

NEIGHBORHOOD BUILDING BLOCK INITIATIVE

October 6, 2014

Public Meeting 3

Board Members Present

Director Alan Levin, DEDO, Chairman
Secretary Anas Ben Addi
Secretary Connie Holland
Kathleen Jennings, DOJ
Matthew Lintner, DOJ (Fraud Protection)
Fred Sears, Delaware Community Foundation (by phone)

Board Members Not Present

Timothy Mullaney, Sr., DOJ

Staff

Matthew Heckles, DHA
Lawrence Lewis, DOJ
Bernice Whaley, DEDO
David Edgell, Planning
Herb Inden, Planning
Diane Laird, DEDO
Beverly Ennis, DEDO

Location: Delaware Economic Development Office, 820 N. French Street, Wilmington, DE 19801

Call to Order: The meeting was called to order at 10:30 a.m. by Alan Levin, Chairman on Monday, October 6, 2014.

Old Business:

Fred Sears made a motion that the minutes of the September 15, 2014 Neighborhood Building Blocks Fund meeting be approved as presented. Connie Holland asked the record show that she did not vote as she was not in attendance at the last meeting. Matt Lintner seconded the motion which was then adopted by unanimous vote.

New Business:

Alan Levin stated that today's Board meeting was to review a draft of the Neighborhood Building Block Fund (NBBF) application for grants or other assistance, and the process for applying for the funds. Diane Laird distributed a draft application to the Board prior to the meeting. Alan stated that the application that Diane proposed is similar in nature to the application DEDO used for the New Jobs Infrastructure Fund that went into effect three years ago.

Diane stated that the Board had discussed earlier the idea of having one common application to cover all areas of crime reduction, neighborhood revitalization, and economic development. Having an all-inclusive application would allow each agency - DOJ, DEDO, OSPC, & DSHA - the ability to customize the application. Diane began discussing the application by giving a brief overview of Section A through E, which is where information becomes more specific to the NBB.

The Board discussed each page of the application, addressed questions and concerns, and further clarified the types of questions to ask community development organizations, towns and municipalities and Downtown Development Districts (DDD's). Matt Lintner made a general observation that some questions on the application may not be appropriate for all community groups, etc. Changes were recommended to make the application consistent with information needed to make sound decisions as it relates to crime reduction, neighborhood revitalization and economic development. Different types of projects were discussed to determine which may or may not fit within the realm of the fund. The Board agreed to add questions regarding additional funding sources leveraged and sustainability of projects. After a brief discussion around Downtown Development Districts, it was recommended that a section be added for applicants seeking funding related specifically to planning necessary for the Downtown Development District application.

Anas Ben Addi asked about the cycle of the application process. Alan Levin stated that this process would be an ongoing process and the goal of the Board would be to meet quarterly on a minimum basis; however, depending on the number of applications, the Board may need to meet more often as the program gets underway. Larry Lewis clarified that the trigger on the 14 days is after agency review is completed. The Board agreed that once the DDD's get caught up on reimbursements, it will be easier for the Board to get in a routine, and set deadlines for applications.

Fred Sears asked if the Board should add a question asking if the project has approval from their jurisdiction. The Board suggested adding "Status of Proposed Project" to the application to determine the level of support and if there is funding from other financial institutions. Connie suggested that the Board look at DDD application for wording to help with questions on the status of a project.

The Board decided to add a section to the Description of Planning to include the DDDs, and remove it once all DDD's have all been reimbursed.

Matt Lintner asked if the itemized listing on page five was relevant. Anas stated that Housing uses a similar chart in its application for a project budget and should work in this case. Matt Heckles will provide Diane with the chart. Diane will use that chart as a model for aspects that would relate to an NBBF budget request.

Alan stated that the Certification page came directly from previous applications. Matt Lintner suggested that any place where the application refers to committee and change it to "Board," and remove all reference to Infrastructure. Larry Lewis stated that item 3, 4 and 5 on that page allow DEDO staff to investigate.

Kathy Jennings recommended that the Exhibits Required page be a complete list of documents mentioned in the application to reflect a checklist that the applicant must attach to the application. It was also discussed to add a sentence stating: To the extent that the project is law enforcement or proprietary, Lintner also recommended adding language recommending applicants to create "severable attachments" to protect confidential information that could then be removed from applications if FOIA

requests were made. As an option to the Status of a Project, an applicant may furnish letters of support or sponsor letters for its project. These letters may be attached.

Bernice Whaley asked if the public process was mentioned in the application. Larry Lewis stated the public information can be found on the Certification page. Alan Levin suggested it be placed in the Instructions for the application as well as stating that the application is subject to public review. Matt Lintner pointed out that the guidelines must correlate with the application in regards to public information. The Board agreed to add law enforcement confidential information as an attachment in the checklist with a caveat that the law enforcement information will be protected as best we can, but see how to designate that information as proprietary, trade secrets and/or confidential.

Diane Laird captured the recommendations/changes and will incorporate them into the next version of the application.

After discussing the application, the Board had a brief discussion about the timing of the Regulations being adopted. Larry stated that the comment period will end October 31, 2014. He also added that the final order accepting the Regulations will be November 15, 2014.

There was further discussion on how this information about the program would be disseminated to the public. The Board conferred and agreed that each of the agencies would have a link on its website linking it to DEDO's page along with a primary contact person at each agency. They also discussed creation of a press release from the Governor's office.

Next Meeting: The next meeting is scheduled for Monday, November 3, 2014 at 10:30 a.m. in the DEDO Wilmington Office, 820 N. French Street, Wilmington, DE

Alan Levin asked for a motion to adjourn

Motion made by: Fred Sears

Motion seconded by: Anas Ben Addi

Motion: Approved so moved

Adjournment: The meeting adjourned at 11:40 a.m.

Respectfully submitted,

Beverly Ennis

/bke

cc: Board Members of Neighborhood Building Blocks Fund