

**CITY OF NEWARK
DELAWARE
BOARDS AND COMMISSIONS REVIEW COMMITTEE
MEETING AGENDA**

**March 22, 2016 – 7:00 PM
Council Chamber**

1. Call to Order
2. Approval of the Minutes of the February 23, 2016 Boards and Commissions Review Committee Meeting
3. Community Development/Revenue Sharing Advisory Committee Presentation
4. Discussion and Potential Action Regarding the Committee Review of the Community Development/Revenue Sharing Advisory Committee
5. Public Comment
6. Introduction of New Business
7. Next Meeting Date – April 26, 2016
8. Adjournment

The above agenda is intended to be followed, but is subject to changes, deletions, additions, and modifications, as permitted under the Freedom of Information Act of the State of Delaware. The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004 (e)(2). Copies may be obtained at the City Secretary's Office, 220 South Main Street, or online at www.cityofnewarkde.us.

Agenda Posted – March 14, 2016

Attest:

Sworn by:

City Secretary

Notary Public

(Seal)

**CITY OF NEWARK
DELAWARE
BOARDS AND COMMISSIONS REVIEW COMMITTEE
MINUTES
FEBRUARY 23, 2016**

Those present at 7:00 p.m.:

Members: Chair, Rebecca Powers, At Large
John Morgan, District 1
Jo Anne Barnes, District 2
Christopher Laird, District 3
Roberta Sullivan, District 4
Maria Aristigueta, District 5

Absent: M. Howland Redding, District 6

Guests: Mayor Polly Sierer
Marilyn Minster, Chair, Downtown Newark Partnership

Staff: Renee Bensley, City Secretary
Ricky Nietubicz, Downtown Newark Partnership Administrator

1. **MEETING CALLED TO ORDER BY CHAIR REBECCA POWERS AT 7:04 P.M.**
2. **APPROVAL OF MINUTES OF THE JANUARY 26, 2016 BOARDS AND COMMISSIONS REVIEW COMMITTEE**

There was discussion among the Committee with Ms. Bensley regarding verb tenses in minutes. Ms. Barnes expressed a desire for sections of the minutes describing the staff report to be in the present tense.

MOTION BY MS. ARISTIGUETA, SECONDED BY MR. LAIRD: TO APPROVE THE MINUTES AS AMENDED.

**MOTION PASSED UNANIMOUSLY.
VOTE: 6 TO 0. (ABSENT: REDDING)**

3. **APPROVAL OF THE JANUARY 26, 2016 EVALUATION OF THE BOARD OF BUILDING APPEALS, PROPERTY MAINTENANCE APPEALS BOARD AND BOARD OF SIDEWALK APPEALS**

Ms. Bensley asked if the Committee wanted the evaluations forwarded to Council or just the final action motion. After discussion, it was agreed to only forward the final action to Council.

MOTION BY MS. BARNES, SECONDED BY MS. SULLIVAN: TO APPROVE THE MEMORANDUM OFFERING THE COMMITTEE'S RECOMMENDATION BE

FORWARDED TO MAYOR & COUNCIL.

**MOTION PASSED UNANIMOUSLY.
VOTE: 6 TO 0. (ABSENT: REDDING)**

4. DOWNTOWN NEWARK PARTNERSHIP PRESENTATION

Ms. Bensley reported the Downtown Newark Partnership retained a consultant to evaluate the partnership, its future and any potential changes. At this time, staff recommended the Boards & Commissions Review Committee postpone the final evaluation of the Downtown Newark Partnership and its subcommittees until the consultant submitted her final report to the City.

Ms. Powers reported she had spoken to the consultant (Teresa Lynch). Ms. Powers stated it was her opinion Ms. Lynch would be suggesting significant changes in the structure of the Downtown Newark Partnership with the possibility of the committee becoming a private non-profit. The consultant is planning a public event with a workshop in May followed by the release of the report. Ms. Powers believed it made sense to postpone the evaluation.

Dr. Morgan expressed his opposition to the postponement of the Downtown Newark Partnership review and requested that the consultant be asked to give the Committee an advance draft of the report. Ms. Barnes indicated that she felt that would be inappropriate as the consultant was not hired by the Committee and, therefore, was under no obligation to report to the Committee prior to reporting to her client, the Downtown Newark Partnership.

MOTION BY MS. SULLIVAN, SECONDED BY MR. LAIRD: TO ACCEPT THE STAFF RECOMMENDATION TO POSTONE THE EVALUATION OF THE DOWNTOWN NEWARK PARTNERSHIP UNTIL THE COMPLETION AND SUBMISSION OF THE CONSULTANT'S REPORT.

**MOTION PASSED.
VOTE: 6 TO 1. (NAY: MORGAN; ABSENT: REDDING)**

5. PUBLIC COMMENT

Katie Gifford, District 3, believed the Boards & Review Commissions input should be considered by the consultant hired to review the Downtown Newark Partnership ("DNP"). She also thought there would be more participation if the DNP subcommittee meetings were held at the City Municipal Building. She believed holding the meetings in restaurants sometimes posed a myriad of issues; i.e. a newcomer not being able to recognize the group, issues hearing the meeting when the group was split between tables which sometimes happened, etc.

At the request of the Committee, Mr. Nietubicz, DNP Administrator, stated the consultant's initial visit was focused with getting familiar with Newark, how the downtown

operates and the economic climate. The goal would then be to have a public workshop discussion. Dr. Morgan asked if the public workshop would include a presentation of a draft report. Ms. Powers stated it was her impression final details had not been worked out.

Jen Wallace, District 3 stated she would prefer the Boards & Commissions Review Committee move forward with the review and then offer feedback to the consultant. She stated with regard to the Design Committee, often times City Council and the Planning Commission had to review plans for projects and this was not done in Council Chambers. She understood the argument of it being easier to be on Main Street and view potential projects, however she thought it impeded the public's ability to participate.

6. INTRODUCTION TO NEW BUSINESS

Ms. Barnes suggested discussing developing a routine for greater involvement with the Boards & Commissions Review Committee to attend other committee meetings. Ms. Bensley discussed upcoming meetings for the Board's consideration and said she would keep the commission updated when meetings were approaching.

Ms. Bensley stated the board was scheduled to review the Community Development & Revenue Sharing Advisory Committee in March, the Conservation Advisory Commission in April and Planning Commission in May. The Downtown Newark Partnership review would be rescheduled after the consultant's report was issued.

Ms. Powers volunteered to do the evaluation form for upcoming March meeting.

7. NEXT MEETING DATE

The next meeting is scheduled for Tuesday, March 22, 2016 at 7:00 p.m.

8. THE MEETING WAS ADJOURNED AT 7:53 P.M.

Renee K. Bensley
City Secretary

/tas

CITY OF NEWARK
DELAWARE

March 14, 2016

TO: Boards & Commission Review Committee Members

FROM: Renee Bensley, City Secretary *RUB*

VIA: Carol Houck, City Manager *CSH/MP*
Maureen Feeney Roser, Planning & Development Director *Maureen Feeney Roser*
Tom Fruehstorfer, Planner *TF*

CC: Mayor and Council

SUBJECT: Community Development/Revenue Sharing Advisory Committee
Review Information and Staff Recommendation

Governing Authority

The Community Development/Revenue Sharing Advisory Committee is governed by a March 16, 1990 staff recommendation adopted by Council, which recommended the combining of the Revenue Sharing process with the Community Development Advisory Committee (attached). This staff recommendation was subsequently revised by Resolution 92-L (attached), which reduced the size of the Committee from 15 members to 13 members.

Qualifications

Resolution 92-L provides that "membership shall be 'Thirteen members: one from each district, one from the Newark Housing Authority, one from the business community, and five at-large (Mayor to appoint chairperson)."

Orientation/Training

Currently no formal training for board members is provided.

Rules of Procedure

The Community Development/Revenue Sharing Advisory Committee utilizes Roberts Rules of Order as the basis for its rules of procedure. The chair is appointed by the Mayor per Resolution 92-L, however, in 2015, the Committee did elect its own chair after the resignation of its previous chair.

Activity Level

The Committee is required to meet each year to review the applications submitted to the City for Community Development Block Grant and Revenue Sharing funds and make recommendations to Council. Typically, the Committee meets approximately three to five times in the late summer/early fall to complete their work for the year.

At the writing of this memo, there were 11 members on the Committee with two vacancies. Members are appointed for three year terms. Members are required to fit the descriptions outlined in Resolution 92-L, but are not necessarily required to be residents of the City for all positions. There is no compensation for this committee.

Reporting

Currently, the boards are required to keep minutes under the State of Delaware Freedom of Information Act. Minutes are up-to-date and have been posted on the City website since 2015.

Stakeholder Viewpoints

All Committee members were contacted by mail to solicit comments for the review. The following members and staff submitted comments:

Rob Detwiler is a member of the Committee representing District 4. He noted that there were some members that did not attend the meetings, but those that did were committed. He expressed concern that the Parks and Public Works Departments were trying "to absorb the funds squeezing out org. [sic] with little other choice." He also stated that he felt the Committee should receive the CDBG regulations and updates to keep current on the information.

Michael Gritz is a member of the Committee representing District 1. He stated that there was active committee participation and that the Committee could not function without the City Planner (Tom Fruehstorfer) in attendance at the meetings. He noted that Mr. Fruehstorfer also fulfilled all of the reporting requirements for the Committee.

Maureen Feeney Roser is the Planning and Development Director for the City of Newark and staffed the Committee in her former capacity as Associate Planner. She noted that the Committee helps to meet the City's requirement for public input into its CDBG program. While few, if any other entitlement communities turn the entire process over to a citizens' group to review and consider applications to determine what should be funded in the next year and then making a recommendation to Council, she noted it has been and continues to be a way that Newark goes above and beyond what is technically required to meet the Grant public input mandates. She thought it gave the Council a well-rounded and well considered recommendation for the use of both the Federal funds (CDBG) and the City funds (Revenue Sharing). She stated that the technical requirements of citizen review of the staff recommendations and endorsement and public hearing for Council adoption are met by the Committee and that the way the City fulfills this requirement provides for more public input from the outset – and therefore is a better process to determine how funds should be used.

As far as requirements for membership, Ms. Feeney Roser felt members should be residents of the City or representatives of a Newark business or organization and be intelligent and interested as there is considerable time spent developing the recommendations.

Tom Fruehstorfer is the Planner for the City of Newark and staffs the Committee. He noted that 2015 was his first funding cycle serving the City in this capacity, but that he thought the Committee functioned well.

Necessity

The Committee is not similar to any other boards or commissions. It is necessary as part of the required public input process for the Federal Community Development Block Grant funds that the City receives.

Recommendations

Staff recommends that the Boards and Commissions Review Committee submit a positive review to Council regarding the work of the Community Development/Revenue Sharing Advisory Committee. However, the Boards and Commissions Review Committee may want to consider recommending a more formally documented chartering of the Committee via either resolution or ordinance. Additionally, the Boards and Commissions Review Committee may want to consider reducing the size of the Committee from 13 to 11 by eliminating the two vacant at-large positions. This would enable a quorum to be reached more easily and still would provide the ability to have a variety of individuals and groups represented on the Committee.

Thank you for your consideration and please contact me if you have any questions.

/rkb



BOARDS AND COMMISSIONS REVIEW COMMITTEE REPORT

Name of Board/Commission/Committee: CDBG Revenue Sharing

Representatives Present For Review: _____

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Governing Authority	City Code and/or resolutions governing the body	Retired from New Castle (Formerly) Community Development and Housing) Now Community Services who reviewed th CDBG	Revising CDBG Regulations and updates to keep current	
Qualifications	Are the required qualifications appropriate for the body?	Yes		

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Orientation/ Training	Existing orientation and/or training for the body			
	Level of participation by members of the body in the above training	Some Newer or Rarely Attend.	Require Attendance	
Rules of Procedure	Selection of chair and other officers	by vote last year	Yearly voted in	
	Meeting procedures	Robert's Rules		
Activity Level	Amount of active participation by members	those who attend ARE committed		

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Reporting	Existing reporting requirements	Good		
	Compliance with existing reporting requirements	Good		
	Appeal process for decisions of the body	by City Council Decision.		
Stakeholder Viewpoints	Views of members of the body being evaluated	Broad and varied		
	Views of department heads who work with the body	Unknown Parks and Public Works trusts absorb the funds squeezing out org. with little choice		
	Views of the public who interact with the body	Few		

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Necessity	Scope of duties	We meet for several nights in Oct. to study, review and decide Allocation of funds		
	Similarity to other bodies			

Activity Level

- When is this board or commission required to meet? Monthly Quarterly Annually As Needed Other (Explain) Oct/Nov.
- In the past five years, this board or commission has met 4/5 times A year times. Its last two meetings were on Oct and 2015.
- Do the minutes of this board or commission maintained by the City appear to be complete and up-to-date? Yes No
If no, identify any apparent deficiencies: _____
- How many members are on this committee? 6 to 9 usually shew
- How many vacancies are currently on this committee (number and percentage)? unkn

Board Membership

- How long is a committee member's term on this committee? 1 year 2 years 3 years Other (Explain) _____
- Is City residency a qualification for membership on this committee? Yes No
- If City residency is not a requirement, does this committee have any members who are not City residents? Yes No

9. How long is the committee chair's term on this committee? 1 year 2 years 3 years Other (Explain) _____

10. How is the Chair selected for this committee? Volunteer Elected by Committee Appointed by Mayor

Compensation

11. How much is the compensation for this committee? 0

Final overall recommendations of the Boards and Commissions Review Committee:

Approved by the Boards and Commissions Review Committee on _____, 2016.

Vote: __ to __.

Attest:

City Secretary

Chairperson
Boards & Commissions Review Committee

For Office Use Only:

Date Submitted to Council: _____, 2016

Action Taken by Council:

KENEE, I PLAN TO ATTEND
MARCH 22 MEETING

MIKE



2/29/16
MICHAEL GRITZ

BOARDS AND COMMISSIONS REVIEW COMMITTEE REPORT

Name of Board/Commission/Committee: COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE

Representatives Present For Review: _____

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Governing Authority	City Code and/or resolutions governing the body			
Qualifications	Are the required qualifications appropriate for the body?			COMMITTEE COULD NOT FUNCTION WITHOUT CITY PLANNER PRESENT AT EVERY MEETING

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Orientation/ Training	Existing orientation and/or training for the body			
	Level of participation by members of the body in the above training			
Rules of Procedure	Selection of chair and other officers			COMMITTEE VOTE
	Meeting procedures			ROBERT'S RULES OF ORDER FOLLOWED
Activity Level	Amount of active participation by members			ACTIVE COMMITTEE PARTICIPATION

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Reporting	Existing reporting requirements			DONE BY CITY PLANNER
	Compliance with existing reporting requirements			
	Appeal process for decisions of the body			
Stakeholder Viewpoints	Views of members of the body being evaluated			
	Views of department heads who work with the body			
	Views of the public who interact with the body			

CATEGORY	ASPECTS	AREAS OF STRENGTH	AREAS FOR IMPROVEMENT	COMMENTS
Necessity	Scope of duties			
	Similarity to other bodies			

Activity Level

1. When is this board or commission required to meet? Monthly Quarterly Annually As Needed Other (Explain) _____
2. In the past five years, this board or commission has met _____ times. Its last two meetings were on _____ and _____.
3. Do the minutes of this board or commission maintained by the City appear to be complete and up-to-date? Yes No
If no, identify any apparent deficiencies: _____
4. How many members are on this committee? _____
5. How many vacancies are currently on this committee (number and percentage)? _____

Board Membership

6. How long is a committee member's term on this committee? 1 year 2 years 3 years Other (Explain) _____
7. Is City residency a qualification for membership on this committee? Yes No
8. If City residency is not a requirement, does this committee have any members who are not City residents? Yes No

9. How long is the committee chair's term on this committee? 1 year 2 years 3 years Other (Explain) _____

10. How is the Chair selected for this committee? Volunteer Elected by Committee Appointed by Mayor

Compensation

11. How much is the compensation for this committee? _____

Final overall recommendations of the Boards and Commissions Review Committee:

Approved by the Boards and Commissions Review Committee on _____, 2016.

Vote: __ to __.

Attest:

City Secretary

Chairperson
Boards & Commissions Review Committee

For Office Use Only:

Date Submitted to Council: _____, 2016

Action Taken by Council:

CITY OF NEWARK
DELAWARE

March 16, 1990

MEMORANDUM TO: Carl F. Luft, City Manager

FROM: Maureen F. Roser, Associate Planner *MFR*

RE: PROPOSED REVENUE SHARING ADMINISTRATIVE PROCEDURES

As part of our continuing effort to streamline municipal operations I would suggest that we utilize the Community Development Advisory Committee public hearing and review process to provide citizen's input for Council for the expenditure of local revenue sharing monies. Incorporating Revenue Sharing into the Community Development process, in addition, makes sense because of the similarity between Revenue Sharing and Community Development projects currently reviewed by the Community Development Advisory Committee. Most important, consolidating the programs will enable City Council to review Community Development Advisory Committee recommended budgets for City and outside agency programs and projects at one time during the City's annual budget cycle.

At the present time, the Community Development Advisory Committee is made up of an appointee from each Council district, a business community representative, a Newark Housing Authority representative and six at-large appointees with terms expiring on April 15th. The Revenue Sharing Committee has consisted of volunteers from agencies designated by the Mayor each year. The agencies represented on the 1990 Revenue Sharing Screening Committee were: the University, American Association of University Women, the New Castle County Chamber of Commerce, the Christina School District, the Newark Area Welfare Committee and the League of Women Voters. Perhaps the Mayor may want to consider these participating agencies as sources for a few of the at-large slots when reappointing the Community Development Advisory Committee this year.

Thank you for your attention to this matter. I will, of course, be happy to discuss this matter with you at your convenience.

MFR:mc

cc: Roy Lopata, Planning Director
David Fitzgerald, Human Services Director

was no market for recycling, residents would just be separating their garbage.

Mr. Gardner stated that he attended every League of Cities session that applied to recycling. There were a lot of people involved with recycling who have states that have mandated recycling, but were having problems with performing recycling. He spoke with people in Minnesota who have found ways to deal with the paper situation, i.e., recycled paper has been used for bedding for cattle and horses. It was better and cheaper than straw and hay. Mr. Thomas interjected that there have been some cities who have found a market for such things as plastic bottles.

Mr. Gardner hoped to see something started in Newark. He found it very frustrating to be paying the landfill rate for such things as grass clippings. He claimed that plastic bags covered with soil with no air contact would not degrade. This creates a situation where you take a potentially good substance that could be used for mulch or other uses, putting it in a bag, and filling the landfill (that was already nearing capacity) with things that wouldn't decompose. All this was done at the same rate as the rest of the trash.

Mr. Fridl was asked if the newspaper taken to the landfill was burned. He explained that the paper burned generated electricity which ran the plant. The landfill saved money in this operation. The Federal government has mandated that any co-generation plants that generated electricity, must sell it to the local utility (and the local utility must buy it). Now, more electricity was generated than the Delaware Solid Waste Authority (DSWA) plant needed, and the extra electricity was being sold to DP&L, which meant it goes back to DSWA, which meant the city wasn't paying \$50/ton to dump at the landfill because of the money made from DP&L.

There were no further comments forthcoming.

23. 9-B-3. LOCAL REVENUE SHARING FUNDING LEVEL REQUEST

A local revenue sharing target, reflecting a level close to present inflationary trends, was recommended at \$39,500 for 1991, which represented a 3.95% increase over 1990.

Mr. Luft indicated that the Planning Department would be handling the local revenue sharing distribution and process beginning this summer. The Planning Department has recommended that the Community Development Advisory Committee (since its objectives and purposes were very much in line with the Revenue Sharing Committee) be the resource committee to provide funding and support to this process. Mr. Luft proposed that the Mayor consider appointing representatives from the participating agencies, i.e., University, American Association of University Women, the New Castle County Chamber of Commerce, the Christina School District, etc. as sources for a few of the at-large appointments when reappointing the Community Development Advisory Committee this year.

MOTION BY MR. THOMAS, SECONDED BY MR. GARDNER: THAT THE 1991 SUPPORT LEVEL OF \$39,500 BE APPROVED AS RECOMMENDED.

MOTION PASSED UNANIMOUSLY. VOTE: 6 to 0.

Aye - Thomas, Brothers, Smith, Gardner, Godwin, Tripp.
Nay - 0.
Absent - Miller.

Mr. Thomas proposed that the Mayor, the City Manager, and the Planning Director make a formal recommendation regarding the Revenue Sharing Committee. Mr. Luft said that the proposal was

to utilize the Community Development Advisory Committee public hearing review process for the funding of these agencies. Mr. Thomas said that it was his impression that approval was being requested tonight to allow the Community Development Advisory Committee to accept this responsibility. Mr. Gardner interjected that this implied the elimination of the Revenue Sharing Screening Committee, to which Mr. Luft agreed, and explained that was why it was recommended that some of the at-large appointments to the Community Development Advisory Committee represent some of the Revenue Sharing Screening agencies.

Mr. Thomas asked what would happen to the Revenue Sharing Committee, and Mr. Luft said there would be no need for one. Mr. Thomas felt that the Revenue Sharing Committee had done a great job, and he did not know whether he could support eliminating the Committee.

Mr. Gardner said Council would have to approve the elimination. He said he would come back to Council with a recommendation, and it could mean one committee to handle both, and expanding the committee with members from the Revenue Sharing Committee. He hoped he could accomplish the objective of consolidating the two committees into one committee.

Ms. Tripp asked Mr. Gardner to keep in mind the confusion that could be created between these two programs since they have been kept separate. The city would have to be very careful, if they put them together, to make sure that people understood the difference between the two, i.e., where the money comes from and how the city allocates the money.

24. 9-B-4. REAPPOINTMENT OF NEWARK MEMORIAL DAY COMMITTEE

MOTION BY MRS. BROTHERS, SECONDED BY MR. SMITH: THAT THE NEWARK MEMORIAL DAY COMMITTEE BE REAPPOINTED FOR ANOTHER ONE-YEAR TERM.

MOTION PASSED UNANIMOUSLY. VOTE: 6 to 0.

Aye - Thomas, Brothers, Smith, Gardner, Godwin, Tripp.
Nay - 0.
Absent - Miller.

25. Mr. Thomas referred to the two gentlemen from the VFW who requested permission at a previous meeting to clean up the plaque on the WWII memorial on Main Street. These gentlemen have been in contact with the owners of the plaque and have been given permission to clean it up. Mr. Thomas suggested appropriating \$250 to the Newark Memorial Day Parade and Ceremonies Committee to assist in the restoration of the plaque.

MOTION BY MR. THOMAS, SECONDED BY MR. GARDNER: THAT COUNCIL APPROPRIATE \$250 TO THE NEWARK MEMORIAL DAY PARADE AND CEREMONIES COMMITTEE FOR THE RESTORATION OF THE WORLD WAR II PLAQUE.

Mrs. Brothers asked who owned the memorial, and Mr. Thomas answered that it was an incorporated group who had raised money to put it in place.

Question on the Motion was called.

MOTION PASSED UNANIMOUSLY. VOTE: 6 to 0.

Aye - Thomas, Brothers, Smith, Gardner, Godwin, Tripp.
Nay - 0.
Absent - Miller.

to attack the problems of parking in the whole area, in particular, the downtown area.

There were no further comments forthcoming.

19. 8-B. COMMITTEES, BOARDS & COMMISSIONS:

1. Report re Revenue Sharing & Community Development

Mr. Luft reported that Revenue Sharing utilized city funds to provide grants for local social service programs. The Community Development Block Grant was a Federally funded program which provided grants, in general, to help low and moderate income residents through the provision of adequate housing and the improvement of public facilities.

It has been determined that Revenue Sharing and Community Development parallel each other in a number of ways. 1) The process for funding recommendations was quite similar; 2) Many of the same agencies apply for Revenue Sharing Funds and Community Development funds; and 3) Because of the recent restructuring of staff, the Planning Department would be responsible for both grant funds.

In order to simplify and streamline the process, Mr. Luft recommended that the Community Development Advisory Committee assume the responsibility of Revenue Sharing applications and recommendations made to Council. Mr. Luft assured Council that the identity of each program would be made, and the same committee would be reviewing the applications through separate processes.

Ms. Tripp asked if there were any problems with the Federal requirements of the Community Development Advisory Committee, if the committee had additional responsibilities. Ms. Roser said that she checked into the Federal requirements and found no problems.

Mr. Gardner believed that the Revenue Sharing function added to this committee had less stringent requirements than the Community Development Advisory Committee.

MOTION BY MRS. BROTHERS, SECONDED BY MR. SMITH: THAT COUNCIL APPROVE THE RECOMMENDATION THAT THE REVENUE SHARING AND COMMUNITY DEVELOPMENT ADVISORY COMMITTEES BE COMBINED INTO ONE COMMITTEE AS OUTLINED IN THE STAFF REPORT, DATED APRIL 19, 1990.

MOTION PASSED UNANIMOUSLY. VOTE: 6 to 0.

Aye - Brothers, Smith, Gardner, Miller, Godwin, Tripp.

Nay - 0.

Absent - Thomas.

20. 9-B-2. APPOINTMENTS TO COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

The following membership was proposed:

Urie Boulden	- District 1
Peter Weil	- District 2
Vickie Keith	- District 3, (pending acceptance)
Marguerite Aehley	- District 4
Robert Smith	- District 5
Sigurd Andersen	- District 6, and chairperson
Charlie Friswell	- Business Community
Joseph Perkins	- Newark Housing Authority
Mary Helen Callahan	- At-Large
Cathy Wojewodzki	- At-Large
Benjamin Sherman	- At-Large
MaryLou Danberg	- At-Large

CITY OF NEWARK
DELAWARE

RESOLUTION NO. 92-L

REVISING THE MEMBERSHIP AND TERM OF OFFICE OF THE
COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE

WHEREAS, City Council established a Community Development Committee and Revenue Sharing Advisory Committee in 1975 to make recommendations to Council on the use of Community Development Block Grant and Revenue Sharing funds; and

WHEREAS, City Council approved a staff recommendation to combine the two committees in 1990 to streamline and simplify the process for funding recommendations since they paralleled one another in a number of ways; and

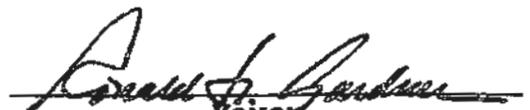
WHEREAS, it has become increasingly difficult for Council to find interested candidates on an annual basis for the 15-member committee;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Newark hereby decrease the membership of the committee from 15 members to 13 members by reducing the number of at-large appointments from seven to five, so that the membership shall be "Thirteen members: one from each district, one from the Newark Housing Authority, one from the business community, and five at-large (Mayor to appoint chairperson)."

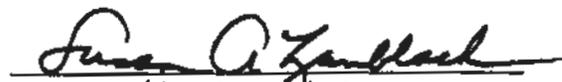
BE IT FURTHER RESOLVED that Council revise the terms of office for the membership of the committee from a one-year term to a three-year term, staggered as follows: 1993 - Districts 3 & 5, two at-large (Sherman and Wojewodzki); 1994 - Districts 2 & 4, Newark Housing Authority and business community, one at-large (Callahan); and, 1995 - Districts 1 & 6, two at-large (Dimock and Weil); all appointments expiring March 31.

RESOLVED at a Regular Meeting of Council on June 22, 1992.

VOTE: 7 to 0.


Mayor

Attest:


City Secretary

11. 8-A-2. RESOLUTION NO. 92-__ : ACCEPTING AND APPROVING AN INVESTMENT CONTRACT

Mr. Luft summarized the resolution as presented. He indicated that the resolution provided for the investment contract of 5.75%.

MOTION BY MR. THOMAS, SECONDED BY MS. TRIPP: THAT THE RESOLUTION BE APPROVED AS PRESENTED.

Mr. Smith stated that due to a possible conflict of interest, he would abstain from voting.

MOTION PASSED. VOTE: 6 to 0.

Aye - Thomas, Zych, Gardner, Felicia, Godwin, Tripp.
Nay - 0.
Abstain - Smith.

(RESOLUTION 92-K)

12. 8-B. COMMITTEES, BOARDS & COMMISSIONS:

1. Term Requirements for Community Development/Revenue Sharing Advisory Committee

Mr. Luft read the resolution as presented. In summary, it reduced the membership from 15 to 13 members and established staggered three-year terms.

MOTION BY MR. GODWIN, SECONDED BY MR. FELICIA: THAT THE RESOLUTION BE APPROVED AS PRESENTED.

MOTION PASSED UNANIMOUSLY. VOTE: 7 to 0.

Aye - Thomas, Zych, Smith, Gardner, Felicia, Godwin, Tripp.
Nay - 0.

(RESOLUTION NO. 92-L)

13. 9-B-2. APPOINTMENT TO NEWARK PARKING AUTHORITY - 5-YEAR TERM

Mr. Gardner asked that this appointment be restored to the next agenda.

14. 8-C. OTHERS: None.

15. 9. ITEMS NOT ON PUBLISHED AGENDA (As Time Allows & As Council Members: Council Determines)

Ms. Tripp commented on a senate bill that would allow non-resident business people to serve on the Newark Parking Authority. She will report back to Council on the status of the bill.

16. Messrs. Godwin, Felicia, Gardner, Smith, and Ms. Zych had nothing to bring up at this time.

17. Mr. Thomas reported that the legislature was quickly coming to a close next week. He said that three bills affecting the city were worked on a great deal, and all three passed with amendments. He was pleased with the legislature and did not anticipate any problems during the last week of session.

18. 9-B. OTHERS: None.

19. 10. SPECIAL DEPARTMENTAL REPORTS:

- A. Special Reports from Manager & Staff: None.

5A1

**City of Newark
Delaware
Department of Planning & Development**

November 20, 2015

TO: Mayor and Members of Council

VIA: Carol Houck, City Manager 

FROM: Tom Fruehstorfer, Planner 

RE: REPORT AND RECOMMENDATION ON ACTIVITIES PROPOSED FOR 42nd YEAR (JULY 1, 2016 – JUNE 30, 2017) COMMUNITY DEVELOPMENT BLOCK GRANT AND 2016 (JANUARY 1, 2016 – DECEMBER 31, 2016) REVENUE SHARING PROGRAMS

The Community Development/Revenue Sharing Advisory Committee (CD/RSAC) has completed its review of applications for the 42nd Year (July 1, 2016 – June 30, 2017) Community Development Block Grant (CDBG) and 2016 Revenue Sharing funds. During deliberations, the Committee was careful to consider each funding source as a separate and distinct budget with different, yet complimentary goals. Each application was reviewed on its merits and assigned the most appropriate grant category. The Committee believes the results are an efficient and equitable distribution of Community Development and Revenue Sharing monies. The Planning and Development Department concurs with this assessment.

Attached is the Committee's report on funding recommendations for the 42nd Year Community Development and 2016 Revenue Sharing programs. The report is divided into two parts. The first details the CD/RSAC recommendations for 42nd Year CDBG monies. Approximately 54% of the recommendations for 42nd Year CDBG funding is allocated for City initiated projects. The second part details the Committee's recommendations for the 2016 Revenue Sharing program, which, by definition, is allocated to outside agencies.

The Committee requests that the recommendations on Community Development and Revenue Sharing funding be placed on Council Agenda for the next available meeting. Should you have any questions or require further information, please let me know.

Attachments

CC: Maureen Feeney Roser, Director of Planning and Development
Michael Fortner, Development Manager

**City of Newark
Delaware**

Department of Planning & Development

November 20, 2015

TO: Mayor and Members of City Council

FROM: Chairperson and Members of the Community Development/Revenue Sharing Advisory Committee

RE: **REPORT AND RECOMMENDATION ON ACTIVITIES PROPOSED FOR 42nd YEAR (JULY 1, 2016 – JUNE 30, 2017) COMMUNITY DEVELOPMENT BLOCK GRANT AND 2016 (JANUARY 1, 2016 – DECEMBER 31, 2016) REVENUE SHARING PROGRAMS**

On Thursday, June 25th, 2015, the Community Development/Revenue Sharing Advisory Committee (CD/RSAC) conducted a public hearing and a question and answer session for prospective applicants to initiate the funding process for the 42nd Year (July 1, 2016 – June 30, 2017) Community Development Block Grant and 2016 Revenue Sharing Programs. At this meeting, the Committee provided information on application procedures, submission requirements, previously funded activities, and officially opened the application process. Once applications were received, the Committee held a series of three meetings on September 24th, October 8th and October 15th, to discuss proposals and develop recommendations for funding for future years' funds, as well as to discuss reallocations of surplus funds in a number of programs.

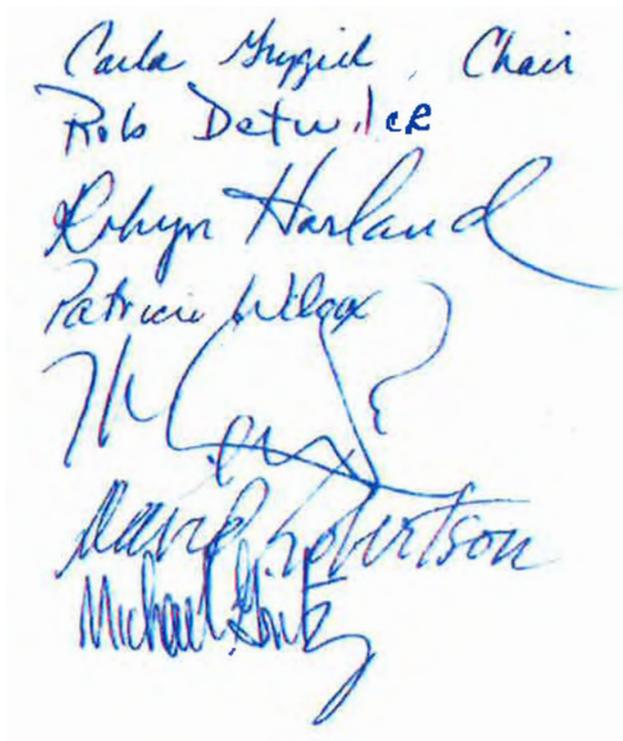
For your information and review, the following materials are attached:

1. Recommended 42nd Year Community Development Block Grant Budget Summary.
2. CD/RSAC recommendations for 42nd Year Community Development monies including project descriptions, funding requests, and recommended allocations.
3. The 42nd Year Community Development Block Grant Program Contingency Budget Plan.
4. Recommended 2016 Revenue Sharing Budget Summary.

5. CD/RSAC recommendations on projects to be funded with 2016 Revenue Sharing monies, including project descriptions, funding requests, and recommended allocations.
6. Minutes of the CD/RSAC meetings held on September 24th, October 8th and October 15th.

Please contact Tom Fruehstorfer in the Planning and Development Department at (302) 366-7000 should you have any questions or require additional information.

Respectfully Submitted,
Community Development Block Grant and Revenue Sharing Advisory Committee



Carla Muggid, Chair
Rob Detweiler
Robyn Harland
Patricia Wilcox
Mike [unclear]
David Robertson
Michael [unclear]

ATTACHMENT 1

SUMMARY

**COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE
RECOMMENDATIONS ON 42nd YEAR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM (07/01/16 – 06/30/17)**

1. Newark Day Nursery Day Care	\$ 25,000.00
2. Parks and Recreation Fee Assistance Program	\$ 1,300.00
3. Youth Beautification Corps	\$ 6,200.00
4. Dickey Park Programming	\$ 5,000.00
5. Senior Home Repair Program	\$ 25,000.00
6. Newark Energy Watch Program (NEW)	\$ 15,000.00
7. Early Memory Loss Program	\$ 2,000.00
8. Public Works - ADA Curb Ramps	\$ 30,000.00
9. Newark Housing Authority Housing Improvements	\$ 35,000.00
10. Home Buyer Incentive Program	\$ 5,000.00
11. Program Administration	\$ 40,000.00
12. Home Improvement Program	\$ 35,000.00
13. Pool Resurfacing – Wilson/Dickey	\$ 12,750.00
14. Habitat for Humanity - A Brush with Kindness	\$ 12,750.00
TOTAL	\$ 250,000.00

ATTACHMENT 2

SUMMARY OF

**COMMUNITY DEVELOPMENT/REVENUE SHARING
ADVISORY COMMITTEE
RECOMMENDATIONS ON 42nd YEAR**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RECOMMENDATIONS

JULY 1, 2016 - JUNE 30, 2017

General Information

The New Castle County Department of Community Services provided the City of Newark with a projected Community Development Budget for the 2016 – 2017 fiscal year of \$210,000 to be used for planning purposes. To this amount, \$40,000 in Program Income was added, resulting in a total Planning Figure of \$250,000. HUD will not calculate the annual final budget figure until late spring, 2016.

Public Services Expenditure Summary

In accordance with Federal regulations, only 15 percent of Community Development funds can be used for activities defined by HUD as Public Service programs. Therefore, \$37,500 (15% of total allocation) was used in budgeting for public services. Listed below are the public services projects recommended for the 42st Year Community Development funding.

AGENCY	PROJECT	AMOUNT ALLOCATED
Newark Day Nursery	Day Care Scholarships	\$25,000.00
Parks Department	Fee Assistance Program	\$1,300.00
Parks Department	Youth Beautification Corps	\$6,200.00
Parks Department	Dickey Park Recreational Programming	<u>\$5,000</u>
	Total	\$37,500.00

Project Descriptions Public Service Category

1. Newark Day Nursery (NDN) Day Care

The Newark Day Nursery Children's Center requested funds to provide tuition assistance to low and moderate-income children, and their parents, participating in accredited early care and education programs for children ages 1 – 5 and after school programs for children ages 6–14. The service enables parents to attend work, obtain an education, or participate in training programs knowing that their children are in a safe, nurturing, educational environment. NDN families pay tuition on a sliding scale depending on their family income level. Funds received from the CDBG program are used to cover the difference between what a family can pay and the real cost of providing the service. Because tuition supplements are provided on a sliding scale based on income, the total number of participants to be served will vary depending on the number of applicants and their individual income levels. The Community Development/ Revenue Sharing Advisory Committee feels that this is a very important program for the community and recommends the full amount requested by Newark Day Nursery Day Care.

REQUESTED AMOUNT: \$25,000.00
RECOMMENDED FUNDING: \$25,000.00

2. Parks and Recreation Fee Assistance Program

The Parks and Recreation Department requested CDBG funds to support the Recreation Fee Assistance Program. The program assists low- to moderate-income families to take part in City-sponsored activities and programs by eliminating registration fees as a barrier to participation, allowing these families to enjoy the full benefit of City recreational activities and programming. The Parks and Recreation Department fully documents low to moderate-income eligibility. The Committee recommends the full amount requested by the Parks and Recreation Department.

REQUESTED AMOUNT: \$1,300.00
RECOMMENDED FUNDING: \$1,300.00

3. Youth Beautification Corps Program (YBC)

The Parks and Recreation Department requested CDBG funds to support the Youth Beautification Corps, a youth employment program. The Parks Department provides in-kind support in the form of program administration and supervision, vehicle fuel, tools, equipment, and insurance for the program. The YBC provides work experience for up to three Newark teens 15–18 years of age during the summer months. These young people work in Parks operations positions and learn the satisfaction of making improvements to and beautifying community parks and City of Newark properties. Participants work up to six hours each day, Monday through

Friday, under the direct supervision of an adult leader, who works closely with the Parks Superintendent to arrange training, schedule work, oversee projects, and evaluate the work performed. Because of limited funds in the Public Services category, the Community Development/Revenue Sharing Advisory Committee could not recommend the full amount requested.

REQUESTED AMOUNT: \$6,900.00
 RECOMMENDED FUNDING: \$6,200.00

4. Dickey Park Programming – Newark Parks and Recreation

Newark’s Parks and Recreation Department is committed to providing recreational opportunities to all area residents without regard to economic circumstances. Additional programming in Dickey Park, particularly in the playground, will promote healthy and active lifestyles as well as promote leadership skills among participants, and help to improve public safety. To this end, the Parks and Recreation Department is requesting funding for an eight week structured recreation program for the Dickey Park area children aged 6 – 13 between mid-June and mid-August. Activities will include active games, crafts, as well as educational presentations from the Newark Police Department, Aetna Hose, Hook and Ladder and other service, safety and educational groups. Because of limited funds in the Public Services category, the Community Development/Revenue Sharing Advisory Committee could not recommend the full amount requested.

REQUESTED AMOUNT: \$6,600.00
 RECOMMENDED FUNDING: \$5,000.00

Non-Public Service Expenditure Summary

After subtracting the proposed public service expenditures, the amount available for remaining CDBG projects totals \$212,500. The Committee reviewed proposals for grant requests totaling \$460,545 for Non-Public Service activities. Therefore, it was necessary for the Committee to make difficult cuts to many good projects. The following projects are recommended for funding.

AGENCY	PROJECT	AMOUNT ALLOCATED
Community Services/Newark Senior Center	Senior Home Repair	\$25,000.00
Community Services/Newark Senior Center	NEW Program	\$15,000.00
Community Services/Newark Senior Center	Early Memory Loss	\$2,000.00
Public Works & Water Resources Department	ADA Curb Ramps	\$30,000.00
Newark Housing Authority	Housing Improvements	\$35,000.00

Newark Planning & Development Department	Home Buyer Incentive Program	\$5,000.00
Newark Planning & Development Department	Program Adm.	\$40,000.00
Newark Planning & Development Department	Home Improvement Program	\$35,000.00
Parks Department	Pool Resurfacing – Wilson/Dickey	\$12,750.00
Habitat for Humanity	A Brush with Kindness	\$12,750.00
	TOTAL	\$212,500.00

5. Senior Home Repair Program

Newark Senior Center requested funds to continue the Newark 60+ Senior Home Repair Program. The 60+ Senior Home Repair Program provides free minor home repairs to income eligible senior citizens who are homeowners in Newark. The program provides repairs which may include minor carpentry, plumbing and electrical work, including as repair or replacement steps, floors, window sashes, door frames, soffit, fascia, gutters, doors, and windows and other items as required. In recent years, the demand for these services has been increasing. The Community Development/ Revenue Sharing Advisory Committee thinks the program is a valuable service, but was not able to recommend full funding for this project because of the high demand for non-public service projects.

REQUESTED AMOUNT: \$50,000.00
RECOMMENDED FUNDING: \$25,000.00

6. Newark Energy Watch (NEW) Program

The Newark Senior Center requested funds to continue working with the Community Services Corporation to assist low- to moderate-income homeowners of the City of Newark in the efficient use of energy. The program offers Newarkers a comprehensive energy management and weatherization evaluation, including a comprehensive diagnostic energy audits. Where required, participants will receive follow-up energy conservation work based on the audit results. The Community Services Corporation calculates the need for repairs on a seven-year formula, which tells the homeowner how much money they will save over the period after all repairs have been made. The seven-year energy savings pay back is the industry standard that calculates the amount of energy related improvement dollars spent that can be recouped in energy savings during the seven-year period. The Community Services Corporation has the computer software to determine the savings based upon each individual assessment for program evaluation purposes. Unprecedented demand for these services was seen after last year's harsh winter. The Community Development/ Revenue Sharing Advisory Committee thinks the program is a valuable service, but was not able to recommend full funding for this project because of the high demand for non-public service projects.

REQUESTED AMOUNT: \$20,000.00
RECOMMENDED FUNDING: \$15,000.00

7. Early Memory Loss Program

The Newark Senior Center is renovating part of its facility to accommodate an Early Memory Loss Program. Meeting of Minds is a new program designed for people experiencing early stages of Alzheimer's disease and other memory-related disorders. The first of its kind in New Castle County, Meeting of Minds provides socialization and structure through a guided-group experience for participants while providing some much needed respite time for caregivers. The program is currently held just 2 days a week due to limited available space. New space at NSC will be available in January 2016 and the program will be expanded to 5 days/week. Part of the renovated space will include a kitchenette to allow for hands on cooking activities for program participants. Newark Senior Center is seeking funds to purchase a new refrigerator and oven for the kitchenette space. Due to limited funding, the committee was only able to partially fund this project.

REQUESTED AMOUNT: \$3,300.00
RECOMMENDED FUNDING: \$2,000.00

8. ADA Curb Ramps

The Department of Public Works and Water Resources requested funds to install curb ramps where needed and upgrade existing curb ramps to meet current ADA Standards. The City performed a self-evaluation on the sidewalk network and determined that as of 2008, of the total 1,091 existing ramps, 934 were non-compliant with current ADA standards and there were no ramps at 142 locations. As a result, the Department of Public Works developed a 20-Year Transition Plan, at a cost of \$120,000 annually, to bring the City's sidewalk network into compliance.

Significant progress has been made in bringing the City's curb ramps into compliance with ADA Standards. As of August 8, 2015 there were 1,633 ramps in Newark. Of those ramps 1,227 are now ADA compliant. Only 13 locations remained with no ramps. In addition, this year's construction includes 39 ramps and 28 more are proposed for next year. In addition, there is a proposed update to the ADA accessibility of City Hall in 2016 including new ramps, curbs, and sidewalks as well as access from front of building to the bus stop. The Committee recommends partial funding of the request due to the high demand for CDBG funds from a wide range of projects.

REQUESTED AMOUNT: \$60,000.00
RECOMMENDED FUNDING: \$30,000.00

9. Newark Housing Authority Housing Improvements

The Newark Housing Authority requested funding to implement a site improvement Beautification Project at its Independence/Delaware Circle Senior Public Housing Complex, and the NHA's Scattered-site locations. The tenants at these locations meet HUD and NHA criteria for low to moderate income residents. The NHA population to be served are considered shelter-poor as they are in poverty after paying to keep themselves in a home, and need help to avoid paying more than 30% of their income to housing. The proposed project would include landscaping, installing concrete walkways, sidewalks, steps, improving building facades, developing an outdoor pavilion, installing secure mailboxes, and cyclone fencing. Due to limited funding, the committee was only able to partially fund this project.

REQUESTED AMOUNT:	\$129,245.00
RECOMMENDED FUNDING:	\$35,000.00

10. Home Buyer Incentive Program

The Home Buyer's Incentive Program provides interest free deferred loans up to \$5,000 to assist income qualified first-time homebuyers to purchase properties within the City of Newark. The funds can be used for up to 50% of down payment and 100% of settlement closing costs associated with the purchase of the home. All funding requested will be used for the Home Buyer's Incentive Program loans and program costs (mortgage recording fees, lead paint, and electrical inspections, etc.) The loans will be secured by a second mortgage on the home to be purchased. Because of the limited funds available, and the high demand for non-Public Services project funds, the Committee did not recommend full funding for the Home Improvement Program.

REQUESTED AMOUNT:	\$20,000.00
RECOMMENDED FUNDING:	\$5,000.00

11. Program Administration

The City of Newark Planning and Development Department requested funds to continue the administration of Newark's Community Development Block Grant program. The request consists of 50% of salary and fringe benefits for the Planner position, subscriptions to publications and journals, training fees, necessary advertisements and committee expenses. This request will be charged to the CDBG grant as follows: 50% rehabilitation category for administration of the Home Improvement Program, Senior Home Repair Program, and the Façade Improvement Program; and the remaining 50% charged to the administrative category. Because of the limited funds available, and the high demand for non-Public Services project

funds, the Committee did not recommend full funding for Program Administration. Allocated funds will be used for salary, fringe benefits and necessary advertisements. Due to limited funding, the committee was only able to partially fund this project.

REQUESTED AMOUNT: \$65,000.00
RECOMMENDED FUNDING: \$40,000.00

12. Home Improvement Program

The Newark Planning and Development Department requested funds to continue the Home Improvement Program (HIP). The HIP provides low interest, interest-free and deferred-payment loans for necessary repairs to owner-occupied properties for income eligible Newark residents. These loans are awarded to homeowners within the City of Newark whose gross annual income and property condition qualifies them for assistance. Through the program, the City will help provide decent, safe, and sanitary housing for residents, preserve the existing housing stock, and improve the appearance of older neighborhoods.

Eligibility for assistance is determined by the Planning and Development Department based on HUD's rental assistance guidelines. The Home Improvement Program is a direct benefit activity available city-wide. Like other home repair programs, the HIP has seen a very high level of demand recently. Because of the limited funds available, and the high demand for non-Public Services project funds, the Committee did not recommend full funding for the Home Improvement Program.

REQUESTED AMOUNT: \$60,000.00
RECOMMENDED FUNDING: \$35,000.00

13. Pool Resurfacing – Wilson/Dickey – Newark Parks and Recreation

Newark's Parks and Recreation Department is requesting funding to resurface the two community pools within our park system; one at Dickey Park and one at the George Wilson Center. Both pools were resurfaced 11 years ago and need to have their surface redone. Both pool sites are within the CDBG target area. Both the Dickey and George Wilson Center pools provide an invaluable recreation opportunity to Newark residents who otherwise would not be able to afford to join a private pool. These pools need to be maintained properly to provide a safe and attractive recreation opportunity for all Newark residents. Because of limited funds in the Public Services category, the Community Development/Revenue Sharing Advisory Committee could not recommend the full amount requested.

REQUESTED AMOUNT: \$23,000.00
RECOMMENDED FUNDING: \$12,750.00

14. A Brush with Kindness – Habitat for Humanity

The Habitat for Humanity of New Castle County program, A Brush with Kindness is a national program administered through Habitat affiliates. The program serves low-income homeowners who struggle to maintain the exterior of their homes. When basic expenses exceed income month after month, home maintenance can be deferred which can cause a downward spiral of home deterioration and unsafe living conditions. Critical repairs include roof repair and replacement, HVAC repair and replacement, facade improvements, structural repairs and rough landscaping. Because of limited funds in the Public Services category, the Community Development/Revenue Sharing Advisory Committee could not recommend the full amount requested.

REQUESTED AMOUNT:	\$30,000.00
RECOMMENDED FUNDING:	\$12,750.00

ATTACHMENT 3

42nd YEAR (7/1/16 - 6/30/17)

**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

CONTINGENCY BUDGET PLAN

If the City's CDBG allocation is less than the planning figure used, funds will be cut proportionally from the Newark Day Nursery and Children's Center budget in the Public Service area, and the Home Improvement Program in the Non-Public Service area. This contingency budget plan will be put into effect if the difference between the planning figure used by the Committee and the actual allocation is \$25,000 or less. If the difference is more than \$25,000, the Committee will be reconvened to discuss further funding recommendations to Council.

Regarding the possibility of receiving more funding than the planning figure used, extra funds will be applied to fully fund the Senior Home Repair Program request, then remaining extra funds will be applied to the Home Improvement Program. This contingency plan will be put into effect if the actual difference between the planning figure used and the allocation is \$25,000 or less. If the difference is more than \$25,000 the Committee will be reconvened to make additional recommendations to Council.

ATTACHMENT 4

**BUDGET SUMMARY
2016 REVENUE SHARING PROGRAM
RECOMMENDATIONS
(01/01/16 – 12/31/16)**

1. Newark Senior Center Meals on Wheels	\$23,284.00
2. Newark Arts Alliance Camp Imagine	\$2,000.00
3. Newark Area Welfare Committee	\$8,000.00
4. DE Guidance Services	\$5,000.00
5. Chimes of Delaware Medical Expense Fund	\$5,500.00
6. Hope Dining Room	\$3,000.00
7. Newark Symphony Orchestra Performance	\$1,000.00
8. Mid Atlantic Ballet Scholarships	\$1,500.00
9. PAWS for People	\$2,500.00
10. YWCA of Delaware Financial Literacy Program	\$4,000.00
11. Newark Bike Project Youth Empowerment Program	\$4,000.00
12. Food Bank of Delaware	\$3,500.00

Total: \$63,284.00

ATTACHMENT 5

**SUMMARY OF 2016
REVENUE SHARING PROGRAMS**

RECOMMENDATIONS FOR 2016 (1/1/16 - 12/31/16)

REVENUE SHARING GRANT PROGRAM

A. General Information

Historically, the budget figure for the Revenue Sharing Program is adjusted for inflation from the previous year. In advance of making the program application materials available in the Spring of 2015, the Consumer Price Index (CPI) had slightly dropped 0.2% over the same time the prior year. As such, the previous year's figure was left the same, yielding a planning figure of \$63,284.00 for the upcoming year.

B. Projects Recommended for 2016 Revenue Sharing Funding

AGENCY	PROJECT	AMOUNT ALLOCATED
Newark Senior Center	Meals on Wheels	\$23,284.00
Newark Area Arts Alliance	Camp Imagine	\$2,000.00
Newark Area Welfare Committee	Emergency Cash	\$8,000.00
Delaware Guidance Services	Outpatient Mental Health Treatment	\$5,500.00
Chimes of Delaware	Medical Expenses Program	\$5,000.00
Hope Dining Room	Operating Expenses	\$3,000.00
Newark Symphony Orchestra	February Concert	\$1,000.00
Mid Atlantic Ballet	Scholarships	\$1,500.00
PAWS for People	Special Needs Children	\$2,500.00
YWCA	Financial Literacy and Homeownership Counseling	\$4,000.00
Newark Bike Project	Youth Empowerment Program	\$4,000.00
Food Bank of Delaware	Mobile Pantry Program	\$3,500.00
	TOTAL	\$63,284.00

1. Newark Senior Center Meals on Wheels Program

The Newark Senior Center is requesting funds to subsidize the home delivery of meals to homebound elderly or disabled residents of the City of Newark. Meals-On-Wheels is a meal delivery program serving a hot, nutritious, mid-day meal to homebound City of Newark participants. Approximately 34% of the Meals on Wheels clients live in the City of Newark, for a total annual cost of over \$108,707 to serve the City's population. The client's residency and ability to donate toward the cost of their meals is determined during an initial interview, which is conducted in a client's home. Meals are prepared fresh each day using the Newark Senior Center kitchen, and consist of a protein source, side of rice or pasta, a vegetable, cup of soup, serving of bread, milk, and a homemade dessert. All meals are delivered by volunteers from the community, service organizations, churches and area corporations and businesses, who also help to provide human contact for clients otherwise facing very isolated circumstances. Demand for this service is presently increasing. As it has through the inception of the City Revenue Sharing program, the Community Development/ Revenue Sharing Advisory Committee fully supports the goals of this program, but is unable to fully fund the requested amount due to the high demand for limited available funds.

REQUESTED AMOUNT: \$25,000.00
RECOMMENDED FUNDING: \$23,284.00

2. Newark Arts Alliance Camp Imagine

The Newark Arts Alliance requested funds for scholarships for low- to moderate-income Newark families to attend "Camp Imagine," which is held off site at the Newark Center for Creative Learning, on Phillips Avenue. The two week, full-time, summer art camp includes sessions of visual art (drawing, painting, clay, and mixed media), and performing arts such as dance and theater, for up to 36 children ages 7 – 11. Each week, the camp runs Monday – Friday, from 9:00am – 4:15pm, and both before- and after-care are available to participants. Registration fees are \$225 per week, but scholarships are made available on a sliding scale based on family income. The committee supports the Arts Alliance bringing the arts to those low-income children who may otherwise not have the opportunity; however, due to the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT: \$2,250.00
RECOMMENDED FUNDING: \$2,000.00

3. Newark Area Welfare Committee Emergency Cash & Food Assistance

The Newark Area Welfare Committee (NAWC) requested funding to continue its Emergency and Food Assistance Program. This program provides emergency monies to Newarkers in need of assistance with their utility bills and rent, as well as temporary lodging, medical expenses, mortgage payments, shoes, food, and other immediate needs that Newarkers face during

times of significant financial challenges. Funds from the grant are used only to help Newark residents that meet guidelines established for public assistance by staff of the Hudson State Service Center. Residency is documented through interviews by Hudson Center staff and verified by a NAWC representative. The goal of the program is to help the client through an emergency situation when other agencies are unable to help. The Community Development/Revenue Sharing Advisory Committee feels that the NAWC is a great benefit to the residents of Newark. However, due to the high demand for Revenue Sharing funds, the Committee is recommending funding at a level somewhat less than the full amount requested.

REQUESTED AMOUNT: \$14,500.00
RECOMMENDED FUNDING: \$8,000.00

4. DE Guidance Services for Children and Youth: Outpatient Mental Health Treatment

Delaware Guidance Services for Children and Youth, Inc. (DGS) requested funding to support outpatient mental health treatment services for Newark's disadvantaged children and their families at their Newark facility located on Polly Drummond Office Park. DGS offers a variety of assistance for children experiencing a traumatic event, as well as treatment for ADHD or bipolar disorder being treated with both medication and counseling. Treatments also include individual psychotherapy, play or group therapy, behavior modifications, parent and family counseling, psychological and psychiatric evaluation, and medication management. DGS strives to help the financially impaired, the uninsured, and the underinsured to get mental health treatment and does not turn a child away because of an inability to pay. To provide one 45-minute counseling session, DGS must raise a subsidy of \$30. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project. However, with a \$5,000 grant, DGS could provide approximately 166 treatment sessions, ensuring a full course of treatment to at least 10 at-risk families in Newark.

REQUESTED AMOUNT: \$5,000.00
RECOMMENDED FUNDING: \$5,000.00

5. Chimes of Delaware Medical Expense Fund

Chimes of Delaware requested funds to provide a medical co-pay reimbursement program for twenty four (24) adults with developmental disabilities living in Newark. Most clients of Chimes have their health care provided by the Federal Medicare Program which requires, in many cases, payment of co-pays for medical services such as prescription medication and doctor's visits. In other cases, Medicare does not pay for clients' other medical necessities such as over the counter topical creams or vitamin pills. Many clients of Chimes have numerous health issues resulting in considerable medical expenses, which results in them having extremely limited disposable income for community or recreational activities, or even to pay household bills. Under this program, clients will have their uncovered medical bills paid by Chimes, using grant funds. This will allow money that the clients are currently using for medical bills to be redirected to other needs, and participation

in recreational activities. All proposed beneficiaries (approximately 24) will live within the City of Newark and qualify as low income. The Community Development/Revenue Sharing Advisory Committee appreciates the precision of the requested amount and recommends that it be almost entirely funded.

REQUESTED AMOUNT: \$6,290.00
RECOMMENDED FUNDING: \$5,500.00

6. Hope Dining Room

The Hope Dining Room, located at 300 Marrows Road, requested funds through the City's Revenue Sharing Program to reimburse the cost of meals served to Newark residents. Hope Dining Room serves a free mid-day dinner meal approximately 235 days each year to anyone who comes to the Dining Room. This is the only hot meal service regularly available to anyone in need in the Newark area. Numerous member churches and service organizations are involved with the daily operation of the Hope Dining Room. Each organization is assigned to specific days for their volunteers to prepare and serve meals. The Hope Dining Room serves the greater Newark area and is located on the free UNICITY Bus route. The Hope Dining Room serves over 16,000 meals annually, at an average cost of approximately \$1.60 each, by utilizing volunteer labor and numerous donations. Of those, about 17% were served to Newark residents. Total meals served, and those served to Newarkers, are increasing each year. The Community Development/Revenue Sharing Advisory Committee fully supports the mission of the Hope Dining Room, but is unable to fully fund the requested amount due to the high demand for limited available funds.

REQUESTED AMOUNT: \$3,500.00
RECOMMENDED FUNDING: \$3,000.00

7. Newark Symphony Orchestra Performance

The Newark Symphony Orchestra (NSO) requested funds to provide a free Family Concert and instrument "petting zoo," which gives children the opportunity to see and handle a variety of instruments, to the families in Newark. The Independence School, just north of Newark on Paper Mill Road, donates their 900-seat auditorium for the performance, and the Wilmington Music and Arts store donates instruments for the "petting zoo." Orchestra players will also volunteer their time and talent for the event. Because of the limited amount of funds available in the CDBG and Revenue Sharing programs, the Committee wanted to direct funding for basic needs programs such as food and shelter. Therefore, they only recommend partial funding for the program.

REQUESTED AMOUNT: \$1,600.00
RECOMMENDED FUNDING: \$1,000.00

8. Mid-Atlantic Ballet Scholarships

Centrally located in Downtown Newark, Mid-Atlantic Ballet (MAB) is committed to fostering an environment where all dancers can develop their physical and mental skills, and gain an appreciation of the arts through classical ballet dance instruction and superior performances. MAB is applying for funding for scholarships in order to provide low-income dancers with the same instruction that higher income dancers can receive. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT: \$5,000.00
RECOMMENDED FUNDING: \$1,500.00

9. PAWS for People

PAWS for People serves the Delaware, Pennsylvania, Maryland and New Jersey area by providing therapeutic visits to those who could benefit from interaction with well-trained, loving pets. PAWS for People requested funding to develop an Eldercare program within the City of Newark and to grow children's programs at four Newark locations. PAWS has identified a need for specialized training for therapy teams to help improve the quality of life for seniors in Newark. PAWS also plans to expand existing programs at Exceptional Care for Children, the University of Delaware Laboratory Preschool, College School and Early Learning Center. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT: \$8,450.00
RECOMMENDED FUNDING: \$2,500.00

10. YWCA Delaware, Inc.

YWCA Delaware, Inc., requested funding for the Delaware Economic Empowerment Program, dedicated to eliminating barriers to success and achieve economic advancement and self-sufficiency for individuals and families. This program provides valuable financial literacy, rental and housing counseling services designed to increase knowledge of personal finance management, and quality of life for those in need. Through both workshops and one-on-one counseling, HUD-approved housing counselors and qualified financial coaches work with clients to develop budgets and navigate the financial system. In 2013, the YWCA was able to successfully work with five Newark families facing foreclosure and prevent them from losing their homes. Unfortunately, due to the large number of applications, the committee was unable to fully fund this program.

REQUESTED AMOUNT: \$6,000.00
RECOMMENDED FUNDING: \$4,000.00

11. Newark Bike Project

The Newark Bike Project (NBP) is a volunteer-based nonprofit community bike shop offering shared access to professional repair tools and knowledgeable volunteer mechanics to residents of Newark. NBP is constantly working to educate, empower and create a strong sense of community and encourage sustainability. To this end, the NBP applied for funding for a Youth Empowerment Program, which would educate middle- and high school students about bike safety and maintenance, train them in leadership and organize them to carry out bike safety and ridership workshops in the Newark area, as well as other community service activities. Because of the high demand for Revenue Sharing funds, the Committee was unable to recommend full funding of this program.

REQUESTED AMOUNT: \$10,810.00
RECOMMENDED FUNDING: \$4,000.00

12. Food Bank of Delaware

The Newark Bike Project (NBP) is a volunteer-based nonprofit community bike shop offering shared access to professional repair tools and knowledgeable volunteer mechanics to residents of Newark. NBP is constantly working to educate, empower and create a strong sense of community and encourage sustainability. To this end, the NBP applied for funding for a Youth Empowerment Program, which would educate middle- and high school students about bike safety and maintenance, train them in leadership and organize them to carry out bike safety and ridership workshops in the Newark area, as well as other community service activities. Because of the high demand for Revenue Sharing funds, the Committee was unable to recommend full funding of this program.

REQUESTED AMOUNT: \$5,500.00
RECOMMENDED FUNDING: \$3,500.00



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Thursday, September 24, 2015

7:00 p.m.

City Council Chambers

MINUTES

Members in attendance:

Horacio Lewis
Michael Gritz
David Robertson
Paddy Wilcox
Robyn Harland
Robert Detwiler

Members Absent:

Carla Grygiel
Mark Doughty
Ted Elder
Michael Keough
Sharon Sedita

Staff Present:

Tom Fruehstorfer, Planner

The committee was called to order at approximately 7:10PM.

Members, as well as staff to the committee Tom Fruehstorfer, began with introductions, as well as a brief discussion about the history of the federal Community Development Block Grant (CDBG) program, the City's Revenue Sharing Program, and the restrictions placed on CDBG funding by the federal government. The program is administered through Housing and Urban Development (HUD).

It was discussed that the previous committee chair had resigned. The committee considered electing a new permanent or temporary chair but decided it would be more prudent to wait until the next meeting to elect the new chair when more members might be present.

The committee began reviewing the applications received to date, and discussed questions, comments, and concerns with certain applications. The committee directed staff person Tom Fruehstorfer to reach out to applicants regarding the specific questions and additional information requested.

The attached table includes the applicants, the amount requested, and a brief description of the proposed project. It also includes a brief summary of the comments from the meeting and the questions asked by the committee. The answers to the questions have been included in the table also.

The meeting was adjourned at approximately 8:30 PM.

24 September 2015 Committee Meeting Notes, Committee Questions, and Follow-up Answers

Applicant	Amount	Brief Description	Comments	Questions	Answers	By
Newark Day Nursery	\$25,000	Economic support through lower child care fees for low income working families allowing working families to have access to high quality early	Awarded \$25,000-\$30,000 from 2011-2015; Provides access regardless of income using sliding pay scale; Daycare with an education	1. Verify that 100% of recipients are residents of City of Newark	Yes - Invoice includes address of every child that receives scholarship money	RD
Newark Parks and Recreation - Dickey	\$6,600	8-week structured recreation program at Dickey Park - free to participants	Promotes health and active lifestyles as well as leadership skills, public safety, and making good	none		
Newark Parks and Recreation - Recreation	\$1,300	Fee assistance for Parks and Recreation programs	Program will be 20 years old	2. Verify that all CDBG funds are for Newark residents only	About half of recipients live in the City. While some of the non-residents might be eligible for County funds,	RD
Newark Parks and Recreation - Youth	\$6,900	Youth employment program		none		
Newark Parks and Recreation - Community	\$23,000	Resurfacing of Dickey Park and George Wilson Center Pools	May not be an allowable CDBG expense	3. Is it eligible?	Yes, it is eligible. This would be considered rehabilitation. Maintenance is filling of cracks and	
Newark Senior Center - Meals on Wheels	\$25,000	Provides nutritional meals to homebound seniors	Funded by RS in 2011 - 2015; Most recent fiscal year served 100 individual City of Newark residents; Avg	none		
Newark Senior Center - Early Memory Loss	\$3,300	Purchase refrigerator and induction range	Provides socialization and structure to those suffering from Alzheimer's disease and other memory related	none		
Newark Senior Center - Minor Home Repair	\$50,000	Free minor home repair service to seniors (60+)	for low income and 60+ seniors living in City of Newark; 2015 - \$40,000; 2014 - 25,000	none		
Newark Senior Center - Weatherization	\$20,000	Newark Energy Watch Program	Energy audits and energy saving upgrades that pay for themselves within 7 years	none		
Newark Public Works - ADA Ramps	\$60,000	ADA Curb Ramps — ADA Ramps are an unfunded mandate. CDBG is a typical program for providing funding for ADA ramps. Newark has one of the most progressive ADA inspection programs in the state. Many of the perceived problem ramps are on State roads and not the responsibility of the City of Newark.	Rob thinks the old ramps were put in wrong so why are we paying to fix them; Rob thinks new ramps where they did not exist should not be paid for by CDBG	4. Ask about Main Street ramps 5. When were ADA standards changed? 6. What in ADA standards has changed? 7. Why are old ramps wrong? 8. Can we complete a standardized for for Public Works	Main street ramps are on State roads and responsibility of the State. Newark has made repairs of particularly bad ramps, but they are responsibility of the State. 1991 - detectable warnings required - domes or grooves were allowed. In 2002 standards changed to require domes. There also may have been a change of required slope at some point but the exact time is not clear from our records. Method required to alert sight impaired - rough surface vs domes Some installed without domes when domes were not required Done	TF RD RD HL
Newark Housing Authority	\$129,245	Site improvement/Beautification at Independence/Delaware Circle Senior Public Housing Complex and scattered locations	landscaping, sidewalks, steps, trash receptacles, improved building facades, outdoor pavilion, mailboxes, cyclone fences.; 2014 - \$15,000; 2015 - \$35,000	9. What is CFP in budget columns 10. Is this maintenance or is this CDBG eligible beautification	Capitol Fund Program This does qualify as beautification and is not maintenance. This is rehabilitation work.	PW
Habitat for Humanity	\$30,000	Exterior repair of existing buildings including fences and decks		11. Is this age restricted?	No. Program is for low-income Newark residents	PW
Food Bank	\$5,500	Mobile Pantry Program - 5 distributions of pre-made meal boxes and fresh produce, meat and dairy items	5 events / 25-30 households at risk of going hungry each; includes 100 lbs of food per family; 2010 - \$2,690	none		

Applicant	Amount	Brief Description	Comments	Questions	Answers	By
Newark Arts Alliance	\$2,250	Scholarships for Camp Imagine	2011-2015 \$1,200-\$2,000; Camp cost set on sliding scale based on family income; Camp has 2 part-time employees and 75 volunteers	none		
Newark Area Welfare Committee	\$14,500	Emergency assistance for rental an utility expenses, food assistance, shoes for children, annual holiday food boxes.	2010-2015 \$9,000-\$14,000; All volunteer association	none		
Delaware Guidance Services	\$5,000	funding to support outpatient mental health treatment services for at-risk	2011-2015 \$5,000 per year	none		
Chimes	\$6,290	cover medical expenses for 22 people living within City limits	2008-2015 \$5,500-\$9,350; Covers copay medical expenses to recipients so they have money for other life activities	none		
Hope Dining Room	\$3,500	cost of meals provided to City of Newark residents 5 days/week	2011-2015 \$3,000 - \$3,500/year; Kingswood Methodist Church on Marrow's road	none		
Newark Symphony Orchestra	\$1,600	Annual free family concert and instrument petting zoo	2011-2015 \$500-\$1,250	none		
Mid Atlantic Ballet	\$5,000	Scholarship for Students on Subsidized Lunch Program	2012-2015 \$1,000-\$1,500; According to budget each scholarship averages \$815	none		
PAWS - Pet Assisted Visitation Volunteer Services	\$8,700	Funding to train PAWS pet therapy teams	2011-2015 \$2,500-\$3,750; Autism and literacy programs	none		
YWCA	\$6,000	Rental and Housing Financial Counseling	We refer Home Buyer Incentive Program and Promoting Owner Occupancy of Home Applicants to YWCA	none		
Newark Bike Project - Youth Empowerment Program	\$10,810	Virtue training and civic engagement with youth through bike maintenance, riding safety rules, and volunteer events	2015 - \$4,000 Committee thought the term character might be better than virtue in description of their program. Committee thought this program was lacking direction and focus. Not comfortable giving more money until there is better direction.	12. Verify why they want to double funds? Did they only have enough for half the year?	The program was divided into semesters. The old amount covered 1 semester. They wanted to have 2 semesters	HL
Newark Planning - Program Administration	\$65,000			none		
Newark Planning - Home Improvement Program	\$60,000			none		
Newark Planning - Facade Improvement Program	\$0			none		
Newark Planning - Home Buyer Incentive Program	\$20,000			none		



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Thursday, October 8, 2015

7:00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Michael Gritz
David Robertson
Paddy Wilcox
Robyn Harland
Robert Detwiler
Carla Grygiel
Michael Keough

Members Absent:

Mark Doughty
Ted Elder
Sharon Sedita
Horacio Lewis

Staff Present:

Tom Fruehstorfer, Planner

The meeting was called to order at approximately 7:05PM.

The meeting began with the election of a new Chair.

Michael Gritz made a motion to elect Carla Grygiel as the new Chair and the motion was seconded by Paddy Wilcox. There were 6 votes "for" and one "against". The "no" vote was by Robyn Harland.

David Robertson made a motion to accept the minutes of the September 24, 2015 meeting as presented and the motion was seconded by Paddy Wilcox. All voted in favor.

The committee reviewed the answers to the questions posed at the previous meeting and continued discussion on the applications. Allocations were discussed and tentatively assigned to the applicants.

The committee began voting on the tentative allocations. Details of the members who made the motions and seconded the motions for the votes are recorded in the attached table. The votes for all the allocations were unanimous.

The attached table includes the applicants, the amount requested, and a brief description of the proposed project. It also includes a brief summary of the comments from the meeting and the questions asked by the committee. The answers to the questions have been included in the table also.

The meeting was adjourned at approximately 9:00 PM.

8 October 2015 Committee Meeting Notes, Committee Questions, and Follow-up Answers

Applicant	Amount	Brief Description	Comments	Questions	Answers	By
Newark Day Nursery	\$25,000	Economic support through lower child care fees for low income working families allowing working families to have access to high quality early	Awarded \$25,000-\$30,000 from 2011-2015; Provides access regardless of income using sliding pay scale; Daycare with an education	1. (9-24-15) Verify that 100% of recipients are residents of City of Newark	Yes - Invoice includes address of every child that receives scholarship money	RD
Newark Parks and Recreation - Dickey	\$6,600	8-week structured recreation program at Dickey Park - free to participants	Promotes health and active lifestyles as well as leadership skills, public safety, and making good	none		
Newark Parks and Recreation - Recreation Fee Assistance Program	\$1,300	Fee assistance for Parks and Recreation programs	Program will be 20 years old	2. (9-24-15) Verify that all CDBG funds are for Newark residents only 13. (10-8-15) Could the city use another \$1,000 for this program?	About half of recipients live in the City. While some of the non-residents might be eligible for County funds, this is the close and usable program for them. These are people that likely go to school in the City, shop in the City, and work in the City. These are programs that are available to them. They are in need of this Federal money even if they happen to live just outside the City limits.	RD
Newark Parks and Recreation - Youth	\$6,900	Youth employment program		none		
Newark Parks and Recreation - Community	\$23,000	Resurfacing of Dickey Park and George Wilson Center Pools	May not be an allowable CDBG expense	3. (9-24-15) Is it eligible?	Yes, it is eligible. This would be considered rehabilitation. Maintenance is filling of cracks and	
Newark Senior Center - Meals on Wheels	\$25,000	Provides nutritional meals to homebound seniors	Funded by RS in 2011 - 2015; Most recent fiscal year served 100 individual City of Newark residents; Avg	none		
Newark Senior Center - Early Memory Loss	\$3,300	Purchase refrigerator and induction range	Provides socialization and structure to those suffering from Alzheimer's disease and other memory related	none		
Newark Senior Center - Minor Home Repair	\$50,000	Free minor home repair service to seniors (60+)	for low income and 60+ seniors living in City of Newark; 2015 - \$40,000; 2014 - 25,000	none		
Newark Senior Center - Weatherization	\$20,000	Newark Energy Watch Program	Energy audits and energy saving upgrades that pay for themselves within 7 years	none		
Newark Public Works - ADA Ramps	\$60,000	ADA Curb Ramps -- ADA Ramps are an unfunded mandate. CDBG is a typical program for providing funding for ADA ramps. Newark has one of the most progressive ADA inspection programs in the state. Many of the perceived problem ramps are on State roads and not the responsibility of thhe City of Newark.	Rob thinks the old ramps were put in wrong so why are we paying to fix them; Rob thinks new ramps where they did not exist should not be paid for by CDBG	4. (9-24-15) Ask about Main Street ramps 5. (9-24-15) When were ADA standards changed? 6. (9-24-15) What in ADA standards has changed? 7. (9-24-15) Why are old ramps wrong? 8. (9-24-15) Can we complete a standardized form for Public Works?	Main street ramps are on State roads and responsibility of the State. Newark has made repairs of particularly bad ramps, but they are responsibility of the State. 1991 - detectable warnings required - domes or grooves were allowed. In 2002 standards changed to require domes. There also may have been a change of required slope at some point but the exact time is not clear from our records. Method required to alert sight impaired - rough surface vs domes Some installed without domes when domes were not required Done	TF RD RD RD HL

Applicant	Amount	Brief Description	Comments	Questions	Answers	By
Newark Housing Authority	\$129,245	Site improvement/Beautification at Independence/Delaware Circle Senior Public Housing Complex and scattered locations	landscaping, sidewalks, steps, trash receptacles, improved building facades, outdoor pavilion, mailboxes, cyclone fences.; 2014 - \$15,000; 2015 - \$35,000	9. (9-24-15) What is CFP in budget columns 10. (9-24-15) Is this maintenance or is this CDBG eligible beautification?	Capitol Fund Program This does qualify as beautification and is not maintenance. This is rehabilitation work.	PW
Habitat for Humanity	\$30,000	Exterior repair of existing buildings including fences and decks		11. (9-24-15) Is this age restricted?	No. Program is for low-income Newark residents	PW
Food Bank	\$5,500	Mobile Pantry Program - 5 distributions of pre-made meal boxes and fresh produce, meat and dairy items	5 events / 25-30 households at risk of going hungry each; includes 100 lbs of food per family; 2010 - \$2,690	none		
Newark Arts Alliance	\$2,250	Scholarships for Camp Imagine	2011-2015 \$1,200-\$2,000; Camp cost set on sliding scale based on family income; Camp has 2 part-time employees and 75 volunteers	none		
Newark Area Welfare Committee	\$14,500	Emergency assistance for rental and utility expenses, food assistance, shoes for children, annual holiday food boxes.	2010-2015 \$9,000-\$14,000; All volunteer association	none		
Delaware Guidance Services	\$5,000	funding to support outpatient mental health treatment services for at-risk	2011-2015 \$5,000 per year	none		
Chimes	\$6,290	cover medical expenses for 22 people living within City limits	2008-2015 \$5,500-\$9,350; Covers copay medical expenses to recipients so they have money for other life	none		
Hope Dining Room	\$3,500	cost of meals provided to City of Newark residents 5 days/week	2011-2015 \$3,000 - \$3,500/year; Kingswood Methodist Church on Marrow's road	none		
Newark Symphony Orchestra	\$1,600	Annual free family concert and instrument petting zoo	2011-2015 \$500-\$1,150	none		
Mid Atlantic Ballet	\$5,000	Scholarship for Students on Subsidized Lunch Program	2012-2015 \$1,000-\$1,500; According to budget each scholarship averages \$815	none		
PAWS - Pet Assisted Visitation Volunteer	\$8,700	Funding to train PAWS pet therapy teams	2011-2015 \$2,500-\$3,750; Autism and literacy programs	none		
YWCA	\$6,000	Rental and Housing Financial Counseling	We refer Home Buyer Incentive Program and Promoting Owner Occupancy of Home Applicants to YWCA	none		
Newark Bike Project - Youth Empowerment Program	\$10,810	Virtue training and civic engagement with youth through bike maintenance, riding safety rules, and volunteer events	2015 - \$4,000 Committee thought the term character might be better than virtue in description of their program. Committee thought this program was lacking direction and focus. Not comfortable giving more money until there is better direction.	12. (9-24-15) Verify why they want to double funds? Did they only have enough for half the year? 14. (10-8-15) What is cost share for the PEER Associates Professional Evaluator? How is in-kind expense set. Are they actually billing the project \$10/hour?	The program was divided into semesters. The old amount covered 1 semester. They wanted to have 2 semesters	HL
Newark Planning - Program Administration	\$65,000			none		
Newark Planning - Home Improvement Program	\$60,000			none		
Newark Planning - Facade Improvement Program	\$0			none		
Newark Planning - Home Buyer Incentive Program	\$20,000			none		

42nd YEAR CDBG/REVENUE SHARING BUDGET PROPOSALS
CDBG PUBLIC SERVICE

As of Meeting on: 8-Oct-15

AGENCY	PROJECT	40th Year Request	40th Year Allocated	41st Year Request	41st Year Allocated	42nd YEAR AMOUNT REQUESTED	42nd YEAR AMOUNT ALLOCATED	motion/second	recessals	yes	no
Newark Day Nursery	Day Care	35,000	25,000	35,000	25,000	25,000	25,000	RH/RD (8 October)		all	
Parks Department	Fee Assistance	1,000	1,000	1,000	1,000	1,300	1,300	RH/RD (8 October)		all	
Parks Department	Youth Beautification Corps	7,200	6,500	7,300	6,890	8,900	6,200	RH/RD (8 October)		all	
Parks Department	Dickey Park Programs	0	0	4,810	4,810	6,600	5,000	RH/RD (8 October)		all	
Homeward Bound	Operational Support	5,000	5,000	0	0	0					
Reading ASSIST Institute	Literacy tutoring	0	0	20,000	0	0					
Total Requests						\$39,800	\$37,500				
To Allocate						\$37,500					
Remaining							\$0				

CDBG NON-PUBLIC SERVICE

AGENCY	PROJECT	40th Year Request	40th Year Allocated	41st Year Request	41st Year Allocated	42nd YEAR AMOUNT REQUESTED	42nd YEAR AMOUNT ALLOCATED	motion/second	recessals	yes	no
Newark Senior Center	Senior Home Repair	35,000	25,000	50,000	40,000	50,000	25,000	MG/PW (8 October)		all	
Newark Senior Center	NEW Program	15,000	5,000	20,000	20,000	20,000	15,000	MG/PW (8 October)		all	
Newark Senior Center	Early Memory Loss	0	0	0	0	3,300	2,000	MG/PW (8 October)		all	
Newark Senior Center	Talking Skills/Kettle	14,544	14,000	0	0	0					
Newark Public Works Dept	ADA Curb Ramps	60,000	30,000	60,000	45,000	60,000	30,000	MG/PW (8 October)		all	
Newark Housing Authority	Housing Improvements	42,000	16,000	55,082	35,000	129,245	35,000	MG/PW (8 October)		all	
Newark Planning Dept	Home Buyer Incentive Program	10,000	10,000	10,000	0	20,000	5,000	MG/PW (8 October)		all	
Newark Planning Dept	Program Administration	55,000	51,500	60,000	40,000	65,000	40,000	MG/PW (8 October)		all	
Newark Planning Dept	Facade Improvement Program	4,000	2,000	0	0	0					
Newark Planning Dept	Home Improvement Program	60,000	60,000	80,000	32,500	60,000	35,000	MG/PW (8 October)		all	
Parks Department	Tree Removal - Wilson Center	5,938	0	0	0	0					
Parks Department	Pool Resurfacing - Wilson/Dickey	0	0	0	0	23,000	12,750	MG/PW (8 October)		all	
Habitat for Humanity	A Brush with Kindness	0	0	0	0	30,000	12,750	MG/PW (8 October)		all	
Total						\$460,546	\$212,500				
Amount Available						\$212,500					
Remaining							\$0				

REVENUE SHARING

AGENCY	PROJECT	40th Year Request	40th Year Allocated	41st Year Request	41st Year Allocated	42nd YEAR AMOUNT REQUESTED	42nd YEAR AMOUNT ALLOCATED	motion/second	recessals	yes	no
Newark Senior Center	Meals on Wheels	25,000	21,928	25,000	23,284	25,000	23,284	PW/RD (8 October)		all	
Newark Arts Alliance	Camp Imagine	2,500	1,800	2,250	2,000	2,250	2,000	PW/RD (8 October)		all	
Newark Area Welfare Committee	Emergency Cash	13,500	12,500	15,500	8,000	14,500	8,000	PW/RD (8 October)		all	
Lutheran Community Ser	Main Towers Groceries for Seniors	3,500	3,500	3,500	3,500	0					
Delaware Guidance Serv Children	Outpatient Mental Health Treatment	10,000	5,000	5,000	5,000	5,000	5,000	PW/RD (8 October)		all	
Crimes of Delaware	Medical Expenses Program	4,870	4,870	6,528	5,500	6,290	5,500	PW/RD (8 October)		all	
Hope Dining Room	Operating Expenses	4,000	3,000	3,500	3,000	3,500	3,000	PW/RD (8 October)		all	
Newark Symphony Orchestra	February Concert	1,500	1,000	1,500	1,000	1,500	1,000	PW/RD (8 October)		all	
Mid Atlantic Ballet	Scholarships	5,000	1,000	5,000	1,500	5,000	1,500	PW/RD (8 October)		all	
PAWS for People	Eldercare in past - now special needs children	6,800	3,750	6,450	2,500	6,700	2,500	PW/RD (8 October)		all	
YWCA	Financial Literacy and Homeownership Counseling	8,000	4,000	6,000	4,000	6,000	4,000	PW/RD (8 October)		all	
Newark Bike Project	Youth Empowerment Program	0	0	13,475	4,000	10,810	4,000	PW/RD (8 October)		all	
Food Bank of Delaware	Mobile Pantry Program	0	0	0	0	5,500	3,500	PW/RD (8 October)		all	
Total						94,150	63,284				
Amount Available						63,284					
Remaining							\$0				



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Thursday, October 15, 2015

7:00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Michael Gritz
David Robertson
Paddy Wilcox
Robyn Harland
Robert Detwiler
Carla Grygiel
Horacio Lewis

Members Absent:

Mark Doughty
Ted Elder
Sharon Sedita
Michael Keough

Staff Present:

Tom Fruehstorfer, Planner

The meeting was called to order at approximately 7:05PM.

The committee approved the minutes from the 8 October meeting.

The committee made the following suggestions:

- The committee wishes to urge the Parks and Recreation Department to expand the Youth Beautification Corps program.
- The committee like the Bike Project community outreach initiatives. They are happy to see more donors.
- The committee praised the community service programs at the Senior Center.
- The committee thinks the City should contact community churches to advertise the various CDBG and RS programs.
- The committee thinks the CDBG and RS programs should be advertised in the public library.
- The committee would like to encourage City Council to share information about the CDBG and RS programs in their newsletters.

The meeting was adjourned at approximately 7:30 PM.

3A2 : 3A3

**City of Newark
Delaware
Department of Planning & Development**

December 1, 2014

TO: Mayor and Members of Council

VIA: Carol Houck, City Manager *CSH / Andrew Haines*

FROM: Ricky Nietubicz, Planner *[Signature]*

RE. REPORT AND RECOMMENDATION ON ACTIVITIES PROPOSED FOR 41ST YEAR (JULY 1, 2015 – JUNE 30, 2016) COMMUNITY DEVELOPMENT BLOCK GRANT AND 2015 (JANUARY 1, 2015 – DECEMBER 31, 2015) REVENUE SHARING PROGRAMS

*Both Approved 6-0
(PS abstain)*

The Community Development/Revenue Sharing Advisory Committee (CD/RSAC) has completed its review of applications for the 41st Year (July 1, 2015 – June 30, 2016) Community Development Block Grant (CDBG) and 2015 Revenue Sharing funds. During deliberations, the Committee was careful to consider each funding source as a separate and distinct budget with different, yet complimentary goals. Each application was reviewed on its merits and assigned the most appropriate grant category. The Committee believes the results are an efficient and equitable distribution of Community Development and Revenue Sharing monies. The Planning and Development Department concurs with this assessment.

Attached is the Committee's report on funding recommendations for the 41st Year Community Development and 2015 Revenue Sharing programs. The report is divided into two parts. The first details the CD/RSAC recommendations for 41st Year CDBG monies. Approximately 52% of the recommendations for 41st Year CDBG funding is allocated for City initiated projects. The second part details the Committee's recommendations for the 2015 Revenue Sharing program, which, by definition, is allocated to outside agencies.

Attached is also a series of recommendations for re-allocations of accumulated funds in various line items.

The Committee requests that the recommendations on Community Development and Revenue Sharing funding be placed on Council Agenda for the next available meeting. Should you have any questions or require further information, please let me know.

/m

Attachments

CC

Maureen Feeney Roser, Director of Planning and Development

Michael Fortner, Development Supervisor

**City of Newark
Delaware**

Department of Planning & Development

November 24, 2014

TO Mayor and Members of City Council

FROM: Chairperson and Members of the Community Development/Revenue Sharing Advisory Committee

RE **REPORT AND RECOMMENDATION ON ACTIVITIES PROPOSED FOR 41ST YEAR (JULY 1, 2015 – JUNE 30, 2016) COMMUNITY DEVELOPMENT BLOCK GRANT AND 2015 (JANUARY 1, 2015 – DECEMBER 31, 2015) REVENUE SHARING PROGRAMS**

On Wednesday, June 25th, 2014, the Community Development/Revenue Sharing Advisory Committee (CD/RSAC) conducted a public hearing and a question and answer session for prospective applicants to initiate the funding process for the 41st Year (July 1, 2015 – June 30, 2016) Community Development Block Grant and 2015 Revenue Sharing Programs. At this meeting, the Committee provided information on application procedures, submission requirements, previously funded activities, and officially opened the application process. Once applications were received, the Committee held a series of three meetings on September 24th, October 15th and October 29th, to discuss proposals and develop recommendations for funding for future years' funds, as well as to discuss reallocations of surplus funds in a number of programs.

For your information and review, the following materials are attached.

- 1 Recommended 41st Year Community Development Block Grant Budget Summary
- 2 CD/RSAC recommendations for 41st Year Community Development monies including project descriptions, funding requests, and recommended allocations.
- 3 The 41st Year Community Development Block Grant Program Contingency Budget Plan.
- 4 Recommended 2015 Revenue Sharing Budget Summary

- 5 CD/RSAC recommendations on projects to be funded with 2015 Revenue Sharing monies, including project descriptions, funding requests, and recommended allocations.
- 6 Summary of all projects not recommended for either Community Development Block Grant or Revenue Sharing funding.
- 7 Memo regarding reallocation of surplus funds from prior years' funding cycles.
- 8 Minutes of the CD/RSAC meetings held on September 24th, October 15th and October 29th, 2014

Please contact Ricky Nietubicz in the Planning and Development Department at (302) 366-7030 should you have any questions or require additional information.

Respectfully Submitted,
Community Development Block Grant and Revenue Sharing Advisory Committee

ATTACHMENT 1

SUMMARY

**COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE
RECOMMENDATIONS ON 41st YEAR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM (07/01/15 – 06/30/16)**

1 Newark Day Nursery Day Care	\$ 25,000 00
2 Parks and Recreation Fee Assistance Program	\$ 1,000 00
3 Youth Beautification Corps	\$ 6,690 00
4 Dickey Park Programming	\$ 4,810 00
5 Senior Home Repair Program	\$ 40,000 00
6 Newark Energy Watch Program (NEW)	\$ 20,000 00
7 Newark Housing Authority Housing Unit Improvements	\$ 35,000 00
8 CDBG Program Administration	\$ 40,000 00
9 Home Improvement Program	\$ 32,500 00
10 ADA Curb Ramps	\$ 45,000 00
TOTAL	\$ 250,000.00

ATTACHMENT 2

SUMMARY OF

**COMMUNITY DEVELOPMENT/REVENUE SHARING
ADVISORY COMMITTEE
RECOMMENDATIONS ON 41ST YEAR**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RECOMMENDATIONS

JULY 1, 2015 - JUNE 30, 2016

General Information

The New Castle County Department of Community Services provided the City of Newark with a projected Community Development Budget for the 2015 – 2016 fiscal year of \$210,000 to be used for planning purposes. To this amount, \$40,000 in Program Income was added, resulting in a total Planning Figure of \$250,000 HUD will not calculate the annual final budget figure until late spring, 2015

Public Services Expenditure Summary

In accordance with Federal regulations, only 15 percent of Community Development funds can be used for activities defined by HUD as Public Service programs. Therefore, \$37,500 (15% of total allocation) was used in budgeting for public services. Listed below are the public services projects recommended for the 41st Year Community Development funding.

AGENCY	PROJECT	AMOUNT ALLOCATED
Newark Day Nursery	Day Care Scholarships	\$ 25,000 00
Parks Department	Fee Assistance Program	\$ 1,000 00
Parks Department	Youth Beautification Corps	\$ 6,690 00
Parks Department	Dickey Park Recreational Programming	\$ 4,810.00
	Total	\$ 37,500.00

Project Descriptions Public Service Category

1. Newark Day Nursery (NDN) Day Care

The Newark Day Nursery Children's Center requested funds to provide tuition assistance to low and moderate-income children, and their parents, participating in accredited early care and education programs for children ages 1 – 6 and after school programs for children ages 6–12. The service enables parents to attend work, obtain an education, or participate in training programs knowing that their children are in a safe, nurturing, educational environment. NDN families pay tuition on a sliding scale depending on their family income level. Funds received from the CDBG program are used to cover the difference between what a family can pay and the real cost of providing the service. Because tuition supplements are provided on a sliding scale based on income, the total number of participants to be served will vary depending on the number of applicants and their individual income levels. The Community Development/ Revenue Sharing Advisory Committee feels that this is a very important program for the community. However, because of limited funds available in the Public Services category, the Committee could not recommend the full amount requested.

REQUESTED AMOUNT	\$35,000 00
RECOMMENDED FUNDING	\$25,000 00

2. Parks and Recreation Fee Assistance Program

The Parks and Recreation Department requested CDBG funds to support the Recreation Fee Assistance Program. The program assists low- to moderate-income families to take part in City-sponsored activities and programs by eliminating registration fees as a barrier to participation, allowing these families to enjoy the full benefit of City recreational activities and programming. The Parks and Recreation Department fully documents low to moderate-income eligibility. The Committee recommends the full amount requested by the Parks and Recreation Department.

REQUESTED AMOUNT	\$1,000 00
RECOMMENDED FUNDING	\$1,000 00

3. Youth Beautification Corps Program (YBC)

The Parks and Recreation Department requested CDBG funds to support the Youth Beautification Corps, a youth employment program. The Parks Department provides in-kind support in the form of program administration and supervision, vehicle fuel, tools, equipment, and insurance for the program. The YBC provides work experience for up to three Newark teens 15–18 years of age during the summer months. These young people work in Parks operations positions and learn the satisfaction of making improvements to and beautifying community parks and City of Newark properties. Participants work up to six hours each day, Monday through Friday, under the direct supervision of an adult leader, who works closely with the Parks Superintendent to arrange

training, schedule work, oversee projects, and evaluate the work performed. Because of limited funds in the Public Services category, the Community Development/Revenue Sharing Advisory Committee could not recommend the full amount requested.

REQUESTED AMOUNT \$ 7,300 00
RECOMMENDED FUNDING \$ 6,690 00

4. Dickey Park Programming – Newark Parks and Recreation

Newark's Parks and Recreation Department is committed to providing recreational opportunities to all area residents without regard to economic circumstances. Additional programming in Dickey Park, particularly in the playground, will promote healthy and active lifestyles as well as promote leadership skills among participants, and help to improve public safety. To this end, the Parks and Recreation Department is requesting funding for an eight week structured recreation program for the Dickey Park area children aged 5 – 13 between mid-June and mid-August. Activities will include active games, crafts, as well as educational presentations from the Newark Police Department, Aetna Hose, Hook and Ladder and other service, safety and educational groups. The Committee is pleased to recommend full funding of this request, and hopes that it becomes annual programming for low- and moderate-income Newark youth.

REQUESTED AMOUNT \$4,810 00
RECOMMENDED FUNDING \$4,810 00

Non-Public Service Expenditure Summary

After subtracting the proposed public service expenditures, the amount available for remaining CDBG projects totals \$212,500. The Committee reviewed proposals for grant requests totaling \$335,082 for Non-Public Service activities. Therefore, it was necessary for the Committee to make difficult cuts to many good projects. The following projects are recommended for funding.

AGENCY	PROJECT	AMOUNT ALLOCATED
Community Services/Newark Senior Center	Senior Home Repair	\$ 40,000 00
Community Services/Newark Senior Center	NEW Program	\$ 20,000 00
Newark Planning & Dev Dept.	Program Adm.	\$ 40,000 00
Newark Planning & Dev Dept.	Home Improvement Program	\$ 32,500 00
Public Works & Water Resources Dept	ADA Curb Ramps	\$ 45,000 00
Newark Housing Authority	Housing Stock Improvements	\$ 35,000 00
	TOTAL	\$ 212,500 00

5. Senior Home Repair Program

Newark Senior Center requested funds to continue the Newark 60+ Senior Home Repair Program. The 60+ Senior Home Repair Program provides free minor home repairs to income eligible senior citizens who are homeowners in Newark. The program provides repairs which may include minor carpentry, plumbing and electrical work, including as repair or replacement steps, floors, window sashes, door frames, soffit, fascia, gutters, doors, and windows and other items as required. In recent years, the demand for these services has been increasing. The Community Development/ Revenue Sharing Advisory Committee thinks the program is a valuable service, but was not able to recommend full funding for this project because of the high demand for non-public service projects.

REQUESTED AMOUNT	\$50,000 00
RECOMMENDED FUNDING	\$40,000 00

6. Newark Energy Watch (NEW) Program

The Newark Senior Center requested funds to continue working with the Community Services Corporation to assist low- to moderate-income homeowners of the City of Newark in the efficient use of energy. The program offers Newarkers a comprehensive energy management and weatherization evaluation, including a comprehensive diagnostic energy audits. Where required, participants will receive follow-up energy conservation work based on the audit results. The Community Services Corporation calculates the need for repairs on a seven-year formula, which tells the homeowner how much money they will save over the period after all repairs have been made. The seven-year energy savings pay back is the industry standard that calculates the amount of energy related improvement dollars spent that can be recouped in energy savings during the seven-year period. The Community Services Corporation has the computer software to determine the savings based upon each individual assessment for program evaluation purposes. Unprecedented demand for these services was seen after last year's harsh winter. The Community Development/Revenue Sharing Advisory Committee recommends full funding for this project, in order to clear the backlog of requests that have been recently received.

REQUESTED AMOUNT	\$20,000 00
RECOMMENDED FUNDING	\$20,000 00

7. Program Administration

The City of Newark Planning and Development Department requested funds to continue the administration of Newark's Community Development Block Grant program. The request consists of 50% of salary and fringe benefits for the Planner position, subscriptions to publications and journals, training fees, necessary advertisements and committee expenses. This request will be charged to the CDBG grant as follows: 50% rehabilitation category for administration of the Home

Improvement Program, Senior Home Repair Program, and the Façade Improvement Program, and the remaining 50% charged to the administrative category. Because of the limited funds available, and the high demand for non-Public Services project funds, the Committee did not recommend full funding for Program Administration. Allocated funds will be used for salary, fringe benefits and necessary advertisements.

REQUESTED AMOUNT	\$60,000 00
RECOMMENDED FUNDING	\$40,000 00

9 Home Improvement Program

The Newark Planning and Development Department requested funds to continue the Home Improvement Program (HIP). The HIP provides low interest, interest-free and deferred-payment loans for necessary repairs to owner-occupied properties for income eligible Newark residents. These loans are awarded to homeowners within the City of Newark whose gross annual income and property condition qualifies them for assistance. Through the program, the City will help provide decent, safe, and sanitary housing for residents, preserve the existing housing stock, and improve the appearance of older neighborhoods.

Eligibility for assistance is determined by the Planning and Development Department based on HUD's rental assistance guidelines. The Home Improvement Program is a direct benefit activity available city-wide. Like other home repair programs, the HIP has seen a very high level of demand recently. The maximum loan amount is \$15,000. Because of the limited funds available, and the high demand for non-Public Services project funds, the Committee did not recommend full funding for the Home Improvement Program.

REQUESTED AMOUNT	\$ 80,000 00
RECOMMENDED FUNDING	\$ 32,500 00

10. ADA Curb Ramps

The Department of Public Works and Water Resources requested funds to install curb ramps where needed and upgrade existing curb ramps to meet current ADA Standards. The City performed a self-evaluation on the sidewalk network and determined that as of 2008, of the total 1,091 existing ramps, 934 are non-compliant with current ADA standards and there are no ramps at 142 locations. As a result, the Department of Public Works developed a 20-Year Transition Plan, at a cost of \$120,000 annually, to bring the City's sidewalk network into compliance. The program's first year included 50 ramp locations, with a per-ramp cost of \$2,500. This year, the Department of Public Works and Water Resources requested \$60,000 of CDBG funds towards the \$120,000 annual cost of the 2015 FY Transition Plan. As of August, 2014, there are 1593 total ramps, 1097 of which are ADA compliant, and 496 of which are not compliant, as well as 15

locations in need of ramps. Curb ramps are an eligible expense because the primary beneficiaries, persons with physical disabilities, are presumed low-to-moderate income. The Committee recommends partial funding of the request due to the high demand for CDBG funds from a wide range of projects.

REQUESTED AMOUNT	\$ 60,000 00
RECOMMENDED FUNDING	\$ 45,000 00

11 Newark Housing Authority Modernization Program

The Newark Housing Authority requested funding for the second phase of its Modernization Program, to address rehabilitation needs in its Independence/Delaware Circle complex. Built in 1967, these housing units are aging, and in some cases have deteriorated to present unsafe or substandard conditions. In addition, several of the Newark Housing Authority's "scattered site" units are well over 20 years of age and in need of repair work as well. Repairs will include replacement interior doors, replacement exterior and patio doors that are beyond possible repair or lacking peep holes, and replacement of door bells, door buzzers and intercom systems that are critical safety systems for units housing the elderly. Due to limited funding, the committee was only able to partially fund this project.

REQUESTED AMOUNT	\$ 55,082.00
RECOMMENDED FUNDING	\$ 35,000 00

ATTACHMENT 3

41st YEAR (7/1/15 - 6/30/16)

**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

CONTINGENCY BUDGET PLAN

If the City's CDBG allocation is less than the planning figure used, funds will be cut proportionally from the Newark Day Nursery and Children's Center budget in the Public Service area, and the Home Improvement Program in the Non-Public Service area. This contingency budget plan will be put into effect if the difference between the planning figure used by the Committee and the actual allocation is \$25,000 or less. If the difference is more than \$25,000, the Committee will be reconvened to discuss further funding recommendations to Council.

Regarding the possibility of receiving more funding than the planning figure used, extra funds will be applied to fully fund the Senior Home Repair Program request, then remaining extra funds will be applied to the Home Improvement Program. This contingency plan will be put into effect if the actual difference between the planning figure used and the allocation is \$25,000 or less. If the difference is more than \$25,000 the Committee will be reconvened to make additional recommendations to Council.

ATTACHMENT 4

**BUDGET SUMMARY
2015 REVENUE SHARING PROGRAM
RECOMMENDATIONS
(01/01/15 – 12/31/15)**

1 Hope Dining Room	\$ 3,000 00
2 Newark Senior Center Meals on Wheels	\$23,284 00
3 Newark Area Welfare Committee	\$ 8,000 00
4 Main Towers Groceries for Seniors	\$ 3,500 00
5 Chimes of Delaware Medical Expense Fund	\$ 5,500 00
6 YWCA of Delaware Financial Literacy Program	\$ 4,000 00
7 Newark Symphony Orchestra Performance	\$ 1,000 00
8 PAWS for People	\$ 2,500 00
9 Newark Arts Alliance Camp Imagine	\$ 2,000 00
10 DE Guidance Services	\$ 5,000 00
11 Mid Atlantic Ballet Scholarships	\$ 1,500 00
12 Newark Bike Project Youth Empowerment Prog.	\$ 4,000 00
Total:	\$63,284.00

ATTACHMENT 5

**SUMMARY OF 2015
REVENUE SHARING PROGRAMS**

RECOMMENDATIONS FOR 2013 (1/1/15 - 12/31/15)

REVENUE SHARING GRANT PROGRAM

A. General Information

Historically, the budget figure for the Revenue Sharing Program is adjusted for inflation from the previous year. In advance of making the program application materials available in the Spring of 2014, the Consumer Price Index (CPI) had risen 1.5% over same time the prior year. As such, the previous year's figure of \$62,349.00 was increased by 1.5%, or \$935, yielding a planning figure of \$63,284.00 for the upcoming year.

B. Projects Recommended for 2015 Revenue Sharing Funding

1. Hope Dining Room

The Hope Dining Room, located at 300 Marrows Road, requested funds through the City's Revenue Sharing Program to reimburse the cost of meals served to Newark residents. Hope Dining Room serves a free mid-day dinner meal approximately 235 days each year to anyone who comes to the Dining Room. This is the only hot meal service regularly available to anyone in need in the Newark area. Numerous member churches and service organizations are involved with the daily operation of the Hope Dining Room. Each organization is assigned to specific days for their volunteers to prepare and serve meals. The Hope Dining Room serves the greater Newark area and is located on the free UNICITY Bus route. The Hope Dining Room serves over 16,000 meals annually, at an average cost of approximately \$1.60 each, by utilizing volunteer labor and numerous donations. Of those, about 17% were served to Newark residents. Total meals served, and those served to Newarkers, are increasing each year. The Community Development/Revenue Sharing Advisory Committee fully supports the mission of the Hope Dining Room, but is unable to fully fund the requested amount due to the high demand for limited available funds.

REQUESTED AMOUNT	\$4,000.00
RECOMMENDED FUNDING	\$3,000.00

2. Newark Senior Center Meals on Wheels Program

The Newark Senior Center is requesting funds to subsidize the home delivery of meals to homebound elderly or disabled residents of the City of Newark. Meals-On-Wheels is a meal delivery program serving a hot, nutritious, mid-day meal to homebound City of Newark participants. Approximately 30% of the Meals on Wheels clients live in the City of Newark, for a total annual cost of over \$97,000 to serve the City's population. The client's residency and ability to donate toward the cost of their meals is determined during an initial interview, which is conducted in a client's home. Meals are prepared fresh each day using the Newark Senior Center kitchen, and consist of a protein source, side of rice or pasta, a vegetable, cup of soup, serving of bread, milk, and a homemade dessert. All meals are delivered by volunteers from the community, service organizations, churches and area corporations and businesses, who also help to provide human contact for clients otherwise facing very isolated circumstances. Demand for this service is presently increasing. As it has through the inception of the City Revenue Sharing program, the Community Development/ Revenue Sharing Advisory Committee fully supports the goals of this program, but is unable to fully fund the requested amount due to the high demand for limited available funds.

REQUESTED AMOUNT	\$25,000 00
RECOMMENDED FUNDING	\$23,284 00

3. Newark Area Welfare Committee Emergency Cash & Food Assistance

The Newark Area Welfare Committee (NAWC) requested funding to continue its Emergency and Food Assistance Program. This program provides emergency monies to Newarkers in need of assistance with their utility bills and rent, as well as temporary lodging, medical expenses, mortgage payments, shoes, food, and other immediate needs that Newarkers face during times of significant financial challenges. Funds from the grant are used only to help Newark residents that meet guidelines established for public assistance by staff of the Hudson State Service Center. Residency is documented through interviews by Hudson Center staff and verified by a NAWC representative. The goal of the program is to help the client through an emergency situation when other agencies are unable to help. The Community Development/Revenue Sharing Advisory Committee feels that the NAWC is a great benefit to the residents of Newark. However, due to the high demand for Revenue Sharing funds, the Committee is recommending funding at a level somewhat less than the full amount requested.

REQUESTED AMOUNT	\$15,500 00
RECOMMENDED FUNDING	\$8,000 00

4. Main Towers Groceries for Seniors

Lutheran Community Services (LCS) requested funds to continue a grocery club for low income seniors residing in the Main Towers apartment complex in Newark. Modeled after other successful efforts by LCS in other communities, the club allows participating residents to receive all types of groceries at no charge. Residents can choose to donate to the cause, but are not required to pay. In partnership with the Food Bank of Delaware and other organizations, LCS works with residents to select, order and deliver groceries and provide nutritional information. As part of an overall wellness effort, LCS has added regular fresh fruit and vegetable deliveries. The 2015 project will serve approximately 48 low-income senior residents of Main Towers. The Community Development/Revenue Sharing Advisory Committee is pleased to be able to fully fund the LCS request this year.

REQUESTED AMOUNT	\$3,500 00
RECOMMENDED FUNDING	\$3,500 00

5. Chimes of Delaware Medical Expense Fund

Chimes of Delaware requested funds to provide a medical co-pay reimbursement program for twenty four (24) adults with developmental disabilities living in Newark. Most clients of Chimes have their health care provided by the Federal Medicare Program which requires, in many cases, payment of co-pays for medical services such as prescription medication and doctor's visits. In other cases, Medicare does not pay for clients' other medical necessities such as over the counter topical creams or vitamin pills. Many clients of Chimes have numerous health issues resulting in considerable medical expenses, which results in them having extremely limited disposable income for community or recreational activities, or even to pay household bills. Under this program, clients will have their uncovered medical bills paid by Chimes, using grant funds. This will allow money that the clients are currently using for medical bills to be redirected to other needs, and participation in recreational activities. All proposed beneficiaries (approximately 24) will live within the City of Newark and qualify as low income. The Community Development/Revenue Sharing Advisory Committee appreciates the precision of the requested amount and recommends that it be almost entirely funded.

REQUESTED AMOUNT	\$ 6,527 63
RECOMMENDED FUNDING	\$ 5,500 00

6. YWCA Delaware, Inc.

YWCA Delaware, Inc., requested funding for the Delaware Economic Empowerment Program, dedicated to eliminating barriers to success and achieve economic advancement and self-

sufficiency for individuals and families. This program provides valuable financial literacy, rental and housing counseling services designed to increase knowledge of personal finance management, and quality of life for those in need. Through both workshops and one-on-one counseling, HUD-approved housing counselors and qualified financial coaches work with clients to develop budgets and navigate the financial system. In 2013, the YWCA was able to successfully work with five Newark families facing foreclosure and prevent them from losing their homes. Unfortunately, due to the large number of applications, the committee was unable to fully fund this program.

REQUESTED AMOUNT	\$ 6,000 00
RECOMMENDED FUNDING	\$ 4,000 00

7 Newark Symphony Orchestra Performance

The Newark Symphony Orchestra (NSO) requested funds to provide a free Family Concert and instrument "petting zoo," which gives children the opportunity to see and handle a variety of instruments, to the families in Newark. The Independence School, just north of Newark on Paper Mill Road, donates their 900-seat auditorium for the performance, and the Wilmington Music and Arts store donates instruments for the "petting zoo." Orchestra players will also volunteer their time and talent for the event. Because of the limited amount of funds available in the CDBG and Revenue Sharing programs, the Committee wanted to direct funding for basic needs programs such as food and shelter. Therefore, they only recommend partial funding for the program.

REQUESTED AMOUNT	\$ 1,500 00
RECOMMENDED FUNDING	\$ 1,000 00

8. PAWS for People

PAWS for People serves the Delaware, Pennsylvania, Maryland and New Jersey area by providing therapeutic visits to those who could benefit from interaction with well-trained, loving pets. PAWS for People requested funding to develop an Eldercare program within the City of Newark and to grow children's programs at four Newark locations. PAWS has identified a need for specialized training for therapy teams to help improve the quality of life for seniors in Newark. PAWS also plans to expand existing programs at Exceptional Care for Children, the University of Delaware Laboratory Preschool, College School and Early Learning Center. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT	\$8,450 00
RECOMMENDED FUNDING	\$2,500 00

9. Newark Arts Alliance Camp Imagine

The Newark Arts Alliance requested funds for scholarships for low- to moderate-income Newark families to attend "Camp Imagine," which is held off site at the Newark Center for Creative Learning, on Phillips Avenue. The two week, full-time, summer art camp includes sessions of visual art (drawing, painting, clay, and mixed media), and performing arts such as dance and theater, for up to 36 children ages 7 – 11. Each week, the camp runs Monday – Friday, from 9 00am – 4 15pm, and both before- and after-care are available to participants. Registration fees are \$225 per week, but scholarships are made available on a sliding scale based on family income. The committee supports the Arts Alliance bringing the arts to those low-income children who may otherwise not have the opportunity; however, due to the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT	\$ 2,250 00
RECOMMENDED FUNDING	\$ 2,000 00

10. DE Guidance Services for Children and Youth: Outpatient Mental Health Treatment

Delaware Guidance Services for Children and Youth, Inc (DGS) requested funding to support outpatient mental health treatment services for Newark's disadvantaged children and their families at their Newark facility located on Polly Drummond Office Park. DGS offers a variety of assistance for children experiencing a traumatic event, as well as treatment for ADHD or bipolar disorder being treated with both medication and counseling. Treatments also include individual psychotherapy, play or group therapy, behavior modifications, parent and family counseling, psychological and psychiatric evaluation, and medication management. DGS strives to help the financially impaired, the uninsured, and the underinsured to get mental health treatment and does not turn a child away because of an inability to pay. To provide one 45-minute counseling session, DGS must raise a subsidy of \$30. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project. However, with a \$5,000 grant, DGS could provide approximately 166 treatment sessions, ensuring a full course of treatment to at least 10 at-risk families in Newark.

REQUESTED AMOUNT	\$ 5,000 00
RECOMMENDED FUNDING	\$ 5,000 00

11. Mid-Atlantic Ballet Scholarships

Centrally located in Downtown Newark, Mid-Atlantic Ballet (MAB) is committed to fostering an environment where all dancers can develop their physical and mental skills, and gain an appreciation of the arts through classical ballet dance instruction and superior performances. MAB is applying for funding for scholarships in order to provide low-income dancers with the

same instruction that higher income dancers can receive. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT	\$ 5,000 00
RECOMMENDED FUNDING	\$ 1,500 00

12. Newark Bike Project

The Newark Bike Project (NBP) is a volunteer-based nonprofit community bike shop offering shared access to professional repair tools and knowledgeable volunteer mechanics to residents of Newark. NBP is constantly working to educate, empower and create a strong sense of community and encourage sustainability. To this end, the NBP applied for funding for a Youth Empowerment Program, which would educate middle- and high school students about bike safety and maintenance, train them in leadership and organize them to carry out bike safety and ridership workshops in the Newark area, as well as other community service activities. Because of the high demand for Revenue Sharing funds, the Committee was unable to recommend full funding of this program.

REQUESTED AMOUNT	\$ 13,475 00
RECOMMENDED FUNDING	\$ 4,000 00

ATTACHMENT 6

PROJECTS NOT RECOMMENDED FOR FUNDING

1 Homebuyer Incentive Program

The Home Buyer's Incentive Program (HBIP) provides interest-free deferred-payment loans of up to \$5,000 to assist income-qualified first-time homebuyers to purchase properties within the City of Newark. The funds can be used toward 50% of a down payment, or entirely toward settlement or closing costs. These loans are secured by a second mortgage, and repaid when the property is sold or if it is converted to a rental. By encouraging homeownership, this program helps to stabilize neighborhoods and prevent blight from occurring, and helps low- and moderate income homebuyers overcome two of the largest barriers to a home purchase – downpayment and closing costs. Since the Planning and Development Department did not have any applications for this program to date in the 40th year, and therefore had remaining funding still available, the Committee felt it would be best to allocate funds to other programs with more pressing needs.

REQUESTED AMOUNT	\$ 10,000 00
RECOMMENDED FUNDING	\$ 00 00

2. Reading ASSIST Institute

The Reading ASSIST Institute (RAI) applied for funding to support one-on-one tutoring of low-income students, to achieve reading proficiency, in West Park and McVey Elementary schools. Tutoring would be provided by four AmeriCorps members, trained and monitored by RAI staff, to students identified by their school as at risk for reading failure. Parents of students identified as "at risk for reading failure" will be asked to complete a permission slip for inclusion into the program, which will document whether the student qualifies for free or reduced lunch programs, as documentation for income levels. The committee believes that reading is a crucial skill, but due to the demand for CDBG and Revenue Sharing funds in the current year, was unable to support RAI with a 41st year allocation.

REQUESTED AMOUNT	\$ 20,000 00
RECOMMENDED FUNDING	\$ 00 00

3. Goodwill of Delaware and Delaware County

Goodwill of Delaware and Delaware County applied for funding to implement the Donation Processing Initiative (DPI) in Goodwill's Newark store, which is currently undergoing an over \$500,000 reinvestment and expansion in conjunction with the renovation of the Newark Shopping Center. The DPI is a system that enables team members to sort through donations quickly, and, at the same time, price items with greater accuracy, to maximize the economic value of donations, in turn supporting Goodwill's mission of improving the quality of life for people with barriers to self-sufficiency. Implementation of DPI in Newark would result in the hiring of additional store staff, in this case likely between 6 and 8 individuals. In seven of Goodwill of Delaware and Delaware

County's sixteen retail locations, DPI has been implemented to great success, achieving 15.3% increases in revenue by increasing pricing efficiency

The Committee appreciates the opportunities that Goodwill provides to its team members and its mission of helping individuals achieve self-sufficiency. However, the committee feels that since this system has been implemented in other locations as a business decision, and is already planned to be implemented as part of a major renovation, also as a business decision, limited funding available could be better utilized allocated to other projects.

REQUESTED AMOUNT	\$ 10,000 00
RECOMMENDED FUNDING	\$ 00 00

ATTACHMENT 7

SUMMARY OF RECOMMENDATIONS FOR REALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT 40TH AND PRIOR YEARS FUNDING

Below is a table that summarizes the CDBG/RS Advisory Committee's recommendations for reallocations of funds available from the 40th year grant program (July 1, 2014 – June 30, 2015) and prior years' carryover surpluses.

Activity to be Funded	Total Amount	Reduction	Reallocation	Revised Allocation
Public Service				
Newark Day Nursery Daycare	\$ 25,000 00		\$ 10,000.00	\$ 35,000 00
Homeward Bound Operational Sup	\$ 10,300 00	\$ 10,300 00		\$ -
Parks and Recreation Fee Assistance	\$ 1,080 80			\$ 1,080 80
Youth Beautification Corps	\$ 6,500 00		\$ 500.00	\$ 7,000 00
Reading ASSIST Institute	\$ -		\$ 4,000 00	\$ 4,000 00
Non-Public Service				
Home Improvement Program	\$ 80,036 63			\$ 80,036.63
Home Buyer Incentive Program	\$ 30,000 00	\$ 20 000 00		\$ 10 000 00
Parks & Rec Play Equipment Replacement	\$ 11,599 92	\$ 11,599 92		\$ -
Façade Improvement Program	\$ 4,660 00	\$ 660 00		\$ 4 000 00
Newark Energy Watch Program	\$ 20 323 12		\$ 10 000 00	\$ 30,323 12
Senior Home Repair Program	\$ 43,143 40		\$ 27,500 00	\$ 70,643 40
Program Administration	\$ 92,455 58	\$ 50,000 00		\$ 42,455 58
City of Newark ADA Ramps	\$ 34,991 91		\$ 40 559 92	\$ 75 551 83
Newark Senior Center Tilting Skillet	\$ 14,000 00			\$ 14 000 00
Defaware Ch National MS Society	\$ 7 200 00			\$ 7,200 00
NHA Housing Unit Improvements	\$ 15,000 00			\$ 15,000 00
Total	\$ 374,375.07	\$ 92,559.92	\$ 92,559.92	\$ 396,291 36

ATTACHMENT 8

AMENDMENT TO THE 40th YEAR (JULY 1, 2014 – JUNE 30, 2015) COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: RECOMMENDATIONS FOR FUNDING REALLOCATIONS

After reviewing the spending history of several programs, it was found that significant surpluses had built up in some areas, and funding could be reallocated to make better use of available monies. Committee members reviewed amounts of funding carried over in various programs from previous years', those programs current allocations and their current spending for the upcoming year, to estimate funds unlikely to be spent before the new funding year begins on July 1, 2015

The Committee recommends reallocating funds from the following programs.

1. Façade Improvement Program

The Façade Improvement Program provides no interest, monthly payhack or deferred-payment loans for façade repairs, improvements and rehabilitation of properties within the boundaries of the Downtown Newark Partnership. Loan amounts are capped at a maximum of \$2,000. By reallocating a small amount from this program, it will remain available if an interested party comes forward, but surplus funds can be utilized in other programs.

CURRENT AMOUNT	\$ 4,660 00
RECOMMENDED REDUCTION	\$ 660 00
REMAINING ALLOCATION	\$ 4,000 00

2. Homebuyer Incentive Program

The Home Buyer's Incentive Program (HBIP) provides interest-free deferred-payment loans of up to \$5,000 to assist income-qualified first-time homebuyers to purchase properties within the City of Newark. The funds can be used toward 50% of a down payment, or entirely toward settlement or closing costs. These loans are secured by a second mortgage, and repaid when the property is sold or if it is converted to a rental. By encouraging homeownership, this program helps to stabilize neighborhoods and prevent blight from occurring, and helps low- and moderate income homebuyers overcome two of the largest barriers to a home purchase – downpayment and closing costs. While demand was very high for this program several years ago, demand in recent years has been low. As such, the Committee recommends keeping funding available to provide two loans if interested parties come forward, but believes surplus funds can be utilized in other programs.

CURRENT AMOUNT	\$ 30,000 00
RECOMMENDED REDUCTION	\$ 20,000 00
REMAINING ALLOCATION	\$ 10,000 00

3. Parks and Recreation Park Equipment Replacements

Numerous parks throughout the City have benefitted from equipment funded in part or in whole by CDBG funds. Due to the length of time between when applications for funding must be submitted and the actual availability of funds after the allocation process is complete, savings can often be realized as equipment is purchased for less than budgeted amounts. Over the course of several funding cycles, small savings have built up to a significant surplus, which the committee believes could be utilized in other programs

CURRENT AMOUNT	\$ 11,599.92
RECOMMENDED REDUCTION	\$ 11,599.92
REMAINING ALLOCATION	\$ 0.00

4. Homeward Bound Operational Support

For many years, Homeward Bound requested funds toward the operating costs of the Emmaus House programs. The Emmaus House programs served homeless families, primarily those with children, in the greater Newark area. The transitional program (8 months) provided families the opportunity and structure necessary to obtain housing. The emergency shelter (30 days) served homeless families and individuals in emergency situations. The Emmaus House also included an Extended Program that provides formerly homeless participants with a continuation of case management and referral services. Other programs included the Battered Women's Support Group, and Parenting classes. However, Homeward Bound has recently merged with Connections Community Support Programs, and is using the facility for other programs contracted through the State of Delaware. As such, the Committee seeks to utilize leftover funding for other programs.

CURRENT AMOUNT	\$ 10,300.00
RECOMMENDED REDUCTION	\$ 10,300.00
REMAINING ALLOCATION	\$ 0.00

5. Program Administration

Annually, the City of Newark Planning and Development Department requests funds to continue the administration of Newark's Community Development Block Grant program. The request consists of 50% of salary and fringe benefits for the Planner position, subscriptions to publications and journals, conference fees, necessary advertisements and committee expenses. The request is typically charged to the CDBG grant as follows: 50% rehabilitation category for administration of the Home Improvement Program, Senior Home Repair Program, and the Façade Improvement Program, and the remaining 50% charged to the administrative category. Since the inception of the program, there have been, on average, annual surpluses generated, which the Committee seeks to utilize for other programs.

CURRENT AMOUNT	\$ 92,455.58
RECOMMENDED REDUCTION	\$ 50,000.00
REMAINING ALLOCATION	\$ 42,455.58



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Wednesday, September 24, 2014

7 00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Dana Dimock, Chair
Horacio Lewis
Michael Gritz
David Robertson
Sara Jane Spaulding
Patricia Wilcox
Carla Grygiel
Sharon Sedita

Members Absent:

Sam Abdel-Salam
Mark Doughty
Robyn Harland
Ted Elder

Staff Present:

Ricky Nietubicz, Planner

The committee was called to order at approximately 7:00PM.

Members, as well as staff to the committee Ricky Nietubicz, began with introductions, as well as a brief discussion for the benefit of new members about the history of the federal Community Development Block Grant (CDBG) program, the City's Revenue Sharing Program, and the restrictions placed on CDBG funding by the federal government; the program is administered through Housing and Urban Development (HUD)

The committee began reviewing the applications received to date, and discussed questions, comments and concerns with certain applications. The committee directed staff person Ricky Nietubicz to reach out to the below mentioned applicants regarding the specific questions and additional information requested below, and requested that he share the information with committee members via email in advance of the next meeting. There were applicants in addition to those mentioned below, however, the committee did not have any questions or desire additional information from them at this time

In general, members requested additional information about the demographics of applicants' beneficiaries, and requested that the application form be shared with the committee for markup in advance of the subsequent funding cycle.

Members requested that the **Newark Bike Project** provide additional information regarding how children would be selected for programs.

Members liked that the new system for which funding is being requested for **Goodwill** would not only improve efficiency of the store, but lead to additional hiring, and appreciated that it was a one-time investment; however, members were curious how the system's implementation was funded in other stores.

Members noticed that the "priority response" statistics for **Delaware Guidance Services** were skyrocketing, and were curious about the statistic regarding "children in need but not receiving services," in particular, how it is determined.

Members appreciate the work of the **Newark Housing Authority (NHA)** and recognize that as the primary provider of low- and moderate-income housing in the City of Newark, its mission fits with the mission of HUD ideally; however, members noticed that through the years, funding requests from the NHA have increased and decreased year to year, and requested a rolling five-year plan for improvements to the NHA housing stock, to potentially assist with decision-making year to year. Members also requested clarification if prices cited in the application were for materials and labor or simply materials to be installed by NHA staff; members also requested information regarding the mix of residents in NHA housing stock, in particular the mix of seniors vs. families, and who the target market would be for the new Alder Creek community

Members noticed that funding for **Chimes** is intended to free up income of beneficiaries so that they can engage in social activities, but requested additional information regarding what social activities were available to those who Chimes serves, additionally members requested information regarding the rates of pay received by those employed by Chimes, who are also the beneficiaries of its services.

Members requested that **PAWS for People** provide additional information about alternate funding sources that may be tapped for training additional service teams.

Members appreciated the thoroughness of the application for **Reading ASSIST**, but requested clarification regarding "program fees" income lines, as well as \$5000 income for "materials

sold," in particular, who the materials were sold to, and whether volunteers are charged for the materials that they use

Members requested that **Newark Day Nursery and Children's Center** provide additional information about their sliding scale system for tuition rates based on family income, as well as how their current classes plot out along the scale, in other words, whether the class was weighted toward the higher or lower end of the family income scale. Members also wanted to know whether the organization would conduct another capital campaign this year, and if so, what the money would be used for

Members expressed curiosity about whether any of the individuals who had gone through the **YWCA** financial literacy program this year had been able to purchase a home in the City of Newark, and requested information about what findings staff had after this year's monitoring process.

Members requested that the **Parks and Recreation Department** include photos with their **Youth Beautification Corps** application in future years.

Members requested an updated map from **Public Works** of what handicapped ramps would be completed in this year's funding cycle

Members set the next meeting date for October 15, 2014

The meeting was adjourned at approximately 10 00PM.

Copies of applications are attached for reference



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Wednesday, October 15, 2014

7:00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Dana Dimock, Chair
Horacio Lewis
Michael Gritz
David Robertson
Sara Jane Spaulding
Patricia Wilcox
Carla Grygiel
Robyn Harland
Ted Elder

Members Absent:

Sami Abdel-Salam
Mark Doughty
Sharon Sedita

Staff Present:

Ricky Nietubicz, Planner

The committee was called to order at approximately 7 00PM.

Members, as well as staff to the committee Ricky Nietubicz, began with introductions for the benefit of those members unable to attend the previous meeting.

The committee approved the minutes of the September 24th meeting with minor corrections

Members reviewed the additional information received from applicants and made tentative funding allocations, see attached spreadsheet. The Committee agreed to revisit the allocations and adjust if needed prior to voting on them.

The Committee also briefly reviewed additional funding that had accumulated in a variety of line items since the introduction of the program, and possibilities for reapportioning it among programs that could make use of it this fiscal year, in particular home repair and curb ramp programs. The line item that had accumulated the most funding was the "administration" line, simply because of its continued existence since the inception of the program and tendency to have small surpluses each year. Park equipment had similarly accrued a large surplus due to its long term existence and the ability of the Parks and Recreation Department to complete projects for less than budgeted amounts.

Members set the next meeting date for October 29, 2014

The meeting was adjourned at approximately 10:00PM



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Wednesday, October 29, 2014

7.00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Dana Dimock, Chair
Horacio Lewis
Michael Gritz
David Robertson
Sara Jane Spaulding
Patricia Wilcox
Carla Grygiel
Robyn Harland
Ted Elder

Members Absent:

Sam Abdel-Salam
Mark Doughty
Sharon Sedita

Staff Present:

Ricky Nietubicz, Planner

The committee was called to order at approximately 7 00PM.

The committee approved the minutes of the October 15th meeting.

Members of the committee reviewed the initial allocation amounts between different programs from the October 15th meeting, and had further discussion about various programs. The Committee also looked carefully at funding that had accumulated in various line items through

the years of the program, in particular, to see if it could be put to use to relieve pressure on funding needs for the upcoming fiscal year. Specifically, the following programs had significant amounts of funding remaining:

<u>Program</u>	<u>Funding Remaining</u>
Façade Improvement Program	\$ 4,660 00
Home Buyer Incentive Program	\$ 30,000 00
Parks & Recreation Equipment	\$ 11,599 92
Homeward Bound/Emmaus House	\$ 10,300 00
Program Administration	\$ 92,455 58

Other programs had varying amounts of funding remaining at the time of the report, but were on track to spend most or all of it down during the course of the current grant year. In many cases, the funding that had built up in these programs was the result of small savings or surpluses each year that built up over a long period, for example, the Parks and Recreation Department submits estimates for equipment to purchase, and when it is ultimately purchased several months later, is often able to find better pricing than anticipated for budget purposes. Similarly, the "Program Administration" line item has been included since the inception of the program and has, on average, carried a yearly surplus that eventually became substantial.

After discussion, the committee unanimously voted to make the following reductions:

<u>Program</u>	<u>Reduction</u>
Façade Improvement Program	\$ 660 00
Home Buyer Incentive Program	\$ 20,000 00
Parks & Recreation Equipment	\$ 11,599 92
Homeward Bound/Emmaus House	\$ 10,300 00
Program Administration	\$ 50,000 00
Total	\$ 92,559 92

The committee also unanimously voted to reallocate the newly available funding to the following programs:

<u>Program</u>	<u>Allocation</u>
Newark Day Nursery	\$ 10,000 00
Newark Energy Watch	\$ 10,000 00
Senior Home Repair Program	\$ 27,500 00
Youth Beautification Corps	\$ 500 00
ADA Ramp Improvements	\$ 40,559 92
Reading ASSIST Institute	\$ 4,000 00

The committee then moved to finalizing recommendations for the upcoming grant years. The following votes were made regarding CDBG Public Service Funding:

- Ms. Spaulding made a motion, seconded by Mr. Gritz, to allocate \$25,000 to Newark Day Nursery for scholarships. The motion was approved unanimously.

- Ms. Spaulding made a motion, seconded by Ms. Harland, to allocate \$1,000 to the Parks and Recreation Fee Assistance Program. The motion was approved unanimously
- Ms. Spaulding made a motion, seconded by Ms. Grygiel, to allocate \$6,690 to the Youth Beautification Corps program. The motion was approved unanimously
- Ms Spaulding made a motion, seconded by Mr Gritz, to allocate \$4,810 to recreational programming in Dickey Park. The motion was approved unanimously

There being no further "Public Service" funding available, the committee made the following votes regarding "Non Public Service" CDBG funding:

- Ms. Wilcox made a motion, seconded by Mr Gritz, to allocate \$40,000 to the Newark Senior Center Senior Home Repair Program, Ms. Spaulding and Ms. Grygiel recused themselves from the vote, the motion otherwise passed unanimously
- Ms. Harland made a motion, seconded by Ms. Wilcox, to allocate \$20,000 to the Newark Senior Center Newark Energy Watch program, Ms. Spaulding and Ms. Grygiel recused themselves from the vote, the motion otherwise passed unanimously
- Ms Grygiel made a motion, seconded by Ms. Harland, to allocate \$45,000 to the ADA handicapped ramp improvement program. The motion was approved unanimously
- Mr Elder made a motion, seconded by Ms. Harland, to allocate \$35,000 to the Newark Housing Authority Modernization Program. The motion was approved unanimously
- Ms. Wilcox made a motion, seconded by Ms. Spaulding, to allocate \$40,000 to Program Administration in the upcoming year. The motion was approved unanimously
- Mr Elder made a motion, seconded by Ms. Harland, to allocate \$32,500 to the City of Newark Home Improvement Program. The motion passed unanimously

There being no further "Non Public Service" funding available, the committee made the following votes regarding Revenue Sharing funding for 2015:

- Mr Lewis made a motion, seconded by Mr Keough, to allocate \$23,284 to the Newark Senior Center Meals On Wheels program. Ms. Spaulding and Ms. Grygiel recused themselves from the vote, the motion otherwise passed unanimously
- Ms. Grygiel made a motion, seconded by Ms. Harland, to allocate \$2,000 to the Newark Arts Alliance Camp Imagine Program. The motion passed unanimously
- Mr Elder made a motion, seconded by Ms. Harland, to allocate \$8,000 to the Newark Area Welfare Committee Emergency Cash fund. The motion passed 7-1, with Ms Spaulding opposed.
- Ms. Wilcox made a motion, seconded by Ms. Harland, to allocate \$3,500 to the Lutheran Community Services Main Towers Grocery Club. The motion passed unanimously
- Ms. Spaulding made a motion, seconded by Mr Elder, to allocate \$5,000 to Delaware Guidance Services for mental health counseling. The motion passed unanimously
- Ms. Spaulding made a motion, seconded by Ms. Harland, to allocate \$5,500 to the Chimes of Delaware Medical Expense Fund. The motion passed unanimously
- Mr Elder made a motion, seconded by Ms. Harland, to allocate \$3,000 to the Hope Dining Room. The motion passed unanimously

- Ms. Wilcox made a motion, seconded by Mr Gritz, to allocate \$1,000 to the Newark Symphony Orchestra. The motion passed unanimously
- Ms. Spaulding made a motion, seconded by Mr Lewis, to allocate \$1,500 to the Mid Atlantic Ballet scholarship fund. The motion passed unanimously
- Ms. Wilcox made a motion, seconded by Ms. Harland, to allocate \$2,500 to PAWS for People. The motion passed 5 – 3, with Ms. Spaulding, Ms. Grygiel and Ms. Dimock in opposition.
- Ms. Spaulding made a motion, seconded by Ms. Wilcox, to allocate \$4,000 to the YWCA Financial Literacy program. The motion passed unanimously
- Mr Elder made a motion, seconded by Mr Gritz, to allocate \$4,000 to the Newark Bike Project Youth Empowerment Program. The motion passed with Ms. Spaulding in opposition.

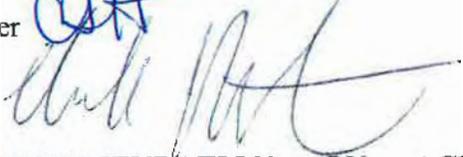
There being no further funding to be allocated, the meeting was adjourned at approximately 8 30PM.

4A1

**City of Newark
Delaware
Department of Planning & Development**

October 16, 2013

TO: Carol Houck, City Manager 

FROM: Ricky Nietubicz, Planner 

RE: REPORT AND RECOMMENDATION ON ACTIVITIES PROPOSED FOR 40th YEAR (JULY 1, 2014 – JUNE 30, 2015) COMMUNITY DEVELOPMENT BLOCK GRANT AND 2014 (JANUARY 1, 2014 – DECEMBER 31, 2014) REVENUE SHARING PROGRAMS

The Community Development/Revenue Sharing Advisory Committee (CD/RSAC) has completed its review of applications for the 40th Year (July 1, 2014 – June 30, 2015) Community Development Block Grant (CDBG) and 2014 Revenue Sharing funds. During deliberations, the Committee was careful to consider each funding source as a separate and distinct budget with different, yet complimentary goals. Each application was reviewed on its merits and assigned the most appropriate grant category. The Committee believes the results are an efficient and equitable distribution of Community Development and Revenue Sharing monies. The Planning Department concurs with this assessment.

Attached is the Committee's report on funding recommendations for the 40th Year Community Development and 2014 Revenue Sharing programs. The report is divided into two parts. The first details the CD/RSAC recommendations for 40th Year CDBG monies. Please note that approximately 65% of the recommendations for 40th Year CDBG funding is allocated for City initiated projects. The second part details the Committee's recommendations for the 2014 Revenue Sharing program, which, by definition, is allocated to outside agencies.

The Committee requests that the recommendations on Community Development and Revenue Sharing funding be placed on Council Agenda for the next available meeting. Should you have any questions or require further information, please let me know.

CC:
Maureen Feeney Roser, Director of Planning and Development
Michael Fortner, Development Supervisor

**City of Newark
Delaware**

Department of Planning & Development

October 16, 2013

TO: Mayor and Members of City Council

FROM: Chairperson and Members of the Community Development/Revenue Sharing Advisory Committee

RE: **REPORT AND RECOMMENDATION ON ACTIVITIES PROPOSED FOR 40th YEAR (JULY 1, 2014 – JUNE 30, 2015) COMMUNITY DEVELOPMENT BLOCK GRANT AND 2014 (JANUARY 1, 2014 – DECEMBER 31, 2014) REVENUE SHARING PROGRAMS**



On Thursday, June 20th, 2013, the Community Development/Revenue Sharing Advisory Committee (CD/RSAC) conducted a public hearing to initiate the funding process for the 40th Year Community Development Block Grant and 2014 Revenue Sharing Programs. At this meeting, the Committee provided information on application procedures, submission requirements, previously funded activities, and officially opened the application process. Once applications were received, the Committee held two meetings on September 18th and October 2nd to discuss proposals and develop recommendations for funding.

For your information and review, the following materials are attached:

1. Recommended 40th Year Community Development Block Grant Budget Summary.
2. CD/RSAC recommendations for 40th Year Community Development monies including project descriptions, funding requests, and recommended allocations.
3. The 40th Year Community Development Block Grant Program Contingency Budget Plan.
4. Recommended 2014 Revenue Sharing Budget Summary.
5. CD/RSAC recommendations on projects to be funded with 2014 Revenue Sharing monies, including project descriptions, funding requests, and recommended allocations.

6. Summary of all projects not recommended for either Community Development Block Grant or Revenue Sharing funding.

7. Minutes of the CD/RSAC meetings held on September 18th and October 2nd, 2013.

Please contact Ricky Nietubiez in the Planning Department at (302) 366-7030 should you have any questions or require additional information.

Respectfully Submitted,

Community Development Block Grant and Revenue Sharing Advisory Committee

ATTACHMENT 1

SUMMARY

**COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE
RECOMMENDATIONS ON 40th YEAR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM (07/01/14 – 06/30/15)**

1. Newark Day Nursery Day Care	\$ 25,000.00
2. Parks and Recreation Fee Assistance Program	\$ 1,000.00
3. Youth Beautification Corps	\$ 6,500.00
4. Homeward Bound Operational Support	\$ 5,000.00
5. Senior Home Repair Program	\$ 25,000.00
6. Newark Energy Watch Program (NEW)	\$ 5,000.00
7. Newark Senior Center Tilting Skillet	\$ 14,000.00
8. Newark Housing Authority Housing Unit Improvements	\$ 15,000.00
9. CDBG Program Administration	\$ 51,500.00
10. Home Improvement Program	\$ 60,000.00
11. Homebuyer's Incentive Program	\$ 10,000.00
12. Façade Improvement Program	\$ 2,000.00
13. ADA Curb Ramps	\$ 30,000.00
TOTAL	\$ 250,000.00

ATTACHMENT 2

SUMMARY OF

**COMMUNITY DEVELOPMENT/REVENUE SHARING
ADVISORY COMMITTEE
RECOMMENDATIONS ON 40th YEAR**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RECOMMENDATIONS

JULY 1, 2014 - JUNE 30, 2015

General Information

The New Castle County Department of Community Services provided the City of Newark with a projected Community Development Budget for the 2014 – 2015 fiscal year of \$210,000 to be used for planning purposes. To this amount, \$40,000 in Program Income was added, resulting in a total Planning Figure of \$250,000. HUD will not calculate the annual final budget figure until late spring, 2014.

Public Services Expenditure Summary

In accordance with Federal regulations, only 15 percent of Community Development funds can be used for activities defined by HUD as Public Service programs. Therefore, \$37,500 (15% of total allocation) was used in budgeting for public services. Listed below are the public services projects recommended for the 40th Year Community Development funding.

AGENCY	PROJECT	AMOUNT ALLOCATED
Newark Day Nursery	Day Care Scholarships	\$ 25,000.00
Parks Department	Fee Assistance Program	\$ 1,000.00
Parks Department	Youth Beautification Corps	\$ 6,500.00
Homeward Bound	Operational Support	\$ 5,000.00
	Total	\$ 37,500.00

Project Descriptions Public Service Category

1. Newark Day Nursery (NDN) Day Care

The Newark Day Nursery Children's Center requested funds to provide tuition assistance to low and moderate-income children, and their parents, participating in accredited early care and education programs for children ages 1 – 6 and after school programs for children ages 6–12. The service enables parents to attend work, obtain an education, or participate in training programs knowing that their children are in a safe, nurturing, educational environment. NDN families pay tuition on a sliding scale depending on their family income level. Funds received from the CDBG program are used to cover the difference between what a family can pay and the real cost of providing the service. Because tuition supplements are provided on a sliding scale based on income, the total number of participants to be served will vary depending on the number of applicants and their individual income levels. The Community Development/ Revenue Sharing Advisory Committee feels that this is a very important program for the community. However, because of limited funds available in the Public Services category, the Committee could not recommend the full amount requested. The Committee has also made arrangements in its 40th Year CDBG Contingency Budget Plan to provide the Newark Day Nursery with additional funding if available.

REQUESTED AMOUNT: \$35,000.00
RECOMMENDED FUNDING: \$25,000.00

2. Parks and Recreation Department Fee Assistance Program

The Parks and Recreation Department requested CDBG funds to support the Recreation Fee Assistance Program. The program assists low- to moderate-income families to take part in City-sponsored activities and programs. Because of the program, low to moderate-income families can enjoy the benefits of City activities without having to pay the full registration fee, thereby eliminating a barrier to participation. The Parks Department fully documents low to moderate-income eligibility. The Committee recommends the full amount requested by the Parks and Recreation Department.

REQUESTED AMOUNT: \$1,000.00
RECOMMENDED FUNDING: \$1,000.00

3. Youth Beautification Corps Program (YBC)

The Parks and Recreation Department requested CDBG funds to support the Youth Beautification Corps, a youth employment program. The Parks Department provides in-kind services in the form of program administration and supervision, vehicle fuel, tools, equipment, and insurance for the program. The YBC provides work experience for up to three Newark teens 15–18 years of age during the summer months. These young people work in Parks operations positions

and will realize the satisfaction of making improvements to and beautifying community parks and City of Newark properties. Participants work up to six hours each day, Monday through Friday, under the direct supervision of an adult leader. The Parks Superintendent will work very closely with the adult leader to arrange training, schedule work, oversee the parameters of projects, and evaluate the work performed. Because of limited funds in the Public Services category, the Community Development/Revenue Sharing Advisory Committee could not recommend the full amount requested.

REQUESTED AMOUNT: \$ 7,300.00
 RECOMMENDED FUNDING: \$ 6,500.00

4. Homeward Bound Operational Support

Homeward Bound requested funds toward the operating costs of the Emmaus House programs. The Emmaus House programs serve homeless families, primarily those with children, in the greater Newark area. The transitional program (8 months) provides families the opportunity and structure necessary to obtain housing. The emergency shelter (30 days) serves homeless families and individuals in emergency situations. The Emmaus House also includes an Extended Program that provides formerly homeless participants with a continuation of case management and referral services. Other programs include the Battered Women's Support Group, and Parenting classes. The Community Development/Revenue Sharing Advisory Committee believes these programs are of great benefit to our community. The Committee recommends the full amount requested by the Parks and Recreation Department.

REQUESTED AMOUNT: \$5,000.00
 RECOMMENDED FUNDING: \$5,000.00

Non-Public Service Expenditure Summary

After subtracting the proposed public service expenditures, the amount available for remaining CDBG projects totals \$212,500. The Committee reviewed proposals for grant requests totaling \$311,482 for Non-Public Service activities. Therefore, it was necessary for the Committee to make difficult cuts to many good projects. The following projects are recommended for funding.

AGENCY	PROJECT	AMOUNT ALLOCATED
Community Services/Newark Senior Center	Senior Home Repair	\$ 25,000.00
Community Services/Newark Senior Center	NEW Program	\$ 5,000.00
Newark Senior Center	Tilting Skillet	\$ 14,000.00
Newark Planning & Dev. Dept.	Program Adm.	\$ 51,500.00
Newark Planning & Dev. Dept.	Home Improvement Program	\$ 60,000.00

Newark Planning & Dev. Dept.	Home Buyer Incentive Program	\$ 10,000.00
Newark Planning & Dev. Dept.	Façade Improvement Program	\$ 2,000.00
Public Works & Water Resources Dept	ADA Curb Ramps	\$ 30,000.00
	TOTAL	\$ 212,500.00

5. Senior Home Repair Program

Newark Senior Center requested funds to continue the Newark 60+ Senior Home Repair Program. The 60+ Senior Home Repair Program provides free minor home repairs to income eligible senior citizens who are homeowners in Newark. The program provides repairs which may include minor carpentry, such as repair/replacing steps, floors, window sashes, door frames, soffit, fascia and other items, as required. In addition, the program provides for repair or replacement of gutters, doors, and windows as appropriate, as well as minor plumbing and electrical repairs. The Community Development/ Revenue Sharing Advisory Committee thinks the program is a valuable service, but was not able to recommend full funding for this project because of the high demand for non-public services projects.

REQUESTED AMOUNT: \$35,000.00
RECOMMENDED FUNDING: \$25,000.00

6. Newark Energy Watch (NEW) Program

The Newark Senior Center requested funds to continue working with the Community Services Corporation to assist low- to moderate-income homeowners of the City of Newark in the efficient use of energy. The program offers beneficiaries a comprehensive energy management/weatherization evaluation. Eligible households will receive diagnostic energy conservation audits, and participants will receive follow-up energy conservation work based on the audit results. The Community Services Corporation calculates the need for repairs on a seven-year formula, which tells the homeowner how much money they will save over the period after all repairs have been made. The seven-year energy savings pay back is the industry standard that calculates the amount of energy related improvement dollars spent that should be recouped in energy savings during the seven-year period. The Community Services Corporation has the computer software to determine the savings based upon each individual assessment for program evaluation purposes. The Community Development/ Revenue Sharing Advisory Committee thinks the program is a valuable service, but was not able to recommend full funding for this project because of the high demand for non-public services projects.

REQUESTED AMOUNT: \$15,000.00
RECOMMENDED FUNDING: \$ 5,000.00

7. Newark Senior Center Capital Improvement: Tilting Skillet

In order to provide service for the ever increasing demand for Meals On Wheels clients,

the Newark Senior Center requested funds to purchase a new "tilting skillet," a commercial foodservice preparation device that will be used to produce large quantities of consistent, nutritious meals for clients, as well as free up range space that would have otherwise been used for smaller skillets, pots and pans, to cook other parts of the meal. Because of the lack of funds available, and the high demand for non-Public Services project funds, the Committee did not recommend full funding for the tilting skillet, although they tried to give an amount that would still allow for the item to be purchased.

REQUESTED AMOUNT: \$14,544.00
RECOMMENDED FUNDING: \$14,000.00

8. Program Administration

The City of Newark Planning and Development Department requested funds to continue the administration of Newark's Community Development Block Grant program. The request consists of 50% of salary and fringe benefits for the Planner position, subscriptions to publications and journals, training fees, necessary advertisements and committee expenses. This request will be charged to the CDBG grant as follows: 50% rehabilitation category for administration of the Home Improvement Program, Senior Home Repair Program, and the Façade Improvement Program; and the remaining 50% charged to the administrative category. Because of the lack of funds available, and the high demand for non-Public Services project funds, the Committee did not recommend full funding for Program Administration. Allocated funds will be used for salary, fringe benefits and necessary advertisements.

REQUESTED AMOUNT: \$60,000.00
RECOMMENDED FUNDING: \$51,500.00

9 Home Improvement Program

The Newark Planning and Development Department requested funds to continue the Home Improvement Program (HIP). The HIP provides low interest, interest-free and deferred-payment loans for necessary repairs to owner-occupied properties for income eligible Newark residents. These loans are awarded to homeowners within the City of Newark whose gross annual income and property condition qualifies them for assistance. Through the program, the City will help provide decent, safe, and sanitary housing for residents, preserve the existing housing stock, and improve the appearance of older neighborhoods.

Eligibility for assistance is determined by the Planning and Development Department based on HUD's rental assistance guidelines. The Home Improvement Program is a direct benefit activity available city-wide. The maximum loan amount will be \$15,000 during the 40th fiscal year. Because of the lack of funds available, and the high demand for non-Public Services

project funds, the Committee did not recommend full funding for the Home Improvement Program.

REQUESTED AMOUNT: \$ 70,000.00
RECOMMENDED FUNDING: \$ 60,000.00

9 Facade Improvement Program

The Planning and Development Department requested funds to continue the Façade Improvement Program (FIP). The FIP provides no interest, monthly payback or deferred-payment loans for façade repairs, improvements and rehabilitation for properties within the boundaries of the Downtown Newark Partnership. Loans amounts are capped at a maximum of \$2,000. Because of the lack of funds available, and the high demand for non-Public Services project funds, the Committee did not recommend full funding for the Façade Improvement Program.

REQUESTED AMOUNT: \$ 4,000.00
RECOMMENDED FUNDING: \$ 2,000.00

10. Newark Planning Department Homebuyer Incentive Program

The Planning and Development Department requests funds to provide services designed to assist people with low- to moderate incomes to purchase affordable housing. The program will provide interest free, deferred loans up to \$5,000 to be used for settlement and closing costs, and up to 50% of down payment assistance paid for homes purchased within the City of Newark. The loans will be secured by a second mortgage on the home to be purchased. The full balance of the loan becomes payable upon title transfer of the residence or if the homeowner converts the property into a rental unit. Based on the expenditures from previous years, the Community Development/ Revenue Sharing Advisory Committee recommends funding the program at the requested level.

REQUESTED AMOUNT: \$ 10,000.00
RECOMMENDED FUNDING \$ 10,000.00

10. ADA Curb Ramps

The Department of Public Works and Water Resources requested funds to install curb ramps where needed and upgrade existing curb ramps to meet current ADA Standards. The City performed a self-evaluation on the sidewalk network and determined that as of 2008, of the total 1,091 existing ramps, 934 are non-compliant with current ADA standards and there are no ramps at

142 locations. As a result, the Department of Public Works developed a 20-Year Transition Plan, at a cost of \$120,000 annually, to bring the City's sidewalk network into compliance. The program's first year included 50 ramp locations, with a per-ramp cost of \$2,500. This year, the Department of Public Works and Water Resources requested \$60,000 of CDBG funds towards the \$120,000 annual cost of the 2014 FY Transition Plan. As of March, 2013, there are 1515 total ramps, 803 are ADA compliant, and only 13 locations are in need of ramps. Curb ramps are an eligible expense because the primary beneficiaries, persons with physical disabilities, are presumed low-to-moderate income. The Committee recommends partial funding of the request due to the high demand for CDBG funds from a wide range of projects.

REQUESTED AMOUNT:	\$ 60,000.00
RECOMMENDED FUNDING:	\$ 30,000.00

ATTACHMENT 3

40th YEAR (7/1/14 - 6/30/15)

**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

CONTINGENCY BUDGET PLAN

If the City's CDBG allocation is less than the planning figure used, funds will be cut proportionally from the Newark Day Nursery and Children's Center budget in the Public Service area, and the Home Improvement Program in the Non-Public Service area. This contingency budget plan will be put into effect if the difference between the planning figure used by the Committee and the actual allocation is \$25,000 or less. If the difference is more than \$25,000, the Committee will be reconvened to discuss further funding recommendations to Council.

Regarding the possibility of receiving more funding than the planning figure used, extra funds will be applied to fully fund the Program Administration request, then remaining extra funds will be applied to the Newark Energy Watch program. This contingency plan will be put into effect if the actual difference between the planning figure used and the allocation is \$25,000 or less. If the difference is more than \$25,000 the Committee will be reconvened to make additional recommendations to Council.

ATTACHMENT 4

**BUDGET SUMMARY
2014 REVENUE SHARING PROGRAM
RECOMMENDATIONS
(01/01/14 – 12/31/14)**

1. Hope Dining Room	\$ 3,000.00
2. Newark Senior Center Meals on Wheels	\$21,929.00
3. Newark Area Welfare Committee	\$ 12,500.00
4. Main Towers Groceries for Seniors	\$ 3,500.00
5. Chimes of Delaware Medical Expense Fund	\$ 4,870.00
6. YWCA of Delaware Financial Literacy Program	\$ 4,000.00
7. Newark Symphony Orchestra Performance	\$ 1,000.00
8. PAWS for People	\$ 3,750.00
9. Newark Arts Alliance Camp Imagine	\$ 1,800.00
10.DE Guidance Serv. Outpatient Mental Health Treatment	\$ 5,000.00
11.Mid Atlantic Ballet Scholarships	\$ 1,000.00
Total:	\$62,349.00

ATTACHMENT 5

SUMMARY OF 2014 REVENUE SHARING PROGRAMS

RECOMMENDATIONS FOR 2013 (1/1/14 - 12/31/14)

REVENUE SHARING GRANT PROGRAM

A. General Information

In the Fall of 2013, City Council authorized \$62,349.00 for the City's 2014 Revenue Sharing Program. The Community Development/Revenue Sharing Advisory Committee used this figure in developing the following budget.

B. Projects Recommended for 2014 Revenue Sharing Funding

1. Hope Dining Room

The Hope Dining Room, located at 300 Marrows Road, requested funds through the City's Revenue Sharing Program to reimburse the cost of meals served to Newark residents. Hope Dining Room serves a free mid-day dinner meal approximately 235 days each year to anyone who comes to the Dining Room. This is the only hot meal regularly available to anyone in need in the Newark area. Numerous member churches and service organizations are involved with the operation of the Hope Dining Room. Each organization is assigned a specific day of the month to prepare and serve meals. The Hope Dining Room serves the greater Newark area and is located on the free UNICITY Bus route. The Hope Dining Room serves over 16,000 meals annually, at an average cost of approximately \$1.60 each, by utilizing volunteer labor and numerous donations. Of those, about 17% were served to Newark residents. Total meals served, and those served to Newarkers, are increasing each year. The Community Development/Revenue Sharing Advisory Committee fully supports the mission of the Hope Dining Room, but is unable to fully fund the requested amount due to the high demand for limited available funds.

REQUESTED AMOUNT:	\$4,000.00
RECOMMENDED FUNDING:	\$3,000.00

2. Newark Senior Center Meals on Wheels Program

The Newark Senior Center is requesting funds to subsidize the home delivery of meals to homebound elderly or disabled residents of the City of Newark. Meals-On-Wheels is a meal delivery program serving a hot, nutritious, mid-day meal to homebound City of Newark participants. Approximately 25% of the Meals on Wheels clients live in the City of Newark, for a total annual cost of over \$78,000 to serve the City's population. The client's ability to donate toward the cost of their meals is determined during an initial interview, which is conducted in a client's home. The interview also establishes residency. All meals are delivered by volunteers from the community, service organizations, churches and area corporations and businesses. Demand for this service is presently increasing. As it has through the inception of the City Revenue Sharing program, the Community Development/ Revenue Sharing Advisory Committee fully supports the goals of this program, but is unable to fully fund the requested amount due to the high demand for limited available funds.

REQUESTED AMOUNT: \$25,000.00
RECOMMENDED FUNDING: \$21,929.00

3. Newark Area Welfare Committee Emergency Cash & Food Assistance

The Newark Area Welfare Committee (NAWC) requested funding to continue its Emergency Cash and Food Assistance Program. This program provides emergency monies to Newarkers in need of assistance with their utility bills and rent, as well as medical expenses, mortgage payments, children's shoes, food, and other needs that people face but are unable to provide due to their current financial status. Funds from the grant are used only to help Newark residents that meet guidelines established for public assistance by staff of the Hudson State Service Center. Residency is documented through interviews by Hudson Center staff and verified by a NAWC representative. The goal of the program is to help the client through an emergency situation when other agencies are unable to help. The Community Development/Revenue Sharing Advisory Committee feels that the NAWC is a great benefit to the residents of Newark. However, due to the high demand for Revenue Sharing funds, the Committee is recommending funding at a level somewhat less than the full amount requested.

REQUESTED AMOUNT: \$13,500.00
RECOMMENDED FUNDING: \$12,500.00

4. Main Towers Groceries for Seniors

Lutheran Community Services (LCS) requested funds to continue a grocery club known as the "Brown Bag Club" for the residents of Main Towers in Newark. The grocery club is designed along the lines of the successful grocery clubs that LCS provides in other communities.

Once each month, residents of Main Tower will receive a budget, based on funds available through the Revenue Sharing grant, and an order form highlighting foods available. The order is then placed through the Food Bank of Delaware. Food is delivered the second week of each month and staged in the community room of the Main Towers. The 2014 project will serve between 34-39 low-income senior residents of Main Towers. The program expands the existing services of St. Paul's Lutheran Church on South College Avenue, which also operates successful emergency food and housing programs in the region. The Community Development/Revenue Sharing Advisory Committee is pleased to be able to fully fund the LCS request this year.

REQUESTED AMOUNT: \$3,500.00
RECOMMENDED FUNDING: \$3,500.00

5. Chimes of Delaware Medical Expense Fund

Chimes of Delaware requested funds to provide a medical co-pay reimbursement program for seventeen adults with developmental disabilities living in Newark. Most clients that attend Chimes have their health care provided by the Federal Medicare Program which requires recipients to pay a co-pay for many medical services such as prescription medication and doctor's visits. Medicare does not pay for other medical necessities such as over the counter topical creams or vitamin pills. Many clients of Chimes have numerous health issues resulting in considerable medical expenses. After paying their medical bills, many clients have little or no funds remaining to afford paying for community or recreational activities, or pay household bills. For clients that have no funds available for needed medical services, Chimes paid the bills by taking the money from other programs. Under the program funded through Revenue Sharing, clients will have their uncovered medical bills paid with grant funds. This will allow money that the clients are currently using for medical bills to be redirected. All proposed beneficiaries (approximately 21) will live within the City of Newark and qualify as low income. The Community Development/Revenue Sharing Advisory Committee appreciates the precision of the requested amount and recommends that it be almost entirely funded.

REQUESTED AMOUNT: \$ 4,870.05
RECOMMENDED FUNDING: \$ 4,870.00

6. YWCA Delaware, Inc.

YWCA Delaware, Inc., requested funding for the Delaware Economic Empowerment

Program, dedicated to eliminating barriers to success and achieve economic advancement and self-sufficiency for individuals and families. This program provides valuable financial literacy, rental and housing counseling services designed to increase knowledge of personal finance management, and quality of life for those in need. The Committee is excited to see this program make inroads to increasing homeownership among low- and moderate-income individuals within the City of Newark. Unfortunately, due to the large number of applications, the committee was unable to fully fund this program.

REQUESTED AMOUNT: \$ 8,000.00
RECOMMENDED FUNDING: \$ 4,000.00

7. Newark Symphony Orchestra Performance

The Newark Symphony Orchestra (NSO) requested funds to provide a free Family Concert and instrument "petting zoo," which gives children the opportunity to see and handle a variety of instruments, to the families in Newark. The NSO hopes to continue its tradition of holding family concerts, and the Music & Arts store on Kirkwood Highway has agreed to make their instruments available for the petting zoo. Orchestra players will also volunteer their time and talent for the event. Because of the limited amount of funds available in the CDBG and Revenue Sharing programs, the Committee wanted to direct funding for basic needs programs such as food and shelter. Therefore, they only recommend partial funding for the program.

REQUESTED AMOUNT: \$ 1,500.00
RECOMMENDED FUNDING: \$ 1,000.00

8. PAWS for People

PAWS for People requested funding to develop an Eldercare program within the City of Newark and to grow children's programs at four Newark locations. PAWS has identified a need for specialized training for therapy teams to help improve the quality of life for seniors in Newark. PAWS also plans to expand existing programs at Exceptional Care for Children, the University of Delaware Laboratory Preschool, College School and Early Learning Center. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT: \$6,800.00
RECOMMENDED FUNDING: \$3,750.00

9. Newark Arts Alliance Camp Imagine

The Newark Arts Alliance requested funds for scholarships for low- to moderate-income Newark families to attend "Camp Imagine." The two week, full-time, summer art camp includes sessions of visual art (drawing, painting, clay, and mixed media), and performing arts such as dance and theater, for up to 24 children ages 7 - 12. Both before and after care will also be available to participants. The committee supports the Arts Alliance bringing the arts to those low-income children who may otherwise not have the opportunity; however, due to the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT: \$ 2,500.00
RECOMMENDED FUNDING: \$ 1,800.00

10. DE Guidance Services for Children and Youth: Outpatient Mental Health Treatment

Delaware Guidance Services for Children and Youth, Inc. (DGS) requested funding to support outpatient mental health treatment services for Newark's disadvantaged children and their families at their Newark facility located on Polly Drummond Office Park. DGS offers a variety of assistance for children experiencing a traumatic event, as well as treatment for ADHD or bipolar disorder being treated with both medication and counseling. Treatments also include individual psychotherapy, play or group therapy, behavior modifications, parent and family counseling, psychological and psychiatric evaluation, and medication management. DGS strives to help the financially impaired, the uninsured, and the underinsured to get mental health treatment and does not turn a child away because of an inability to pay. To provide one 45-minute counseling session, DGS must raise a subsidy of \$25. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project. However, with a \$5,000 grant, DGS could provide 200 treatment sessions, ensuring a full course of treatment to at least 12 at-risk families in Newark.

REQUESTED AMOUNT: \$ 10,000.00
RECOMMENDED FUNDING: \$ 5,000.00

11. Mid-Atlantic Ballet Scholarships

One of Downtown Newark's four arts organizations, Mid-Atlantic Ballet (MAB) is committed to fostering an environment where all dancers can develop their physical and mental skills, and gain an appreciation of the arts through classical ballet dance instruction and superior performances. MAB is applying for scholarships to provide low-income dancers with the same instruction that higher income dancers can receive. Because of the high demand for Revenue

Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT: \$ 5,000.00

RECOMMENDED FUNDING: \$ 1,000.00

ATTACHMENT 6

PROJECTS NOT FUNDED

1. Parks and Recreation Tree Removal at George Wilson Center

The City of Newark's Parks and Recreation Department requested funding to remove a decaying tree near the playground at the George Wilson Center. After consideration, the committee had several concerns about the dollar amount requested for the tree removal, the fact that it seemed to present a more immediate hazard and require more immediate funding than the CDBG program would allow, and that the project, in general, seemed to be the sort of regular maintenance that should be funded via other means. In an effort to concentrate funding on those projects that have a more direct impact on residents' quality of life and capital improvements to homes and facilities throughout the City, the committee recommends no funding for this project.

REQUESTED AMOUNT:	\$ 5,938.00
RECOMMENDED FUNDING	\$ 00.00



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE**

PUBLIC INFORMATIONAL HEARING

Thursday, June 20, 2013

6:00 p.m.

Planning Department Library

MINUTES

Attendees:

Pastor Sandy Diamond
Dennis Lawson, Newark Arts Alliance

Staff:

Ricky Nietubicz, Planner

An informal public information and question and answer session for prospective CDBG/RS applicants was held from 6-8PM.

Ms. Diamond asked several questions about the application process, as she has never applied for funding before; she indicated that her work is primarily with the homeless population, particularly in and around Wilmington, but also in Newark. Ricky indicated to her that the City of Newark's CDBG and Revenue Sharing funds should benefit those within the city limits. She indicated that she'd be in contact with further questions.

Dennis Lawson, Executive Director of the Newark Arts Alliance, wanted to be sure that his application would be appropriate to mostly re-use from previous years. Ricky indicated that the committee was happy to fund the Camp Imagine program to the extent that funding allows, and the application meets all the necessary requirements of the committee.

With no further questions, the hearing adjourned at approximately 8PM.



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Thursday, September 18, 2013

6:00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Horacio Lewis
Michael Gritz
David Robertson
Robyn Harland
Sara Jane Spaulding
Polly Sierer
Ted Elder
Patricia Wilcox
Carla Grygiel

Members Absent:

Dana Dimock (Chair)
Sami Abdel-Salam
Martin Wollaston
Mark Doughty

Staff Present:

Ricky Nietubicz, Planner

1. Opening/ Introduction

The meeting was started by Ricky Nietubicz at approximately 6:05 p.m.; Ricky explained that Dana Dimock had a family commitment and could not attend this meeting. The Committee started off with introductions.

2. Overview of CDBG and Revenue Sharing Programs

Ricky Nietubicz handed out a spreadsheet that showed the projected budget amounts to allocate, amounts allocated in the prior year, and the amounts of the applications received, as well as copies of the applications. The total amount of funding requested far exceeded funding available.

3. Discussion of Proposals for 40th Year CDBG and 2013 Revenue Sharing.

- **YWCA** – Several committee members felt that this program was similar to the State’s “Stand By Me” program, and pointed out that the application includes mention of areas such as Brookside and Robscott Manor, which are outside the city limits; however, several members also pointed out the fact that someone renting just outside Newark’s boundaries could well be able to buy a property within the city limits, so these types of homeownership counseling programs shouldn’t necessarily be restricted to current residents. Committee members asked for more information pertaining to the ways that YWCA gets referrals into their program, whether they were willing to coordinate with the city and whether they were tied into the 211 system.
- **Mid Atlantic Ballet** – The committee was interested in additional information about MAB’s tuition schedule, as it seems a bit complex, based on some number of hours of instruction per week per year. members also asked for information about why the budgeted figure for grant revenue was anticipated to be significantly higher, year over year, as well as information about the number of scholarships given in the previous year.
- **Newark Day Nursery and Children’s Center** – This year’s application is similar to those in years past, and contains no surprises. Several committee members commented that there is an extreme need for day care and nursery services, especially those like Newark Day Nursery, which remains open even when schools close for emergencies, and attracts a wide diversity of children with a very good sliding scale for tuition, based on income and ability to pay. Members indicated that there may be greater need than in past years for CDBG funding, based on significant United Way cutbacks over the last year.
- **Delaware Guidance Services** – As in past years, committee members were disappointed in the inability to verify whether recipients of services from DGS lived in and out of the City, as only ZIP code data can be provided without violating patient privacy laws. Committee members asked if it would be possible to explain to staff at DGS to verify recipient addresses via New Castle County’s Parcel Information website. Of course this could not be checked by the committee but it would provide additional detail. Other members of the committee pointed out that since interactions between children aren’t restricted by Newark’s city limits (children who live in and out of the City play sports, attend school and other activities together) providing service to someone outside the City could well benefit children within the City as well.
- **Newark Housing Authority** – The committee liked the value for the dollar that this project will have.
- **Chimes** – The committee likes the precision of the figure, and the knowledge that it is a very real amount calculated from actual figures, rather than simply a ballpark estimate.
- **Newark Area Welfare Committee** – Polly Sierer explained that the NAWC is seeing a much higher food need this year than in years past.

- Lutheran Community Services – Committee members questioned several items put forth in the application, and indicated their preference that CDBG funds only be used for food. Several questions raised included:
 - Where is the food purchased from?
 - Does this help people age in place longer?
 - Who purchases, delivers and distributes food?
 - Why are delivery fees so high?
 - Why is there a fee to use the room at Main Towers?
 Polly Sierer agreed to follow up with LCS for more information.
- **Newark Arts Alliance** – Committee members asked why their budget reflects \$1000 in “bank fees,” as well as whether there are other sources of funding for Camp Imagine.
- **Homeward Bound** – No budget was included with the application. Some quick calculations by members of the committee showed that 8% of recipients were in the City of Newark, and 57% were in New Castle County.
- **Newark Symphony Orchestra** – Calculations by members of the committee showed that City residents make up 27% of the audience for the concert and instrument petting zoo, but 27% of the budget would be \$977, not the requested \$1,500. Members of the committee also questioned the \$8,700 in “hall rental” fees.
- **Newark Senior Center** – Carla Grygiel indicated that she may voluntarily cut her ask based on figures from the previous year’s funding usage.
- **Parks & Recreation** –
 - **Tree removal at George Wilson Center** – Committee members thought that the tree may require immediate action based on its condition, sooner than funds would be available under the CDBG program. Moreover, the cost seemed very high based on trees that committee members had recently had removed.
 - **Youth Beautification Corps** – Committee members liked the value for the dollar that this program provides, since overhead costs are largely covered with other funds.
 - **Fee Assistance** – Members expressed that they were very happy with this program.
- **Planning & Development** – Committee members noticed that the spreadsheet that they had been given omitted the Façade Improvement Program; Ricky Nietubicz indicated this was a mistake and a corrected spreadsheet would be provided at the next meeting.
- **Hope Dining Room** – Committee members were happy with the fact that a figure was provided for the number of Newark residents and non-residents that were fed; and indicated that CDBG funds provided are less than 17% of the budget, but more than 17% of recipients are Newark residents. Committee members lamented the difficulty of finding volunteers to provide staff for the only no-charge hot meal in the area, especially since major banks in the area curtailed their involvement efforts.
- **Public Works** – As most members are very familiar with this ongoing project, no questions were raised.

The next meeting was scheduled for October 2, 2013, at 6:30PM, in the City Manager’s Conference Room.

With no further business to discuss, the meeting was adjourned at approximately 9:20 PM.



DESIGN COMMITTEE PROJECT REVIEW REPORT

PROJECT NAME: 58 East Main Street
 OWNER: Tsionas Management
 PROJECT ADDRESS: 58 East Main Street

THIS PROJECT HAS BEEN SUBMITTED TO THE DESIGN COMMITTEE FOR REVIEW FOR COMPLIANCE:

OVERALL ASSESSMENT

Overall an attractive proposal. Additional detail/shift in facade to emphasize bays would be more attractive. Signage should be shown in final rendering; whether it will be restricted to the "band" provided, projecting, or both. Committee would prefer cast stone on the lowermost level instead of applied synthetic material. Electric service should be underground and/or enter from rear of the structure. Tree pit displaced by driveway relocation should be relocated.

Criteria	Exceeds Guidelines	Meets Guidelines	Does Not Meet Guidelines	Not Applicable	Remarks
PLANNING "LAYER"					
Public Realm Connectivity	◀				
Parking (Auto and Bicycle)	◀				
Locations for art and murals			▶		
Protections				☑	
BASE "LAYER"					
Height		▶			
Width		▶			
Overall Presentation		▶			
Roof & Cornice Lines	☑				
DETAIL "LAYER"					
Composition	☑				
STOREFRONT "LAYER"					
Proportions of Openings		▶			
Signage		▶			
Materials and Color		▶			
SIDEWALK "LAYER"					
Landscaping				☑	
Relationship To Street		▶			

RECOMMENDATION: **RECOMMEND** **DO NOT RECOMMEND**

KEY ELEMENTS

Green roof, brick, balconies and stone detail. Parapet to hide condensers on roof

SUBMITTED BY: Howard Smith DATE: 25 sept 13
 HOWARD SMITH COMMITTEE VICE-CHAIRMAN

NSC KITCHEN RENOVATION & EXPANSION PROJECT

CAPITAL CAMPAIGN PLEDGE FORM

GIVING LEVELS

- | | | | |
|--------------|--------------------------|------------|-----------|
| ◇ \$100,000+ | Food Services Wing Donor | ◇ \$1,000+ | Guardian |
| ◇ \$25,000+ | Philanthropist | ◇ \$500+ | Patron |
| ◇ \$10,000+ | Visionary | ◇ \$100+ | Supporter |
| ◇ \$5,000+ | Steward | ◇ \$25+ | Friend |

If you would like to discuss naming opportunities, please contact Carla Grygiel at (302) 737-2336 ext. 15.

I/We hereby agree to contribute the sum of \$ _____ to the Newark Senior Center, a 501(c)3 nonprofit organization, for use in the Kitchen Renovation & Expansion Project.

SIGNATURE _____ DATE _____

DONOR(S) NAME (as you wish to be publicly listed) _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

Total Pledge \$ _____ Paid Herewith \$ _____ Balance Due \$ _____

Pledge To Be Paid: ___ Quarterly ___ Monthly to begin on ___/___/___

**Pledges must be fulfilled by December 2014*

\$ _____ Full Payment Enclosed

(Optional) In Memory/Honor of _____

___ Pay by Check /Cash or ___ Charge to my Credit Card: ___ Visa ___ MasterCard ___ Discover

Card Number _____

Expiration Date _____ CVV Number _____

Signature _____ Date _____

___ I would like my donation to be anonymous. ___ My employer has a matching gift program. Please contact me.

Donating online is easy at www.newarkseniorcenter.com.

For donations of stock please contact Carla Grygiel at (302) 737-2336 ext. 15.

Newark Senior Center · 200 White Chapel Dr. · Newark, DE 19713



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Wednesday, October 2, 2013

6:00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Dana Dimock (Chair)
Horacio Lewis
Michael Gritz
David Robertson
Robyn Harland
Sara Jane Spaulding
Polly Sierer
Patricia Wilcox
Carla Grygiel
Martin Wollaston

Members Absent:

Sami Abdel-Salam
Mark Doughty
Ted Elder

Staff Present:

Ricky Nietubicz, Planner

1. Opening/ Introduction

The meeting was started by Dana Dimock at approximately 6:35 PM.

2. Approval of Minutes from 9/18/13 Meeting

A motion was made by Sara Jane Spaulding and seconded by Robyn Harland to approve the minutes from the previous meeting. The motion passed unanimously.

3. Discussion of Proposals for 40th Year CDBG and 2013 Revenue Sharing.

The committee discussed the responses it had received on questions raised during the previous meeting, and decided to begin assigning funding amounts to various organizations and programs. Sara Jane Spaulding requested that previous years' funding amounts be utilized as a basis for assigning funding amounts for the upcoming year.

Robyn Harland made very clear her stance regarding the Parks & Recreation Department's tree removal project, that CDBG/RS is not an appropriate source of funding. The committee concurred.

Several committee members asked about the Public Works ADA ramp project, as it seems to be a recurring use of CDBG funds. A map was shown to the committee that highlighted all of the wheelchair ramps throughout the City, and the committee discussed the fact that the primary beneficiaries of this program are the disabled, as well as mothers with strollers and young children, and it would not be fair to punish those beneficiaries.

The committee also discussed the Façade Improvement Program in detail. David Robertson pointed out that several new businesses locating on Main Street seem to be in new buildings, which are not eligible for this program, or they are chains, which do not need the money. Ricky Nietubicz pointed out that the new buildings are pre-leased before they are built, and the chains don't apply for the money – the program is needed for small improvements to older, and typically smaller, buildings, where a new awning, sign or entry could make a big difference.

After further discussion and small changes to the electronic spreadsheet showing recommended funding allocations in real time, a motion was made by Sara Jane Spaulding and seconded by Patricia Wilcox to make the recommendation as shown on the spreadsheet (attached). The motion passed unanimously. Another motion was made by Patricia Wilcox and seconded by Michael Gritz to recommend additional funding, if available, be directed to fully fund the Administration of the program, and then to fully fund the Newark Energy Watch program as well as the Newark Day Nursery; and that if less money is available, funding be cut from the Newark Day Nursery and the Home Improvement Program. This motion passed 8-2.

4. Next Meeting

No further meetings were necessary for the CDBG/RS Advisory Committee, unless there is greater than a 10% variation from the planning funding figures and the committee must be reconvened per their contingency plans.

5. Adjournment

With no further business to discuss, the meeting was adjourned at approximately 9:30 PM.

8B 1
Approved
10-22

**City of Newark
Delaware
Department of Planning & Development**

October 11, 2012

TO: Carol Houck, City Manager

FROM: Ricky Nietubicz, Planner

RE: REPORT AND RECOMMENDATION ON ACTIVITIES PROPOSED FOR 39th YEAR (JULY 1, 2013 – JUNE 30, 2014) COMMUNITY DEVELOPMENT BLOCK GRANT AND 2013 (JANUARY 1, 2013 – DECEMBER 31, 2013) REVENUE SHARING PROGRAMS

Approved
QJH
10/15/12

The Community Development/Revenue Sharing Advisory Committee (CD/RSAC) has completed its review of applications for the 39th Year (July 1, 2013 – June 30, 2014) Community Development Block Grant (CDBG) and 2013 Revenue Sharing funds. During deliberations, the Committee was careful to consider each funding source as a separate and distinct budget with different, yet complimentary goals. Each application was reviewed on its merits and assigned the most appropriate grant category. The Committee believes the results are an efficient and equitable distribution of Community Development and Revenue Sharing monies. The Planning Department concurs with this assessment.

Attached is the Committee's report on funding recommendations for the 39th Year Community Development and 2012 Revenue Sharing programs. The report is divided into two parts. The first details the CD/RSAC recommendations for 39th Year CDBG monies. Please note that approximately 62% of the recommendations for 39th Year CDBG funding is allocated for City initiated projects. The second part details the Committee's recommendations for the 2013 Revenue Sharing program, which, by definition, is allocated to outside agencies.

The Committee requests that the recommendations on Community Development and Revenue Sharing funding be placed on Council Agenda for the next available meeting. Should you have any questions or require further information, please let me know.

Respectfully Submitted,
Ricky Nietubicz, Planner

CC:
Maureen Feeney Roser, Director of Planning and Development
Michael Fortner, Development Supervisor

Scanned

**City of Newark
Delaware**

Department of Planning & Development

October 11, 2012

TO: Mayor and Members of City Council

FROM: Chairperson and Members of the Community Development/Revenue Sharing Advisory Committee

RE: REPORT AND RECOMMENDATION ON ACTIVITIES PROPOSED FOR 39th YEAR (JULY 1, 2013 – JUNE 30, 2014) COMMUNITY DEVELOPMENT BLOCK GRANT AND 2013 (JANUARY 1, 2013 – DECEMBER 31, 2014) REVENUE SHARING PROGRAMS

On Wednesday, June 20th, 2012, the Community Development/Revenue Sharing Advisory Committee (CD/RSAC) conducted a public hearing to initiate the funding process for the 39th Year Community Development Block Grant and 2013 Revenue Sharing Programs. At this meeting, the Committee provided information on application procedures, submission requirements, previously funded activities, and officially opened the application process. Once applications were received, the Committee held three meetings from August 16th, 2012 – September 20th, 2012 to discuss proposals and develop recommendations for funding.

For your information and review, the following materials are attached:

1. Recommended 39th Year Community Development Block Grant Budget Summary.
2. CD/RSAC recommendations for 39th Year Community Development monies including project descriptions, funding requests, and recommended allocations.
3. The 39th Year Community Development Block Grant Program Contingency Budget Plan.
4. Recommended 2013 Revenue Sharing Budget Summary.
5. CD/RSAC recommendations on projects to be funded with 2013 Revenue Sharing monies, including project descriptions, funding requests, and recommended allocations.

6. Summary of all projects not recommended for either Community Development Block Grant or Revenue Sharing funding.
7. Minutes of the CD/RSAC Public Hearing held on June 20, 2012 and Minutes of Committee meetings held on August 16, 2012, September 6, 2012, and September 20th, 2012.

Please contact Ricky Nietubicz in the Planning Department at (302) 366-7030 should you have any questions or require additional information.

Respectfully Submitted,
Community Development Block Grant and Revenue Sharing Advisory Committee

ATTACHMENT 1

SUMMARY

**COMMUNITY DEVELOPMENT/REVENUE SHARING ADVISORY COMMITTEE
RECOMMENDATIONS ON 39th YEAR COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM (07/01/13 – 06/30/14)**

1. Newark Day Nursery Day Care	\$ 30,000.00
2. Parks and Recreation Fee Assistance Program	\$ 1,000.00
3. Parks Department Youth Beautification Corps	\$ 7,000.00
4. Homeward Bound Operational Support	\$ 4,000.00
5. Senior Home Repair Program	\$ 30,000.00
6. Newark Energy Watch Program (NEW)	\$ 15,000.00
7. Newark Planning Department Program Admin.	\$ 50,000.00
8. Home Improvement Program	\$ 70,000.00
9. Homebuyer's Incentive Program	\$ 10,000.00
10. Newark Dept. of Public Works ADA Curb Ramps	\$ 30,000.00
11. Newark Parks and Recreation Park Equipment	\$ 13,800.00
12. Delaware Valley Development Company – Victoria Mews	\$ 12,000.00
13. Delaware Chapter of the National MS Society	\$ 7,200.00
TOTAL	\$ 280,000.00

ATTACHMENT 2

SUMMARY OF

**COMMUNITY DEVELOPMENT/REVENUE SHARING
ADVISORY COMMITTEE
RECOMMENDATIONS ON 39th YEAR**

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

RECOMMENDATIONS

JULY 1, 2013 - JUNE 30, 2014

General Information

The New Castle County Department of Community Services provided the City of Newark with a projected Community Development Budget for the 2013 – 2014 fiscal year of \$240,000 to be used for planning purposes. To this amount, \$40,000 in Program Income was added, resulting in a total Planning Figure of \$280,000. HUD will not calculate the annual final budget figure until late spring, 2013.

Public Services Expenditure Summary

In accordance with Federal regulations, only 15 percent of Community Development funds can be used for activities defined by HUD as Public Service programs. Therefore, \$42,000 (15% of total allocation) was used in budgeting for public services. Listed below are the public services projects recommended for the 39th Year Community Development funding.

AGENCY	PROJECT	AMOUNT ALLOCATED
Newark Day Nursery	Day Care Scholarships	\$ 30,000.00
Parks Department	Fee Assistance Program	\$ 1,000.00
Parks Department	Youth Beautification Corps	\$ 7,000.00
Homeward Bound	Operational Support	\$ 4,000.00
	Total	\$ 42,000.00

Project Descriptions Public Service Category

1. Newark Day Nursery (NDN) Day Care

The Newark Day Nursery Children's Center requested funds to provide tuition assistance to low and moderate-income children, and their parents, participating in accredited early care and education programs for children ages 1 – 6 and after school programs for children ages 6–12. The service enables parents to attend work, obtain an education, or participate in training programs knowing that their children are in a safe, nurturing, educational environment. NDN families pay tuition on a sliding scale depending on their family income level. Funds received from the CDBG program are used to cover the difference between what a family can pay and the real cost of providing the service. Because tuition supplements are provided on a sliding scale based on income, the total number of participants to be served will vary depending on the number of applicants and their individual income levels. The Community Development/ Revenue Sharing Advisory Committee feels that this is a very important program for the community. However, because of limited funds available in the Public Services category, the Committee could not recommend the full amount requested. The Committee has also made arrangements in its 39th Year CDBG Contingency Budget Plan to provide the Newark Day Nursery with additional funding if available.

REQUESTED AMOUNT: \$35,000.00
RECOMMENDED FUNDING: \$30,000.00

2. Parks Department Fee Assistance Program

The City of Newark Parks and Recreation Department requested CDBG funds to support the Recreation Fee Assistance Program. The program assists low- to moderate-income families to take part in City-sponsored activities and programs. Because of the program, low to moderate-income families can enjoy the benefits of City activities without having to pay the full registration fee, thereby eliminating a barrier to participation. The Parks Department fully documents low to moderate-income eligibility. The Committee recommends the full amount requested by the Parks and Recreation Department.

REQUESTED AMOUNT: \$1,000.00
RECOMMENDED FUNDING: \$1,000.00

3. City of Newark Parks Department Youth Beautification Corps Program (YBC)

The City of Newark Parks and Recreation Department requested CDBG funds to support the Youth Beautification Corps, a youth employment program. The Parks Department provides in-kind services in the form of program administration and supervision, vehicle fuel, tools, equipment, and insurance for the program. The YBC provides work experience for up to three Newark teens 15–18 years of age during the summer months. These young people work in Parks operations

positions and will realize the satisfaction of making improvements to and beautifying community parks and City of Newark properties. Participants work up to six hours each day, Monday through Friday, under the direct supervision of an adult leader. The Parks Superintendent will work very closely with the adult leader to arrange training, schedule work, oversee the parameters of projects, and evaluate the work performed. Because of limited funds in the Public Services category, the Community Development/Revenue Sharing Advisory Committee could not recommend the full amount requested.

REQUESTED AMOUNT: \$ 7,300.00
 RECOMMENDED FUNDING: \$ 7,000.00

4. Homeward Bound Operational Support

Homeward Bound requested funds toward the operating costs of the Emmaus House programs. The Emmaus House programs serve homeless families, primarily those with children, in the greater Newark area. The transitional program (8 months) provides families the opportunity and structure necessary to obtain housing. The emergency shelter (30 days) serves homeless families and individuals in emergency situations. The Emmaus House also includes an Extended Program that provides formerly homeless participants with a continuation of case management and referral services. Other programs include the Battered Women's Support Group, and Parenting classes. The Community Development/Revenue Sharing Advisory Committee believes these programs are of great benefit to our community. Because of limited funds available, the Community Development/Revenue Sharing Advisory Committee could not recommend the full amount requested.

REQUESTED AMOUNT: \$5,000.00
 RECOMMENDED FUNDING: \$4,000.00

Non-Public Service Expenditure Summary

After subtracting the proposed public service expenditures, the amount available for remaining CDBG projects totals \$238,000. The Committee reviewed proposals for grant requests totaling \$549,762 for Non-Public Service activities. Therefore, it was necessary for the Committee to make difficult cuts to many good projects. The following projects are recommended for funding.

AGENCY	PROJECT	AMOUNT ALLOCATED
Community Services	Senior Home Repair	\$ 30,000.00
Community Services	NEW Program	\$ 15,000.00
Newark Planning & Dev. Dept.	Program Adm.	\$ 50,000.00
Newark Planning & Dev. Dept.	Home Improvement Program	\$ 70,000.00

Newark Planning & Dev. Dept.	Home Buyer Incentive Program	\$ 10,000.00
Newark Public Works Dept	ADA Curb Ramps	\$ 30,000.00
Newark Parks and Rec Dept	Park Equipment Replacement	\$ 13,800.00
Delaware Valley Development Company	Parking Lot Resurfacing	\$ 12,000.00
National MS Society	Home Accessibility Improvements	\$ 7,200.00
	TOTAL	\$ 238,000.00

5. Senior Home Repair Program

Newark Senior Center requested funds to continue the Newark 60+ Senior Home Repair Program. The 60+ Senior Home Repair Program provides free minor home repairs to income eligible senior citizens who are homeowners in Newark. The program provides repairs which may include minor carpentry, such as repair/replacing steps, floors, window sashes, door frames, soffit, fascia and other items, as required. In addition, the program provides for repair or replacement of gutters, doors, and windows as appropriate, as well as minor plumbing and electrical repairs. The Community Development/ Revenue Sharing Advisory Committee thinks the program is a valuable service, but was not able to recommend full funding for this project because of the high demand for non-public services projects.

REQUESTED AMOUNT: \$50,000.00
RECOMMENDED FUNDING: \$30,000.00

6. Newark Energy Watch (NEW) Program

The Newark Senior Center requested funds to continue working with the Community Services Corporation to assist low- to moderate-income homeowners of the City of Newark in the efficient use of energy. The program offers beneficiaries a comprehensive energy management/weatherization evaluation. Eligible households will receive diagnostic energy conservation audits, and participants will receive follow-up energy conservation work based on the audit results. The Community Services Corporation calculates the need for repairs on a seven-year formula, which tells the homeowner how much money they will save over the period after all repairs have been made. The seven-year energy savings pay back is the industry standard that calculates the amount of energy related improvement dollars spent that should be recouped in energy savings during the seven-year period. The Community Services Corporation has the computer software to determine the savings based upon each individual assessment for program evaluation purposes. The Community Development/ Revenue Sharing Advisory Committee thinks the program is a valuable service, but was not able to recommend full funding for this project because of the high demand for non-public services projects.

REQUESTED AMOUNT: \$20,000.00
RECOMMENDED FUNDING: \$15,000.00

7. Newark Planning Department Program Administration

The City of Newark Planning Department requested funds to continue the administration of Newark's Community Development Block Grant program. The request consists of 50% of salary and fringe benefits for the Planner position, subscriptions to publications and journals, conference fees, necessary advertisements and committee expenses. This request will be charged to the CDBG grant as follows: 50% rehabilitation category for administration of the Home Improvement Program, Senior Home Repair Program, and the Façade Improvement Program; and the remaining 50% charged to the administrative category. Because of the lack of funds available, and the high demand for non-Public Services project funds, the Committee did not recommend full funding for Program Administration.

REQUESTED AMOUNT: \$60,000.00
RECOMMENDED FUNDING: \$50,000.00

8. Home Improvement Program

The Newark Planning Department requested funds to continue the Home Improvement Program (HIP). The HIP provides low interest, interest-free and deferred-payment loans for necessary repairs to owner-occupied properties for income eligible Newark residents. These loans are awarded to homeowners within the City of Newark whose gross annual income and property condition qualifies them for assistance. Through the program, the City will help provide decent, safe, and sanitary housing for residents, preserve the existing housing stock, and improve the appearance of older neighborhoods.

Eligibility for assistance is determined by the Planning Department based on HUD's rental assistance guidelines. The Home Improvement Program is a direct benefit activity available city-wide. The maximum loan amount will be \$15,000 during the 39th fiscal year.

REQUESTED AMOUNT: \$ 70,000.00
RECOMMENDED FUNDING: \$ 70,000.00

9. Newark Planning Department Homebuyer Incentive Program

The Newark Planning Department requests funds to provide services designed to assist people with low- to moderate incomes to purchase affordable housing. The program will provide interest free, deferred loans up to \$5,000 to be used for settlement and closing costs, and up to 50% of down payment assistance paid for homes purchased within the City of Newark. The loans will be secured by a second mortgage on the home to be purchased. The full balance of the loan becomes payable upon title transfer of the residence or if the homeowner converts the property into a rental. Based on the expenditures from previous years, the Community

Development/ Revenue Sharing Advisory Committee believes that the recommended funding level should adequately fund the program.

REQUESTED AMOUNT:	\$ 10,000.00
RECOMMENDED FUNDING	\$ 10,000.00

10. Newark Department of Public Works ADA Curb Ramps

The City of Newark Department of Public Works requested funds to install curb ramps where needed and upgrade existing curb ramps to meet current ADA Standards. The City performed a self-evaluation on the sidewalk network and determined that of the total 1,091 existing ramps, 934 are non-compliant with current ADA standards and there are no ramps at 142 locations. As a result, the Department of Public Works developed a 20-Year Transition Plan, at a cost of \$120,000 annually, to bring the City's sidewalk network into compliance. The program's first year included 50 ramp locations, with a per-ramp cost of \$2,500. This year, the Department of Public Works requested \$60,000 of CDBG funds towards the \$120,000 annual cost of the 2013 FY Transition Plan. Curb ramps are an eligible expense because the primary beneficiaries, persons with physical disabilities, are presumed low-to-moderate income. The Committee recommends partial funding of the request due to the high demand for CDBG funds from a wide range of projects.

REQUESTED AMOUNT:	\$ 60,000.00
RECOMMENDED FUNDING:	\$ 30,000.00

11. Newark Parks and Recreation Park Equipment Replacement

The Parks and Recreation Department requested funding for new playground equipment at the George Wilson Park. The current play unit is 14 years old, and has required two upgrades to be brought into reasonable compliance with changing regulations. New ASTM safety regulations, scheduled to be released in the next year, will likely cause further upgrades to be necessary. The need for further upgrades as well as the age of the unit make it a candidate for replacement. A number of Parks and Recreation programs utilize George Wilson Park and its recreation equipment.

REQUESTED AMOUNT:	\$ 13,800.00
RECOMMENDED FUNDING	\$ 13,800.00

12. Delaware Valley Development Company (Victoria Mews) Parking Lot Resurfacing

The Delaware Valley Development Company (DVDC) requested funding to resurface the off-street parking lots at the Victoria Mews apartment complex. The existing parking lots are

generally underutilized and in a state of advanced disrepair; residents utilize available on-street parking rather than the off-street parking lots. Victoria Mews serves Newark's low- and moderate income residents, only 20% of units are market-rate rentals. Due to the lower rent income realized from the below-market housing units than could be realized at market rate, the DVDC relies upon assistance in the form of grants and loans to make up for the difference in revenue realized from the below-market rental rates and to maintain and improve the property. In the past, the DVDC has been successful in leveraging funds from a number of different sources for each of their improvement and repair projects. Due to the high demand for CDBG funds, the Community Development/Revenue Sharing Advisory Committee recommends partial funding for the project.

REQUESTED AMOUNT: \$ 49,992.00
RECOMMENDED FUNDING \$ 12,000.00

13. Delaware Chapter of the National MS Society

The Delaware Chapter of the National Multiple Sclerosis Society is requesting funds for the HomeAble program that provides home modifications to people living with multiple sclerosis. The equipment includes wheelchair ramps to entrances, widening doorways, lowering kitchen counters, etc. The program helps homeowners with multiple sclerosis to maintain their independence so that they are able to maintain residence in their house. There are over 1,400 registered MS clients in the State of Delaware and approximately 218 (16%) are Newark residents. All funds allocated will be restricted for use by MS clients residing in Newark. The Community Development/Revenue Sharing Advisory Committee recommends partial funding for this project because of the high demand for CDBG funding. Additional funding for Newark residents in need of home modifications can be sought through the Home Improvement Program.

REQUESTED AMOUNT: \$15,000.00
RECOMMENDED FUNDING: \$ 7,200.00

ATTACHMENT 3

39th YEAR (7/1/13 - 6/30/14)

**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

CONTINGENCY BUDGET PLAN

If the City's CDBG allocation is less than the planning figure used, the following formula will be applied: 15% of the difference will be cut evenly from all public service projects, and the remainder necessary to meet the cut will come from the Newark Planning and Development Department's Home Improvement Program. This contingency budget plan will be put into effect if the difference between the Planning figure used by the Committee and the actual allocation is \$15,000 or less. If the difference is more than \$15,000, the Committee will be reconvened to discuss further funding recommendations to Council.

Regarding the possibility of receiving more funding than the planning figure used, the following formula will be applied: 15% of the increase will be added to the Newark Day Nursery, and the remainder will be placed into the Home Improvement Program, the Senior Home Repair Program, and the Newark Energy Watch Program. This contingency plan will be put into effect if the actual difference between the Planning Department's figure used and the allocation is \$15,000 or less. If the difference is more than \$15,000 the Committee will be reconvened to make additional recommendations to Council.

ATTACHMENT 4

**BUDGET SUMMARY
2013 REVENUE SHARING PROGRAM
RECOMMENDATIONS
(01/01/13 – 12/31/13)**

1. Hope Dining Room	\$ 3,000.00
2. Newark Senior Center Meals on Wheels	\$20,000.00
3. Newark Area Welfare Committee	\$ 11,500.00
4. Main Towers Groceries for Seniors	\$ 3,000.00
5. Chimes of Delaware Medical Expense Fund	\$ 8,000.00
6. Food Bank of Delaware Mobile Pantry Distribution	\$ 3,000.00
7. Newark Symphony Orchestra Performance	\$ 1,000.00
8. PAWS for People	\$ 3,750.00
9. Newark Arts Alliance Camp Imagine	\$ 1,800.00
10. DE Guidance Serv. Outpatient Mental Health Treatment	\$ 5,000.00
Total:	\$60,050.00

ATTACHMENT 5

**SUMMARY OF 2013
REVENUE SHARING PROGRAMS**

RECOMMENDATIONS FOR 2013 (1/1/13 - 12/31/13)

REVENUE SHARING GRANT PROGRAM

A. General Information

In the Fall of 2012, City Council authorized \$60,050.00 for the City's 2013 Revenue Sharing Program. The Community Development/Revenue Sharing Advisory Committee used this figure in developing the following budget.

B. Projects Recommended for 2013 Revenue Sharing Funding

1. Hope Dining Room

The Hope Dining Room, located at 300 Marrows Road, requested funds through the City's Revenue Sharing Program to reimburse the cost of meals served to Newark residents. Hope Dining Room serves a free mid-day dinner meal four days a week to anyone who comes to the Dining Room. Numerous member churches and service organizations are involved with the operation of the Hope Dining Room. Each organization is assigned a specific day of the month to prepare and serve meals. The Hope Dining Room serves the greater Newark area and is located on the free UNICITY Bus route. The Hope Dining Room serves over 16,000 meals annually. Of those, about 16% were served to Newark residents. Total meals served, and those served to Newarkers, are increasing. The Community Development/Revenue Sharing Advisory Committee fully supports the mission on the Hope Dining Room, but is unable to fully fund the requested amount due to the high demand for limited available funds.

REQUESTED AMOUNT:	\$4,000.00
RECOMMENDED FUNDING:	\$3,000.00

2. Newark Senior Center Meals on Wheels Program

The Newark Senior Center is requesting funds to subsidize the home delivery of meals to homebound elderly or disabled residents of the City of Newark. Meals-On-Wheels is a meal delivery program serving a hot, nutritious, mid-day meal to homebound City of Newark participants. Approximately 35% of the Meals on Wheels clients live in the City of Newark, for a total annual cost of over \$110,000 to serve the City's population. The client's ability to donate toward the cost of their meals is determined during an initial interview, which is conducted in a client's home. The interview also establishes residency. All meals are delivered by volunteers from the community, service organizations, churches and area corporations and businesses. Demand for this service is presently increasing. As it has through the inception of the City Revenue Sharing program, the Community Development/ Revenue Sharing Advisory Committee fully supports the goals of this program, and is happy to be able to fill the expanding need for services.

REQUESTED AMOUNT: \$20,000.00
RECOMMENDED FUNDING: \$20,000.00

3. Newark Area Welfare Committee Emergency Cash & Food Assistance

The Newark Area Welfare Committee (NAWC) requested funding to continue its Emergency Cash and Food Assistance Program. This program provides emergency monies to Newarkers in need of assistance with their utility bills and rent, as well as medical expenses, mortgage payments, children's shoes, food, and other needs that people face but are unable to provide due to their current financial status. Funds from the grant are used only to help Newark residents that meet guidelines established for public assistance by staff of the Hudson Center. Residency is documented through interviews by Hudson Center staff and verified by a NAWC representative. The goal of the program is to help the client through an emergency situation when other agencies are unable to help. The Community Development/Revenue Sharing Advisory Committee feels that the NAWC is a great benefit to the residents of Newark. However, due to the high demand for Revenue Sharing funds, the Committee is recommending less than the full amount requested.

REQUESTED AMOUNT: \$13,000.00
RECOMMENDED FUNDING: \$ 11,500.00

4. Main Towers Groceries for Seniors

Lutheran Community Services (LCS) requested funds to continue a grocery club known as the "Brown Bag Club" for the residents of Main Towers in Newark. The grocery club is designed along the lines of the successful grocery clubs that LCS provides in other communities.

Once each month, residents of Main Tower will receive a budget, based on funds available through the Revenue Sharing grant, and an order form highlighting food available. The order will be placed through the Food Bank of Delaware. Food will be delivered the second week of each month and staged in the community room of the Main Towers. The project will serve between 34-39 low-income senior residents of Main Towers. The program expands the existing services of St. Paul's Lutheran Church on South College Avenue, which also operates successful emergency food and housing programs in the region. Because of the high demand for Revenue Sharing funds, the Community Development/Revenue Sharing Advisory Committee did not recommend funding the project at the full amount requested.

REQUESTED AMOUNT: \$3,500.00
RECOMMENDED FUNDING: \$3,000.00

5. Chimes of Delaware Medical Expense Fund

Chimes of Delaware requested funds to provide a medical co-pay reimbursement program for seventeen adults with developmental disabilities living in Newark. Most clients that attend Chimes have their health care provided by the Federal Medicare Program which requires recipients to pay a co-pay for many medical services such as prescription medication and doctor's visits. Medicare does not pay for other medical necessities such as over the counter topical creams or vitamin pills. Many clients of Chimes have numerous health issues resulting in numerous medical expenses. After paying their medical bills, many clients have little or no funds remaining to afford paying for community or recreational activities, or pay household bills such as cable television. For clients that have no funds available for needed medical services, Chimes paid the bills by taking the money from other programs. Under the program funded through Revenue Sharing, clients will have their uncovered medical bills paid with grant funds. This will allow money that the clients are currently using for medical bills to be redirected to community and recreational activities. All beneficiaries (approximately 14) will live within the City of Newark and qualify as low income. The Community Development/Revenue Sharing Advisory Committee recommended partial funding for the project because of the high demand for Revenue Sharing and public services funds.

REQUESTED AMOUNT: \$ 8,051.00
RECOMMENDED FUNDING: \$ 8,000.00

6. Food Bank of Delaware Mobile Pantry Distribution

The Food Bank of Delaware requested funds for Mobile Pantry program in Newark. The Mobile Pantry brings food to underserved neighborhoods throughout the State and allows clients to receive emergency meal boxes (30 lbs of food staples that also includes beverages, baked goods and fresh produce) directly from the bank. Last year, the Food Bank served over 150

low income families in Newark. This year, the Food Bank plans to serve even more low income families with the grant, including clients that make up to 200% of the federal poverty guideline or who have extenuating financial circumstances like high medical bills, etc. Prior to receiving the meal boxes, each head of household (18 or over) will be qualified as having a residence in Newark city limits and as falling within the income guidelines. The Food Bank of Delaware also applied for support for their culinary arts training program, which educates, trains and places into the workforce low-income individuals. The Food Bank sought for the sponsorship of a Newark resident through the course of the program. The Community Development/Revenue Sharing Advisory Committee recommended funding toward the Mobile Pantry program, but, due to the high demand for Revenue Sharing funds, could not recommend funding for the culinary arts training program, in keeping with the committee's preference for funding those programs providing basic needs such as food and shelter.

REQUESTED AMOUNT: \$ 8,000.00
RECOMMENDED FUNDING: \$ 3,000.00

7. Newark Symphony Orchestra Performance

The Newark Symphony Orchestra (NSO) requested funds to provide a free Family Concert and instrument "petting zoo", which gives children the opportunity to see and handle a variety of instruments, to the families in Newark. The NSO hopes to continue its tradition of holding family concerts, and the Music & Arts store on Kirkwood Highway has agreed to make their instruments available for the petting zoo. Orchestra players will also volunteer their time and talent for the event. Because of the limited amount of funds available in the CDBG and Revenue Sharing programs, the Committee wanted to direct funding for basic needs programs such as food and shelter. Therefore, they only recommend partial funding for the program.

REQUESTED AMOUNT: \$ 1,500.00
RECOMMENDED FUNDING: \$ 1,000.00

8. PAWS for People

PAWS for People requested funding to work with two (2) programs within the City of Newark. The first program, PAWS for reading, is an all-volunteer, pet-assisted literacy program, held at the Newark Free Library, where readers of all ages and ability can read aloud to well-trained therapy dogs and cats to improve reading and communication skills. PAWS' other program is an eldercare initiative held at the Gardens of White Chapel and Millcroft, where highly trained dogs and cats are brought to visit seniors to assist in their care, and to improve their physical and mental condition and outlook. Each of these programs are the only such programs of their kind within the City of Newark. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project,

and in particular directs the funds provided to the Newark Free Library reading program.

REQUESTED AMOUNT: \$6,300.00
RECOMMENDED FUNDING: \$3,550.00

9. Newark Arts Alliance Camp Imagine

The Newark Arts Alliance requested funds for scholarships for low- to moderate-income Newark families to attend "Camp Imagine." The two week, full-time, summer art camp includes sessions of visual art (drawing, painting, clay, and mixed media), and performing arts such as dance and theater, for up to 24 children ages 7 - 12. Both before and after care will also be available to participants. The committee supports the Arts Alliance bringing the arts to those low-income children who may otherwise not have the opportunity, and is pleased to be able to accommodate the entire request of the Arts Alliance this year.

REQUESTED AMOUNT: \$ 2,000.00
RECOMMENDED FUNDING: \$ 2,000.00

10. DE Guidance Services for Children and Youth: Outpatient Mental Health Treatment

Delaware Guidance Services for Children and Youth, Inc. (DGS) requested funding to support outpatient mental health treatment services for Newark's disadvantaged children and their families at their Newark facility located on Polly Drummond Office Park. DGS offers a variety of assistance for children experiencing a traumatic event, as well as treatment for ADHD or bipolar disorder being treated with both medication and counseling. Treatments also include individual psychotherapy, play or group therapy, behavior modifications, parent and family counseling, psychological and psychiatric evaluation, and medication management. DGS strives to help the financially impaired, the uninsured, and the underinsured to get mental health treatment and does not turn a child away because of an inability to pay. To provide one 45-minute counseling session, DGS must raise a subsidy of \$25. Therefore, with a \$5,000 grant, DGS could provide 200 treatment sessions, ensuring a full course of treatment to at least 12 at-risk families in Newark. Because of the high demand for Revenue Sharing Funds, the Committee could only recommend partial funding for the project.

REQUESTED AMOUNT: \$ 10,000.00
RECOMMENDED FUNDING: \$ 5,000.00

ATTACHMENT 6

PROJECTS NOT FUNDED

1. Junior Achievement of Delaware Operational Support

Junior Achievement of Delaware, a nonprofit organization providing entrepreneurial, business and financial literacy training to school-age children both in schools and at a private facility in Wilmington, requested \$5,770.00 in funding for operational support for their program administered in Downes and West Park Elementary Schools. The "JA BizTown" program is partially funded in all Christina School district elementary schools by a \$15/student curriculum fee, but the total cost is around \$70 per student to provide program services. Corporate sponsorships, fundraising and grant requests make up the difference. While the committee recognizes the importance of business, financial literacy and economic education and empowerment, due to the limited funds available, the Committee made the decision to focus limited available funding on those programs having the most direct impact on the daily lives of low- and moderate-income Newark residents.

REQUESTED AMOUNT:	\$ 5,770.00
RECOMMENDED FUNDING	\$ 00.00

2. Newark Housing Authority Cleveland Heights Redevelopment Study

The Newark Housing Authority requested \$203,970 to fund a pre-development research study for the Cleveland Heights property. The request was composed entirely of funding for various professional fees for attorneys, engineers, architects and other related professionals.

Funding the request in whole was simply impossible; doing so would not allow for any other projects to receive meaningful amounts of funding. Due to the fact that the NHA was unable to find alternate contingency funding to make up any shortfall between the total amount requested and any funding amount less than 100%, the committee was concerned that the project would not move forward in the upcoming year, meaning that any funding allocated to the project may simply be "out of play" to the community until alternative additional funding sources could be located, with the project still not moving forward.

Plans for the redevelopment of the site at the time of application seem to be in a very early stage and not yet well-defined, and the committee is uncomfortable committing funding without a clear picture of how the funding will be utilized for the benefit of the community.

The committee encourages the NHA to work with the City of Newark, private developers (with whom, the committee understands, negotiations are underway) and encourages the NHA to reapply when more concrete details about the redevelopment of the property are available, such as the number and type(s) of units to be constructed, the layout of the community, and a timeline for the project's completion.

REQUESTED AMOUNT:	\$ 203,970.00
RECOMMENDED FUNDING:	\$ 00.00

City of Newark
Delaware

**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

June 20th, 2012

5:00 p.m.

City Council Chamber

PUBLIC HEARING

Staff Present:

Michael Fortner, Development Supervisor
Ricky Nietubicz, Planner

Organizations Present:

Chelsea A Ferrell, Government Grants Administrator, YWCA Delaware

OPENINGS/INTRODUCTIONS

The meeting was called to order at approximately 7:00 by Mike Fortner. The first part of the meeting allowed Committee Members and representatives from perspective applicants to talk with each other one to one.

At approximately 7:05, the more formal presentation began. Each person in attendance introduced themselves and stated which organization they were representing.

Mr. Fortner gave a brief overview of the Community Development Block Grant Program. He stated that the application deadline for both grant funds is July 19 by 5 PM. Applications were made available to any applicant that needed one.

Mr. Fortner answered questions concerning the application process. Further discussion took place regarding each organization's views of the unmet need in the community.

The meeting was adjourned at approximately 7:40 PM.



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Thursday, August 16, 2012

7:00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Dana Dimock (Chair)
Horacio Lewis
Martin Wollaston
David Robertson
Robyn Harland
Sara Jane Spaulding
Wallace McCurdy
Catherine Hegedus
Robert Detwiler
Patricia Wilcox

Members Absent:

Carla Grygiel
Sami Abdel-Salam

Staff Present:

Ricky Nietubicz, Planner

1. Opening/ Introduction

The meeting was started by Dana Dimock at approximately 7:05 p.m. The Committee started off with introductions. It was asked why there was one fewer committee member than in years past, and explained that the Councilman for District 1 has not yet made an appointment.

2. Overview of CDBG and Revenue Sharing Programs

Ricky Nietubicz handed out a spreadsheet that showed the projected budget amounts to allocate, amounts allocated in the prior year, and the amounts of the applications received, as well as copies of the applications. The total amount of funding requested far exceeded funding available.

3. Discussion of Proposals for 39th Year CDBG and 2013 Revenue Sharing.

- **City of Newark Parks Department Programs**
 - **Fee Assistance Program** - The committee noticed that approximately 50% of prior years' fee assistance money was spent on non-residents of Newark, and wanted further information as to why this is so.
 - **Youth Beautification Corp** – The committee questioned the pay scale, to see if the youth involved, particularly after their first or second year, could receive a higher rate of pay.
 - **Play Unit Replacement (Wilson Park)** – The committee questioned whether this replacement is necessary, or whether it can be delayed for one or two years. If replacement is necessary, the committee questions the reason – whether lack of maintenance or abuse is a concern that may impact the longevity of the replacement unity as well.
- **Newark Day Nursery** – The committee had no questions.
- **Homeward Bound** – The committee requested additional detail on how the funding request amount was arrived at, whether it is for materials, personnel, supplies or some other item or items.
- **Delaware Valley Development Company** – Concern was expressed regarding the amount of the request, the necessity of the request, and the amount of funding that has already been devoted to the company and the Victoria Mews apartment complex. The committee requested information on whether students were eligible to live in the community, the percentage of low-income residents and market rate tenants, and whether the lots to be repaved were, in fact, utilized by the residents. Budget information was requested from the company.
- **City of Newark Public Works ADA Ramps** – The committee requested additional information on the schedule for completion of the ramps.
- **Newark Senior Center** – The committee requested detail on how the Senior Center's home repair program differed from the City of Newark's program.
- **Newark Housing Authority** – Numerous concerns were expressed about the amount of funding required to complete the project. There is simply no way that the CDBG/Revenue Sharing funds can cover the project and, at the time of application, no additional sources of funding were identified. The committee requested additional detail on how and over what timeline the project was expected to move forward, and how the sale of one parcel could potentially fund the redevelopment of the other. Most importantly, the committee requested information about how the project could move forward if any amount less than the full request was supplied by CDBG, in other words, what contingencies existed to move the project forward with alternate funding so that it didn't stall.

- Delaware Chapter, National Multiple Sclerosis Society – The committee noted that no application was submitted last year and was curious as to the reason, whether the program was fully funded with other sources, whether there was nobody to run the program or some other reason.
- Chimes Delaware – The committee asked for additional information regarding how the figure requested was derived, and how alternate funding could be cultivated in the event that CDBG/Revenue Sharing funding wasn't able to cover the amount in full or in part.
- Newark Area Welfare Committee – No questions were raised.
- Lutheran Community Services/Main Towers Grocery Club – No questions were raised.
- Newark Arts Alliance – The committee noted that there was a significant increase in salary without a corresponding increase in programming, and requested further information about whether this was part of an additional fundraising effort, or for some other reason.
- JA BizTown – The committee noted that there were a number of fairly large-scale sponsors attached to this particular program. The committee requested additional information about the organization's budget and previous funding sources, and whether the program was conducted during or after school, and whether it was conducted at schools or elsewhere.
- Delaware Guidance Services for Children and Youth – The committee requested verification of addresses, blocks or street names where services were performed to see if they were indeed in the city of Newark.
- Newark Symphony Orchestra – The committee requested information on other funding sources realized by the NSO, and why the organization's request increased from prior years.
- PAWS – The committee requested additional information regarding a substantial noncash contribution reflected on the organization's budget.
- Hope Dining Room – No questions were raised.
- Food Bank of Delaware – Information regarding the success/employment rate of graduates over the history of the culinary school was requested, as well as assurance that the recipient(s) of grant funds would be Newark resident(s).

The next meetings were scheduled for September 6, 2012, and Thursday, September 20th, both at 7 PM in the City Manager's Conference Room.

The meeting was adjourned at approximately 9:20 PM.



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Thursday, September 6, 2012

7:00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Dana Dimock (Chair)
Horacio Lewis
Martin Wollaston
David Robertson
Wallace McCurdy
Patricia Wilcox
Carla Grygiel

Members Absent:

Sami Abdel-Salam
Robyn Harland
Sara Jane Spaulding
Catherine Hegedus
Robert Detwiler

Staff Present:

Ricky Nietubicz, Planner

1. Opening/ Introduction

The meeting was started by Dana Dimock at approximately 7:05 p.m.

2. Overview of CDBG and Revenue Sharing Programs



**COMMUNITY DEVELOPMENT
REVENUE SHARING ADVISORY COMMITTEE
MEETING**

Thursday, September 20, 2012

7:00 p.m.

City Manager's Conference Room

MINUTES

Members in attendance:

Dana Dimock (Chair)
Martin Wollaston
David Robertson
Wallace McCurdy
Catherine Hegedus
Robert Detwiler
Sara Jane Spaulding

Members Absent:

Sami Abdel-Salam
Robyn Harland
Horacio Lewis
Patricia Wilcox
Carla Grygiel

Staff Present:

Ricky Nietubicz, Planner

1. Opening/ Introduction

The meeting was started by Dana Dimock at approximately 7:05 p.m.

2. Approval of minutes from 9/6/12 meeting

A motion was made by David Robertson and seconded by Wallace McCurdy to approve the minutes from the previous meeting; the motion passed unanimously.

3. Discussion of Proposals for 39th Year CDBG and 2013 Revenue Sharing.

The Committee discussed the differences between the Revenue Sharing and Community Development Public- and Non-Public Service funding categories, in order to make sure that each of the proposals were properly categorized. No adjustments were necessary.

The Committee reviewed and discussed each of the recommended allocations as decided at the previous meeting. Minor funding adjustments were made during the discussion.

A motion was made by Sara Jane Spaulding and seconded by David Robertson to approve the funding allocations as reflected on the spreadsheet presented. The motion passed unanimously.

A motion was made by Robert Detwiler and seconded by Sara Jane Spaulding to designate the Senior Home Repair Program as a contingency recipient of the \$12,000 allocated to the Victoria Mews parking lot improvement project in the event that the Delaware Valley Development Company is unable to secure additional funding to complete the project and receive the CDBG funds.

4. New Business

The Committee Members present signed a memo to the City Manager to reflect their approval of the funding as allocated.

5. Future Meeting Dates

No further meetings were necessary for the 39th Year CDBG/Revenue Sharing Committee. In the event that allocations must be re-evaluated, the committee will be reconvened based on the contingency plan set fourth in the attached memo to the City Manager.

6. Close of Meeting

The meeting was adjourned at approximately 8:30 PM.