chair
Director, Anas Ben Addi, DSHA
Director, Connie Holland, OSPC
Matthew Lintner, DOJ
Gregory Patterson, DOJ
LaKresha Roberts, DOJ
Former Mayor Jim Sills of Wilmington

Staff
David Edgell, OSPC
Dorothy Morris, OSPC
Marlena Gibson, DSHA
AJ Roop, DOJ
Lawrence Lewis, DOJ
Diane Laird, DEDO
Sheryl Hill-Dyer, DEDO

Location Delaware Economic Development Office, Carvel State Office, 820 North French Street, 10th Floor, DEDO Conference Room, Wilmington, Delaware.

Call to Order Meeting called to order 10:09 a.m., Thursday, March 9, 2017, by Board Chair Bernice Whaley. A quorum was present.

Old Business

Bernice asked for review of February 9, 2017 meeting minutes. **Upon motion duly made by Matt and seconded by Connie, February 9, 2017 meeting minutes were accepted unanimously.**

New Business
Bernice moved into reviewing grant applications. The Board unanimously agreed to generally extend twelve month grant agreement for planning projects, to require six-month and twelve-month updates that will coincide with draw requests.

1. **(WPKAA-125-16-Walls) Wilmington Peacekeepers Association**
The proposed "Bridging the Gap with Community Involvement" project is a community festival to connect recipients with at least fifteen faith-based organizations, law enforcement, and service organizations in a safe, relaxed atmosphere. The proposed location of the project at LJ's Playpen Academy at 2601 Carter Street, Wilmington, is within a designated Downtown Development District (DDD). Amount of request $4,798.

Department of Justice (DOJ) reviewing agency

DOJ recommended approval for $4,798 for this project: a community involvement fair similar to the community resource fair DOJ has held for the past two summers, at which the organization is seeking to connect service providers to members of the community in a somewhat high crime area. Both faith-based and law enforcement organizations will be in attendance.

Metrics: number of providers, people in attendance, survey and number of attendees connected to service providers from initial meeting, and obtain list of organizations committed and the scheduled date.

Board Discussion: Greg supported Wilmington Peacekeepers Association as they are on the ground in the city daily. He moved to approve application for this one-time event $4,798.

Motion: Approve application for $4,798 (Greg)
Motion seconded by: Connie
Unanimous acceptance by the board.

2. **(LACC-12-16-Rincon) Latin American Community Center (LACC)**
Targeting juvenile crime prevention with anticipated impact upon a high crime area by providing healthy activities (soccer) free of charge to 20 co-ed at-risk youth, ages 12-16, in the Hilltop area of Wilmington. Amount of request $5,000.

Department of Justice (DOJ) reviewing agency
DOJ recommended this program request of $5,000 to create a youth-soccer program at the Latin-America Community Center and to transport youth to Kirkwood soccer facility. This is a high crime area, a hot spot in the City of Wilmington. The majority of firearms seized in the City of Wilmington are taken from this area. To enforce a positive influence for youth would provide long-term benefit. Youth will be in a structure environment that will have a positive impact on youths. The organization does many good things for the community and this will reinforce another positive impact for youth.

Metrics: number of youth on the team, number of practices, number of games played, actual time spent practicing, identify the participants in attendance and the percentage of youth completing current grade.

Board discussed sustainability of program. DOJ is confident LACC will provide volunteers to facilitate and continue the program.

Motion: Approve application for $5,000 (Connie)
Motion seconded by: Anas
Unanimous acceptance by the board.

3. **(SNDPCI-12-16-Patterson) Second District Neighborhood Planning Council Inc. (2DNPC)**
Remediation of gas station structure and replacement with a community youth garden designed with CPTED (Crime Prevention Through Environmental Design) principles at 511 Concord Avenue in Wilmington. Targeting crime reduction, juvenile crime prevention, neighborhood revitalization, and blight reduction. Amount of request $7,000.

Department of Justice (DOJ) reviewing agency

AJ Roop is familiar with the area due to city residents' complaints about drug activities. Research indicates that these types of gardens have a big impact on how individuals feel about the area and willingness to take ownership within the area. The organization is asking $7,000 based on leveraging of $62,500 received from Brownfield Remediation Funds and the Young Urban Planner Funds. The garden has an opportunity to have a lasting impact on the community and drives others within the area and surrounding area to make improvements to their property.

Metrics: Number of gardens planted and the number planted by youth, keeping track of the number of youth participating in the upkeep of the garden.

Board discussed use of funds to leverage additional funds. Applicant intends to provide a match of $62,000 from Brownfield Remediation and the proposed NBBF $7,000 would allow building of the garden within the property combined with other funds from other sources. The idea behind community gardens is to allow people who live within the area to participate in healthier food choices. This is a heavily traveled corridor for people coming into the city.

Motion: To approve application conditionally for $7,000, subject to metrics and a follow up status of remediation clearance. (Greg)
Motion seconded by: Matt
Unanimous acceptance by the board.

4. **(PWICI-12-16-Butler) Parents With Incarcerated Children:** The "Teach One, Reach Many" project, in partnership with the Achievement Center, seeks to provide services to assist inmates (within Wilmington Downtown Development District area) after release with transition back into community. Amount of request $8,000

   Department of Justice (DOJ) reviewing agency
   DOJ is recommending approval. Re-entry into the correctional facility is a big topic of discussion. The goal of this project through the "achievement center" is to link social services and different community groups to members of the community for better access to jobs.

   Metrics: Number of participants in the program and the number of participants who do not re-offend within 6 months and 12 months, thus request six and twelve month statistics reporting.

   From the application, the program is based on potential success to induce partnership with the Achievement Center. Additionally, is confident with the leverage from the "achievement center" and will bring credibility to, and sustainability of, the program, while using this program as a model for future.

   Motion: Approve funds of $8,000 with said metrics, number of participants in the program, number of participants who do not re-offend with reporting of statistics in 6 months and 12 months. (Anas)
   Motion seconded by: Greg
   Unanimous acceptance by the board.

5. **(MOCI-12-16-Lynch) Ministry of Caring, Wilmington, DE:** Teach senior citizens how to protect themselves from dangerous crimes. Will work with Wilmington Police Department and develop and implement a workshop to address personal safety in high crime neighborhoods. Amount of request $9,000.

Department of Justice (DOJ) reviewing agency
DOJ recommends approval. This program could help Senior citizens learn how to be vigilant to prevent crime. The area where the program takes place receives many calls for service from the police. The program can prove to be a sustainable model.

Metrics: Number of participants; survey the participants within twelve months after program implementation.

Board discussed that workshops are to be held at the Sacred Heart Villages with an estimate of 200 people attending. If community policing is implemented, the police can join forces with the program. DOJ can publicize to broaden audience. Suggest six month report on project as an "NBBF Success Story"

Motion: Approve $9,000 to support Senior Citizens program at Sacred Heart Villages with said metrics. **(**LaKresha)
Motion seconded by: Connie
Unanimous acceptance by the board.

6. **(PMA-12-16-Karani) Pemberley Maintenance Association:** The Pemberley Crime Prevention and Alleviation Program seeks to mount surveillance cameras for use by the Pemberley Development (Newark, DE) community and the New Castle County Police Department to address drug hotspots. Amount of request $9,644.

   Department of Justice (DOJ) reviewing agency
   DOJ recommends funding this program. This is a high crime area with drug activity. Surveillance cameras are a deterrent factor for crime and creates safer surrounding areas. The metrics include number of arrests, including total arrest initially and reporting on reductions in arrest, to measure deterrent factors of cameras after six months and a year.

   Board discussed that cameras are not wired into the New Castle police department. New Castle County has an active community service unit and can pick up surveillance if needed. The community appears to have a good relationship with New Castle County police.

   Metrics include number of arrest, total arrest initially and reporting on reductions in arrest to measure deterrent factors of cameras after 6 months and a year.

   Motion: Approve $9,644 to the Pemberley Maintenance Association replacement of cameras, and with given metrics. (Anas)
   Motion seconded by: Greg
   Unanimous acceptance by the board.

7. **(DDP-12-16-Cote) Downtown Dover Partnership:** The purpose of the proposed Downtown Community Garden Project is to supply local community farmers market with fresh fruits and vegetables and provide the community with access to affordable nutritious food options. The market accepts SNAP and WIC. Amount of request $10,000.

   Office of State Planning Coordination (OSPC) reviewing agency
   The Downtown Dover Partnership is seeking funds to help supply the local community with fresh fruits and vegetables for the farmers market. Last year, the produce stand was run by the local men's

homeless shelter and demand quickly grew to the point that they could not meet the demands. The profits from the sales went to maintain the garden as well as provide a stipend to the shelter for the hours the men worked. The men that worked the garden and the market received skills that would help them in obtaining employment. This year they seek to move the garden to a larger space to meet the demands and make it more of a community garden. Community gardens provide benefits such as community organizing, cultural opportunities, youth involvement, healthy eating and crime prevention. Note: The City of Dover is a designated Downtown Development District. The organization met their $50,000 metric of income goal due to popularity of the market located in Downtown Dover plaza.

Board discussed whether or not the applicant has approval by governing authority (City of Dover)?

Public Comments: Joan Cote, Downtown Dover Partnership stated that the market had 30 vendors and on average 150-200 visitors per week. SNAP & WIC benefits bring broaden the customer market. This market is the only market within 45-50 miles individuals can purchase healthy choices. DDP is partnering with Wesley College Agriculture department to find another location.

Motion: (Matt) Approve for $10,000 with conditions, to include:

- DDP must find a suitable place to have the garden and indicate status of outstanding approval from governing authority.
- Applicant must work with the Department of Agriculture for possible grants for this type of program.
- The organization has a match of $2500 coming from Downtown Dover Partnership.

Motion seconded by: Anas
Unanimous acceptance by the board.

8. **(UBP-12-16-Wilburn) Urban Bike Project:** Seeking to stimulate economic activity and reduce crime by providing free bicycles to adults in need of transportation in or near 1500 N. Walnut Street, Wilmington. Targeted recipients: low income, homeless, and formerly-incarcerated persons who lack access to reliable transportation. Amount of request $10,000.

Department of Justice (DOJ) reviewing agency
Recommend request amount of $10,000 for bicycles parts. One barrier to getting a job is transportation. There are health benefits in biking to and from work.

Metrics: Number of bikes distributed, number of free bikes participants' use, number of participants who obtain employment using the bikes, and number of participants who use the bikes maintaining employment. Show if there is a decrease in participants stop using the bikes because of malfunctions. Track attendance of workshop and provide feedback to board. Track the number of recipients who stop using the bikes because of malfunction. Number of safe driving mechanics training.

Board discussed safety of bike travel depends on where the individual lives and where the person is going. The program has been around for some time and the funds will go towards restocking bikes. According to the application, it appears the organization has other funds in place – Discover Bank, and Longwood Foundation.

Condition: Verify proposal with Longwood Foundation commitment. If not verified, the application will be sent back to the board for further review.

Motion: Approve with conditions, including given metrics and Longwood Foundation commitment in-hand. (LaKresha)
Motion seconded by: Connie
Unanimous acceptance by the board.

9. **(NCC-12-16-Casey) New Castle County:** Communities of Edgemoor Gardens and Sparrow Run have been identified by New Castle County as needing a strategic redevelopment plan on housing and related investments to develop strategies to stabilize the neighborhoods and to promote stability. Amount of request $25,000.

   Office of State Planning Coordination (OSPC) reviewing agency
   New Castle County is applying for $25,000 to complete community plans for Edgemoor Gardens and Sparrow Run. The County identifies a match of $15,000 for a total project cost of $40,000. A consultant will be hired to complete the plans. This project will result in community based plans to address moderate to low income housing and revitalization in these two communities. The County indicated no crime data. It should be noted that another application, Edgemoor Revitalization Cooperative (ERCI-12-16-PoPo) is quite similar and overlaps the Edgemoor component of this application. Recommendation to approve application for $25,000. Noting that applicant #13 (ERCI-12-16-Popo) has applied for the same project and it will be denied as it appears to be a duplicate.

   Metrics: Progress report in six months, and the final plans should be completed by September 2017. First draw after first six months and final draw after project completion.

   The Edgemoor Gardens community is now aware and are engaged in the New Castle County planning process to eliminate future duplications. This area is high crime activity and reporting is consistent in the Edgemoor area.

   Public Comment: Ms. Casey from New Castle County says they work very closely with ERC and is hoping to get two plans for the high crime and low ownership area. Looking at Sparrow Run Community.

   Motion: Approve grant request for $25,000 (Anas)
   Motion seconded by: Greg
   Unanimous acceptance by the board. Application was unanimously approved.

10. **(INF-12-16-Crawl-Bey) Inter-Neighborhood Foundation:** Seeks creation and development of an implementation plan for the Northeast Wilmington Blueprint Community Revitalization Plan. Amount of request $25,000.

    Office of State Planning Coordination (OSPC) reviewing agency
    This application from the Inter-Neighborhood Foundation requests $25,000 to hire a consultant to create an implementation plan for the Northeast Blue Print Community Plan. A small match of $8000 of in-kind services is proposed. A “community profile” summary of the NE Blueprint Communities Plan was provided, which concludes with a vision statement and brief strategy statements for the plans main emphasis areas of housing, youth, infrastructure, community economy, health, education, and public safety. The plan itself was not provided for review. There was no scope of work or detailed budget provided with the application. The application does indicate that one challenge may be finding a planning consultant who is willing and able to assist with this project.

OSPC recommended denial due to no scope of work or detail project budget, no planning consultant specified, and the application states it may be difficult to engage a suitable consultant. In addition, another application was submitted to for technical support to same project. Jim Sills indicated the Executive Director of Inter-Neighborhood Foundation was present, and he was then invited to speak.

Public Comments: Mr. Crawl Bey serves as Co-Chair of the agency applying for funding. He provided an overview of activities since application and indicated that he can produce priorities, initiatives and strategies to complete this project. INF has secured over $200,000 to support this effort, secured an EPA grant to address brownfield site for redevelopment work creating jobs, and secured money from Christiana Health Systems. These funds will work in conjunction with this application. Board suggests delaying decision due to lack of adequate information current application.

Northeast Area is considered the most active crime-ridden section of the city since January 2017. This area is an area desperate need of planning assistant the board should consider giving Inter-Neighborhood Foundation additional time to provide additional data.

Recommendation was made to delay a decision on this application until end of the meeting.

Motion: Table application until end of the meeting. (Greg)
Motion seconded by: LaKresha
Unanimous Agreement: Delay review until end of the meeting.

11. **(TOL-12-16-Smith) Town of Laurel**: Seeking to reduce blight, long term vacancy, and deterioration of the historic district, while improving public safety through targeted ordinances, by implementation of the Downtown Development District (DDD) plan. Laurel was designated a DDD in August 2016. Amount of request $32,550.

Office of State Planning Coordination OSPC) reviewing agency
The Town of Laurel is a designated Downtown Development District (DDD). Proposal by the Town of Laurel for $32,550 to hire a consultant to implement the Downtown Development District plan for the Town. Include development of ordinances to address vacant property, chronic landlord violations, absentee landlords; develop historic corridor overlay; develop an economic development strategy. The application mentions crime and has a crime map. OSPC has not objectively evaluated this data compared to other jurisdictions in Delaware. Recommended approval for $32,550 as submitted.

Board Discussion: The town is matching $17,400. The project is projected to be completed by May 2018. Planning has worked with the Town of Laurel in the Downtown Development District as a consultant. The town of Laurel has applied for the Downtown Development District funds with development of vacant and dilapidated properties and the announcement of funds will be made on Monday, March 13, 2017. Discussion about leveraging funds between DDD and NBBF. The initial regulations of the board is to provide leveraging funds to other programs with targeted funds designated to and complementing DDD. The purpose is to have the strongest effect in these communities revitalizing housing and addressing blight and crime.

Metrics: Initial report within six months, final report due May 2018.

Motion: Accept application as requested for $32,500 **(**Anas**)**
Motion seconded by: LaKresha
Unanimous acceptance by the board.

12. **(CNC-12-16-Barthel) City of New Castle City:** Seeking to amend the current Downtown Development District (DDD) plan and strengthen the application for future submission to the State of Delaware for designation as a DDD. Amount of request $38,500.

    Office of State Planning Coordination (OSPC) reviewing agency
    Proposal by the City of New Castle for $38,500 for consultant to revise and improve Downtown Development District plan for the City, including addressing crime strategies. NBBF funds in the amount $46,500 were awarded to the City to prepare the initial DDD Plan, though the City of New Castle was not successful in the most recent round of DDD designations. The application does not identify a consultant, nor does it include a detailed scope of work to document the amount requested. Even so, this amount is consistent with other similar requests.

    Board Discussion: City of New Castle received a grant through NBBF in 2015 to complete a DDD plan. The current request $38,500 is excessive given the amount of work that was done on the previous plan – 2015. There is merit to revising current plan and crime strategies. Recommend $20,000 award with conditions.

    Public Comment: Planning consultants for the City of New Castle – Funding through NBBF would help the city to evaluate issues within downtown New Castle as well as the surrounding neighborhoods, and to develop economic and revitalization strategies.

    Motion: Approve recommendation of $20,000 with conditions – applicant shall provide name of consultant, detail budget reflecting scope of work and estimated hours for each section that documents the amount requested. (Anas)
    Motion seconded by: Matt
    Unanimous acceptance by the board.

13. **(ERCI-12-16-Popo) Edgemoor Revitalization Cooperative, Inc.:** Seeking development of a community plan for Edgemoor Gardens to mitigate crime and blight. Amount of request $40,000.

    Office of State Planning Coordination (OSPC) reviewing agency
    Edgemore Revitalization Cooperative Incorporated is applying for $40,000 to complete a community plan for Edgemore Gardens. The ERCI has identified a match of $60,000 for a total project cost of $100,000. A consultant will be hired to complete the plans. This project will result in a community based plans to address moderate to low income housing and revitalization in this community. The ERCI indicated crime is not an issue, but provided no data. This application duplicates the proposal from New Castle County (NCC-12-16-Casey) but at a much higher cost. This application did not identify a consultant, scope of work or budget for the project.

    Board Discussion: Recommendation to decline request. It appears this application was the same request as application number 9, same community plan for Edgemoor Gardens. Project seems excessively costly to other similar request. Suggest ERCI coordinate with New Castle County to prepare revitalizing plan for Edgemoor Gardens.

    Public Comment: Timothy Crawl-Bey indicated that the group has an active civic association that is trying to get a plan done.

    Motion: Decline application (Anas)

Motion seconded by: Matt
Unanimous acceptance by the board.

14. **(DC-12-16-Cathcart) City of Delaware City**: The City seeks funds to prepare a Downtown Development District (DDD) plan and application in consideration of future submission to the State of Delaware for designation as a DDD. Amount of request $46,500.

    Office of State Planning Coordination (OSPC) reviewing agency
    Proposal by the Delaware City for $46,500 to have a consultant prepare a Downtown Development District plan for the City. Delaware City has not previously applied for a DDD. Crime data was a part of the application, and crime was mentioned in the scope. OSPC has not objectively evaluated this data compared to other jurisdictions in Delaware. The application does not identify a consultant, nor does it include a detailed scope of work to document the amount requested. Even so, this amount is consistent with other similar requests.

    Board Discussion: Recommendation for approval with conditions for $46,500.

    Metrics: Request draft of plan to be present to the city in January 2018; provide name of consultant and detailed budget with approximate hours for each section of the planning process. The first draw of funds may be dispersed after first request. Once plan is adopted the second draw request may be made.

    Diane Laird indicated that Delaware City does have an active Main Street program and, more recently, gained a sustainable source of funding for the program. Bernice indicated that Delaware City is applying for the Fort DuPont Revitalization Grant and USDA.

    Public Comments: President of Local Main Street volunteer organization gained support from 1700 local people of Delaware City. They look forward to the funds to build the historic commercial district, 1/8 mile long, 57 percent vacancy. This fund will help build a consensus comprehensive driven program that will change it.

    Motion: Approve request per OSPC recommendation for $46,500. (Matt)
    Motion: seconded by: Greg
    Unanimous acceptance by the board.

15. **(TOM-12-16-Hudson) Town of Millsboro:** The Town is seeking funds to complete a Downtown Development District (DDD) Plan with the intention of submitting the DDD Plan as part of the application for DDD designation. Amount of request $48,000.

    Office of State Planning Coordination (OSPC) reviewing agency
    Proposal by the Town of Millsboro for $48,000 to have a consultant prepare a Downtown Development District plan for the Town. Millsboro has never applied for a DDD before. This amount is consistent with other similar requests. OSPC was hesitant to make recommendation for approval for Downtown Development District. Crime is not mentioned in the application. Name of consultant scope of work, a detailed budget, and approximate hours for the planning process is missing. Planning recommendation is to decline request.

    Public Comment: Representative supporting Town of Millsboro. The town is requesting that the process work with the community and police chief to identify economic issues. The funding was directed to evaluating the process and building strategies to address crime and housing.

Motion: Deny application (LaKresha)
Motion seconded by: Greg
Unanimous Agreement to deny application.

16. **(TOB-12-16-Prettyman) Town of Blades:** The Town seeks to update its 2008 Comprehensive Plan in accordance Delaware code which requires a municipality to update their plan at least every ten years. Amount of request $49,500.

    Office of State Planning Coordination (OSPC) reviewing agency
    The Town of Blades has applied for $49,994 to complete a town wide comprehensive plan and associated tasks. The application showed no crime data or revitalization and blight elimination efforts planned as part of this request. There was also no mention that they planned to apply for a DDD. General comprehensive planning work is not targeted to the stated purposes and criteria of the NBBF grant program in this round. Planning recommend denial of grant for these reasons:

    Public Comments: Lauren Good indicated that the Town of Blades as an opportunity to address crime and homelessness. Additionally, the Town of Blades was not ready to tackle development of a full DDD plan. Town of Blades will be encouraged to reapply based on board discussion.

    Motion: Deny application (Anas)
    Motion seconded by: Greg
    Unanimous Agreement to deny application.

17. **(TOS-12-16-Long) Town of Selbyville:** The Town is seeking to update its Comprehensive Plan, due in 2017, and to identify areas of improvement and provide direction to implement a Capital Improvement Plan (CIP). Amount of request $49,920.

    Office of State Planning Coordination (OSPC) reviewing agency
    The Town of Selbyville has applied for $49,920 to complete a town wide comprehensive plan and associated tasks. The application did not include crime data or a map. Selbyville is not a designated DDD, and there is no indication that they are interested in developing a DDD plan. This applicant proposes a town-wide comprehensive plan update and general comprehensive planning work is not the stated purpose of the NBBF grant program.

    Motion: Deny application (Matt)
    Motion seconded by: Greg
    Unanimous Agreement to deny application.

18. **(TOS-12-16-Abbott) Town of Smyrna:** The Town seeks a comprehensive plan update to allow the Town to formalize goals, strategies, and have an implementation plan in place for the downtown that will further the work that has been ongoing. Amount of request $49,935.

    Office of State Planning Coordination (OSPC) reviewing agency
    The Town of Smyrna has applied for $49,935 to complete a town wide comprehensive plan and associated tasks. The application indicates that a required plan update is due May 2019, yet a plan update is not due until 2023. The application did include crime data and a map. Smyrna is a designated DDD, and while the District would be included in the plan, this is to be a town wide comprehensive plan update. General comprehensive planning work is not the purpose of the NBBF grant program.

Public Comment: Win Abbott, Planning Zoning Manager from Town of Smyrna, indicated that he appreciated the board's consideration of the comprehensive plan update. Town of Smyrna is the fastest growing town in Delaware.

Motion: Deny application (LaKresha)
Motion seconded by: Anas
Unanimous Agreement to deny application.

19. **(TOG-12-16-Dvornick) Town of Georgetown:** The Town seeks to implement actions as a result of achieving Downtown Development District (DDD) designation in August 2016. Specifically, within the first year of designation: carry out a marketing and promotion campaign, investigate financial incentives, and promote/advertise the use of grant and loans programs available within the DDD. Amount of request $49,994.

Office of State Planning Coordination (OSPC) reviewing agency
The Town of Georgetown is a designated DDD. Proposal by the Town of Georgetown for $49,994 to hire a consultant to conduct multiple projects to implement the Downtown Development District plan for the Town. Projects include Updated Town Website; Marketing Campaign; Updated Regulations and Procedures; Community Day and Spring Clean-Up; DDD Annual Report. The application mentions crime and has a crime map. OSPC has not objectively evaluated this data compared to other jurisdictions in Delaware. Some of these activities have already been completed, and this grant will reimburse Town for those expenses. The DDD Annual Report is a requirement of the Downtown Development Districts Act, thus OSPC believes that grant funds should not be used to prepare this required report.

Metrics: Project to be completed by February 2018. Progress report are expected in six months for draw request #1, and final report is due February 2018 with final draw request. Must complete project as detailed by scope of work and timeframe in the application. Applicant match: $15,000

Discussion proceeded on whether the funding should be provided for implementation. It was determined that this request for assistance toward implementation of DDD plan is appropriate use of NBBF funds but full success of implementation should not depend on NBBF. This request is not a town-mandated comprehensive plan engaging in activities targeting at crime, housing and revalidation. The application had a good crime component with the application mentioning community day and spring cleanup. The town is funding $15,000.

Greg recommended to approve $32,000 based on verification from the organization that they can do the work with the amount and will provide a one to one match. Additionally crime focus work should not be cut. The board should support the success of DDD once the organization is up and running. .

Public Comments: Lauren Good indicated that asking Town of Georgetown to provide a one to one match can be challenging for a small town. The Town of Georgetown is planning a day with different community groups and state agencies offering services to the town in the scope.

After further discussion from the Board and public comments, a revision to recommend approval for $49,494 with conditions including requirement of a $15,000 town match and provision of a revised scope of work to outline a reduced amount of $32,000.

Motion: Greg amended his earlier motion to now approve $32,000 with conditions to see scope of work before providing funds.
Motion seconded by: Matt
Unanimous Agreement to approve for $49,494.

20. **(COH-12-16-Tieman) City of Harrington:** Enable the City of Harrington and its Downtown Task Force to aggressively implement the City's Downtown Development District (DDD) Plan and work with stakeholders on priority redevelopment projects. The City of Harrington was designated as a DDD in August 2016. Amount of request $49,994.

Office of State Planning Coordination (OSPC) reviewing agency
The City of Harrington is a designated DDD. Proposal by the City of Harrington for $49,994 to hire a consultant to conduct multiple projects to implement the Downtown Development District plan for the City. Projects include updating the town website; private/public investment tracking; vacant lots and structure webpage; downtown map; marketing brochure; event calendar; spring cleanup; merchants organization; master plan for RR area improvements; plan for infrastructure improvements; DDD annual report; and a community services day. The application mentions crime and has a crime map. OSPC has not objectively evaluated this data compared to other jurisdictions in Delaware. Some of these activities have already been completed, and this grant will reimburse Town for those expenses. The DDD Annual Report is a requirement of the Downtown Development Districts Act, and OSPC does not believe that grant funds should be used to prepare this required report. Applicant has indicated providing a match of $11,906. Recommend an approval reduced amount $47,494 (removing proposed cost for annual DDD report.)

Board Discussion:
Greg suggested to fund a reduced amount of $31,000. David (OSPC) indicated that Harrington is more progressive as a small town. Town of Harrington could not wait for grant process and already contracted a consultant and implemented some of the ordinances before application was submitted. This request is a new implementation and other communities were reimbursed before the fund was in existence.

Public comments: City Planner for Town of Harrington was just brought on board in December 2016. City Planner and City Manager have the ability to reduce funds where necessary and complete some of the task. Some microplanning is identifying railroad improvements right away as public parking and landscaping that uses a consultant. City Planner agreed the town can work with $31,000 proposed.

Representative of KCI indicated that the Town of Harrington does not have a downtown merchant organization although, they are a Main Street affiliate. The organization had one in the past, but due to lack of involvement and moving to build the success off DDD plan it became inactive.

Diane indicated she met with Town of Harrington officials a month ago and DEDO has received an updated resolution. The town has assigned an economic development committee with council members and locals and they are preparing to work on initiatives addressing downtown and the Main Street program.

Motion: Approve $31,000 for the Town of Harrington (Anas)
Motion seconded by: Greg
Unanimous acceptance by the board.

21. **(TOM-12-16-Krenzer) Town of Middletown:** The Town is seeking funds to prepare a Downtown Development District Plan with the intention of submitting the DDD Plan as part of the application for DDD designation. Amount of request $49,995.

Office of State Planning Coordination (OSPC) reviewing agency
Proposal by the Town of Middletown for $49,995 to have a consultant prepare a Downtown Development District plan for the Town. Middletown applied for DDD designation in 2014, but they only filled out the application and did not have a stand-alone DDD plan. Crime data was not a part of the application, and the low crime rate was mentioned as a positive in this application. This would focus on revitalization and economic development rather than crime reduction. The consultant is identified and provides a detailed scope of work that documents all grant activities.

Board Discussion: Recommendation is to approve grant with conditions. Town has to meet all grant requirements relating to deliverables and must adopt and incorporate DDD comprehensive plan. The Town of Middletown is concerned about losing character of downtown and there is crime, although not mentioned in the application. Cannot take stance since do not have proof of crime statistics. There is discussion about Town of Middletown downtown area is deteriorating.

Town of Middletown is a fully accredited Main Street town in good standing. The town has a paid manager that coordinates activities, had a façade improvement over time, vacancy is low, making good improvements with new developer. Have a minority population and certain streets have difficult and challenging areas and maybe some homelessness.

Public Comments: Lauren Good representing Town of Middletown. Asked when an award notice is anticipated and if start date and if completion dates are negotiable. (See metrics.)

Metrics: Present draft plan to the Town of Middletown for first draw request; final draw request to be made once final plan is adopted by Town of Middletown. The plan must be adopted by the local government and incorporated into comprehensive plan. The draft will be given within 30 days and a year from execution.

Motion: Approve $49,995 (Connie)
Motion seconded by: Greg
Unanimous acceptance by the board.

22. **(UDOSP-12-16-Peuquet) University of Delaware Office of Sponsored Programs:** Seeks Blueprint Communities implementation support in the three communities of Northeast and Washington Heights (Wilmington) and Rt. 9 Corridor. Amount of request $50,000.

Office of State Planning Coordination (OSPC) reviewing agency
This is a proposal from the University of Delaware for $50,000 to provide "extensive project-based technical assistance (TA) to assist in the implementation. . ." of "strategic revitalization plans" in three communities: Northeast and Washington Heights (Wilmington) and the Route 9 Corridor New Castel County (NCCo). There is a significant match (70%) from in-kind services and Federal Home Loan Bank (FHLB) of Pittsburg. The work would involve data gathering and research, community organization, project planning, and proposal development. The grant application provided no information about the "strategic revitalization plans," nor did it identify specific projects or objectives

that would be addressed using grant funds. There was no scope of work or detailed project budget provided in the application.

OSPC recommendation denial due to no scope of work, no detailed budget, and no clear description of project deliverables. It was suggested the applicant and University of Delaware coordinate efforts. It was challenging to decipher the purpose of the request.

Motion: Deny application. **(**Greg)
Motion seconded by: LaKresha
Unanimous Agreement to deny application.

Discussion returned to Application #10 (INF-12-16-Crawl-Bey) Inter-Neighborhood Foundation (Revisited).

Motion: Greg made a motion to "lift from the table" application #10 and return to review.
Motion seconded by: Connie
Unanimous acceptance by the board.

Larry indicated that, based on discussions of the meeting subsequent to the review of this application, it would be appropriate for the Chair to entertain a motion to approve with conditions as suggested earlier for $25,000.

Conditions: Identify planning consultant, provide detailed scope of work, detailed project budget and clear description of the project deliverables.

Mr. Timothy Crawl-Bey confirmed that he could provide information right away.

Motion: Approve application as stated and with noted conditions. (Greg)
Motion seconded by: Connie
Unanimous acceptance by the board.

Other Business
None

Bernice asked for motion to adjourn.
Motion: Adjourn meeting (Greg)
Motion seconded by: Connie
Unanimous acceptance by the board.

Meeting was adjourned at 1:05 p.m.

Next Meeting: April 6, 2017, Wilmington, Carvel State Office, DEDO Conference Room, 10:00 a.m., reviewing applications under $50,000.

Respectfully submitted,
Sheryl Hill-Dyer
Office of Cabinet Secretary Whaley