

**MEETING MINUTES**  
**NEIGHBORHOOD BUILDING BLOCKS FUND BOARD**  
**August 30, 2018**  
**DRAFT**

BOARD MEMBERS PRESENT

Damian DeStefano, Director DSB, Chair NBBF  
Sean Lugg, DOJ  
Gregory Patterson, DOJ  
Jim Sills, Public Community Representative  
Dorothy Morris, OSPC

STAFF PRESENT

Larry Lewis, DOJ  
AJ Roop, DOJ  
Holly Trudel, DSB  
Veronica Richardson, DSB  
Sheryl Hill-Dyer, DSB

BOARD MEMBERES ABSENT

Anas Ben Addi, DSHA  
Connie Holland, OSPC  
Marlena Gibson, DSHA  
Aaron Goldstein, DOJ

MEMBERS OF THE PUBLIC ATTENDING

|                 |                     |
|-----------------|---------------------|
| Adam Kramer     | Green Beret Project |
| Nicole Freedman | YMCA                |
| Jimia Redden    | YMCA                |
| Tamisha Hopkins | YMCA                |
| Isaac Willis    | Green Beret Project |
| Rufus Mincey    | DHA                 |

I. Call to Order

Thursday, August 30, 2018 at 9:00 a.m., Division of Small Business, Dover Office, 99 Kings Highway, Dover, DE 19901

Chairperson, Damian DeStefano opened the meeting.

II. Review minutes of June 19, 2018 Meeting

Upon motion duly made, seconded and unanimously voted, the minutes were approved.

III. Update on NBBF Funds Remaining

NBBF balance is *not* enough to cover all remaining applications. Greg Patterson requested a listing of all grants awarded as indicated on the balance sheet provided. All board members will receive a listing of grants awarded after the meeting.

IV. Review Applications

Remaining requests to be awarded:

### **HLNC-2018-Johnson (#52) Hilltop Lutheran Neighborhood Center**

Job Readiness Training (J.R.T) teaches youth how to prepare for interviews as well as give them hands on skills that can be used to gain employment and/or entrepreneurial opportunities.

Amount Requested: \$11,510

Agency Review: DOJ, AJ Roop

The organization polled youth in the area through town hall meetings. The meetings discerned that the targeted youth are requesting the opportunity to earn income. The organization will partner with L.A.P.A., to provide a \$350 leadership entrepreneurial and technology stipend for participating. The goal for the participants is to develop a small business plan and to participate in a college bound program with tutoring seminars and college tours. The amount requested is as follows: \$8,750 stipends for 25 youth in a high crime area, L.A.P.A., fee \$2,760, supplies, \$627, and staff, \$2, 250.

#### Board Discussion

For the record and background information for the Chairperson, the board has elected *not to fund* permanent staff for projects to be consistent with prior projects. Funds will go towards stipends, fees, and program supplies. Clarification will be sent to the organization about funding staff member through the program.

There were no public comments.

- Motion: To approve grant award for \$11,510 including an explanation *to not include* permanent staffing fees totaling \$2,250.
- Made by: Sean Lugg
- Seconded by: Greg Patterson
- **Unanimous Agreement to approve.**

### **CWCDC-2018-Lester (#59) Cornerstone West CDC**

Lights On – West Side Security Camera and Lighting Program will install security cameras and lighting improvements as part of a Crime Prevention Through Environmental Design (CPTED) strategy.

Amount Requested: \$45,000

Agency Review: DOJ, AJ Roop

This organization is prevalent on the West Side of the City of Wilmington. This is a security camera and lighting program allowing 10 additional businesses and 15 community organizations to install security cameras and lighting improvements as part crime prevention through environmental design. The biggest concern for the community is safety.

#### Board Comments

In the past, this organization was previously approved for cameras and lights from OSPC and all funding was utilized for the program. The overall program budget has some staff costs but this \$45,000 request matches up with the camera and light cost.

There were no public comments.

- Motion: To approve grant award for \$45,000.
- Made by: Greg Patterson
- Seconded by: Dorothy Morris
- **Unanimous Agreement to approve: Approved, \$45,000.**

**GPB-2018-Easton (#61) Green Beret Project, Inc.**

Amount Requested: \$48,000

Agency Review: DOJ, AJ Roop

This project is for an after school program that will provide life skills, athletic and recreational activities, and training for youth living in the Manchester and surrounding areas of Dover. This includes computer programs, chess clubs, and meals. Transportation will be provided but will be geared towards youth in the neighborhood. The organization is partnering with Dover Housing Authority, Dover Police Department, Delaware Department of Correction, Delaware National Guard, and Capital School District. The goal is crime reduction within juvenile population, impacting a high crime area, building relationships, and incentivizing youth on four standards. By partnering with Capital School District they will be able to see when the youths are attending school and if there are any ongoing issues.

Board Comments

There is a required match and the sources of funding show five lines of NBBF requests. Are there other funding sources? Notice or solicitations for in-kind projects was examined by the Board. The Board referred back to the invitation to submit proposals which states each project must include a cash match of 25 percent.

Public Comments - Green Beret Project, Inc., Mr. Willis & Mr. Kramer

Matching funding comes from Dover Housing Authority which includes an in-kind building donation of \$49,500. Ages range from 8 years to 20 years of age for the program. The project will transport youth in gang and drug infested areas. The Green Beret concept is to build relationships within the community and is not military training. Members of this project are active and inactive military members using the concept of community and they are not paid for their time. Private donations of \$5,500 are a direct cash contribution supporting the program.

- Motion: To approve grant award for \$48,000 contingent upon verification of \$12,125 in cash match.
- Made by: Greg Patterson
- Seconded by: Sean Lugg
- **Unanimous Agreement to approve: Approved, \$48,000.**

Additional Board Discussion.

After the application was approved, the invitation to submit proposals was referenced and a “cash match” of 25 percent of project cost was shared with the organization. The match for this request is \$12,125.

## **WHC-2018-Fair (#72) Wilmington Hope Commission**

Amount Requested: \$15,000

Agency Review: DOJ, AJ Roop

This is a Peer Mentoring Program in the City of Wilmington. This is a well-known transition program for incarcerated men having peer mentors to navigate through challenges. The program goal is to reduce recidivism, improve safety, and rebuild Wilmington's most affected neighborhoods. The program includes a certification process. There are minimal volunteers working with individuals for intense hands-on training.

### Board Discussion

The amount of funds requested appears to be limited for the complex work with the program. There may be other funding opportunities for the program. Reentry into the community is a large issue within the City of Wilmington. The program is successful. The program ensures individual attention on a smaller scale with limited resources such as computers. It appears most of the funding for this program is going towards salary and benefits. This request is described as a new initiative with a new person associated with the program. Funding for this project is permissible. The Program Administrators are informed that this is a one-time grant award initiating the program. Other funding sources should be examined to continue the project.

There were no public comments.

- Motion: To approve for \$15,000.
- Made by: Sean Lugg
- Seconded by: Jim Sills
- **Unanimous Agreement to approve: Approved, \$15,000.**

## **YMCA/CR-2018-Redden (#77) YMCA of Delaware – Central Residences**

Amount Requested: \$50,000

Agency Review: DOJ, AJ Roop

This program provides affordable housing and supportive services for men, including chronically homeless men, including veterans, men with mental health and substance abuse issues, and men with physical disabilities. In 2017, the YMCA provided 300 men with permanent supportive services, a 180 room facility, and distributed more than 13,000 meals.

### Board Comments

Greg recused himself from previous and current YMCA applications because of his daughter's involvement with the YMCA. The line items include four separate requests of which two were previously discussed - personnel cost and overhead. The second and third line items well-exceed the amount of funds available in the NBBF. Mr. Sill spoke against the program.

### Public Comments

Ms. Redden, Director of Housing, YMCA spoke about the organization serving a diverse population. This funding is strictly providing housing for YMCA residents and emergency

services. Ms. Freedman, Director of Grants discussed working with residents in preventing homelessness in the City of Wilmington.

- Motion: To approve with the conditions that funds be limited to emergency rental assistance and meals.
- Made by: Sean Lugg
- Seconded by: Dorothy Morris
- **Agreement to approve: Approved for \$50,000 with the condition that funds will be limited to emergency rental assistance and meals. Jim Sills opposed this request.**

### **PSFLF-2018-Smith III (#54) – Peter Spencer Family Life Foundation**

Amount Requested: \$25,791

Agency Review: DOJ, AJ Roop

Peter Spencer Family Life foundation is designed to increase the educational outcomes and leadership skills of inner city youth through meaningful year-round programming by replicating a well-respected national model established by the Children’s Defense Fund. The program focuses on crime reduction and crime prevention within the juvenile population. The project has influential people from the City of Wilmington come in and speak to the youth. The organization has other programs benefiting youth.

#### Board Discussion

There was a question about application match and the source. The Department of Services for Children, Youth, and Their Families is the primary funder. Due to budget restraints funding was unavailable. Personnel costs are not funded by NBBF.

There were no public comments.

- Motion: To approve \$25,791 with the conditions that NBBF funds *cannot be used* for personnel costs.
- Made by: Sean Lugg
- Seconded by: Greg Patterson
- **Unanimous Agreement to approve: Approved, \$25,791 with conditions of not using funds for personnel costs.**

### **TOL-2018-Wright (#55) - Town of Laurel**

Amount Requested: \$27,000

Agency Review: OSPC, Dorothy Morris

Laurel Police Department is seeking funding to equip a police department substation at the former Dunbar Elementary School. The Laurel School District will donate the building. This funding will pay for a video surveillance system and three holding cells. The total grant amount requested is \$27,000 with a match of \$9,000.

#### Board Discussion

For clarification purposes, application guidelines were read to address capital improvements and renovations. The goals of the project are to focus on neighborhoods with high levels of crime,

increase neighborhood empowerment, development of neighborhood and community leaders, availability of funds, community development, and crime reduction including planning areas that have downtown development. According to the invitation to submit proposals, NBBF funds are *not* intended to provide for capital expenditures for improvements to rehabilitate, expand or construct depreciable real property. This includes exterior, interior, structural, mechanical or electrical improvements necessary to construct, expand or rehabilitate a building or facility for residential, commercial, industrial or mixed use; excavations; grading and paving; driveways; landscaping or land improvements; or demolition. Partial funding has been done in the past. Funds would be available to approve for security system with contingency.

There were no public comments.

- Motion: To approve \$15,000 for the Town of Laurel security system contingent upon securing alternative funding to construct holding cells. If holding cells *are not* constructed, the funds will return to NBBF.
- Made by: Greg Patterson
- Seconded by: Dorothy Morris
- **Unanimous Agreement to approve: Approved, \$15,000 contingent upon constructing holding cells.**

Prior to discussing application #58 Family Counseling Center of Saint Paul, Chairperson informed the Board of the remaining balance, \$25,343.91. This amount is not enough to fund this project and a review of the breakdown request should be examined. Additionally, application #57 Old Brandywine Village, Inc., was reviewed.

### **FCCSP-2018-Seipel (#58) Family Counseling Center of Saint Paul**

Amount Requested: 37,500

Agency Review: DOJ, AJ Roop

This project is partnering with Creative Vision Factory and the Hilltop Neighborhood on Wilmington's west side.

#### Board Discussion.

Family Counseling Center of Saint Paul project is a mosaic mural on an existing building, 301 North Van Buren Street, Wilmington, Hilltop Neighborhood. As indicated on the application there appears to be five other funding sources for this project. A recommendation was to approve this application for the remaining balance, \$25,343.91. Since the amount is less than requested amount, the funding may be approved for the remaining balance, \$25,343.91 contingent upon the project's ability to move forward. Greg Patterson deferred to Jim Sills recommendation to review Old Brandywine Village, Inc., application that has a direct crime prevention impact within the community.

There were no public comments.

- Motion: To approve
- Made by: Greg Patterson

- Seconded by: Jim Sills made the motion to consider reviewing Old Brandywine Village, Inc. instead of this current project.
- **Unanimous Agreement *not to* approve FCCSP-2018-Seepel (#58) Family Counseling Center of Saint Paul and to instead hear OBV-2018-Shanahan (#57) Old Brandywine Village, Inc., application as suggested by Mr. Sills.**

### **OBV-2018-Shanahan (#57) Old Brandywine Village, Inc.**

Amount Requested: \$35,000

Agency Review: OSPC, Dorothy Morris

This project is looking to install 25 security cameras in the neighborhood including Market Street to Concord Avenue, Superfine Lane, West 18<sup>th</sup> Street, West 9<sup>th</sup> Street, West 20<sup>th</sup> Street, Tatnall Street, Hutton Street, Buena Vista Street, Brandywine Mills Plaza, and Brandywine Mills Park.

#### Board Discussion

Should Old Brandywine Village Inc., be approved, approval should be contingent upon a 30-day supplemented storage system and a service built into the system to ensure functionality. From a law enforcement and community safety perspective communicating to the neighborhoods will bring awareness that cameras are capturing and recording video which add value to a functioning system for deterrent.

There were no public comments.

- Motion: To approve \$25,343.91 contingent upon cameras functioning and footage being stored as proposed.
- Made by: Jim Sills
- Seconded by: Dorothy Morris
- **Unanimous Agreement to approve: Approved, \$25,343.91, contingent upon cameras functioning and footage being stored as proposed in the application.**

Chairperson confirmed NBBF remaining balance is zero. He recognized a number of projects remaining on the list having value and note limited availability of funding to grant awards.

- Motion: To recognize remaining qualified proposals *not funded*.
- Made by: Dorothy Morris
- Seconded by: Greg Patterson
- **Unanimous Agreement to recognize the remaining qualified proposals on the list not funded due to lack of available funding.**

#### V. Nonconforming Proposals

There are six proposals submitted that are not compliant with 501(c)(3) status and display organizational deficiencies within the applications. Applicants will be notified in writing as to why the applications were not considered.

- Motion: To approve and send notifications to six nonconforming applications that *did not* meet requirements and were *not funded*.
- Made by: Greg Patterson

- Seconded by: Dorothy Morris
- **Unanimous Agreement to approve and send notifications to six nonconforming proposals.**

VI. Other Business

NBBF has been exhausted. The Board will only reconvene if funds granted from previously awarded applications or current awarded applications today are not meeting contingent conditions for funding.

VII. Public Comments

There were no public comments.

VIII. Adjourn

- Motion: To adjourn and to follow up on pending notifications to applicants.
- Made by: Sean Lugg
- Seconded by: Greg Patterson
- **Unanimous Agreement to adjourn meeting 10:25 a.m.**

Respectfully Submitted  
Sheryl Hill-Dyer  
Division of Small Business, DSB