

# City of Wilmington, Delaware SUBSTANTIAL AMENDMENT TO FY 2020 FOR CARES ACT FUNDS CDBG, ESG, HOPWA

## RATIONALE FOR AMENDMENT

A second amendment was advertised with the FY 2023 Annual Action Plan to move unused Covid funds from CDBG, HOPWA and ESG to activities previously funded.

Substantial amendment made in response to COVID-19. Changes made to the Citizen Participation Plan include the use of virtual meetings and 5-day public comment period. Project amendments include the reallocation of \$290,000 to public facility and infrastructure improvements. CDBG-CV, ESG-CV, and HOPWA-CV funded projects include homelessness prevention, subsistence payments, supportive health services, legal services, emergency shelter/ Rapid Rehousing operations, nutritional services, and Short Term Rental, Mortgage, and Utility (STRMU) assistance

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

The City of Wilmington has prepared its FY2019 Annual Action Plan to strategically implement Federal programs which fund housing, community development, and economic development activities within the City. The City has developed a Five-Year Consolidated Plan for FY2016-2020 to encompass the needs of the City related to both housing and non-housing community development activities using the Community Development Block Grant (CDBG) Program, The HOME Investment Partnership Program (HOME), the Emergency Shelter Grants (ESG) Program, and the Housing for Persons with AIDS (HOPWA) Program. The City of Wilmington's program year runs from July 1, 2019 through June 30, 2020.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The FY 2019 Annual Action Plan will serve the following functions for the City:

- An application for Federal funds under HUD's formula grant programs and,
- An action plan that provides a basis for assessing performance.



<b>CDBG20-CARES Total Allocation \$ 1,791.170</b>				amendments	2023 amendment		
CDBG-CV Homeless Prevention				\$ 793,369.00	\$ 911,084.32	add \$130k	
CDBG-CV Subsistence Payments				\$ 100,000.00			
CDBG-CV Health Related Support Services				\$ 50,000.00	\$ 431,456.22		
CDBG CV	shelter				\$ 386,914.15	add \$10k	
CDBG-CV Legal Services				\$ 100,000.00			
CDBG-CV Program Administration				\$ 260,842.00	\$ 60,000.00		
				\$ 1,304,211.00	\$ 1,789,454.69		
<b>ESG20-CARES Total Allocation \$1,789,895</b>							
ESG-CV Emergency Shelter Operations				\$ 1,050,127.00	\$ 1,326,306.50	(added \$40k)	
ESG-CV Rapid Rehousing				\$ 605,526.00	\$169,558.00	(added \$60k)	
ESG CV Homeless Prevention					\$35,000.00	(added \$35k)	
ESG-CV Program Administration (10%)				\$ 134,242.00	\$54,573.00	actual	
ESG CV - Centralized Intake					\$10,000.00	(added \$10k)	
ESG CV Street outreach					\$ 64,079.84	actual	
				\$ 1,789,895.00	\$ 1,659,517.34		
<b>HOPWA-CAREA Total Allocation \$ 116,777.00</b>							
HOPWA-CV Essential Services and Supplies				\$ 20,000.00			
HOPWA-CV Nutritional Services				\$ 20,000.00	\$ 10,000.00	actual	
HOPWA-CV STRMU				\$ 63,274.00	\$ 46,636.43	actual	
HOPWA-CV Homeless Prevention				\$ 10,000.00			
HOPWA HIV Supportive housing operations					\$ 56,637.57	added	
HOPWA Program Administration				\$ 3,503.00	\$ 3,503.00	actual	
		-3%	3503.31	\$ 116,777.00	\$ 116,777.00		

The national goals for the housing and community development programs covered by the Five-Year Consolidated Plan and Annual Action Plan are as follows:

- To provide decent housing,
- To establish and maintain a suitable living environment, and
- To expand economic opportunities for every American, particularly for low-moderate income persons.

The City anticipates that 80% (excluding administrative funds) of its FY2019 CDBG funds will be expended for projects that benefit low-to-moderate-income persons in the City.

### 3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The 2018 CAPER was submitted to HUD in September 2018. The most recent CAPER performance table is included in the Appendices showing performance of year 3 of the City's current 5 year Consolidated

Plan. The 2018 CAPER will be submitted to HUD in September 2019. The full CAPER is available on the City's website.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

Hearing and sign-in sheets and summaries of comments are provided in Appendices A. Public notice for the meetings and hearings was published in the News Journal, a copy of which is also included in Appendix B. In addition, the City sent notification via email to the Neighborhood Planning Councils and Civic Associations. A draft of the Annual Action Plan was placed on public display at the Department of Real Estate and Housing and online via the City's website for 30 days beginning April 22, 2019 and ending May 21, 2019.

#### **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

See Appendix for a summary of public comments.

#### **6. Summary of comments or views not accepted and the reasons for not accepting them**

The City of Wilmington has accepted all received comments.

#### **7. Summary**

The City of Wilmington has accepted and received all comments.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WILMINGTON	Department of Real Estate and Housing
HOPWA Administrator	WILMINGTON	Department of Real Estate and Housing
HOME Administrator	WILMINGTON	Department of Real Estate and Housing
ESG Administrator	WILMINGTON	Department of Real Estate and Housing

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Wilmington, Department of Real Estate and Housing is the lead agency for the preparation of the Annual Action Plan and the administration of the CDBG, ESG, HOME and HOPWA programs.

**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

A second amendment was advertised with the FY 2023 Annual Action Plan to move unused Covid funds from CDBG, HOPWA and ESG to activities previously funded. The amendment favored shelter and Rapid Rehousing activities and was made in consultation with the COC.

**Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

The City of Wilmington Department of Real Estate and Housing developed an outreach effort to maximize input from a large cross-section of stakeholders. This outreach effort included public meetings, published meeting notices, stakeholder meetings, in-person interviews, social media, local broadcasting and telephone interviews. Furthermore, the Department of Real Estate and Housing implements a range of affordable housing and community development activities, including administration of the CDBG and HOME programs; preparation of the CP, the Consolidated Annual Performance Evaluation Report (CAPER), and the Annual Plan; technical assistance for and collaboration with non-profit and for-profit housing developers and social service agencies; and rehabilitation and other affordable housing projects.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

The Delaware Statewide Continuum of Care and the Delaware Statewide HIV Consortium both have interagency agreements with the City of Wilmington to manage a select amount of federal entitlement activities. Close cooperation exists between the City, the Continuum of Care, the HIV Consortium, local non-profit agencies, homeless providers, and regional organizations to enhance coordination. The City will continue to support grassroots strategies to meet the needs of homeless persons and those at risk of becoming homeless. A City staff member serves on the Continuum of Care Board.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The City of Wilmington is a participant in the Housing Alliance Delaware formerly the Homeless Planning Council of Delaware, which is the Continuum of Care's lead Agency, in its efforts to address homelessness and the priority needs of homeless individuals and families, including subpopulations. The Continuum of Care's lead Agency also serves on the City of Wilmington's RFP Review Advisory Panel, which reviews and selects projects for Annual Plan funding. The Delaware State-wide Continuum of Care has an extensive network of emergency shelters, transitional housing facilities, and permanent supportive housing units for the homeless. The Housing Alliance Delaware receives funds for operational expenses related to Delaware Homeless Management Information System (DE-HMIS), Point-In-Time Study, and policy work with the Delaware Interagency Council on Homelessness. This policy work includes developing and maintaining performance standards, evaluating outcomes, and strategic planning.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not Applicable

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Housing Alliance of Delaware	The Annual Action Plan's priority on outcomes, CMIS, services that are targeted to prevent and end homelessness, and permanent supportive housing are all in line with the Continuum of Care's priorities.
Delaware Housing Needs Assessment	Delaware State Housing Authority	The needs assessment provided extensive information that was considered in the development of this Annual Action Plan
10 Year Plan to End Chronic Homelessness	10 year Plan to End Chronic Homelessness	The Annual Action Plan's priority on outcomes, CMIS, services that are targeted to prevent and end homelessness, and permanent supportive housing are all in line with the 10 Year Plan.
Analysis of Impediments to Fair Housing Choice	All Delaware HUD entitlement jurisdictions	Many of the recommendations from the AI have been incorporated in past Annual Action Plans as well as this Annual Action Plan, especially the recommendation to incentivize various activities in impacted vs. non- impacted areas or Areas of Opportunity.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

With a focus on homeless prevention, the City of Wilmington and local service providers have identified the provision of direct assistance such as rent and utility payments, as well as supportive services to help those potentially at-risk of becoming homeless, as the key priorities for Rapid Re-Housing. In addition, the provision of housing through the inventory of emergency, transitional, and permanent supportive housing facilities

is also a priority need in Wilmington. Efforts are underway to encourage a range of housing and supportive services and to work with partner agencies.

There exists an extensive network of shelters and housing programs for area homeless within the City of Wilmington. The homeless population can seek housing access in either short-term emergency shelters, transitional housing units, or longer-term permanent supportive housing that also provides needed services. While inventory data for Wilmington, specifically, is unavailable, the facilities located within New Castle County are described in the following tables. There is a total of 1,657 beds in New Castle County, with most permanent shelters located in the City of Wilmington.

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

In accordance with 24 CFR 91.100(4), the City of Wilmington will notify adjacent units of local government of the non-housing community development needs included in its CP. The City continues to interact with the various public and non-profit institutions that provide housing and supportive services to low income residents. Although the agencies are independent of one another, they work together to ensure that their programs and services are coordinated and that residents are served.

The City's goal for citizen participation is to ensure broad participation of City residents; housing, economic development, and other service providers; City departments; nonprofit organizations; neighborhood groups; and other stakeholders in the planning and implementation of community development and housing programs. As such, the City has laid out a Citizen Participation Plan (CPP) to broaden citizen participation. This CPP can be found in Appendix C.

The purpose of the CPP is to establish the process by which citizens, public agencies, and other interested parties can actively participate in the development of the Consolidated Plan, Annual Action Plan, Substantial Amendments, and the Consolidated Annual Performance and Evaluation Report (CAPER) and to set forth the City's policies and procedures for citizen participation.

The Citizen Participation Plan provides for and encourages public participation and consultation, emphasizing involvement by citizens and the organizations and agencies that serve low/moderate-income person using HUD programs.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Non-targeted/broad community	None	No Comments	None	
2	Email Notice	Minorities Non-targeted/broad community NPC and Civic Associations	None	No Comment	None	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Minorities Non-English Speaking - Specify other language: Spanish Non-targeted/broad community Residents of Public and Assisted Housing	None	None	None	<a href="http://www.wilmingtonde.gov/government/annualplan">www.wilmingtonde.gov/government/annualplan</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Meeting	<p>Minorities</p> <p>Persons with disabilities</p> <p>Non-targeted/broad community</p> <p>Residents of Public and Assisted Housing</p>	None	None	None	<a href="http://www.wilmingtonde.gov/government/housing">www.wilmingtonde.gov/government/housing</a>
5	Social Media	<p>Minorities</p> <p>Non-English Speaking - Specify other language: Spanish</p> <p>Residents of Public and Assisted Housing</p>	None	None	None	<a href="https://www.instagram.com/explore/locations/218576878/wilmington-delaware/">www.instagram.com/explore/locations/218576878/wilmington-delaware/</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Local Broadcasting Station	Minorities Non-English Speaking - Specify other language: Spanish Persons with disabilities Non-targeted/broad community	None	None	None	<a href="http://www.witn22.org/">www.witn22.org/</a>

Table 4 – Citizen Participation Outreach

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City plans to utilize the following resources to achieve the goals set forth in this Annual Action Plan.

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,137,652	0	0	2,137,652	0	Acquisition, Admin and Planning, Economic Development, Housing, Public Improvements, Public Facilities, Public Services



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	510,394	0	0	510,394	0	Acquisition, Homebuyer Assistance, Homeowner Rehab, Multifamily rental, New Construction, Multifamily Rental Rehab, New Construction for ownership, TBRA

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	789,218	0	0	789,218	0	Facility-Based Housing Subsidy Assistance, Facility Based Housing Development, TBRA, STRMU, Permanent Housing Placement, Supportive Services, Housing Information Services, Administration, Resource Identification

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	185,233	0	0	185,233	0	Emergency Shelter, Street Outreach, Rapid-rehousing, Homeless Prevention, HMIS, Coordinated Entry
Other	public - federal	Other	3,697,842	0	0	3,697,842	0	HOPWA-CV funds to be used to prevent, prepare for, and respond to the Coronavirus.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City of Wilmington will work to effectively utilize local, state and federal resources and make every effort to increase the availability of City resources.

- The City will work with State of Delaware to leverage additional resources to build upon existing patterns of investment in all our

neighborhoods. These efforts will continue to focus on growing the variety of housing opportunities available to our residents, increasing neighborhood based retail activities, creating new vibrant mixed-use developments and enhancing community gardens and parks.

Participating agencies include the Delaware State Housing Authority, the Delaware Departments of Transportation and Agriculture, the Delaware Department of Justice and the State of Delaware's Division of Parks and Recreation.

- The City will continue collaborating with New Castle County, the State of Delaware's General Assembly, Delaware's Department of Justice and the Wilmington Neighborhood Conservancy Land Bank to help alleviate the City's growing home mortgage foreclosure crisis.
- In efforts to realize the actions outlined in this plan, the City will coordinate use of its own funds to maximize the abilities of the Wilmington Neighborhood Conservancy Land Bank to receive private and philanthropic dollars.
- The City will continue participating fulltime in the garnering of Continuum of Care funding for homelessness prevention needs and activities.
- The City will continue using its self-funded Housing Opportunity Fund to stimulate and support neighborhood revitalization efforts and new development projects that serve to promote homeownership and quality-affordable rental housing.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Discussed in Appendices G

**Discussion**

Not Applicable

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Expand the supply of quality affordable housing	2015	2019	Affordable Housing	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside	Improve the quality of the existing housing stock Increase the supply of quality affordable housing Reduce the impact of neglected/vacant properties	CDBG: \$180,000 HOME: \$270,000	Rental units constructed: 54 Household Housing Unit Rental units rehabilitated: 76 Household Housing Unit Homeowner Housing Added: 1 Household Housing Unit Homelessness Prevention: 10 Persons Assisted Buildings Demolished: 2 Buildings Housing Code Enforcement/Foreclosed Property Care: 2 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Expand supply of quality affordable rental housing	2015	2019	Affordable Housing	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside	Engage in targeted neighborhood revitalization Improve the quality of the existing housing stock Increase the supply of quality affordable housing	CDBG: \$100,000	Rental units rehabilitated: 8 Household Housing Unit
3	Mitigate blight from neglected/vacant properties	2015	2019	Affordable Housing Non-Housing Community Development	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside	Engage in targeted neighborhood revitalization Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties	CDBG: \$200,000	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 30 Households Assisted
4	Improve the quality of the existing housing stock	2015	2019	Affordable Housing	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside	Improve the quality of the existing housing stock	CDBG: \$625,626	Homeowner Housing Rehabilitated: 30 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Housing options and services for the homeless	2015	2019	Homeless	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside	Help residents meet basic socioeconomic needs Housing and supportive services	CDBG: \$220,584 ESG: \$185,233	Tenant-based rental assistance / Rapid Rehousing: 40 Households Assisted Homeless Person Overnight Shelter: 300 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 485 Beds Homelessness Prevention: 40 Persons Assisted Other: 3432 Other
6	Housing and services for the HIV/AIDS population	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City	Help residents meet basic socioeconomic needs Housing and supportive services	HOPWA: \$789,218	Housing for People with HIV/AIDS added: 156 Household Housing Unit HIV/AIDS Housing Operations: 12 Household Housing Unit
7	Projects/activities for eligible youth and families	2015	2019	Non-Housing Community Development	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside	Help residents meet basic socioeconomic needs Housing and supportive services	CDBG: \$110,000	Public service activities other than Low/Moderate Income Housing Benefit: 145 Persons Assisted

**Table 6 – Goals Summary**

**Goal Descriptions**



1	<b>Goal Name</b>	Expand the supply of quality affordable housing
	<b>Goal Description</b>	To increase the supply of decent, affordable owner homes available for the city's lowest-income households through coordination with the Wilmington Housing Authority (WHA), CBDOs, CHDOs, non-profit and for-profit agencies, and private developers.
2	<b>Goal Name</b>	Expand supply of quality affordable rental housing
	<b>Goal Description</b>	To construct or rehabilitate rental units throughout the city that is affordable to LMI households. Increase the supply of quality affordable housing.
3	<b>Goal Name</b>	Mitigate blight from neglected/vacant properties
	<b>Goal Description</b>	Engage in targeted neighborhood revitalization Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties. Remediate lead levels. Acquire and stabilize vacant properties for rehabilitation and sale to LMI families, individuals up to 80% of MFI.
4	<b>Goal Name</b>	Improve the quality of the existing housing stock
	<b>Goal Description</b>	
5	<b>Goal Name</b>	Housing options and services for the homeless
	<b>Goal Description</b>	To provide operating support and other necessary assistance to local homeless service providers through the ESG program who demonstrate thoroughness in reaching the City's homeless population.
6	<b>Goal Name</b>	Housing and services for the HIV/AIDS population
	<b>Goal Description</b>	
7	<b>Goal Name</b>	Projects/activities for eligible youth and families
	<b>Goal Description</b>	To provide program and operating support to local public service agencies serving the low- and moderate-income community.



# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The following projects in FY 2019 are expected to address the primary community development and housing issues that can be addressed with limited funding.

Covid funds will be used to provide Shelter and Homeless Prevention and Rapid Rehousing.

The Covid amendment of 2023 increases funding for homeless prevention through ESG and CDBG and provides funding to Operation of supportive housing under HOPWA.

### Projects

#	Project Name
1	CDBG-REHAB DELIVERY (20C09)
2	CDBG-DISPOSITION PROGRAM DELIVERY (20C03)
3	CDBG-LACC HOMELESSNESS PREVENTION (20C81)
4	CDBG - WEDCO (20C18)
5	CDBG-PLANNING DEPARTMENT (C20C09)
6	CDBG-FAIR HOUSING (20C16)
7	CDBG-CATHOLIC CHARITIES- BAYARD HOUSE (20C50)
8	CDBG-CATHOLIC CHARITIES- BASIC NEEDS (20C19)
9	CDBG-CCAC HEART UNDER THE HOODIE (20C77)
10	CDBG - CCAC: FUTURE ENTRPRENEURS (20C75)
11	CDBG- ADMINISTRATION (20C04)
12	CDBG - DCRAC (20C45)
13	CDBG-HOMELESS VETS (20C11)
14	CDBG- DCH (Street Trees) 20C54
15	CDBG-DELAWARE FUTURES, INC(20C78)
16	CDBG-MOC - HOUSE OF JOSEPH 1 (20C13)
17	CDBG-INGLESSIDE SR. REPAIR PROGRAM (20C37)
18	CDBG- LACC EVENING ENRICHMENT PROGRAM(20C82)
19	CDBG-NEIGHBORHOOD HOUSE-HOMELESS (20C07)
20	CDBG-NEIGHBORHOOD HOUSE-COUNSELING (20C08)
21	CDBG-SOJOURNERS' PLACE(20C41)
22	CDBG -STEHM - CASE MANAGEMENT (20C65)
23	CDBG-TECH IMPACT -IT WORKS(20C68)
24	CDBG- THE CHALLENGE PROGRAM(20C39)

#	Project Name
25	CDBG- THE SALVATION ARMY CODE PURPLE (20C27)
26	CDBG-WENH - LIFE LINES (20C32)
27	CDBG - W.E.N.H.- ABOVE XPECTATIONS (20C69)
28	CDBG- WILMINGTON HOPE COMMISSION (20C84)
29	CDBG- YMCA MALE RESIDENCE (20C40)
30	CDBG - YMCA TEEN ENGAGEMENT (20C70)
31	CDBG - YWCA HOME LIFE MANAGEMENT (20C30)
32	CDBG - MISCELLANEOUS PROJECTS (20C01)
33	CDBG CORRECT-A-CODE VIOLATION (20C05)
34	2018 - 2020 STRMU DEH19F001 (DH)
35	2018 - 2020 STRMU DEH17F001 (Char)
36	2018 - 2020 STRMU DEH19F001 (CC)
37	2018 - 2020 SUPPORTIVE SERVICES DEH19F001 (HofJII)
38	2018-2020 Grantee Admin DE19F001 (Wilm)
39	HOME CHDO SET A SIDE (20H02)
40	HOME Administration (20H01)
41	HOME - Riverside Redevelopment Phase I (20H*)
42	HOME Compton Towne Apartments (20H*)
43	HOME _ Green Gate Project (20H*)
44	HESG - All Projects (20E*)
45	CDBG-HOND (20C20)
46	CDBG-DIVISION OF SOCIAL SERVICES -20C06
47	CDBG-DELAWARE ECUMENICAL COUNCIL(20C15
48	CDBG-ST. PAUL FAMILY COUNSELING CENTER (20C17)
49	CDBG - WILMINGTON PLACE MAKERS (20C22)
50	CDBG - WESTSIDE GROWS TOGETHER (20C21)
51	CDBG - UWDE - STAND BY ME (20C**)
52	ESG20 - Wilmington, DE
53	CV - CDBG CV Program Administration
54	CV - CDBG-CV Homeless Prevention
55	CV - CDBG CV Subsistence Payments
56	CV - CDBG CV Health Related Supportive Services
57	CV - CDBG CV Legal Services
58	CV-COVID-19 2020-2024 Essential Services and Supplies DEH20F001 (WilmDE)
59	CV-COVID-19 2020-2024 Nutrition Services DEH20F001 (WilmDE)
60	CV-COVID-19 2020-2024 STRMU DEH20F001 (WilmDE)
61	CV-COVID-19 2020-2024 Homeless Prevention DEH20F001 (WilmDE)
62	CV-COVID-19 2020-2024 Program Administration DEH20F001 (WilmDE)
63	CV-COVID-19 2020-2024 Supportive Housing Op. DEH20F001 (WilmDE)

**Table 7 - Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

The majority of city-wide projects are intended to provide benefits to low- and moderate-income households. Additionally, areas of higher opportunity are selected for certain projects to deconcentrate poverty and improve access to opportunities for low- and moderate-income households.

**AP-38 Project Summary**  
**Project Summary Information**

<b>1</b>	<b>Project Name</b>	CDBG-REHAB DELIVERY (20C09)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties
	<b>Funding</b>	CDBG: \$487,907
	<b>Description</b>	Staff implementation costs
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 Low-income families
	<b>Location Description</b>	
	<b>Planned Activities</b>	Property repair, rehabilitation of single family residential units
<b>2</b>	<b>Project Name</b>	CDBG-DISPOSITION PROGRAM DELIVERY (20C03)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties
	<b>Funding</b>	CDBG: \$82,632
	<b>Description</b>	PROPERTY MANAGEMENT STAFF IMPLEMENTATION
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	PROPERTY MANAGEMENT STAFF IMPLEMENTATION COST.
	<b>Location Description</b>	
	<b>Planned Activities</b>	PROPERTY MANAGEMENT STAFF IMPLEMENTATION COST.
<b>3</b>	<b>Project Name</b>	CDBG-LACC HOMELESSNESS PREVENTION (20C81)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless



	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$4,896
	<b>Description</b>	COUNSELING HOMELESSNESS PREVENTION
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	CDBG ADMINISTRATION - COUNSELING
	<b>Location Description</b>	NOT APPLICABLE
	<b>Planned Activities</b>	CDBG ADMINISTRATION - COUNSELING
<b>4</b>	<b>Project Name</b>	CDBG - WEDCO (20C18)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG: \$3,000
	<b>Description</b>	CDBG ADMINISTRATION - LOAN COLLECTIONS
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	NOT APPLICABLE
	<b>Planned Activities</b>	CDBG ADMINISTRATION - LOAN COLLECTIONS
5	<b>Project Name</b>	CDBG-PLANNING DEPARTMENT (C20C09)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties
	<b>Funding</b>	CDBG: \$32,920
	<b>Description</b>	106 REVIEWS COMPLETED FOR THE DEPARTMENT OF REAL ESTATE AND HOUSING
	<b>Target Date</b>	6/30/2019

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	NOT APPLICABLE
	<b>Location Description</b>	NOT APPLICABLE
	<b>Planned Activities</b>	106 REVIEWS COMPLETED FOR THE DEPARTMENT OF REAL ESTATE AND HOUSING
<b>6</b>	<b>Project Name</b>	CDBG-FAIR HOUSING (20C16)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Planning efforts related to housing and fair housing. Fair housing education and outreach carried out by the Department of Real Estate and Housing and sub-recipients may include other related activities as well.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Various
	<b>Planned Activities</b>	Fair Housing activities carried out as a part of the general program administration.
<b>7</b>	<b>Project Name</b>	CDBG-CATHOLIC CHARITIES- BAYARD HOUSE (20C50)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$10,213
	<b>Description</b>	Homeless Prevention helped by providing payments of a security deposit , prepayment of the first month's rent, rental arrears, utility arrears and security deposits for utility connects. The expenses are smaller than the expense of having a family lose their home and experience homelessness. Matrix code:05Q
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	40 Low-Moderate clients
	<b>Location Description</b>	2601 West 4th Street, Wilmington, De 19801
	<b>Planned Activities</b>	Homeless Prevention helped by providing payments of a security deposit , prepayment of the first month's rent, rental arrears, utility arrears and security deposits for utility connects. The expenses are smaller than the expense of having a family lose their home and experience homelessness.
8	<b>Project Name</b>	CDBG-CATHOLIC CHARITIES- BASIC NEEDS (20C19)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Housing and services for the HIV/AIDS population Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$14,688
	<b>Description</b>	Program addresses and urgent need posing a serious and immediate threat to the health or welfare of the community homelessness.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 Low-Moderate Income clients
	<b>Location Description</b>	300 Bayard Avenue, Wilmington, DE 19805
	<b>Planned Activities</b>	
9	<b>Project Name</b>	CDBG-CCAC HEART UNDER THE HOODIE (20C77)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$11,751
	<b>Description</b>	YOUTH VIOLENCE PREVENTION INITIATIVE PROGRAM
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	12 Low-Moderate clients

	<b>Location Description</b>	705 N Market Street, Wilmington, DE 19801
	<b>Planned Activities</b>	YOUTH VIOLENCE PREVENTION INITIATIVE PROGRAM
<b>10</b>	<b>Project Name</b>	CDBG - CCAC: FUTURE ENTREPRENEURS (20C75)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Engage in targeted neighborhood revitalization Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$9,792
	<b>Description</b>	CREATIVE INDUSTRIES YOUTH PROGRAM
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	705 N Market Street, Wilmington, DE 19801
	<b>Planned Activities</b>	
<b>11</b>	<b>Project Name</b>	CDBG- ADMINISTRATION (20C04)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Expand supply of quality affordable rental housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock Housing options and services for the homeless Housing and services for the HIV/AIDS population Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties Engage in targeted neighborhood revitalization Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$414,530
	<b>Description</b>	GENERAL PROGRAM ADMINISTRATION AND STAFF IMPLEMENTATION COSTS
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Administration Matrix Code - 20
<b>12</b>	<b>Project Name</b>	CDBG - DCRAC (20C45)



	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$2,938
	<b>Description</b>	The program is geared towards fair housing to both consumers and providers. If our consumers and producers of housing know the spirit and intent of the fair housing act have inclusive housing regardless of race, color, religion, sex, familial status, disability, or national origin. We affirmatively further fair housing by referring clients who have faced violations to our appropriate partners in the city.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 Low-Moderate income clients
	<b>Location Description</b>	601 N Church Street, Wilmington, DE 19801
	<b>Planned Activities</b>	The program is geared towards fair housing to both consumers and providers. If our consumers and producers of housing know the spirit and intent of the fair housing act have inclusive housing regardless of race, color, religion, sex, familial status, disability, or national origin. We affirmatively further fair housing by referring clients who have faced violations to our appropriate partners in the city.
<b>13</b>	<b>Project Name</b>	CDBG-HOMELESS VETS (20C11)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$9,792
	<b>Description</b>	Delaware Center for Homeless Veterans, Inc. supplies all phases of housing (i.e.: emergency to permanent) and social services to homeless Veterans and Veterans and their families at-risk of homelessness. By providing homeless Veterans and their families with housing, we empower and assist them to family sufficiency, independence and community reintegration.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 clients
	<b>Location Description</b>	12 N Walnut Street, Wilmington, DE 19801
	<b>Planned Activities</b>	Shelter operations for homeless veterans Matrix code - 03T
<b>14</b>	<b>Project Name</b>	CDBG- DCH (Street Trees) 20C54

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Engage in targeted neighborhood revitalization
	<b>Funding</b>	CDBG: \$72,000
	<b>Description</b>	Streetscaping and horticultural efforts targeted towards revitalizing Wilmington's Neighborhoods.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 trees placed
	<b>Location Description</b>	City-wide
	<b>Planned Activities</b>	Streetscaping and horticultural efforts targeted towards revitalizing Wilmington's Neighborhoods.
<b>15</b>	<b>Project Name</b>	CDBG-DELAWARE FUTURES, INC(20C78)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside

	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$9,792
	<b>Description</b>	SUCCESS ONE STUDENT AT A TIME YOUTH SERVICES PROGRAM
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 low income clients
	<b>Location Description</b>	1104 N Adams Street, Wilmington, DE 19801
	<b>Planned Activities</b>	Provide year-round weekly program series for middle and high school age students and their families: academic enrichment, cultural outing and artistic expression, college tours, internships and summer employment, experiential learning and recreation challenges, mentoring and one-on-one advisories
16	<b>Project Name</b>	CDBG-MOC - HOUSE OF JOSEPH 1 (20C13)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless

	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$14,688
	<b>Description</b>	House of Joseph I is an emergency housing shelter exclusively for single men, providing safe immediate shelter as well as an array of supportive services to fully assist men in their transitions from homelessness toward attaining self-sufficiency and housing stability.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 Low-Moderate Clients
	<b>Location Description</b>	
	<b>Planned Activities</b>	House of Joseph I is an emergency housing shelter exclusively for single men, providing safe immediate shelter as well as an array of supportive services to fully assist men in their transitions from homelessness toward attaining self-sufficiency and housing stability.
17	<b>Project Name</b>	CDBG-INGLESSIDE SR. REPAIR PROGRAM (20C37)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand supply of quality affordable rental housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties

	<b>Funding</b>	CDBG: \$100,000
	<b>Description</b>	SENIOR REPAIR PROGRAM
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 Low-Moderate income clients
	<b>Location Description</b>	1005 N Franklin Street, Wilmington, DE 19806
	<b>Planned Activities</b>	PROVIDE OWNER-OCCUPIED HOUSING REHABILITATION ASSISTANCE TO LMI HOUSEHOLDS WITH INCOMES UP TO 80%. Includes program delivery costs.  Property Repair, Rehabilitation: Single-unit residential  Matrix code: 14A
18	<b>Project Name</b>	CDBG- LACC EVENING ENRICHMENT PROGRAM(20C82)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$4,896
	<b>Description</b>	ASSIST MIDDLE AND HIGH SCHOOL AGED YOUTH FROM WILMINGTON'S LOW-INCOME, HIGH CRIME HILLTOP AREA WITH HOMEWORK HELP, DRUG PREVENTION, COMPUTER PROGRAMMING.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 Low-Moderate income clients
	<b>Location Description</b>	ASSIST MIDDLE AND HIGH SCHOOL AGED YOUTH FROM WILMINGTON'S LOW-INCOME, HIGH CRIME HILLTOP AREA WITH HOMEWORK HELP, DRUG PREVENTION, COMPUTER PROGRAMMING.
	<b>Planned Activities</b>	YOUTH ENRICHMENT PROGRAMS Matrix Code: 05D
19	<b>Project Name</b>	CDBG-NEIGHBORHOOD HOUSE-HOMELESS (20C07)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$4,896
	<b>Description</b>	HOMELESS PREVENTION AND FAMILY SERVICES
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	200 Low-Moderate income households

	<b>Location Description</b>	1218 B Street, Wilmington, DE 19801
	<b>Planned Activities</b>	Assist low to moderately low income households iwth crisis alleviation to prevent evictions and utility shut-off and therefore homelessness
<b>20</b>	<b>Project Name</b>	CDBG-NEIGHBORHOOD HOUSE-COUNSELING (20C08)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$4,896
	<b>Description</b>	The program provides comprehensive counseling in the areas of Pre-Purchase Home Buyer Education, Foreclosure Intervention & Prevention, Rental Assistance Counseling in locating, securing or maintaining residence in rental housing and Financial Education in the areas of credit and budget counseling.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	300 Low-Moderate clients
	<b>Location Description</b>	1218 B Street, Wilmington, DE 19801



	<b>Planned Activities</b>	The program plans to provide 23 housing counseling sessions to assist homeowners in need. The full range of individualized housing counseling services are designed to help clients understand their personal financial situation and take positive actions to improve or maintain financial health; preserve their financial assets; and/or prepare for successful ownership.
21	<b>Project Name</b>	CDBG-SOJOURNERS' PLACE(20C41)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$9,800
	<b>Description</b>	Transitional Housing
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 low income clients
	<b>Location Description</b>	2901 Northeast Blvd, Wilmington, DE 19802
	<b>Planned Activities</b>	Transitional Shelter
22	<b>Project Name</b>	CDBG -STEHM - CASE MANAGEMENT (20C65)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$4,896
	<b>Description</b>	This program addresses emergency and transitional housing and case management services for low income homeless persons located in the City of Wilmington.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	120 Low-Moderate income clients
	<b>Location Description</b>	321 Walden Road, Wilmington DE
	<b>Planned Activities</b>	The program addresses emergency and transitional housing and case management services for low income homeless persons located in the City of Wilmington.
<b>23</b>	<b>Project Name</b>	CDBG-TECH IMPACT -IT WORKS(20C68)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$9,792
	<b>Description</b>	The program is designed to expand economic opportunities for low and moderate income young adults, ages 18 to 26, by providing them with technical training leading to two industry-standard IT certifications , 100+ hours of professional /soft-skills training, a 5-week IT internship, and connections to dozens of potential employees.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	36 clients
	<b>Location Description</b>	100 W 10th Street, Suite 1004, Wilmington, DE 19801
	<b>Planned Activities</b>	The program is designed to expand economic opportunities for low and moderate income young adults, ages 18 to 26, by providing them with technical training leading to two industry-standard IT certifications, 100+ hours of professional /soft-skills training, a 5-week IT internship, and connections to dozens of potential employees.  Employment Training  Matrix Code: 05H
<b>24</b>	<b>Project Name</b>	CDBG- THE CHALLENGE PROGRAM(20C39)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Improve the quality of the existing housing stock Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Improve the quality of the existing housing stock Engage in targeted neighborhood revitalization Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$32,871
	<b>Description</b>	The program serves Wilmington's low-income persons and areas. The training program enrolls low-income youth ages 17-24, many of who are living in high-risk situations. They teach construction techniques and skills while rehabbing low-income housing in the City of Wilmington.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 Low-Moderate clients
	<b>Location Description</b>	1124 East 11th Street Wilmington, DE 19801
	<b>Planned Activities</b>	The program serves Wilmington's low-income persons and areas. The training program enrolls low-income youth ages 17-24, many of who are living in high-risk situations. They teach construction techniques and skills while rehabbing low-income housing in the City of Wilmington.
25	<b>Project Name</b>	CDBG- THE SALVATION ARMY CODE PURPLE (20C27)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG: \$9,792
	<b>Description</b>	The program addresses the immediate needs of homeless men and women when the weather meets certain criteria such as extreme cold and/or snow, ice, wind, that are judged as severe.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	400 low income clients
	<b>Location Description</b>	Activity will occur at The Salvation Army, located at 400 N. Orange Street, Wilmington, DE
	<b>Planned Activities</b>	
<b>26</b>	<b>Project Name</b>	CDBG-WENH - LIFE LINES (20C32)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside

	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$24,481
	<b>Description</b>	The Life Lines Program of WENH, Inc. serves approximately 30 former foster care youth by providing a specialized, statewide housing continuum coupled with specially designed services. 100% of the youth we serve are at or below the income threshold indentified as Extremely Low Income, based on the Median Family Income Guide for the Wilmington-Newark Metropolitan Area.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	30 Low-Moderate income clients
	<b>Location Description</b>	Activity will occur at 710 N. Lincoln Street, Wilmington, Delaware 19805
	<b>Planned Activities</b>	The Life Lines Program of WENH, Inc. serves approximately 30 former foster care youth by providing a specialized, statewide housing continuum coupled with specially designed services. 100% of the youth we serve are at or below the income threshold identified as Extremely Low Income, based on the Median Family Income Guide for the Wilmington-Newark Metropolitan Area.  Housing for former foster care youth  Matrix code: 05D - Youth Services
27	<b>Project Name</b>	CDBG - W.E.N.H.- ABOVE XPECTATIONS (20C69)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City

	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$2,938
	<b>Description</b>	THE PROGRAM IS DESIGNED TO OFFER DISADVANTAGED YOUTH OPPORTUNITY TO COMPETE IN WORLD CLASS TRACK AND FIELD COMPETIONS
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	27 Low-Moderate income clients
	<b>Location Description</b>	710 N Lincoln Street, Wilmington, DE
	<b>Planned Activities</b>	THE PROGRAM IS DESIGNED TO OFFER DISADVANTAGED YOUTH OPPORTUNITY TO COMPETE IN WORLD CLASS TRACK AND FIELD COMPETIONS.  Youth services  Matrix code: 05D
<b>28</b>	<b>Project Name</b>	CDBG- WILMINGTON HOPE COMMISSION (20C84)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$18,116

	<b>Description</b>	FUNDING FOR FEES AND OTHER COSTS ASSOCIATED WITH ELIMINATING BARRIERS TO SUCCESSFULL RE-ENTRY INTO OUR COMMUNITY
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 Low-Moderate income clients
	<b>Location Description</b>	
	<b>Planned Activities</b>	Reentry Services Preventing Ex-offender reentry Matrix code: 05
29	<b>Project Name</b>	CDBG- YMCA MALE RESIDENCE (20C40)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$19,584
	<b>Description</b>	Homeless prevention through supportive housing and SRO units
	<b>Target Date</b>	6/30/2020



	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 LOW-mODERATE INCOME CLIENTS
	<b>Location Description</b>	501 W 11th Street, Wilmington, DE 19801
	<b>Planned Activities</b>	Homeless prevention through supportive housing and SRO units. Matric Code: 05
<b>30</b>	<b>Project Name</b>	CDBG - YMCA TEEN ENGAGEMENT (20C70)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$12,730
	<b>Description</b>	Serves over 90% of the children under the age of 12 in their child care programs whom receive(d) the State of Delaware child care subsidy, Purchase of Care, and low-income families, however most children are no longer eligible for Purchase of Care and low-income families face a lack of affordable and accessible out of school opportunities for their older children.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 Low income youth
	<b>Location Description</b>	1000 N. Walnut Street, Wilmington, DE 19801
	<b>Planned Activities</b>	
<b>31</b>	<b>Project Name</b>	CDBG - YWCA HOME LIFE MANAGEMENT (20C30)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City
	<b>Goals Supported</b>	Housing options and services for the homeless Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$34,158
	<b>Description</b>	The Home Life Management Center program is to provide quality emergency and transitional housing, coupled with comprehensive case management and supportive services to homeless families and those fleeing domestic violence in the City of Wilmington.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	34 Low-Moderate income clients
	<b>Location Description</b>	The address where this activity will be undertaken at the YWCA, located at 709 N. Madison Street, Wilmington, DE.
	<b>Planned Activities</b>	
<b>32</b>	<b>Project Name</b>	CDBG - MISCELLANEOUS PROJECTS (20C01)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Expand supply of quality affordable rental housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties Engage in targeted neighborhood revitalization
	<b>Funding</b>	CDBG: \$362,548
	<b>Description</b>	FUTURE HOUSING PROJECTS
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	1-4 low and moderate income households - to be determined
	<b>Location Description</b>	Citywide
	<b>Planned Activities</b>	To be determined
33	<b>Project Name</b>	CDBG CORRECT-A-CODE VIOLATION (20C05)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Improve the quality of the existing housing stock Engage in targeted neighborhood revitalization
	<b>Funding</b>	CDBG: \$300,000
	<b>Description</b>	To address exterior code violations for owner-occupied homes
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	60 Low-Moderate income families/households

	<b>Location Description</b>	800 French Street, Wilmington, DE
	<b>Planned Activities</b>	This activity will assist low-moderate income families/households that have been sited for exterior code violations.
<b>34</b>	<b>Project Name</b>	2018 - 2020 STRMU DEH19F001 (DH)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Housing and services for the HIV/AIDS population Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	HOPWA: \$647,530
	<b>Description</b>	The program has operated the Delaware Housing Assistance Program (DHIV), the only statewide tenant-based rental assistance (TBRA) program that is dedicated to serving low-income persons living with HIV/AIDS in Delaware. The HOPWA grant provides affordable, stable rental housing that helps Newcastle County residents living with HIV/AIDS stay connected to health care and supportive services that ensure overall wellness and stability.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	92 Low-moderate income clients
	<b>Location Description</b>	100 W 10th Street, Wilmington, Delaware 19801

	<b>Planned Activities</b>	The program has operated the Delaware Housing Assistance Program (DHAP), the only statewide tenant-based rental assistance (TBRA) program that is dedicated to serving low-income persons living with HIV/AIDS in Delaware. The HOPWA grant provides affordable, stable rental housing that helps Newcastle County residents living with HIV/AIDS stay connected to health care and supportive services that ensure overall wellness and stability. Affordable, stable rental housing that helps Newcastle County residents living with HIV/AIDS stay connected to health care and supportive services that ensure overall wellness and stability.
<b>35</b>	<b>Project Name</b>	2018 - 2020 STRMU DEH17F001 (Char)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	HOPWA: \$10,213
	<b>Description</b>	Homeless prevention help by providing payments of a security deposit (normally one month rent), prepayment of the first month's rent, rental arrears, utility arrears and security deposits for utility connects. These expenses are smaller than the expense of having a family lose their home and experience homelessness.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	

	<b>Location Description</b>	2601 West 4th Street, Wilmington, Delaware 19805
	<b>Planned Activities</b>	Homeless prevention help by providing payments of a security deposit (normally one month rent), prepayment of the first month's rent, rental arrears, utility arrears and security deposits for utility connects. These expenses are smaller than the expense of having a family lose their home and experience homelessness.
<b>36</b>	<b>Project Name</b>	2018 - 2020 STRMU DEH19F001 (CC)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Housing and services for the HIV/AIDS population Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	HOPWA: \$36,768
	<b>Description</b>	The program addresses keeping clients that are HIV positive or PWAs (People With Aids) from homelessness and keep them in stable housing which goes hand in hand with keeping the client in Medical Case Management and Non Medical Case Management Programs.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	

	<b>Planned Activities</b>	The program addresses keeping clients that are HIV positive or PWAs (People With Aids) from homelessness and keep them in stable housing which goes hand in hand with keeping the client in Medical Case Management and Non Medical Case Management Programs. Tenant Based Rental Assistance and Short Term Rental, Mortgage and Utility Assistance
<b>37</b>	<b>Project Name</b>	2018 - 2020 SUPPORTIVE SERVICES DEH19F001 (HofJII)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	HOPWA: \$71,030
	<b>Description</b>	The program provides permanent housing and essential supportive services for homeless men and women living with HIV/AIDS who are in need of ongoing nursing care. Each resident receives the necessary care to live as fully and independently as possible. Residents at House of Joseph II are provided with case management services, food services, and access to complete medical care.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	14 Low-Moderate income clients
	<b>Location Description</b>	9 W 18th Street, Wilmington, Delaware 19802



	<b>Planned Activities</b>	The program provides permanent housing and essential supportive services for homeless men and women living with HIV/AIDS who need ongoing nursing care. Each resident receives the necessary care to live as fully and independently as possible. Residents at House of Joseph II are provided with case management services, food services, and access to complete medical care. Operating costs of Homeless/AIDS Patients programs
<b>38</b>	<b>Project Name</b>	2018-2020 Grantee Admin DE19F001 (Wilm)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	HOPWA: \$23,677
	<b>Description</b>	Administration of the HOPWA program for housing and services for the HIV/AIDS population.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	800 N French Street, 7th Floor, Wilmington, Delaware 19801
	<b>Planned Activities</b>	HOPWA Administration
<b>39</b>	<b>Project Name</b>	HOME CHDO SET A SIDE (20H02)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Expand supply of quality affordable rental housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties Engage in targeted neighborhood revitalization
	<b>Funding</b>	HOME: \$76,559
	<b>Description</b>	HOUSING CHDO PROJECTS
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	4 Units
	<b>Location Description</b>	
	<b>Planned Activities</b>	CHDO Eligible Activities
40	<b>Project Name</b>	HOME Administration (20H01)

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Expand supply of quality affordable rental housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties Engage in targeted neighborhood revitalization
	<b>Funding</b>	HOME: \$51,039
	<b>Description</b>	Administration costs for the HOME program
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Not applicable
	<b>Location Description</b>	800 N French Street Wilmington, Delaware 19801
	<b>Planned Activities</b>	HOME Administration
41	<b>Project Name</b>	HOME - Riverside Redevelopment Phase I (20H*)
	<b>Target Area</b>	Northeast
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Expand supply of quality affordable rental housing Mitigate blight from neglected/vacant properties

	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Reduce the impact of neglected/vacant properties Engage in targeted neighborhood revitalization
	<b>Funding</b>	HOME: \$122,796
	<b>Description</b>	Construction of 74 new LIHTC rental units per RFP process
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	74 new income restricted housing units
	<b>Location Description</b>	Northeast Wilmington
	<b>Planned Activities</b>	Affordable housing construction
<b>42</b>	<b>Project Name</b>	HOME Compton Towne Apartments (20H*)
	<b>Target Area</b>	Eastside
	<b>Goals Supported</b>	Expand supply of quality affordable rental housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock
	<b>Needs Addressed</b>	Improve the quality of the existing housing stock Engage in targeted neighborhood revitalization
	<b>Funding</b>	HOME: \$150,000
	<b>Description</b>	LIHTC 76 low income rental units per RFP process
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	76 rental units
	<b>Location Description</b>	831-A Towne Court, Wilmington, Delaware 19801
	<b>Planned Activities</b>	LIHTC rentals
43	<b>Project Name</b>	HOME _ Green Gate Project (20H*)
	<b>Target Area</b>	Westside
	<b>Goals Supported</b>	Expand the supply of quality affordable housing Expand supply of quality affordable rental housing Mitigate blight from neglected/vacant properties Improve the quality of the existing housing stock Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Increase the supply of quality affordable housing Improve the quality of the existing housing stock Reduce the impact of neglected/vacant properties Engage in targeted neighborhood revitalization Housing and supportive services
	<b>Funding</b>	HOME: \$110,000
	<b>Description</b>	New housing project per RFP process
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2 affordable low income rental properties

	<b>Location Description</b>	1708 W 8th Street and 702 Douglas Street, Wilmington Delaware
	<b>Planned Activities</b>	Affordable rental housing
<b>44</b>	<b>Project Name</b>	HESG - All Projects (20E*)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	ESG: \$185,233

	<b>Description</b>	<p>\$15,023 - The Salvation Army: The program is a thirty-day emergency shelter for single women and women with children mainly from Wilmington and Newcastle County. The Emergency Housing Residence consists of 52 beds in 13 rooms on two residential floors. The shelter operates 24/7, 365 days a year. The purpose is to provide emergency shelter services and to work toward preventing the recurrence of episodes of homelessness. \$20,038 - Ministry of Caring: Hope House I. The program is exclusively for single women and their children under the age of 18, providing safe and immediate shelter as well as an array of supportive services to fully assist women and their families in their transitions from homelessness toward attaining self-sufficiency and housing stability. \$17,093 - Family Promise - Day Center and Graduate Pathways: The priority area is to provide services for homeless families and individuals. While the program is statewide, funds awarded will solely be used to support our efforts to serve the City of Wilmington. \$20,038 - Housing Alliance of DE: CMIS The priority area is to act as the HMIS Lead Agency collecting data on services for homeless families and individuals. While the program is statewide, fund awarded will solely be used to support our efforts to serve the City of Wilmington. \$20,038 - Housing Alliance of DE: Centralized Intake \$77,004 - YWCA Delaware - Rapid Re-Housing. The program provides innovative housing and supportive services to homeless families for 25 years and had guided nearly 6,000 families from homelessness to economic and residential stability. In order to provide the best possible programs and services to our target population, we stay apprised of current social, economic and political climates and trends and evolve our program offerings to meet the needs of our community. \$13,722 - Administration of the ESG program</p>
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>\$13,640 - The Salvation Army - 400 Clients          \$17,212 - Family Promise - Day Center and Graduate Pathways - 75 clients          \$15,187 – Ministry of Caring – Hope House I – 265 clients \$10,124 - Ministry of Caring Hope House II &amp; III - 280 clients          \$17,981 - Homeless Planning Council of DE: CMIS - N/A          \$19,236 - Homeless Planning Council of DE: Centralized Intake - 3,000 clients          \$77,960 - YWCA Delaware - Rapid Re-Housing - 20 clients          \$13,892 - Administration of the ESG program - N/A</p>

	<b>Location Description</b>	The Salvation Army - 400 N. Orange St Family Promise - Day Center and Graduate Pathways - 100 W. 10th Street Ministry of Caring: Hope House II and III – 121 N. Jackson Street and 515 N. Broom Street Homeless Planning Council of DE: CMIS - 100 W. 10th Street, Suite 611 Homeless Planning Council of DE: Centralized Intake - N/A YWCA Delaware - Rapid Re-Housing - 100 W. 10th Street, Suite 515 Administration of the ESG program - 800 North French Street, 7th floor, Wilmington, DE
	<b>Planned Activities</b>	
45	<b>Project Name</b>	CDBG-HOND (20C20)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG: \$4,896
	<b>Description</b>	To provide educational and counseling secessions about fair housing and predatory lending
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 individuals/families



	<b>Location Description</b>	100 W 10th Street, Wilmington, Delaware
	<b>Planned Activities</b>	
46	<b>Project Name</b>	CDBG-DIVISION OF SOCIAL SERVICES -20C06
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$9,792
	<b>Description</b>	Assisting individuals/families transition to stable housing by providing housing vouchers and counseling.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25 individuals/families
	<b>Location Description</b>	509 W 8th Street, Wilmington, DE 19801
	<b>Planned Activities</b>	
47	<b>Project Name</b>	CDBG-DELAWARE ECUMENICAL COUNCIL(20C15

	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Housing options and services for the homeless
	<b>Needs Addressed</b>	Housing and supportive services Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$2,448
	<b>Description</b>	Community volunteers providing services to low income elderly City residents.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	25 elderly (65 years of age and older) individuals.
	<b>Location Description</b>	240 N James Street, Suite 111, Wilmington, Delaware 19804
	<b>Planned Activities</b>	Volunteers provide assistance to at risk seniors who are not able to preform certain essential activities.
48	<b>Project Name</b>	CDBG-ST. PAUL FAMILY COUNSELING CENTER (20C17)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families

	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG: \$4,896
	<b>Description</b>	Provide counseling to individuals/families that are victims of violent crime
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 low income individuals/families.
	<b>Location Description</b>	301 N Vanburen Street, Wilmington, DE 19805
	<b>Planned Activities</b>	Competent truma based cognitive therapy.
<b>49</b>	<b>Project Name</b>	CDBG - WILMINGTON PLACE MAKERS (20C22)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$7,344
	<b>Description</b>	Teen employment opportunities Wilmington Green Box.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Assist 721 low income individuals/families
	<b>Location Description</b>	800 N Tatnall Street, Wilmington, DE 19801
	<b>Planned Activities</b>	Bring healthy foods to residents of Wilmington who have difficulty accessing conventional sources of food.
50	<b>Project Name</b>	CDBG - WESTSIDE GROWS TOGETHER (20C21)
	<b>Target Area</b>	Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Engage in targeted neighborhood revitalization Help residents meet basic socioeconomic needs
	<b>Funding</b>	CDBG: \$4,407
	<b>Description</b>	Crime prevention by lighting units on the Westside to deter crime thru Cornerstone West CDC.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	500 housing units
	<b>Location Description</b>	710 N Lincoln Street, Wilmington, Delaware 19805
	<b>Planned Activities</b>	With the assistance of Wilmington's Public Safety, target areas of high crime and create well lit streets

51	<b>Project Name</b>	CDBG - UWDE - STAND BY ME (20C**)
	<b>Target Area</b>	DOWNTOWN AREA Browntown/Hedgeville Eastside Northeast Southbridge West Center City Westside
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Help residents meet basic socioeconomic needs
	<b>Funding</b>	:
	<b>Description</b>	This program will focus on individuals that lack any financial acumen. The program is designed to establish a strong financial base so that the participants are trained to move on to secure rental housing and if desired, homeownership.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Financial counseling for 25 individuals/families
	<b>Location Description</b>	625 N Orange Street, Wilmington, Delaware 19801
	<b>Planned Activities</b>	Financial counseling for low income families and individuals.
52	<b>Project Name</b>	ESG20 - Wilmington, DE
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing options and services for the homeless

	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	ESG: \$187,831 ESG-CV: \$1,789,895
	<b>Description</b>	ESG-funded projects. ESG-CV projects activities include program administration, emergency shelter operations, and Rapid Rehousing.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	255 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Rapid Re-housing, shelter operations and program administration
<b>53</b>	<b>Project Name</b>	CV - CDBG CV Program Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG-CV: \$356,842
	<b>Description</b>	Provide effective and efficient planning and administration of the funds and its allocation
	<b>Target Date</b>	12/31/2021

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Provide program oversight and monitoring of activities
54	<b>Project Name</b>	CV - CDBG-CV Homeless Prevention
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing options and services for the homeless
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG-CV: \$1,013,864
	<b>Description</b>	Provision of up to 3 month <sup>1</sup> <sup>2</sup> <sup>3</sup> <sup>4</sup> <sup>5</sup> <sup>6</sup> <sup>7</sup> <sup>8</sup> <sup>9</sup> <sup>10</sup> <sup>11</sup> <sup>12</sup> <sup>13</sup> <sup>14</sup> <sup>15</sup> <sup>16</sup> <sup>17</sup> <sup>18</sup> <sup>19</sup> <sup>20</sup> <sup>21</sup> <sup>22</sup> <sup>23</sup> <sup>24</sup> <sup>25</sup> <sup>26</sup> <sup>27</sup> <sup>28</sup> <sup>29</sup> <sup>30</sup> <sup>31</sup> <sup>32</sup> <sup>33</sup> <sup>34</sup> <sup>35</sup> <sup>36</sup> <sup>37</sup> <sup>38</sup> <sup>39</sup> <sup>40</sup> <sup>41</sup> <sup>42</sup> <sup>43</sup> <sup>44</sup> <sup>45</sup> <sup>46</sup> <sup>47</sup> <sup>48</sup> <sup>49</sup> <sup>50</sup> <sup>51</sup> <sup>52</sup> <sup>53</sup> <sup>54</sup> <sup>55</sup> <sup>56</sup> <sup>57</sup> <sup>58</sup> <sup>59</sup> <sup>60</sup> <sup>61</sup> <sup>62</sup> <sup>63</sup> <sup>64</sup> <sup>65</sup> <sup>66</sup> <sup>67</sup> <sup>68</sup> <sup>69</sup> <sup>70</sup> <sup>71</sup> <sup>72</sup> <sup>73</sup> <sup>74</sup> <sup>75</sup> <sup>76</sup> <sup>77</sup> <sup>78</sup> <sup>79</sup> <sup>80</sup> <sup>81</sup> <sup>82</sup> <sup>83</sup> <sup>84</sup> <sup>85</sup> <sup>86</sup> <sup>87</sup> <sup>88</sup> <sup>89</sup> <sup>90</sup> <sup>91</sup> <sup>92</sup> <sup>93</sup> <sup>94</sup> <sup>95</sup> <sup>96</sup> <sup>97</sup> <sup>98</sup> <sup>99</sup> <sup>100</sup> <sup>101</sup> <sup>102</sup> <sup>103</sup> <sup>104</sup> <sup>105</sup> <sup>106</sup> <sup>107</sup> <sup>108</sup> <sup>109</sup> <sup>110</sup> <sup>111</sup> <sup>112</sup> <sup>113</sup> <sup>114</sup> <sup>115</sup> <sup>116</sup> <sup>117</sup> <sup>118</sup> <sup>119</sup> <sup>120</sup> <sup>121</sup> <sup>122</sup> <sup>123</sup> <sup>124</sup> <sup>125</sup> <sup>126</sup> <sup>127</sup> <sup>128</sup> <sup>129</sup> <sup>130</sup> <sup>131</sup> <sup>132</sup> <sup>133</sup> <sup>134</sup> <sup>135</sup> <sup>136</sup> <sup>137</sup> <sup>138</sup> <sup>139</sup> <sup>140</sup> <sup>141</sup> <sup>142</sup> <sup>143</sup> <sup>144</sup> <sup>145</sup> <sup>146</sup> <sup>147</sup> <sup>148</sup> <sup>149</sup> <sup>150</sup> <sup>151</sup> <sup>152</sup> <sup>153</sup> <sup>154</sup> <sup>155</sup> <sup>156</sup> <sup>157</sup> <sup>158</sup> <sup>159</sup> <sup>160</sup> <sup>161</sup> <sup>162</sup> <sup>163</sup> <sup>164</sup> <sup>165</sup> <sup>166</sup> <sup>167</sup> <sup>168</sup> <sup>169</sup> <sup>170</sup> <sup>171</sup> <sup>172</sup> <sup>173</sup> <sup>174</sup> <sup>175</sup> <sup>176</sup> <sup>177</sup> <sup>178</sup> <sup>179</sup> <sup>180</sup> <sup>181</sup> <sup>182</sup> <sup>183</sup> <sup>184</sup> <sup>185</sup> <sup>186</sup> <sup>187</sup> <sup>188</sup> <sup>189</sup> <sup>190</sup> <sup>191</sup> <sup>192</sup> <sup>193</sup> <sup>194</sup> <sup>195</sup> <sup>196</sup> <sup>197</sup> <sup>198</sup> <sup>199</sup> <sup>200</sup> <sup>201</sup> <sup>202</sup> <sup>203</sup> <sup>204</sup> <sup>205</sup> <sup>206</sup> <sup>207</sup> <sup>208</sup> <sup>209</sup> <sup>210</sup> <sup>211</sup> <sup>212</sup> <sup>213</sup> <sup>214</sup> <sup>215</sup> <sup>216</sup> <sup>217</sup> <sup>218</sup> <sup>219</sup> <sup>220</sup> <sup>221</sup> <sup>222</sup> <sup>223</sup> <sup>224</sup> <sup>225</sup> <sup>226</sup> <sup>227</sup> <sup>228</sup> <sup>229</sup> <sup>230</sup> <sup>231</sup> <sup>232</sup> <sup>233</sup> <sup>234</sup> <sup>235</sup> <sup>236</sup> <sup>237</sup> <sup>238</sup> <sup>239</sup> <sup>240</sup> <sup>241</sup> <sup>242</sup> <sup>243</sup> <sup>244</sup> <sup>245</sup> <sup>246</sup> <sup>247</sup> <sup>248</sup> <sup>249</sup> <sup>250</sup> <sup>251</sup> <sup>252</sup> <sup>253</sup> <sup>254</sup> <sup>255</sup> <sup>256</sup> <sup>257</sup> <sup>258</sup> <sup>259</sup> <sup>260</sup> <sup>261</sup> <sup>262</sup> <sup>263</sup> <sup>264</sup> <sup>265</sup> <sup>266</sup> <sup>267</sup> <sup>268</sup> <sup>269</sup> <sup>270</sup> <sup>271</sup> <sup>272</sup> <sup>273</sup> <sup>274</sup> <sup>275</sup> <sup>276</sup> <sup>277</sup> <sup>278</sup> <sup>279</sup> <sup>280</sup> <sup>281</sup> <sup>282</sup> <sup>283</sup> <sup>284</sup> <sup>285</sup> <sup>286</sup> <sup>287</sup> <sup>288</sup> <sup>289</sup> <sup>290</sup> <sup>291</sup> <sup>292</sup> <sup>293</sup> <sup>294</sup> <sup>295</sup> <sup>296</sup> <sup>297</sup> <sup>298</sup> <sup>299</sup> <sup>300</sup> <sup>301</sup> <sup>302</sup> <sup>303</sup> <sup>304</sup> <sup>305</sup> <sup>306</sup> <sup>307</sup> <sup>308</sup> <sup>309</sup> <sup>310</sup> <sup>311</sup> <sup>312</sup> <sup>313</sup> <sup>314</sup> <sup>315</sup> <sup>316</sup> <sup>317</sup> <sup>318</sup> <sup>319</sup> <sup>320</sup> <sup>321</sup> <sup>322</sup> <sup>323</sup> <sup>324</sup> <sup>325</sup> <sup>326</sup> <sup>327</sup> <sup>328</sup> <sup>329</sup> <sup>330</sup> <sup>331</sup> <sup>332</sup> <sup>333</sup> <sup>334</sup> <sup>335</sup> <sup>336</sup> <sup>337</sup> <sup>338</sup> <sup>339</sup> <sup>340</sup> <sup>341</sup> <sup>342</sup> <sup>343</sup> <sup>344</sup> <sup>345</sup> <sup>346</sup> <sup>347</sup> <sup>348</sup> <sup>349</sup> <sup>350</sup> <sup>351</sup> <sup>352</sup> <sup>353</sup> <sup>354</sup> <sup>355</sup> <sup>356</sup> <sup>357</sup> <sup>358</sup> <sup>359</sup> <sup>360</sup> <sup>361</sup> <sup>362</sup> <sup>363</sup> <sup>364</sup> <sup>365</sup> <sup>366</sup> <sup>367</sup> <sup>368</sup> <sup>369</sup> <sup>370</sup> <sup>371</sup> <sup>372</sup> <sup>373</sup> <sup>374</sup> <sup>375</sup> <sup>376</sup> <sup>377</sup> <sup>378</sup> <sup>379</sup> <sup>380</sup> <sup>381</sup> <sup>382</sup> <sup>383</sup> <sup>384</sup> <sup>385</sup> <sup>386</sup> <sup>387</sup> <sup>388</sup> <sup>389</sup> <sup>390</sup> <sup>391</sup> <sup>392</sup> <sup>393</sup> <sup>394</sup> <sup>395</sup> <sup>396</sup> <sup>397</sup> <sup>398</sup> <sup>399</sup> <sup>400</sup> <sup>401</sup> <sup>402</sup> <sup>403</sup> <sup>404</sup> <sup>405</sup> <sup>406</sup> <sup>407</sup> <sup>408</sup> <sup>409</sup> <sup>410</sup> <sup>411</sup> <sup>412</sup> <sup>413</sup> <sup>414</sup> <sup>415</sup> <sup>416</sup> <sup>417</sup> <sup>418</sup> <sup>419</sup> <sup>420</sup> <sup>421</sup> <sup>422</sup> <sup>423</sup> <sup>424</sup> <sup>425</sup> <sup>426</sup> <sup>427</sup> <sup>428</sup> <sup>429</sup> <sup>430</sup> <sup>431</sup> <sup>432</sup> <sup>433</sup> <sup>434</sup> <sup>435</sup> <sup>436</sup> <sup>437</sup> <sup>438</sup> <sup>439</sup> <sup>440</sup> <sup>441</sup> <sup>442</sup> <sup>443</sup> <sup>444</sup> <sup>445</sup> <sup>446</sup> <sup>447</sup> <sup>448</sup> <sup>449</sup> <sup>450</sup> <sup>451</sup> <sup>452</sup> <sup>453</sup> <sup>454</sup> <sup>455</sup> <sup>456</sup> <sup>457</sup> <sup>458</sup> <sup>459</sup> <sup>460</sup> <sup>461</sup> <sup>462</sup> <sup>463</sup> <sup>464</sup> <sup>465</sup> <sup>466</sup> <sup>467</sup> <sup>468</sup> <sup>469</sup> <sup>470</sup> <sup>471</sup> <sup>472</sup> <sup>473</sup> <sup>474</sup> <sup>475</sup> <sup>476</sup> <sup>477</sup> <sup>478</sup> <sup>479</sup> <sup>480</sup> <sup>481</sup> <sup>482</sup> <sup>483</sup> <sup>484</sup> <sup>485</sup> <sup>486</sup> <sup>487</sup> <sup>488</sup> <sup>489</sup> <sup>490</sup> <sup>491</sup> <sup>492</sup> <sup>493</sup> <sup>494</sup> <sup>495</sup> <sup>496</sup> <sup>497</sup> <sup>498</sup> <sup>499</sup> <sup>500</sup> <sup>501</sup> <sup>502</sup> <sup>503</sup> <sup>504</sup> <sup>505</sup> <sup>506</sup> <sup>507</sup> <sup>508</sup> <sup>509</sup> <sup>510</sup> <sup>511</sup> <sup>512</sup> <sup>513</sup> <sup>514</sup> <sup>515</sup> <sup>516</sup> <sup>517</sup> <sup>518</sup> <sup>519</sup> <sup>520</sup> <sup>521</sup> <sup>522</sup> <sup>523</sup> <sup>524</sup> <sup>525</sup> <sup>526</sup> <sup>527</sup> <sup>528</sup> <sup>529</sup> <sup>530</sup> <sup>531</sup> <sup>532</sup> <sup>533</sup> <sup>534</sup> <sup>535</sup> <sup>536</sup> <sup>537</sup> <sup>538</sup> <sup>539</sup> <sup>540</sup> <sup>541</sup> <sup>542</sup> <sup>543</sup> <sup>544</sup> <sup>545</sup> <sup>546</sup> <sup>547</sup> <sup>548</sup> <sup>549</sup> <sup>550</sup> <sup>551</sup> <sup>552</sup> <sup>553</sup> <sup>554</sup> <sup>555</sup> <sup>556</sup> <sup>557</sup> <sup>558</sup> <sup>559</sup> <sup>560</sup> <sup>561</sup> <sup>562</sup> <sup>563</sup> <sup>564</sup> <sup>565</sup> <sup>566</sup> <sup>567</sup> <sup>568</sup> <sup>569</sup> <sup>570</sup> <sup>571</sup> <sup>572</sup> <sup>573</sup> <sup>574</sup> <sup>575</sup> <sup>576</sup> <sup>577</sup> <sup>578</sup> <sup>579</sup> <sup>580</sup> <sup>581</sup> <sup>582</sup> <sup>583</sup> <sup>584</sup> <sup>585</sup> <sup>586</sup> <sup>587</sup> <sup>588</sup> <sup>589</sup> <sup>590</sup> <sup>591</sup> <sup>592</sup> <sup>593</sup> <sup>594</sup> <sup>595</sup> <sup>596</sup> <sup>597</sup> <sup>598</sup> <sup>599</sup> <sup>600</sup> <sup>601</sup> <sup>602</sup> <sup>603</sup> <sup>604</sup> <sup>605</sup> <sup>606</sup> <sup>607</sup> <sup>608</sup> <sup>609</sup> <sup>610</sup> <sup>611</sup> <sup>612</sup> <sup>613</sup> <sup>614</sup> <sup>615</sup> <sup>616</sup> <sup>617</sup> <sup>618</sup> <sup>619</sup> <sup>620</sup> <sup>621</sup> <sup>622</sup> <sup>623</sup> <sup>624</sup> <sup>625</sup> <sup>626</sup> <sup>627</sup> <sup>628</sup> <sup>629</sup> <sup>630</sup> <sup>631</sup> <sup>632</sup> <sup>633</sup> <sup>634</sup> <sup>635</sup> <sup>636</sup> <sup>637</sup> <sup>638</sup> <sup>639</sup> <sup>640</sup> <sup>641</sup> <sup>642</sup> <sup>643</sup> <sup>644</sup> <sup>645</sup> <sup>646</sup> <sup>647</sup> <sup>648</sup> <sup>649</sup> <sup>650</sup> <sup>651</sup> <sup>652</sup> <sup>653</sup> <sup>654</sup> <sup>655</sup> <sup>656</sup> <sup>657</sup> <sup>658</sup> <sup>659</sup> <sup>660</sup> <sup>661</sup> <sup>662</sup> <sup>663</sup> <sup>664</sup> <sup>665</sup> <sup>666</sup> <sup>667</sup> <sup>668</sup> <sup>669</sup> <sup>670</sup> <sup>671</sup> <sup>672</sup> <sup>673</sup> <sup>674</sup> <sup>675</sup> <sup>676</sup> <sup>677</sup> <sup>678</sup> <sup>679</sup> <sup>680</sup> <sup>681</sup> <sup>682</sup> <sup>683</sup> <sup>684</sup> <sup>685</sup> <sup>686</sup> <sup>687</sup> <sup>688</sup> <sup>689</sup> <sup>690</sup> <sup>691</sup> <sup>692</sup> <sup>693</sup> <sup>694</sup> <sup>695</sup> <sup>696</sup> <sup>697</sup> <sup>698</sup> <sup>699</sup> <sup>700</sup> <sup>701</sup> <sup>702</sup> <sup>703</sup> <sup>704</sup> <sup>705</sup> <sup>706</sup> <sup>707</sup> <sup>708</sup> <sup>709</sup> <sup>710</sup> <sup>711</sup> <sup>712</sup> <sup>713</sup> <sup>714</sup> <sup>715</sup> <sup>716</sup> <sup>717</sup> <sup>718</sup> <sup>719</sup> <sup>720</sup> <sup>721</sup> <sup>722</sup> <sup>723</sup> <sup>724</sup> <sup>725</sup> <sup>726</sup> <sup>727</sup> <sup>728</sup> <sup>729</sup> <sup>730</sup> <sup>731</sup> <sup>732</sup> <sup>733</sup> <sup>734</sup> <sup>735</sup> <sup>736</sup> <sup>737</sup> <sup>738</sup> <sup>739</sup> <sup>740</sup> <sup>741</sup> <sup>742</sup> <sup>743</sup> <sup>744</sup> <sup>745</sup> <sup>746</sup> <sup>747</sup> <sup>748</sup> <sup>749</sup> <sup>750</sup> <sup>751</sup> <sup>752</sup> <sup>753</sup> <sup>754</sup> <sup>755</sup> <sup>756</sup> <sup>757</sup> <sup>758</sup> <sup>759</sup> <sup>760</sup> <sup>761</sup> <sup>762</sup> <sup>763</sup> <sup>764</sup> <sup>765</sup> <sup>766</sup> <sup>767</sup> <sup>768</sup> <sup>769</sup> <sup>770</sup> <sup>771</sup> <sup>772</sup> <sup>773</sup> <sup>774</sup> <sup>775</sup> <sup>776</sup> <sup>777</sup> <sup>778</sup> <sup>779</sup> <sup>780</sup> <sup>781</sup> <sup>782</sup> <sup>783</sup> <sup>784</sup> <sup>785</sup> <sup>786</sup> <sup>787</sup> <sup>788</sup> <sup>789</sup> <sup>790</sup> <sup>791</sup> <sup>792</sup> <sup>793</sup> <sup>794</sup> <sup>795</sup> <sup>796</sup> <sup>797</sup> <sup>798</sup> <sup>799</sup> <sup>800</sup> <sup>801</sup> <sup>802</sup> <sup>803</sup> <sup>804</sup> <sup>805</sup> <sup>806</sup> <sup>807</sup> <sup>808</sup> <sup>809</sup> <sup>810</sup> <sup>811</sup> <sup>812</sup> <sup>813</sup> <sup>814</sup> <sup>815</sup> <sup>816</sup> <sup>817</sup> <sup>818</sup> <sup>819</sup> <sup>820</sup> <sup>821</sup> <sup>822</sup> <sup>823</sup> <sup>824</sup> <sup>825</sup> <sup>826</sup> <sup>827</sup> <sup>828</sup> <sup>829</sup> <sup>830</sup> <sup>831</sup> <sup>832</sup> <sup>833</sup> <sup>834</sup> <sup>835</sup> <sup>836</sup> <sup>837</sup> <sup>838</sup> <sup>839</sup> <sup>840</sup> <sup>841</sup> <sup>842</sup> <sup>843</sup> <sup>844</sup> <sup>845</sup> <sup>846</sup> <sup>847</sup> <sup>848</sup> <sup>849</sup> <sup>850</sup> <sup>851</sup> <sup>852</sup> <sup>853</sup> <sup>854</sup> <sup>855</sup> <sup>856</sup> <sup>857</sup> <sup>858</sup> <sup>859</sup> <sup>860</sup> <sup>861</sup> <sup>862</sup> <sup>863</sup> <sup>864</sup> <sup>865</sup> <sup>866</sup> <sup>867</sup> <sup>868</sup> <sup>869</sup> <sup>870</sup> <sup>871</sup> <sup>872</sup> <sup>873</sup> <sup>874</sup> <sup>875</sup> <sup>876</sup> <sup>877</sup> <sup>878</sup> <sup>879</sup> <sup>880</sup> <sup>881</sup> <sup>882</sup> <sup>883</sup> <sup>884</sup> <sup>885</sup> <sup>886</sup> <sup>887</sup> <sup>888</sup> <sup>889</sup> <sup>890</sup> <sup>891</sup> <sup>892</sup> <sup>893</sup> <sup>894</sup> <sup>895</sup> <sup>896</sup> <sup>897</sup> <sup>898</sup> <sup>899</sup> <sup>900</sup> <sup>901</sup> <sup>902</sup> <sup>903</sup> <sup>904</sup> <sup>905</sup> <sup>906</sup> <sup>907</sup> <sup>908</sup> <sup>909</sup> <sup>910</sup> <sup>911</sup> <sup>912</sup> <sup>913</sup> <sup>914</sup> <sup>915</sup> <sup>916</sup> <sup>917</sup> <sup>918</sup> <sup>919</sup> <sup>920</sup> <sup>921</sup> <sup>922</sup> <sup>923</sup> <sup>924</sup> <sup>925</sup> <sup>926</sup> <sup>927</sup> <sup>928</sup> <sup>929</sup> <sup>930</sup> <sup>931</sup> <sup>932</sup> <sup>933</sup> <sup>934</sup> <sup>935</sup> <sup>936</sup> <sup>937</sup> <sup>938</sup> <sup>939</sup> <sup>940</sup> <sup>941</sup> <sup>942</sup> <sup>943</sup> <sup>944</sup> <sup>945</sup> <sup>946</sup> <sup>947</sup> <sup>948</sup> <sup>949</sup> <sup>950</sup> <sup>951</sup> <sup>952</sup> <sup>953</sup> <sup>954</sup> <sup>955</sup> <sup>956</sup> <sup>957</sup> <sup>958</sup> <sup>959</sup> <sup>960</sup> <sup>961</sup> <sup>962</sup> <sup>963</sup> <sup>964</sup> <sup>965</sup> <sup>966</sup> <sup>967</sup> <sup>968</sup> <sup>969</sup> <sup>970</sup> <sup>971</sup> <sup>972</sup> <sup>973</sup> <sup>974</sup> <sup>975</sup> <sup>976</sup> <sup>977</sup> <sup>978</sup> <sup>979</sup> <sup>980</sup> <sup>981</sup> <sup>982</sup> <sup>983</sup> <sup>984</sup> <sup>985</sup> <sup>986</sup> <sup>987</sup> <sup>988</sup> <sup>989</sup> <sup>990</sup> <sup>991</sup> <sup>992</sup> <sup>993</sup> <sup>994</sup> <sup>995</sup> <sup>996</sup> <sup>997</sup> <sup>998</sup> <sup>999</sup> <sup>1000</sup> <sup>1001</sup> <sup>1002</sup> <sup>1003</sup> <sup>1004</sup> <sup>1005</sup> <sup>1006</sup> <sup>1007</sup> <sup>1008</sup> <sup>1009</sup> <sup>1010</sup> <sup>1011</sup> <sup>1012</sup> <sup>1013</sup> <sup>1014</sup> <sup>1015</sup> <sup>1016</sup> <sup>1017</sup> <sup>1018</sup> <sup>1019</sup> <sup>1020</sup> <sup>1021</sup> <sup>1022</sup> <sup>1023</sup> <sup>1024</sup> <sup>1025</sup> <sup>1026</sup> <sup>1027</sup> <sup>1028</sup> <sup>1029</sup> <sup>1030</sup> <sup>1031</sup> <sup>1032</sup> <sup>1033</sup> <sup>1034</sup> <sup>1035</sup> <sup>1036</sup> <sup>1037</sup> <sup>1038</sup> <sup>1039</sup> <sup>1040</sup> <sup>1041</sup> <sup>1042</sup> <sup>1043</sup> <sup>1044</sup> <sup>1045</sup> <sup>1046</sup> <sup>1047</sup> <sup>1048</sup> <sup>1049</sup> <sup>1050</sup> <sup>1051</sup> <sup>1052</sup> <sup>1053</sup> <sup>1054</sup> <sup>1055</sup> <sup>1056</sup> 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	<b>Planned Activities</b>	Shelter and food assistance
55	<b>Project Name</b>	CV - CDBG CV Subsistence Payments
	<b>Target Area</b>	
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG-CV: \$150,000
	<b>Description</b>	Provision of assistance with housing and utility payments
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 99 households
	<b>Location Description</b>	
	<b>Planned Activities</b>	Housing and utility payments
56	<b>Project Name</b>	CV - CDBG CV Health Related Supportive Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG-CV: \$170,500
	<b>Description</b>	Assistance to non-profits to purchase supplies to carry out public services related to Covid



	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Purchase of supplies to PPE and cleaning to carryout public services.
57	<b>Project Name</b>	CV - CDBG CV Legal Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Projects/activities for eligible youth and families
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	CDBG-CV: \$100,000
	<b>Description</b>	Legal counselors will work with clients to prevent foreclosure and eviction
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 individuals
	<b>Location Description</b>	City of Wilmington
<b>Planned Activities</b>	Legal counselors will work with clients to prevent foreclosure and eviction	

58	<b>Project Name</b>	CV-COVID-19 2020-2024 Essential Services and Supplies DEH20F001 (WilmDE)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	HOPWA-CV: \$20,000
	<b>Description</b>	Purchase of food, water, medicine, and medical care for persons who are living with HIV/AIDS and their families.
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	80 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Essential services
59	<b>Project Name</b>	CV-COVID-19 2020-2024 Nutrition Services DEH20F001 (WilmDE)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	HOPWA-CV: \$20,000
	<b>Description</b>	Provision of food for food banks for persons who are living with HIV/AIDS and their families as well as grocery and meal deliveries.
	<b>Target Date</b>	12/31/2021

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	400 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Food
<b>60</b>	<b>Project Name</b>	CV-COVID-19 2020-2024 STRMU DEH20F001 (WilmDE)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	HOPWA-CV: \$63,274
	<b>Description</b>	Rent assistance
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Rent assistance
<b>61</b>	<b>Project Name</b>	CV-COVID-19 2020-2024 Homeless Prevention DEH20F001 (WilmDE)

	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	HOPWA-CV: \$10,000
	<b>Description</b>	Provision of lodging and meals to quarantine HOPWA eligible persons
	<b>Target Date</b>	12/31/2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Lodging and meals
<b>62</b>	<b>Project Name</b>	CV-COVID-19 2020-2024 Program Administration DEH20F001 (WilmDE)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	HOPWA-CV: \$3,503
	<b>Description</b>	Provide effective and efficient planning and administration of the funds and its allocation
	<b>Target Date</b>	12/31/2021

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Provide program oversight and monitoring of activities
<b>63</b>	<b>Project Name</b>	CV-COVID-19 2020-2024 Supportive Housing Operations DEH20F001 (WilmDE)
	<b>Target Area</b>	
	<b>Goals Supported</b>	Housing and services for the HIV/AIDS population
	<b>Needs Addressed</b>	Housing and supportive services
	<b>Funding</b>	HOPWA-CV: \$66,745.51
	<b>Description</b>	Operation of Supportive Housing for Persons living with HIV/AIDS.
	<b>Target Date</b>	6/15/2023
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	16 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Operations

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

Wilmington will invest its Community Development Block Grant and HOME funds in areas to maximize impact on the quality of life of its low-moderate income residents. Most of the City’s Annual Action Plan activities will be directed toward those areas of the City with high concentrations of low-income households to insure funded programs benefit those households most in need of assistance.

The City will continue to prioritize housing and community development needs within the City’s Residential Improvement Stabilization Effort neighborhoods. The primary goals of the program are:

- Increase affordable homeownership in the City of Wilmington.
- Raise property values.
- Entice private investment.
- Reduce blight in six targeted At-Risk sections in the City.
- Partner with non-profit and private developers.
- Increase private investment.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
DOWNTOWN AREA	10
Browntown/Hedgeville	10
Eastside	20
Northeast	15
Southbridge	10
West Center City	20
Westside	15

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Limited Community Development Block Grant funds are available to the City of Wilmington. Therefore, priorities are being established to ensure resources are directed to pressing housing and community development needs.

The City will continue to fund housing rehabilitation programs, new housing construction and various

housing-related programs with HOME and Community Development Block Grant funds, including support to homeless service providers and various housing facilities for homeless persons.

The City will affirmatively further fair housing by directing this type of development to a broad range of neighborhoods to combat longstanding, existing patterns of racial and economic segregation.

## **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	7,600
Non-Homeless	900
Special-Needs	200
Total	8,700

**Table 9 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	10
The Production of New Units	75
Rehab of Existing Units	45
Acquisition of Existing Units	5
Total	135

**Table 10 - One Year Goals for Affordable Housing by Support Type**

#### Discussion



## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Wilmington Housing Authority (WHA) provides public housing within the City of Wilmington and is the largest direct provider of affordable housing in the State of Delaware. WHA administers over 1,995 Housing Choice Vouchers, 199 Veteran Assistance Supportive Housing Vouchers, and 1530 Low-Income Public Housing units of which 1,418 units are currently occupied. The Authority also has developed and manages over 300 units of affordable tax-credit residential units directly or in partnership with non-profit affiliate entities.

### **Actions planned during the next year to address the needs to public housing**

The City and WHA partnered many years ago and will continue their productive working relationship. The two organizations signed a Memorandum of Agreement focused on common goal acquisition and disposition and revitalization strategies, value driven neighborhood planning, development of common action plans, and upgrading of communication systems. Current activities planned at the WHA to support these goals include a Phase III Energy Performance Contract that will retrofit existing units with energy efficient conversions to reduce the cost of utility paid by both the Authority and residents. WHA is also working with the City and stakeholders within the city and “Purpose Built Communities” to revitalize 458 units in the Riverside LIPH development. WHA utilizes Resident Opportunities Self-Sufficiency and Family Self-Sufficiency grant funding to increase case management and social services via the WHA One Stop Shop to promote and assist families with becoming self-sufficient and continuing efforts to promote and assist interested families with becoming homeowners via the Section 32 Homeownership Program.

### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

All of the communities, which consist of 2 family-site Low-Income Public Housing developments, 4 LIPH and 1 Low-Income Housing Tax Credit (LIHTC) high-rise buildings, with exception to the LIPH scattered site communities of which there are 3 AMPs are represented by resident councils. The Resident Councils serve as a liaison between the resident community and the housing authority bringing forth the concerns, wishes and desires to the Authority for consideration in decision making for the community. In addition to the Resident Council WHA also established a HUD required Resident Advisory Board which is made up of both Resident Council officers and WHA resident members of their communities that work hand-in-hand with WHA planning staff to develop the Authority’s Five Year and Annual Plans. These councils enable resident input and involvement in management operations, modernization needs, family self-sufficiency programs, and homeownership programs. In addition, resident councils hold regular meetings and participate in surveys for needs assessments. There is also a WHA resident appointed by the Mayor to serves on the Board of Commissioners to ensure that the concerns of the residents are not overlooked and/or misunderstood to enable proper consideration on resolutions brought to the

commissioners for their approval. The Authority will continue with its efforts to educate and involve the resident councils to promote and strengthen their partnership with the Authority so that they may be successful at representing the needs of their communities.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not Applicable

**Discussion**

None

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

Homelessness is a high priority in the City. The City of Wilmington participates in the Delaware State-wide Continuum of Care, led by the Housing Alliance Delaware, Continuum of Care Lead Agency. Both the City, statewide Emergency Solution Grant Funders and the Continuum of Care place emphasis on chronic homelessness. The City's Rapid Re-Housing program coordinates homeless facilities and service provision at a more localized level.

The City of Wilmington is a participant in the Continuum of Care, which is the state's only CoC, in its efforts to address homelessness and the priority needs of homeless individuals and families, including subpopulations. The Delaware State-wide Continuum of Care has an extensive network of emergency shelters, transitional housing facilities, and permanent supportive housing units for the homeless.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

#### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

The Delaware Continuum of Care includes a PATH outreach program. PATH's street outreach workers build relationships with people who are unsheltered on the streets of Wilmington, assess their needs, and help connect them to services in the community. The Delaware Continuum of Care's coordinated entry system, Centralized Intake, includes a standardized assessment tool that is used with sheltered and unsheltered people experiencing homelessness in Delaware. This screening tool assesses each household's vulnerability, and prioritizes households for rapid re-housing (RRH) and permanent supportive housing (PSH) resources based on the severity of their service needs. This tool is used by PATH outreach workers, shelter staff, and with clients who visit homeless day centers in the City of Wilmington. Centralized Intake staff assist with ensuring that this assessment tool is completed at day centers in the City, which are popular location for many unsheltered and chronically homeless people in the City of Wilmington. Furthermore, the City of Wilmington's ESG standards for the provision of RRH assistance prioritize households experiencing unsheltered homelessness for RRH assistance, followed by households in emergency shelters.

During the next year, the City of Wilmington's goals include:

- Decreasing the number of chronically homeless people and families in the City of Wilmington;
- Decreasing the length of time that people experience homelessness in City of Wilmington; and
- Maintaining an effective end to veteran homelessness status.

Our activities include...

- Participating in the Delaware CoC's statewide planning efforts, including continuing to hold a seat on the Delaware CoC Board;
- Ensuring the providers of homeless assistance as properly assessing homeless households for housing

assistance using the standard assessment tool; and

Continue to require that RRH providers follow the RRH standards, monitor for compliance, and ensure that all projects participate fully in the coordinated entry process.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Considering the limited amount of CDBG and HOME funds available to the City, not all the area's homeless needs can be addressed using federal funds. The City relies on a variety of community agencies to provide basic needs assistance and other support for the local homeless population. The City of Wilmington continues to implement strategies related specifically to addressing emergency and transitional housing needs for the homeless, the following improvements are necessary:

Regionally Expanding/Rehabilitating Emergency Shelters in New Castle County

- Improve and maintain existing shelter facilities
- Support expansion or addition of facilities to meet increased demand

Regionally supporting plans for improving day shelter opportunities in New Castle County

Expand available services such as social/case worker availability, facilities, childcare opportunities, improved public and private transportation access, showers.

### **Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

Planned activities in this area include:

- Continuing to bring training opportunities on rapid rehousing program delivery and best practices to Delaware service providers.
- Development of unified policies and standards for rapid rehousing programs in Delaware

Improving connections between centralized intake and rapid rehousing programs to reduce the number of households entering homelessness and reduce the length of time people experience homelessness.

- Continue to develop permanent supportive housing resources.
- Partner with the Continuum of Care and HMIS Lead Agency, Housing Alliance Delaware, to monitor and evaluate returns to homelessness from homeless assistance projects in the City of Wilmington, as well as lengths of stay.
- Review project performance reports for ESG and CDBG funded homeless assistance projects
- Partner with Housing Alliance Delaware to support homeless assistance projects as they seek to improve their outcomes.
- Continue to participate in the Statewide Working Group that meets quarterly to monitor outcomes related to veteran homelessness and implement strategies to maintain an effective end to veteran

homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

In an effort to prevent homelessness, the City of Wilmington works with a host of non-profit organizations that provide programs and services to area youth, the elderly, and persons who are disabled. Together, this network of organizations provides a range of services including food, housing, and household goods; primary medical care and dental care; home health services; job training and placement; financial literacy; integrated mental health and substance abuse treatment; child care services; and other services provided by individualized case management.

Government resources that provide outreach and assessment in the City of Wilmington include the following:

- Delaware’s Department of Health and Human Services aided in placing homeless in emergency shelters.
- “Delaware Helpline,” a toll-free, statewide information telephone hotline, provides referrals related to emergency shelter, crisis alleviation, and low-income housing.
- The Wilmington Police Department often refers homeless to outreach workers or directly to emergency shelter provides.
- Salvation Army providPurple” program to bring the homeless off the streets in unusually cold weather
- Worker with Homeless Prevention and Divergent provides referrals and crisis alleviation
- Community Legal Aid Society provides referrals and legal assistance in cases of landlord/tenant disputes
- Service Providers to shelters, street locations where homeless persons are known to gather, locations that serve meals to the poor, and drop-in centers. They conduct assessments of unsheltered homeless persons and determine the best disposition of each case, either providing direct services or making referrals.es crisis alleviation and referral services, and implements the City’s “Code

## **Discussion**

The State continues to prioritize ending Veteran Homelessness working with agencies to provide housing, counseling and all necessary services to reduce/eleminate homelessness.

**AP-70 HOPWA Goals– 91.220 (I)(3)**

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	20
Tenant-based rental assistance	125
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	10
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	10
Total	165

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Limited funding continues to be an issue but current efforts have resulted in programs that are addressing affordability.

The City is working with the private sector and the Delaware State Housing Authority to create a program that a) focuses on the elimination of slum and blight and b) structures a program that brings previously vacant properties back on line as "homeowner" units.

The City and the Wilmington Neighborhood Conservancy Land Bank (Land Bank) have partnered to focus on vacant properties and how to create affordable rental/homeownership opportunities.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

The City will continue to move forward with projects and programs that help to overcome existing barriers to affordable housing, including working with Community Housing Development Organizations, the Wilmington Neighborhood Conservancy Land Bank and developers to find suitable sites for infill development of affordable rental and owner-occupied projects. The City will continue with its various acquisition, demolition, and clearance programs to prepare sites for future development.

To address the lack of available land, the City will continue its involvement in planning for the reuse of environmentally contaminated land or Brownfields with the potential for remediation redevelopment as housing.

### **Discussion:**

Not applicable.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

Over the next year, Wilmington plans the following actions to help address the housing and community development needs of City residents, especially low and moderate-income residents.

### **Actions planned to address obstacles to meeting underserved needs**

The City of Wilmington continues to collaborate with human and social service agencies and the Continuum of Care to identify potential resources for meeting the service needs of City residents.

### **Actions planned to foster and maintain affordable housing**

Wilmington will continue to administer its housing rehabilitation program, which helps increase the supply of decent, affordable housing for low-income households in the City who would otherwise not be able to afford urgent maintenance and repairs including a new program that makes funding available to lower income homeowners that have outstanding code violations. The City's homeowner and rental housing development projects will also foster the development of affordable housing in low income neighborhoods.

### **Actions planned to reduce lead-based paint hazards**

The City in conjunction with New Castle County is applying for HUD's lead program.

### **Actions planned to reduce the number of poverty-level families**

Wilmington is focusing on addressing unemployment, job training, job creation and retention.

The City, in cooperation with our Federal Delegation, the Delaware State Housing Authority, the Wilmington Housing Authority, and various affordable housing agencies, community development corporations and the Wilmington Neighborhood Conservancy Land Bank will be focused on finding pathways for poverty-level families to become homeowners throughout the city's neighborhoods. Plans



call for increasing access to low-interest lending, expanding lease-to-purchase and live where you work programs, and re-establishing Wilmington's urban homesteading program. These actions will afford Wilmington's poverty-level families the opportunity to acquire equity while building stronger, economically diverse neighborhoods.

The City, through its various departments and commissions, will continue to advocate for improved transportation alternatives, to support organizations that provide job training and placement services, to support crime awareness and prevention activities, to support homeless prevention activities, and to preserve and improve affordable housing options, as part of its strategy to prevent and alleviate poverty in the City of Wilmington.

### **Actions planned to develop institutional structure**

Wilmington will continue to develop its institutional structure and delivery system by working with a host of non-profit organizations that provide programs and services to area youth, the elderly, and persons who are disabled. This network of organizations will provide a range of services including food, housing, and household goods; primary medical care and dental care; home health services; job training and placement; financial literacy; integrated mental health and substance abuse treatment; child care services; and other services provided by individualized case management.

The City will specifically reach out to other organizations that provide services, including crisis alleviation to prevent homelessness, to low-income individuals and families. These include: Family Counseling Center of St Paul, Latin American Community Center, Neighborhood House Inc., and West End Neighborhood House.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City is partnering with strong community serving organizations whose familiarity with and commitment to the city's neighborhoods go a long way toward ensuring that projects achieve the highest positive impact for residents in need. Furthermore, the City will strengthen its efforts to coordinate the work of community serving organizations with investments by financial and philanthropic institutions to address blight, stabilize communities and catalyze investment at the neighborhood level.

### **Discussion:**

In FY2016, the City reviewed the Analysis of Impediments and reached out to each responsible party for updates on actions towards resolution. The City formed a Fair Housing Task Force, tracked housing complaints within the city, collected board member data to ensure representation and formed an LEP plan (after conducting an analysis) for those City residents who do not speak English "very well," according to the latest Census data. In FY2017 work will began on the City's first Assessment of Fair Housing, which a state-wide collaboration of all CDBG grantees and Public Housing Authorities. In FY2019, City continued its participation in the state-wide Analysis of Impediments. The State-wide consortium was preparing to complete the AFH until HUD notice push the AFH back several years.

In an effort to affirmatively further fair housing and expand affordable housing opportunities on a regional level, the City will continue to provide financial support to the statewide Delaware Housing Search website. This website provides real-time search and availability of affordable and accessible housing. In FY2014, the site saw approximately 1,000 visitors each week, and the City remains part of an advocacy group that meets annually to discuss strategies to continually market the site.

The City of Wilmington follows guidelines to affirmatively further affordable housing through its affirmative marketing program. This set of guidelines used to operate its HOME Investment Partnership Program, a copy of the policy is available for public inspection at the City of Wilmington's Department of Real Estate and Housing.

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	51,186
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>51,186</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Wilmington does not intend to use other forms of investment to fund HOME programs.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The City of Wilmington imposes resale restrictions on the total HOME investment, which includes direct acquisition, construction, or development contributions, soft costs, and project delivery costs (if any) made to both the developer and the homebuyer. Resale restrictions require deed restrictions and covenants, which are attached to the property and restrict the homeowner's sale of the property (during the period of affordability) only to a low-income family that will use the property as their principle residence. The term "low income family" shall mean a family whose gross annual income does not exceed 80% of the median family income for the geographic area as published annually by HUD. As a guideline, the purchasing family should pay no more than 30% of its gross family income towards principal, interest, taxes, and insurance for a property on a monthly basis. The housing must remain affordable to a reasonable range of low-income buyers for the period described in the HOME regulations. At a minimum, the subsequent property owner will be subject to the remaining affordability period on the property. Resale guidelines are allowed in situations where there is a development subsidy only. If the homeowner receives a homebuyer subsidy, then the recapture guidelines must be followed. The original homebuyer, now the seller, must receive a "fair return" on their investment, which is defined as the homebuyer's initial investment of down payment and settlement costs and the cost of any capital improvements.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

The amount of HOME funds subject to recapture is based on the amount of HOME assistance that enabled the homebuyer to buy the dwelling unit. This includes any assistance that reduced the purchase price from the fair market value to and affordable price, but excludes the amount between the cost of producing the unit and the market value (development subsidy). For first-time homeowner loans, the City of Wilmington has adopted the recapture method, with forgiveness, based on the length of time the homebuyer occupies the home in relation to the affordability

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is

rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable. The City does not plan to refinance any existing debt secured by multi-family housing that is being rehabilitated with HOME funds.

### **Emergency Solutions Grant (ESG) Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

See attached written standards and the RFP process in Unique Appendix E.

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Centralized Intake (CI) is the process by which Delaware coordinates entry into the homeless response system, including access to emergency shelter, rapid re-housing, and permanent supportive housing. The coordinated entry process ensures that all people experiencing homelessness have equal access to homeless assistance, people with the greatest needs are prioritized for assistance, and that communities have information about needs and gaps in services.

Delaware began implementation of Centralized Intake in January 2014. In February 2015, the following objectives were adopted:

1. Connect clients to available resources with a focus on prioritizing households for rapid re-housing and permanent supportive housing assistance based on their vulnerability and level of need. Identify any gaps between the supply and demand of housing resources for people experiencing homelessness. Prevent families and individuals from entering the homeless response system where possible through diversion. Ensure immediate access to emergency shelter placement based on emergency shelter bed availability. Reduce barriers to accessing emergency shelter beds and other homeless assistance resources. Make centralized intake more accessible to clients most in need.

There are multiple ways that clients can access Centralized Intake services.

1. **2-1-1** If a client is experiencing homelessness they may contact Delaware 211 hotline to be connected to a Centralized Intake housing specialist for assistance.

1. **State Service Center** A client may visit a local State Service Center for assistance with emergency services. Once a household is identified as homeless, a referral is sent to Centralized Intake via intake@hpcdelaware.org with the client name, household size, and phone number for follow-up.
1. **Homeless/Other Service Provider** A client may visit a local shelter or day center for assistance. Once the household is identified as being homeless, the worker can contact Centralized Intake at 302-654-0126 ext. 112 or send an email to intake@hpcdelaware.org with the client name, household size, and phone number for follow-up.
1. **Centralized Intake** Any household experiencing homelessness may contact Centralized Intake directly at 302-654-0126 ext. 112 or by emailing intake@hpcdelaware.org for emergency assistance.

The emergency shelter referral process is a same-day referral process based on real-time bed availability. Households are assessed by phone and referred directly to an open shelter bed.

To be connected to rapid re-housing or permanent supportive housing assistance, a homeless household is assessed with a standard assessment tool that measures the household's severity of service need. The household is then prioritized for assistance based on need, and referred to an available and appropriate housing resource as quickly as possible.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

See attached written standards and the RFP process in Unique Appendix D.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

See attached written standards and the RFP process in Unique Appendix E.

5. Describe performance standards for evaluating ESG.

Each program is reviewed for meeting project goals and benchmarks during:

- Desk Audits performed when draw requests are made
- Monthly Performance and Direct Beneficiary Reports tracks and evaluates program performance outcomes
- Onsite HUD compliance reviews conducted annually and includes review of supporting documentation. In addition, working with the Continuum of Care and other Emergency Solutions Grant recipients in the state, Quarterly Project Performance Reports have been created to review 7 components for performance. The Continuum of Care performance and Review Committee has implemented new reports which have been adopted by all Continuum of Care and Emergency Solutions Grant recipients State-wide. See attached Quarterly Project Performance Reports in Unique Appendix F

## Attachments



**Citizen Participation Comments**

VIRTUAL REGULAR MEETING OF WILMINGTON CITY COUNCIL  
OCTOBER 15, 2020 @ 6:30 P.M. – AGENDA RESULTS

- I. Call to Order
  - Prayer
  - Pledge of Allegiance
  - Roll Call
- II. Approval of Minutes
- III. Committee Reports
- IV. **Acceptance of Treasurer’s Report**
- V. Non-Legislative Business

- All Council Recognize Reverend Lawrence Livingston
- Gray Sympathy Edmond Nathaniel Russ
- Harlee Sympathy Reuben Jervey
- Oliver Sympathy Barbara McCray
- Oliver Sympathy Michael Lamont Kelson
- Oliver Sympathy Idonya Lee Ford
- Oliver Sympathy Mary Emmalou Teat
- Shabazz Sympathy Charles Van Bullard
- Shabazz Recognize WDAS 70<sup>th</sup> Anniversary
- Shabazz Sympathy Darrius Boyd
- Shabazz Recognize World Mental Health Day
- Shabazz Sympathy Fred Sylvester

VI. Legislative Business

OLIVER  
#4868

An Ordinance to Approve the Removal of a Portion of Palmers Row, Located Between New Street and the Northern Boundary of Tax Parcel No. 26-029.10-124, from the Official City Map (1<sup>st</sup> & 2<sup>nd</sup> Reading)

ORD. 20-049  
Community Development  
& Urban Planning

Synopsis:

This Ordinance is being presented by the Administration for Council’s review and approval. This Ordinance authorizes the removal of a portion of Palmers Row, located between New Street and the northern boundary of Tax Parcel No. 26-029.10-124, from the Official City Map.

JOHNSON  
#4872\*

A Resolution Approving the Termination of a Deed Restriction within a Declaration Recorded with the New Castle County Recorder of Deeds at Volume G, Book 87, Page 757

RES. 20-063  
Adopted

Synopsis: This Resolution is being presented by the Administration for Council’s review and approval. This Resolution approves the termination of a deed restriction within a declaration recorded with the New Castle County Recorder of Deeds at Volume G, Book 87, Page 757.

**FREEL**

#4859 **Res. 20-055** Approve the License Agreement Authorizing New Cingular Wireless PCS, LLC to Install and Operate Wireless Telecommunication Facilities in the Public Rights of Way of the City of Wilmington (held from 9/17/20 meeting) **ADOPTED**

Synopsis: This Resolution is being presented by the Administration for Council’s review and approval. This Resolution approves the License Agreement (“the License”) between the City and New Cingular Wireless PCS, LLC (“New Cingular”) to, among other things, construct, install, maintain, and operate wireless telecommunication facilities in the public rights of way of the City of Wilmington. This equipment is part of New Cingular’s network for the operation of wireless communications services. The initial term of the License is ten (10) years commencing on September 17, 2020 and shall continue thereafter until terminated by either party.

#4862 **Ord. 20-046** Authorize and Approve a Contract between the City of Wilmington and Axon Enterprise, Inc. for Body Cameras and Related Services (3<sup>rd</sup> & Final Reading) **PASSED**

Synopsis: This Ordinance is being presented by the Administration for Council’s review and approval. This Ordinance authorizes the execution of a five-year Master Services and Purchasing Agreement with Axon Enterprise, Inc. to purchase body cameras and related services for the implementation of a body camera program for the Wilmington Police Department.

Rev. 4  
#4654 Sub. 3 **Ord. 19-026** An Ordinance to Amend Chapters 4 and 34 of the City Code to Provide for Civil Fines for Owners of Rental Properties and Vacant Properties, and to Increase Vacant Registration Fees (3<sup>rd</sup> & Final Reading) **DEFEATED**

Synopsis: This Substitute Ordinance is being presented by City Council for Council’s review and approval.

This Substitute No. 3 to Ordinance No. 19-026 (“Ordinance”) makes the following amendments to Chapter 34 of the City Code:

- changes the enforcement of Chapter 34 with respect to vacant and rental properties from criminal enforcement to civil enforcement with civil fines for non-compliance;
- this provision will expire on January 1, 2024 unless it is re-enacted prior to the expiration date;
- makes additional changes to update and modernize Chapter 34.

This Substitute No. 3 to Ordinance No. 19-026 makes the following amendments to Chapter 4 of the City Code:

- deletes Section 4-27, 119.0 (authorization for exterior improvements to vacant structures) and Section 4-27, 120.0 (annual vacant property registration fees), and incorporates these provisions into Chapter 34;
- amends the annual vacant property registration fee provisions (previously found at Chapter 4, Section 4-27, 120.0; now located at Chapter 34, Section 34-210) to:
  - increase the registration fees for properties vacant 3 or more years;
  - require registration of buildings vacant for 6 consecutive months rather than 45 consecutive days;
  - impose a civil fine of \$500.00 for failing to register a vacant building within 30 days of the required time to register;
  - exempt vacant buildings owned by the Wilmington Neighborhood Conservancy Land Bank Corporation (“Land Bank”) from registration requirements;
  - provide that purchasers of a vacant building from the Land Bank be billed a vacant registration fee based on the duration of vacancy from the time he or she received the building from the Land Bank, rather than a vacant registration fee based on the duration of the vacancy prior to receiving the building; and
  - provide for the abatement of past due vacant registration fees if the owner meets certain conditions.

This Substitute Ordinance shall become effective on January 1, 2021.

#4869

An Ordinance to Authorize and Approve an Agreement Between the City of Wilmington and Paymentus Corporation for an Online Payment Processing and Bill Presentment System (Contract 21017 DFPS) (1<sup>st</sup> & 2<sup>nd</sup> Reading)

ORD. 20-048  
Finance & Economic  
Development

Synopsis:

This Ordinance is being presented by the Administration for Council’s review and approval. This Ordinance authorizes the City to enter into an agreement with Paymentus Corporation for an online payment processing and bill presentment system for the period of three (3) years, with the possibility of three (3) extensions of one (1) year thereafter.

**ADAMS  
#4870**

An Ordinance to Authorize and Approve a One-Year Extension of Contract 20037FD Between the City of Wilmington and City Towing Services LLC for the Provision of Towing and Impounding of Vehicles **(1<sup>st</sup> & 2<sup>nd</sup> Reading)**

ORD. 20-047  
Public Works &  
Transportation

Synopsis:

This Ordinance is being presented by the Administration for Council's review and approval. This Ordinance authorizes the City to enter into an amendment to *Contract 20037FD (Towing & Impounding of Vehicles) (the "Contract")* between the City and City Towing Services LLC that provides for a one-year extension of the Contract from December 1, 2020 through November 30, 2021 with the same terms and conditions.

**DIXON  
#4871**

A Resolution Authorizing the Mayor to File a Substantial Amendment to the Fiscal Year 2020 Annual Action Plan to Outline the Proposed Use of Supplemental ESG-CV Funds to Prevent, Prepare for, and Respond to the Ongoing COVID-19 Crisis

RES. 20-062  
Adopted

Synopsis:

This Resolution is being presented by the Administration for Council's review and approval. This Resolution (i) approves a Substantial Amendment to the Fiscal Year 2020 Annual Action Plan to outline the proposed use of additional ESG Program funding for ESG-CV Grants that is available pursuant to the CARES Act to prevent, prepare for, and respond to the COVID-19 pandemic and (ii) authorizes the Mayor to file an application for financial assistance with the U.S. Department of Housing and Urban Development for such funding.

**VII. Petitions and Communications**

**VIII. Adjournment**

\*Note: This Agenda is being amended to add item #4872, which is being added to reflect a previously unanticipated need.

Note: In following Governor Carney's Proclamation #17-3292, due to the outbreak of the COVID-19, public meetings are currently being conducted virtually to maintain social distancing and to keep all constituents safe. Members of the public are invited to join the City Council meeting by accessing the meeting as follows:

<https://zoom.us/j/91761710129> or visit the WITN22 website at [www.witn22.org](http://www.witn22.org) or WITN YouTube channel at <https://www.youtube.com/user/WITN22Wilmington/> or listen in only by calling one of the following phone numbers (929) 205-6099 or (301) 715-8592. You will be asked for the Webinar ID. Please enter Webinar ID: 917 6171 0129 and then #.

[www.wilmingtoncitycouncil.com](http://www.wilmingtoncitycouncil.com) or [www.WITN22.org](http://www.WITN22.org)

RES20-024

Wilmington, Delaware  
May 28, 2020

#4810

Sponsor:

Council  
Member  
Dixon

**WHEREAS**, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development is authorized to extend financial assistance to communities in the elimination or prevention of slums or urban blight, or activities which will benefit low- and moderate-income persons or other urgent community development needs; and

**WHEREAS**, The Coronavirus Aid, Relief and Economic Security Act (hereinafter "the CARES Act") of 2020 makes available supplemental Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and Housing for Persons with AIDS (HOPWA) funding for grants to prevent, prepare for, and respond to coronavirus (hereinafter "CDBG-CV, ESG-CV and HOPWA-CV grants, respectively"); and

**WHEREAS**, the U.S. Department of Housing and Urban Development has advised the City of Wilmington (hereinafter "the City") that it is eligible to receive \$1,304,175 in CDBG, \$647,693 in ESG funding and \$116,777 in HOPWA; and

**WHEREAS**, Resolution 19-018 was adopted by City Council on May 16, 2019 authorizing the Mayor to submit the Annual Action Plan for Fiscal Year 2020; and

**WHEREAS**, the city has prepared a substantial amendment to its Fiscal Year 2020 Annual Action Plan to outline the proposed use of the CDBG-CV grants, ESG-CV and HOPWA-CV funds to prevent, prepare for, and respond to the ongoing COVID 19 crisis; and

**WHEREAS**, a draft of the substantial amendment was on display from May 7 through May 12, 2020, the city has held a public hearing on said substantial amendment and the

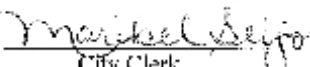
comments of various agencies, groups and citizens were taken into consideration in the preparation of the final document.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON:**

1. That the Substantial Amendment to the Fiscal Year 2020 Annual Action Plan for the CDBG-CV, ESG-CV, and HOPWA-CV Program is hereby in all respects approved and the Secretary is hereby directed to file a copy of said Substantial Amendment with minutes of this meeting.
2. That it is cognizant of the conditions that are imposed in the undertaking and carrying out of community development activities with federal financial assistance, including those relating to (a) the relocation of site occupants and, (b) the prohibition of discrimination because of race, color, age, religion, sex, disability, familial status, or national origin, and other assurances as set forth under the certifications.
3. That the Mayor of the City of Wilmington, on behalf of the City Council, is authorized to file an application for financial assistance with the U.S. Department of Housing and Urban Development for the CARES Act Funds.
4. That the Mayor, on behalf of the City Council, is hereby authorized to provide such assurances and/or certifications as required by the Housing and Community Development Act of 1974, as Amended, the National Affordable Housing Act of 1990, and the Stewart B. McKinney Homeless Assistance Act of 1988, the as amended, the CARES Act of 2020, and also any supplemental or revised data which HUD may request in connection with the review of this Application.

5. That the Mayor is authorized to execute on behalf of the City the formal grant contracts, amendments, and other documents relating to the Substantial Amendment to the City's FY 2019 Annual Action Plan.

Passed by City Council.  
May 28, 2020

ATTEST:   
City Clerk

**SYNOPSIS:** This resolution approves the Substantial Amendment to the Fiscal Year 2020 Annual Action Plan for the CDBG-CV, ESG-CV, and HOPWA-CV Programs, and authorizes the Mayor to file an application for financial assistance with the U.S. Department of Housing and Urban Development for CARES Act Funds to prevent, prepare for, and respond to the COVID 19 crisis.

**City of Wilmington, Georgia**  
**SUBSTANTIAL AMENDMENT TO FY 2020 FOR CARES ACT FUNDS**  
**CDBG, ESG, HOPWA**

**RATIONALE FOR AMENDMENT**

"The Coronavirus Aid, Relief, and Economic Security Act," CARES Act which was signed into law on March 27, 2020, provides funds through the CDBG, ESG and HOPWA programs. The CARES Act provides for allocations of funds to prevent, prepare for, and respond to coronavirus.

The City of Wilmington has taken stock of local needs and the parameters of each of the programs and determined how the funds allocated will be used in this community.

**AP-12 Summary of the citizen participation process**

The U.S. Department of Housing and Urban Development (HUD) granted several waivers to program procedure to expedite the use of these funds. These waivers included an ability to amend the Citizen Participation Plan and allow for a much shorter timeframe for public display, use of the internet to make the Substantial Amendment available to the public and use of virtual meetings to allow for input and comment. The City of Wilmington advertised and made the Substantial Amendment available to the public on May 7, 2020 for a period of five days and held a virtual public hearing via ZOOM on May 11, 2020 at 5 p.m. There were (TBD) participants in the meeting.

Comments received:

**AP - 15 Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CV CDBG		Public services Economic Development	\$1,304,211			\$1,304,211	0	Funds for Covid response
CV ESG		Administration Shelter Operations Street Rapid Re-housing	\$647,693			\$647,693	0	Funds for Covid response
CV HOPWA		Administration Essential Services Rental Assistance	\$116,777			\$116,777	0	Funds for Covid response



		(SFRUM) Homeless Prevention						
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**AP-38 Project Summary**  
**Project Summary Information**

<b>CDBG20-CARES Total Allocation</b>	<b>\$ 1,304,211.00</b>
CDBG-CV Homeless Prevention	\$ 793,369.00
CDBG-CV Subsistence Payments	\$ 100,000.00
CDBG-CV Health Related Support Services	\$ 50,000.00
CDBG-CV Legal Services	\$ 100,000.00
CDBG-CV Program Administration	\$ 260,842.00
<b>ESG20-CARES Total Allocation</b>	<b>\$ 647,693.00</b>
ESG-CV Emergency Shelter Operations	\$ 380,000.00
ESG-CV Rapid Rehousing	\$ 219,116.00
ESG-CV Program Administration	\$ 48,577.00
<b>HOPWA-CAREA Total Allocation</b>	<b>\$ 116,777.00</b>
HOPWA-CV Essential Services and Supplies	\$ 20,000.00
HOPWA-CV Nutritional Services	\$ 20,000.00
HOPWA-CV STRMU	\$ 63,274.00
HOPWA-CV Homeless Prevention	\$ 10,000.00
HOPWA Program Administration	\$ 3,503.00

1	<b>Project Name</b>	CDBG CV Program Administration
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	\$260,842
	<b>Description</b>	Provide effective and efficient planning and administration of the funds and its allocation
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Provide program oversight and monitoring of activities
2	<b>Project Name</b>	CDBG CV Covid Quarantine
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$7963,369
	<b>Description</b>	Provision of up to 3 month's shelter and food assistance for homeless persons
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 65 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Shelter and food assistance
3	<b>Project Name</b>	CDBG CV Subsistence Payments
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$100,000
	<b>Description</b>	Provision of assistance with housing and utility payments
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 66 households
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	housing and utility payments
4	<b>Project Name</b>	CDBG CV Health Related Supportive Services

7

	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$50,000.00
	<b>Description</b>	Assistance to non-profits to purchase supplies to carry out public services related to Covid
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	50 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Purchase of supplies to PPE and cleaning to carryout public services.
5	<b>Project Name</b>	<b>CDBG CV Legal Services</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$100,000.00
	<b>Description</b>	Legal counselors will work with clients to prevent foreclosure and eviction
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Legal Services
4	<b>Project Name</b>	<b>ESG CV</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$647,693
	<b>Description</b>	ESG funds will be used for Rapid Re-housing, shelter operations and program administration
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	255 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Rapid Re-housing, shelter operations and program administration
5	<b>Project Name</b>	<b>HOPWA CV Essential Services and Supplies</b>

8

	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$20,000.00
	<b>Description</b>	Purchase of food, water, medicine, and medical care for persons who are living with HIV/AIDS and their families.
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	80 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Essential services
<b>6</b>	<b>Project Name</b>	HOPWA CV – Nutrition Services
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Public Services
	<b>Needs Addressed</b>	Public Services
	<b>Funding</b>	\$20,000.00
	<b>Description</b>	Provision of food for food banks for persons who are living with HIV/AIDS and their families as well as grocery and meal deliveries.
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	400 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	food
<b>7</b>	<b>Project Name</b>	<b>HOPWA STRMU (Short Term Rent, Mortgage and Utility assistance)</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Financial Assistance
	<b>Needs Addressed</b>	Financial Assistance
	<b>Funding</b>	\$63,274.00
	<b>Description</b>	Rent assistance
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	20 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Rent assistance
<b>8</b>	<b>Project Name</b>	HOPWA CV – Covid Quarantine
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Shelter operations

9

	<b>Needs Addressed</b>	Shelter operations
	<b>Funding</b>	\$10,000.00
	<b>Description</b>	Provision of lodging and meals to quarantine HOPWA eligible persons
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	100 individuals
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Lodging and meals
<b>9</b>	<b>Project Name</b>	<b>HOPWA CV Program Administration</b>
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Administration
	<b>Needs Addressed</b>	Administration
	<b>Funding</b>	\$3,503
	<b>Description</b>	Provide effective and efficient planning and administration of the funds and its allocation
	<b>Target Date</b>	December 30, 2021
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	City of Wilmington
	<b>Planned Activities</b>	Provide program oversight and monitoring of activities



**The News Journal  
Media Group**

A GANNETT COMPANY

Street Address:  
950 West Basin Road  
New Castle, DE 19720

(302) 324-2500  
(800) 235-9100

Mailing Address:  
P.O. Box 15505  
Wilmington, DE 19850

Legal Desk:  
(302) 324-2676  
Legal Fax:  
302 324-2249

SD CITY WILM REAL EST/HOUSING  
800 N FRENCH ST

WILMINGTON, DE 19801

DE,

**AFFIDAVIT OF PUBLICATION**

**State of Delaware**  
**New Castle County**

Personally appeared **The News Journal**

Of the **The News Journal Media Group**, a newspaper printed, published and circulated in the State of Delaware, who being duly sworn, deposes and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

04/14/20 A.D 2020

*Gair Wilgus*

Ad Number: 0004148517

*Melanie C. Altz*  
Sworn and subscribed before me, this 14 day of April, 2020

Legal notification printed at larger size for affidavit.



Ad Number: 0004148517

Run Dates: 04/14/20

**NOTICE OF AVAILABILITY**

**City of Wilmington, DE  
Community Development Block Grant Program, HOME, ESG, and HOPWA  
Consolidated Plan 2020-2024, FY 2020 Annual Plan and Citizen  
Participation Plan**

In accordance with the federal regulations at 24 CFR, Part 91, the City of Wilmington has prepared a Consolidated Plan for Community Planning and Development Programs 2020-2024, the Action Plan for FY 2020 and amended Citizen Participation Plan. These documents are a requirement for direct assistance under certain HUD funding programs including the Community Development Block Grant Program (CDBG), HOME Program, Emergency Solutions Grant Program (ESG) and Housing Opportunities for Persons with HIV/AIDS Program (HOPWA).

A public hearing on the draft Five Year Plan, the Annual Action Plan for 2020 and the amended Citizen Participation Plan is scheduled to be held on May 11, 2020 at 5:00 p.m. to solicit citizen comments on the Five-Year Consolidated Housing and the 2020 Annual Plan.

Due to the recommendations of the Center for Disease Control and the declaration of COVID-19 pandemic limiting gatherings of ten (10) or more the public hearing will be held on Zoom virtually to solicit citizen comments on the Five Year Consolidated Housing, the 2020 Annual Plan and the amended Citizen Participation Plan. Instructions on how to join the meeting can be found on the Department of Real Estate and Housing's web site. The City will accept comments from the public via email at [ajmatas@wilmingtonde.gov](mailto:ajmatas@wilmingtonde.gov) as part of this public meeting. The hearing will be recorded and posted to the City of Wilmington's website. To facilitate participation by persons with special needs, please contact [ajmatas@wilmingtonde.gov](mailto:ajmatas@wilmingtonde.gov) to make arrangements at least 3 business days prior to the hearing.

Copies of the Five Year Plan, FY 2020 Annual Plan and Citizen Participation Plan are available for public inspection and review from April 13, 2020 to May 13, 2020 on the first floor of City Hall located at 800 North French Street and posted on the City of Wilmington's website: <https://www.wilmingtonde.gov/>. The Plan will be provided in alternative formats for persons with special needs and limited English proficiency. Please contact the Real Estate and Housing office at (302) 576-3000. La información será proporcionada en español por petición.

The Consolidated Plan provides the goals and objectives that the City hopes to accomplish using the CDBG, HOME, ESG and HOPWA funds over the next five years. The 2020 Annual Plan specifies available resources to meet the identified needs. The financial resources the City projects an entitlement grant of \$2,216,928 of CDBG funds, \$564,024 in HOME funds, \$187,831 in ESG funds and \$802,435 in HOPWA funds during the program year which will run July 1, 2020 through June 30, 2021.

The Citizen Participation Plan presents the City's plan for providing for and encouraging all citizens to participate in the development, revision, amendment, adoption, and implementation of: The Citizen Participation Plan, The Consolidated Plan (CP), The Annual Action Plan (AAP), The Consolidated Annual Performance and Evaluation Report (CAPER), and The Section 108 Loan Guarantee Program. The Plan amendment identifies the means the City will use to encourage participation when meetings are not advisable or possible and includes the use of virtual meetings and shortened public notice in time of emergency per guidance from HUD.

The City intends to submit the Housing and Community Development Plan to the U.S. Department of Housing and Urban Development (HUD) on or before May 31, 2020. It is expected that the City Council will approve the annual plan on May 28, 2020 during the regular meeting beginning at 6:30 p.m. in the City Council Chambers and available to the public via the City's public access TV channel. Interested persons are encouraged to express their views on the CP and the Action Plan for FY 2020 via email by sending comments to Alan Matas at [ajmatas@wilmingtonde.gov](mailto:ajmatas@wilmingtonde.gov) or in writing to the Real Estate and Housing Office, 800 North French Street - 7th floor, Wilmington, DE 19801. All comments received by May 14, 2020 will be considered.

4/14-NJ

0004148517-01





Classified Ad Receipt  
(For Info Only - NOT A BILL)

Customer: SD CITY WILM REAL EST/HOUSING  
Address: 800 N FRENCH ST  
WILMINGTON DE 19801  
USA  
Ad No.: 0004163529  
Pymt Method: Invoice  
Net Amt: \$1,618.56

Run Times: 6  
No. of Affidavits: 1

Run Dates: 05/07/20, 05/08/20, 05/09/20, 05/10/20, 05/11/20, 05/12/20

Text of Ad:

NOTICE OF CDBG, ESG and HOPWA SUBSTANTIAL AMENDMENT TO THE  
FY 2019 ANNUAL ACTION PLAN and CITIZEN PARTICIPATION PLAN AND  
VIRTUAL PUBLIC HEARING for CARES ACT FUNDING

Notice is hereby given by that City of Wilmington will hold a virtual public hearing on May 11, 2020 at 5:00 P.M. Due to the recommendations of the Center for Disease Control and the declaration of COVID-19 pandemic limiting gatherings of ten (10) or more a public hearing will be held on Zoom virtually to solicit citizen comments on the Substantial Amendment for CARES Act funding for CDBG and ESG and a revised Citizen Participation Plan.

Instructions on how to join the meeting can be found on the Department of Real Estate and Housing's web site. [https://www.wilmingtonde.gov/governmtnity/departments/department of real estate and housing](https://www.wilmingtonde.gov/governmtnity/departments/department%20of%20real%20estate%20and%20housing). The Substantial Amendment and Citizen Participation Plan are also posted there. The City will accept comments from the public via email at [ajmatas@wilmingtonde.gov](mailto:ajmatas@wilmingtonde.gov) as part of this public meeting and until May 12, 2020. The hearing will be recorded and posted to the City of Wilmington's website. To facilitate participation by persons with special needs or non-English speaking persons, please contact [ajmatas@wilmingtonde.gov](mailto:ajmatas@wilmingtonde.gov) to make arrangements at least 3 business days prior to the hearing.

The purpose of the hearing is to discuss the use of the additional Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and Housing for Persons with AIDS (HOPWA) program funds that have been allocated through the CARES Act to address the needs of the community to Prevent the Spread of COVID-19 and Mitigate Economic Impacts Caused by COVID 19. The City of Wilmington expects to receive an allocation of \$1,304,175 in CDBG, \$647,693 in ESG funding and \$116,777 in HOPWA.

The City of Wilmington has also amended its Citizen Participation Plan (CPP), which outlines the City's responsibilities for obtaining citizen comment on the Consolidated Plan, Annual Plans, Plan Amendments, the Analysis of Impediments to Fair Housing Choice, the Consolidated Annual Performance and Evaluation Report (CAPER) and any Section 108 loan application should the City undertake one.

The City of Wilmington intends to submit the Substantial Amendment to the U.S. Department of Housing and Urban Development (HUD) on or about May 15, 2020. The City Council is expected to take action on Substantial Amendment on May 14, 2020.

La información será proporcionada en español a petición.

Publication date: May 7, 2020  
5/7, 5/8, 5/9, 5/10, 5/11, 5/12 NJ

004 69525 01

3600 Highway 66, Neptune, NJ 07753

**PUBLIC HEARING - CONSOLIDATED PLAN/ANNUAL ACTION PLAN/COVID-19**

The meeting began at 5:pm on May 11, 2020 using Zoom as the meeting platform.

There were eight in attendance including the moderator (see attached screen shot)

A description of the consolidated plan, annual action plan and the COVID-19 funding was presented including a description of the difference between the yearly HUD funding and the COVID-19 funding.

After the presentation, the meeting was open to questions.

There were a number of questions concerning the COVID-19 funds:

How do organizations apply for the funds?

Can a description of how the HOPWA funds can be used be send to the Delaware AIDS?

How do organizations track the spending of COVID-19 funds?

There were some additional questions about the annual action plan, but the majority of the discussion revolved around the COVID-19 funding and procedures.

The meeting adjourned at 5:45 pm



---

Alan J. Matas  
Senior Program Director

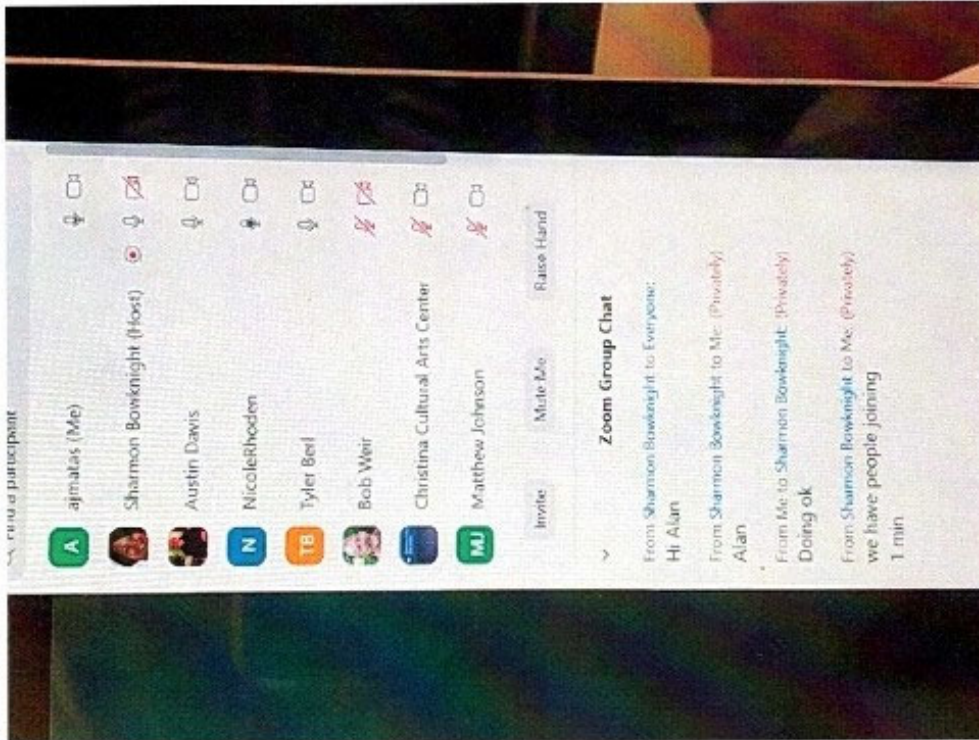
5.12.20

DATE

**Alan J. Matas**

---

**From:** Alan J Matas <ajmatas@aol.com>  
**Sent:** Tuesday, May 12, 2020 7:59 AM  
**To:** Alan J. Matas



Sent from my iPhone

## **APPENDICES A**

The City Of Wilmington  
 RFP Pre-Application Meeting  
 SIGN-IN SHEET  
 HOME GRANT

NAME	AGENCY	EMAIL ADDRESS	PHONE
Syann Bailey	Remorse	naileg@remorse.com	247-382-7677
Bear Jones	Leon N. Weiner Assoc	bjones@LNWA.com	302-761-7378
Ms. Cassie Trent	Community LLC	ccassie@communityllc.com	302-429-9234
Shirley Allison	Community WAC	shirley@communityllc.com	
Ally Heville	WFAWC	ahewell@wfa-wc.org	
Kevin Swift	WFA	ks@wfa-wc.org	302-652-0365
Karen Spellman	WHA	kspellman@whadefacemng.org	912-429-6701
Roger Luck	WHA	rluck@wfa-wc.org	

OMB Control No: 2506-0117 (exp. 09/30/2021)



The City Of Wilmington  
RFP Pre-Application Meeting  
SIGN-IN SHEET  
HESG GRANT

NAME	AGENCY	EMAIL ADDRESS	PHONE
Carol Ann MARTY THORSON	Ministry of Learning MINISTRY OF LEARNING	carol@mindspring.com	608.582.6695
Aya White	Housing Alliance Delaware	ayawhite@housingalliance.org	302.694.0120
Dawn Louise TAYLOR SAPPART	YMCA OF The Salvation Army	donmore@yucade.org taylorsappart@use.salvationarmy.org	302/655-0039 ext 7 302 472-0755

The City of Wilmington  
 RFP Pre-Application Meeting  
 SIGN-IN SHEET  
 CDBG GRANT

NAME	AGENCY	EMAIL ADDRESS	PHONE
Aja White	Housing Alliance Delaware	ajwhite@housingalliance.org	1054-0120 ext. 108
Dina Rodriguez	DSS for seniors STRBLZAT	dina.rodriguez@strblz.org	302-777-2822
Glady's R. Spiller	LEONARD DNE	glady@leonard.org	302-929-0794
Alyssa	HEA NCI	Alyssa@honorance.org	
Sam Cook	DSS Housing Stabilization	John P. Cook@state.del.us	302-507-0714
Shirley Anthony	Friend of W.W.O.	610-0938798@gmail.com	
Helen Fuhsman	"	helen@imizucollection.com	342-963-9208
Jimia Reeves	YMCA OF DE	fred@reynolds.org	302-778-9211
THOMAS SAPPRA	The Salvation Army	thomas.sappra@usa.salvation.org	302-472-0750
Regina Friday	Northwest Adult Day	osay@concord.net	302-332-4710
Leslie Davis	West End Neighborhood Home	whd@westendhome.org	302-658-4171 x1199
Cordeys Gordon	Family Promise	cordeys.gordon@familypromise.org	978-228-1153
Alison Morgan	Spice Ladies	amorg005@gmail.com	240-265-7149
Erin Hitt	YMCA	erin.hitt@ymca.org	302-738-4113
Subhadra Gupta	RUW-DF	subhadra@ruwdf.com	302-200-0421
ORDON M. Hines	DE HOMEI	hines@dehomei.org	810-944-0072
Valmir Joseph	"	Valmir973@yahoo.com	



The City of Wilmington  
 RFP Pre-Application Meeting  
 SIGN-IN SHEET  
 CDBG GRANT

NAME	AGENCY	EMAIL ADDRESS	PHONE
Dawn Hendrix Hill	Lower Impoverished Proj. Inc	cep.hendrix19@gmail.com	515-8487
Bobyn Beck Gota	Seafarers Place	sejo_yah@yahoo.com	714-4713
Rob McCreary	Family Careday Ctr	RobeStPaul@gmail.com	302-740-6400
Dr. Beatrice T. Brown	Comm Comm Corp	CCMtd@AIVFhd02.com	303-387-4413
Marion Palmer		MARNSUP@Q06P.Am	
bladye Roberts	Munishyd Caring	Kreberna@munishyd.caring	302-652-0904
Cathy Pessia	Inletside Homes	Cathy.pessia@gmail.com	575-0250
Kim Buiano	Inletside Homes	KBuiano@Inletsidehomes.org	575-0250
Kathy Derhault	CR CDC	KathyDerhault@gmail.com	302-620-1820
Ryan Bailey	Peruvase	rbailey@peruvase.com	207-386-2677
Sam Seo	PCH	SEE@TheJedi.org	702-658-1202
Betsy Kerlin	PCH	bkerlin@thedch.org	302-658-625
Teresa Shupe	DCHV	Teagan1955@yahoo.com	302-740-6609
Roger Bongy	DCHV	Rbongy@dchv.org	302-442-5171
Charles Vinick	Spw Impact	charlie@winvincat.com	302-566-8008
Nicole Rhodes	Tech Impact	necder@techimpact.org	302-250-5015
Danica Katsch	Naturdy Prep	A.Totsch@Naturdywilmington.org	310-4529
Tyler Clowe	Wilmington Green Box	basket3tc@gmail.com	
Marty Johnson	Ministry of Care		
Medic Sheehy	WAFI	Sheehy@WAFI.org	215-688-2422
DANNA COUNON	YAFI DE	dannac@yfacde.org	302-655-0235



Street Address: (302) 324-2500  
950 West Basin Road (800) 235-9100  
New Castle, DE 19720

Mailing Address: Legal Desk:  
P.O. Box 15505 (302) 324-2676  
Wilmington, DE 19850 Legal Fax:  
302 324-2249

50 CITY WLM REAL EST/HOUSING  
800 N FRENCH ST

WILMINGTON, DE 19801

DE,

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**State of Delaware**  
**New Castle County**

Personally appeared **The News Journal**

Of the **The News Journal Media Group**, a newspaper printed, published and circulated in the State of Delaware, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

12/17/18 A.D 2018



Sworn and subscribed before me, this 17 day of  
December, 2018



Ad Number: 0003300012



Legal notification printed at larger size for affidavit.

**PUBLIC NOTICE****City of Wilmington FY2020 Request for Proposals for Public Services and Housing Projects**

The City of Wilmington Department of Real Estate and Housing is soliciting applications from qualified organizations interested in providing services that address one or more of the public service needs targeted in the City's Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), Home Investment Partnerships Program (HOME) and Housing Opportunities for People with Aids (HOPWA) programs. Proposals will be accepted for eligible activities and projects.

The City of Wilmington anticipates the availability of the following funding amounts for activities and projects in FY2020: **Community Development Block Grant (CDBG) \$327,426, Emergency Solutions Grant (ESG) \$169,234, Home Investment Partnerships Program (HOME) \$414,364 and Housing Opportunities for People with AIDS (HOPWA) \$749,546.**

Copies of the Request for Proposal (RFP) are available online at: [www.WilmingtonDE.gov/government/housing](http://www.WilmingtonDE.gov/government/housing) as of **Monday, December 17, 2018**. A copy may also be requested or picked up from the **Department of Real Estate and Housing, 800 North French Street, 7th Floor, Wilmington, DE** or by emailing Alan J. Matas at [ajmatas@wilmingtonde.gov](mailto:ajmatas@wilmingtonde.gov).

A **pre-application meeting** will be held in the 3rd Floor Constituent Services Conference Room of the Louis L. Redding City/County Building, 800 North French Street, Wilmington, DE 19801 on **Tuesday, January 29, 2019 from 11:00 a.m. to 1:00 pm** for questions and assistance.

**RFP applications and narratives MUST be received** in the City of Wilmington Department of Real Estate and Housing, 800 North French Street, 7th Floor, Wilmington, DE 19801, **no later than 4:00 p.m. Friday, February 15, 2019**. Proposals submitted after this time or to any location other than the one listed will be rejected without exception.

Proposals recommended for funding will be made available for a 30-day public comment period which will begin **April 1, 2019** and end **April 30, 2019**. Final awards will be announced following the comment period.

Views of the public are invited on the effects of HUD-supported projects on historic properties listed on, or eligible for listing on, the National Register of Historic Places, pursuant to Section 106 of the National Historic Preservation Act of 1966 (et. seq.). Comments may be made via email or U.S. Postal Service to: [dmartin@wilmingtonde.gov](mailto:dmartin@wilmingtonde.gov), or Debra Martin, Department of Planning and Development, Louis L. Redding City County Building, 800 North French Street, 7th Floor, Wilmington, DE, 19801.  
12/17-NJ

0003300012-01



Street Address: (302) 324-2500  
950 West Basin Road (800) 235-9100  
New Castle, DE 19720

Mailing Address: Legal Desk:  
P.O. Box 15505 (302) 324-2676  
Wilmington, DE 19850 Legal Fax:  
302 324-2249

SD CITY WLM REAL EST/HOUSING  
800 N FRENCH ST

WILMINGTON, DE 19801

DE,

### AFFIDAVIT OF PUBLICATION

**State of Delaware**  
**New Castle County**

Personally appeared **The News Journal**

Of the **The News Journal Media Group**, a newspaper printed, published and circulated in the State of Delaware, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

12/14/18 A.D 2018

Ad Number: 0003296759

Sworn and subscribed before me, this 14 day of  
December, 2018

Legal notification printed at larger size for affidavit.



Ad Number: 0003296759

Run Dates: 12/14/18

**NOTICE OF FINDING OF NO SIGNIFICANT IMPACT AND  
NOTICE OF INTENT TO REQUEST RELEASE OF FUNDS**

December 14, 2018  
City of Wilmington  
Louis L. Redding City/County Building, 800 North French Street  
Wilmington, DE 19801  
(302) 576-3100

These notices shall satisfy two separate but related procedural requirements for activities to be undertaken by the City of Wilmington.

**REQUEST FOR RELEASE OF FUNDS**

On or about January 3rd, 2019, the City of Wilmington will submit a request to HUD for the release of Home Investment Partnership Program Funds, under Title II of the Cranston-Gonzales National Affordable Housing Act of 1990, as amended, to undertake a project known as Amala Way for the purpose of constructing five new townhomes on the eight vacant lots located at 817-831 Bennett Street utilizing \$175,000 from the Home Investment Partnership Program.

**FINDING OF NO SIGNIFICANT IMPACT**

The City of Wilmington has determined that the project will have no significant impact on the human environment. Therefore, an Environmental Impact Statement under the National Environmental Policy Act of 1969 (NEPA) is not required. Additional project information is contained in the Environmental Review Record (ERR) on file at the City of Wilmington, Department of Planning, Louis L. Redding City/County Building, 7th Floor, 800 North French Street, Wilmington, DE 19801, and may be examined or copied weekdays 8:30 A.M. to 4:30 P.M.

**PUBLIC COMMENTS**

Any individual, group, or agency may submit written comments on the ERF to the City of Wilmington Department of Planning. All comments received by January 2nd, 2019 will be considered by the City of Wilmington prior to authorizing submission of a request for release of funds. Comments should specify which Notice they are addressing.

**ENVIRONMENTAL CERTIFICATION**

The City of Wilmington certifies to HUD that Michael S. Purzycki in his capacity as Mayor consents to accept the jurisdiction of the Federal Courts if an action is brought to enforce responsibilities in relation to the environmental review process and that these responsibilities have been satisfied. HUD's approval of the certification satisfies its responsibilities under NEPA and related laws and authorities and allows the City of Wilmington to use program funds.

**OBJECTIONS TO RELEASE OF FUNDS**

HUD will accept objections to its release of fund and the City of Wilmington's certification for a period of fifteen days following the anticipated submission date or its actual receipt of the request (whichever is later) only if they are on one of the following bases: (a) the certification was not executed by the Certifying Officer of the City of Wilmington; (b) the City of Wilmington has omitted a step or failed to make a decision or finding required by HUD regulations at 24 CFR Part 58; (c) the grant recipient or other participants in the development process have committed funds, incurred costs or undertaken activities not authorized by 24 CFR Part 58 before approval of a release of funds by HUD; or (d) another Federal agency acting pursuant to 40 CFR Part 1504 has submitted a written finding that the project is unsatisfactory from the standpoint of environmental quality. Objections must be prepared and submitted in accordance with the required procedures (24 CFR Part 58, Sec. 58.76) and shall be addressed to U.S. Department of Housing and Urban Development, Director, Office of Community Planning and Development, HUD Philadelphia Regional Office, The Wanamaker Building, 100 Penn Square East, 12th Floor, Philadelphia, Pennsylvania 19107-3360. Potential objectors should contact HUD to verify the actual last day of the objection period.

Michael S. Purzycki, Mayor  
12/14/18

0003296759-01

# Appendices B



Classified Ad Receipt  
(For Info Only - NOT A BILL)

Customer: SD CITY WLM REAL EST/HOUSING
Address: 800 N FRENCH ST
WILMINGTON DE 19801
USA
Ad No.: 0003570827
Pymt Method: Invoice
Net Amt: \$573.24
Run Times: 1
Run Dates: 05/15/19
No. of Affidavits: 1

Text of Ad:
PUBLIC NOTICE
CITY OF WILMINGTON
PROPOSED FY2020 ANNUAL ACTION PLAN APPLICATION

Notice is hereby given by the City of Wilmington that a draft of the proposed Annual Action Plan for the FY2020 program has been prepared. The grant amounts and units impacted by federal programs for the Annual Action Plan for FY2020 outlines how the City intends to expend the awarded funds for the following grants: \$2,137,652 in Federal Community Development Block Grant funds (CDBG), \$510,394 in HOME Investment Partnerships Program Funds (HOME), \$185,233 in Emergency Solutions Grant funds (ESG) and \$772,728 in Housing Opportunities for Persons with AIDS funds (HOPWA). In accordance with the federal regulations at 24 CFR, Part 91, the City of Wilmington is required to prepare and submit an Annual Action Plan for its Housing and Community Development Programs.

In order to obtain the views of citizens, public agencies, and other interested parties, the City of Wilmington has placed its proposed Consolidated Annual Action Plan for FY2020 on public display in the following locations during normal operational hours beginning on April 22, 2019:

- The City of Wilmington Department of Real Estate and Housing, 800 French Street, 7th FL, Wilmington, DE 19801

In addition, the FY2020 Annual Action Plan will also be available for review on the City's website: www.WilmingtonDE.gov/government/housing. The information will be available for public review for 30 days. Public comment on the proposed Annual Action Plan for FY2020 can be directed in writing to Robert L. Weir, Director, Department of Real Estate and Housing, 800 French Street, 7th FL, Wilmington, DE 19801 or emailed to: rehco mments@WilmingtonDe.gov and should be received no later than twelve noon on Thursday, June 20, 2019. Comments will be included in the document submitted to the U.S. Department of Housing and Urban Development.

The Annual Action Plan contains the following major components:

1. Identification of federal and non-federal resources reasonably expected to be made available during the program year to undertake activities identified in the approved Five-Year Consolidated Plan for FY2016-2020.
2. A list of activities to be undertaken during the program year to address community development and housing needs including the geographic distribution of activities to be completed.
3. Identification of homeless and special needs activities to be undertaken during the 2020 annual program period to address identified needs within the City.

The proposed use of funds for FY2020 was developed after holding public hearings throughout the City and the review of local community plans identifying needs, as well as funding requests.

The Schedule of Public Hearings are listed below. All meetings will be held on the first floor of the Louis L. Redding City County Building, 800 N. French St., Wilmington, DE 19801.

Persons interested in the use of the above identified funding sources are encouraged to attend one of the public hearings and/or provide oral or written testimony. The building is handicapped accessible. Persons requir-

3800 Highway 88, Neptune, NJ 07753

ing special accommodations can make arrangements by contacting Mr. Alan Matas, Senior Program Administrator, Louis L. Redding City County Building, 800 French Street, 7th FL, Wilmington, DE 19801 at (302) 576-3000. Every effort will be made to provide reasonable accommodations. The City TDD number is (800)-232-5470.

The final Annual Action Plan for FY2020 will be submitted to HUD for review and approval on or after June 20, 2019, unless Housing and Urban Development has not issued the City of Wilmington's notice of allocations. If notice of allocations is not received then the Action Plan will be submitted when notice is received or by August 15, 2019 per CPD Notice:16-18.

#### Public Hearing Schedules

##### The Department of Real Estate and Housing's Budget Hearing

Date: Wednesday, April 10, 2019

Time: 4:30 PM

Location: Council Chambers, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801

##### The Public Hearing #1

Date: Wednesday, June 5, 2019

Time: 5:00 PM

Location: Council Chambers, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801

##### The Public Hearing #2

Date: Wednesday, June 12, 2019

Time: 5:00 PM

Location: Council Chambers, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801

Views of the public are invited on the effects of HUD-supported projects on historic properties listed on, or eligible for listing on, the National Register of Historic Places, pursuant to Section 106 of the National Historic Preservation Act of 1966 (et. seq.). Comments may be made via email or U S Postal Service to: [dmarin@wilmingtonde.gov](mailto:dmarin@wilmingtonde.gov), or Debra C. Martin, Department of Planning and Development, Louis L. Redding City County Building, 800 North French Street, 7th FL, Wilmington, DE, 19801, 518-14

00057827-01

3600 Highway 66, Neptune, NJ 07753





# City of Wilmington

Rysheema J. Dixon  
City Council Member At-Large

Louis L. Redding City/County Building  
800 N. French Street  
Wilmington, Delaware 19801-3537

phone (302) 576-2140  
fax (302) 571-4071  
www.WilmingtonDE.gov

Community Development & Urban Planning Committee

Rysheema Dixon, Chair  
Yolunda McCoy, Vice Chair  
Ernest "Trippi" Congo, II  
Linda M. Gray  
Zanobia Oliver  
Va'Shan "Vash" Turner  
Dr. Hanifi Shahbaz, Ex-Officio Member

## Community Development & Urban Planning Committee Meeting

Thursday May 9, 2019

5:00 p.m.

1<sup>st</sup> Floor Council Committee Room

### ATTENDANCE SHEET

NAME (PLEASE PRINT)	DEPARTMENT ADDRESS	TELEPHONE/EMAIL
Brandon Noel	no-re	[REDACTED]
Bill Kraybill		[REDACTED]
Stephen Tobias		[REDACTED]
Kevin Wilson		[REDACTED]
Ellen Carson	Brandypark Hills CA	[REDACTED]
Lauren McCarthy		[REDACTED]
William Majett Jr.	NWCA	[REDACTED]
Ben Hoja		[REDACTED]
Melissa Coray		[REDACTED]
Justa Beatty		[REDACTED]
Marcus Cox		
Harold Gray		
John Kivuth	Planning	x 3118
JERR RYNN	DED	x2128

Fred Mitschler

RLF  
920 N. Hwy 51.



5/9/19

Dalwayne Sims  
Gemma Tierney

City of Wilmington  
COW

jsims@wilmingtonde.gov  
302-526-2127

gtierney@wilmingtonde.gov  
3117

Joanna Scarpone  
Dionna Sargent

emasure



Page

Public Sign-In  
 CD + Urban Planning  
 Committee Meeting

5/19/19

Name	Organization & Address	Tele/Fax
Michelle Drew MPT, COM Catherine Boehm	[REDACTED]	[REDACTED]
Renee Sigurd	Greater Wilmington Housing Providers Christiana care 124 Broad Street, Wilmington, DE	[REDACTED]
Mona Lisa Hamilton, MEd, PHS, SPCC	603 W. Lea Blvd	[REDACTED]
KATHY Butler McDermott	603 W. Lea Blvd	[REDACTED]
John McDermott	603 W. Lea Blvd	[REDACTED]

Page 3



## City of Wilmington

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### Community Development & Urban Planning Committee

Rysheema J. Dixon, Chair  
Yelanda McCoy, Vice-Chair  
Ernest "Tripp" Congo, II  
Zanitha Oliver  
Va'Shuan "Vash" Turner  
Dr. Hanifa Shabazz, Ex-Officio Member

## ➤ REVISED NOTICE

### Community Development & Urban Planning Committee Meeting

May 9, 2019

5:00 p.m.

1<sup>st</sup> Floor Council Committee Room

### Agenda

- A Resolution Authorizing the Mayor to File the Fiscal Year 2020 Annual Action Plan with the U.S. Department of Housing and Urban Development including funding for the Community Development Block Grant (CDBG), HOME Improvement Program (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA)
- A Resolution Approving Amendments to the Comprehensive Development Plan for the Northwest Analysis Area
- Ord. 19-018 An Ordinance to Rezone the Parcel of Land Located at 700 Lea Boulevard from R-2 (One-Family Detached Dwellings and One-Family Semi-Detached Dwellings) to R-5-A-1 (Low-Medium Density Apartment Houses) Zoning Classification
- Ord. 19-019 An Ordinance to Amend Chapter 13 of the City Code Regarding Commercial Property Maintenance
- Ord. 19-021 An Ordinance to Amend Chapter 34 of the City Code to Authorize Publication of a Problem Landlord List
- Ord. 18-056 Amend Chapter 5 of the City Code Regarding Businesses
- A Resolution calling upon the Delaware General Assembly to allow for campaign funds to be used for child care

CONTINUED ON NEXT PAGE

*If public comment is permitted during this committee meeting, any member of the public who wishes to speak during the committee meeting will be limited to three minutes per agenda item. If the public's permission to comment is abused, the Chair may exercise greater discretion in limiting public comment.*

- A Resolution encouraging the Delaware General Assembly to examine the potential benefits of doulas on birth outcomes, and to create a taskforce
- A Resolution encouraging the Delaware General Assembly to refine or mandate policies regarding lactation rooms

(Rev. 1, 05.03.19)

CONTINUED FROM FIRST PAGE

*If public comment is permitted during this committee meeting, any member of the public who wishes to speak during the committee meeting will be limited to three minutes per agenda item. If the public's permission to comment is abused, the Chair may exercise greater discretion in limiting public comment.*

RES 19-018

Wilmington, Delaware  
May 16, 2019

#4658

Sponsor:

Council  
Member  
Dixon

**WHEREAS**, the City of Wilmington is an Entitlement Community for purposes of the Community Development Block Grant (CDBG), HOME Partnership Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons With AIDS (HOPWA); and

**WHEREAS**, the United States Department of Housing and Urban Development ("HUD") regulations require a consolidated application process for funds for the Community Development Block Grant (CDBG), HOME Partnership Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons With AIDS (HOPWA); and

**WHEREAS**, the Council desires that the City of Wilmington participate in HUD's Consolidated Plan process; and

**WHEREAS**, City Council's Community Development and Urban Planning Committee has completed its review of the proposed Fiscal Year 2020 Annual Action Plan, pursuant to a determination that such review should be completed prior to, and, in effect, be separate from the enactment of the City's Fiscal Year 2020 Annual Operating Budget; and

**WHEREAS**, the Community Development and Urban Planning Committee and the Mayor's Office have reached a consensus with respect to specific categories of spending and the amount of funds to be allocated to each such category, as set forth in the Fiscal Year 2020 Annual Action Plan Budget, a copy of which is attached hereto as Exhibit "A"; and

**WHEREAS**, the Community Development and Urban Planning Committee and the Mayor's Office have agreed further that any substantial changes as defined in the Consolidated Plan regulations in the aforesaid categories and funding amounts will be reviewed in full by the Mayor's Office with the Community Development and Urban Planning Committee before implementation; and

**WHEREAS**, the referenced HUD regulations require that funding applications for the above-referenced funding sources must meet the public action requirements of the Consolidated Plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WILMINGTON** that Mayor Michael S. Purzycki, or his designee, is hereby authorized to submit the Annual Action Plan for Fiscal Year 2020 to the U.S. Department of Housing and Urban Development, which Plan allocates \$2,137,652 for the Community Development Block Grant (CDBG); \$185,233 for Emergency Solutions Grants (ESG); \$510,394 for HOME Investment Partnerships (HOME); and \$789,218 for Housing Opportunities for Persons With AIDS (HOPWA), which together will comprise a total Fiscal Year 2020 Annual Action Plan Budget of \$3,622,497.

**BE IT FURTHER RESOLVED** that the City Council hereby endorses the specific enumeration of categories and amounts set forth in the Fiscal Year 2020 Annual Action Plan Budget, a copy of which is attached hereto as Exhibit "A" and made a part hereof, and so endorses said enumeration, with the understanding that the Mayor's Office will expend funds and administer the funding program in a manner consistent with said enumeration and will review substantial changes, as defined by the Consolidated Plan regulations, in the enumeration of categories and amounts with the Community

Development and Urban Planning Committee of City Council prior to the implementation of any such changes.

**BE IT FURTHER RESOLVED** that Michael S. Purzycki, Mayor of the City of Wilmington, or his designee, is hereby authorized to execute and submit to the United States Department of Housing and Urban Development the Annual Action Plan for Federal Fiscal Year 2020 and he is hereby further authorized to certify to such matters as the U.S. Secretary of Housing and Urban Development may require with the application, to provide additional information as may be required, and to administer and expend such funds as are received or become available in accordance with the Consolidated Plan regulations and the regulations governing Community Development Block Grant (CDBG), HOME Partnership Program (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA).

Passed by City Council,  
May 16, 2019

ATTEST:   
City Clerk

**SYNOPSIS:** This Resolution authorizes the Mayor or his designee to file the Fiscal Year 2020 Annual Action Plan with the U.S. Department of Housing and Urban Development including funding for the Community Development Block Grant (CDBG), HOME Improvement Program (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons With AIDS (HOPWA).

W0105388





Street Address: (302) 324-2500  
950 West Basin Road (800) 235-9100  
New Castle, DE 19720

Mailing Address: Legal Desk:  
P.O. Box 15505 (302) 324-2676  
Wilmington, DE 19850 Legal Fax:  
302 324-2249

SD CITY WILM REAL EST/HOUSING  
800 N FRENCH ST

WILMINGTON, DE 19801

DE,

### AFFIDAVIT OF PUBLICATION

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#### State of Delaware New Castle County

Personally appeared **The News Journal**

Of the **The News Journal Media Group**, a newspaper printed, published and circulated in the State of Delaware, who being duly sworn, deposeth and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 1 times, once in each issue as follows:

05/18/19 A.D 2019



Ad Number: 0003570827



Sworn and subscribed before me, this 18 day of May,  
2019



Legal notification printed at larger size for affidavit.

**PUBLIC NOTICE  
CITY OF WILMINGTON  
PROPOSED FY2020 ANNUAL ACTION PLAN APPLICATION**

Notice is hereby given by the City of Wilmington that a draft of the proposed Annual Action Plan for the FY2020 program has been prepared. The grant amounts and units impacted by federal programs for the Annual Action Plan for FY2020 outlines how the City intends to expend the awarded funds for the following grants: \$2,137,652 in Federal Community Development Block Grant funds (CDBG), \$610,394 in HOME Investment Partnerships Program Funds (HOME), \$185,233 in Emergency Solutions Grant funds (ESG) and \$772,728 in Housing Opportunities for Persons with AIDS funds (HOPWA). In accordance with the federal regulations at 24 CFR Part 91, the City of Wilmington is required to prepare and submit an Annual Action Plan for its Housing and Community Development Programs.

In order to obtain the views of citizens, public agencies, and other interested parties, the City of Wilmington has placed its proposed Consolidated Annual Action Plan for FY2020 on public display in the following locations during normal operational hours beginning on April 22, 2019:

- The City of Wilmington Department of Real Estate and Housing, 800 French Street, 7th FL, Wilmington, DE 19801

In addition, the FY2020 Annual Action Plan will also be available for review on the City's website: [www.WilmingtonDE.gov/government/housing](http://www.WilmingtonDE.gov/government/housing). The information will be available for public review for 30 days. Public comment on the proposed Annual Action Plan for FY2020 can be directed in writing to Robert L. Weir, Director, Department of Real Estate and Housing, 800 French Street, 7th FL, Wilmington, DE 19801 or emailed to: [rehocmments@WilmingtonDe.gov](mailto:rehocmments@WilmingtonDe.gov) and should be received no later than twelve noon on Thursday, June 20, 2019. Comments will be included in the document submitted to the U.S. Department of Housing and Urban Development.

The Annual Action Plan contains the following major components:

1. Identification of federal and non-federal resources reasonably expected to be made available during the program year to undertake activities identified in the approved Five-Year Consolidated Plan for FY2016-2020.
2. A list of activities to be undertaken during the program year to address community development and housing needs including the geographic distribution of activities to be completed.
3. Identification of homeless and special needs activities to be undertaken during the 2020 annual program period to address identified needs within the City.

The proposed use of funds for FY2020 was developed after holding public hearings throughout the City and the review of local community plans identifying needs, as well as funding requests.

The Schedule of Public Hearings are listed below. All meetings will be held on the first floor of the Louis L. Redding City County Building, 800 N. French St., Wilmington, DE 19801.

Persons interested in the use of the above identified funding sources are encouraged to attend one of the public hearings and/or provide oral or written testimony. The building is handicapped accessible. Persons requiring special accommodations can make arrangements by contacting Mr. Alan Matas, Senior Program Administrator, Louis L. Redding City County Building, 800 French Street, 7th FL, Wilmington, DE 19801 at (302) 576-3000. Every effort will be made to provide reasonable accommodations. The City TDD number is (800)-232-5470.

The final Annual Action Plan for FY2020 will be submitted to HUD for review and approval on or after June 20, 2019, unless Housing and Urban Development has not issued the City of Wilmington's notice of allocations. If notice of allocations is not received then the Action Plan will be submitted when notice is received or by August 15, 2019 per CPD Notice:16-18.

**Public Hearing Schedules**

**The Department of Real Estate and Housing's Budget Hearing**  
Date: Wednesday April 10, 2019

www1.wilmingtonde.gov/1334

**Time:** 4:30 PM

**Location:** Council Chambers, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801

**The Public Hearing #1**

**Date:** Wednesday, June 5, 2019

**Time:** 5:00 PM

**Location:** Council Chambers, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801

**The Public Hearing #2**

**Date:** Wednesday, June 12, 2019

**Time:** 5:00 PM

**Location:** Council Chambers, Louis L. Redding City/County Building, 800 French Street, Wilmington, DE 19801

Views of the public are invited on the effects of HUD-supported projects on historic properties listed on, or eligible for listing on, the National Register of Historic Places pursuant to Section 106 of the National Historic Preservation Act of 1966 (et. seq.). Comments may be made via email or U.S. Postal Service to: [dmartin@wilmingtonde.gov](mailto:dmartin@wilmingtonde.gov), or Debra C. Martin, Department of Planning and Development, Louis L. Redding City/County Building, 800 North French Street, 7th FL, Wilmington, DE, 19801.  
5/18-NJ

www1.wilmingtonde.gov





# Appendices C

## CITIZEN PARTICIPATION PLAN FOR THE CITY OF WILMINGTON

As required by 24 CFR Subpart B

### INTRODUCTION

The purpose and intent of the Citizen Participation Plan is as follows.

*To promote citizen participation and the development of local priority needs and objectives by providing comprehensive information on the jurisdiction that is easy to understand;*

*To promote the development of an action plan that provides a basis for assessing performance; and;*

*To encourage consultation with public and private agencies, including those outside a single jurisdiction, to identify shared needs and solutions.*

This ***Citizen Participation (CP) Plan*** outlines the various methods the City of Wilmington will use to inform its citizens of, and actively involve them in developing, a ***'Consolidated Plan'*** for its programs as well as the Assessment of Fair Housing (AFH). Citizens groups, neighborhood planning councils, organizations, private businesses, and local jurisdictions are encouraged to participate in the development and review of the City of Wilmington Assessment of Fair Housing, Five Year Consolidated Plan and Annual Action Plan, and any amendments to the Plan, and the performance report completed at the end of the program year.

The City of Wilmington's primary community development and housing programs include the following federal programs:

- Community Development Block Grant (CDBG)
- Home Investment Partnerships Program (HOME)
- Emergency Shelter Grants (ESG)
- Housing Opportunities for Persons With AIDS (HOPWA)

**A. Meetings:** To assure the utmost involvement in all stages of the planning process, citizen participation meetings will be developed and scheduled to encourage participation from as many segments of the population as possible. Therefore:

All activities related to our federal consolidated planning process and their respective dates will be advertised in a timely manner through our local newspapers, public service announcements, and outreach conducted for neighborhood planning council meetings, and special mailings.

The Citizens Participation Plan will be reviewed annually and any revisions distributed to all parties for their input and comments.

Meetings will be conducted at times and in locations that encourage the greatest participation by citizens throughout our community including low, and moderate income persons.

In addition, the City Planning Department will notify the chairpersons and other officers of our Neighborhood Planning Councils (NPC). There are eight NPCs, which are semi-autonomous grassroots organizations that exist in each of the City's eight councilmanic districts whereby citizens discuss issues concerning their neighborhoods and City programs and help develop neighborhood-based plans.

**24 CFR Parts 91.105 (a)(2).**

Citizens' Provision of Information: To assure broad consultation, the City of Wilmington will conduct a series of community meetings and use other consultation methods as appropriate. Planned activities are as follows.

Pre-bid/ Technical Assistance Meeting(s): Meeting(s) will be held to provide information on the Federal programs application process, answer questions and provide technical assistance.

Neighborhood Meetings: The City of Wilmington will meet with our Neighborhood Planning Council for the purpose of reviewing information, highlighting community needs and prioritizing neighborhood needs. Additional outreach will include these other organizations that are not currently participating with, or represented by, the Neighborhood Planning Councils. Public and private agencies, health agencies, and social service organizations will be encouraged to attend these meetings to offer their input as well.

Public Availability: Before the City of Wilmington adopts the AFH or Consolidated Plan, the City will make available to citizens, public agencies and other interested parties information that includes the amount of assistance the City expects to receive and the range of activities that may be undertaken. **24 CFR 91.105 (e)(ii)**

Applicants for CDBG funds will be notified about and encouraged to participate in these neighborhood meetings in their respective communities. They will be notified about any changes to the CDBG program or the CDBG application process as a result of the consolidated plan, the amount of funding available, changes in Federal CDBG rules and regulations, or changes in the City's criteria for selection. **24 CFR 91.105(e)(ii)**

Applicants for HOME funds will be notified about any changes to the HOME program or the HOME allocation process as a result of the consolidated plan, the amount of funding available, changes in Federal HOME rules and regulations, or changes in the City's criteria for selection. **24 CFR 91.105 (e)(ii)**

Public Comment Period: The proposed consolidated plan, substantial amendments to the plan and performance reports will be published for comment. The City will provide all citizens with no less than 30 days to comment on the consolidated plan, and not less than 15 days to comment on any performance reports before submission to HUD. A summary of the proposed plan and any performance report will be published in one or more newspapers of general circulation, and copies will be made available at other specified locations. The published summary will describe the contents and purpose of the plan, substantial amendments or performance report and will include a list of locations where copies of the entire proposal can be reviewed. **24 CFR 91.105(b)(2), (c)(ii)(2), (d)(1).**

Citizens will be apprised of the progress of the consolidated plan. The City of Wilmington will regularly communicate with citizens and applicants for HUD funds, particularly our Neighborhood Planning Councils and civic associations. **24 CFR 91.105 (a)(2)(iii).**



Citizens will be provided with access to information. The City will provide citizens, public agencies and other interested parties with reasonable and timely access to information and records relating to the City's consolidated plan and the City's use of funds under the CDBG and HOME programs during the preceding five years. 24 CFR 91.105 (h).

**Citizens Provision of Technical Assistance:** The City of Wilmington, upon request, will provide technical assistance to all applicants in the development of their applications for funding, particularly those organizations that represent predominately low and moderate income neighborhoods. The City of Wilmington will also provide staff support to coordinate their activities. Citizens, through their NPC's, will be encouraged to discuss the various activities funded by CDBG, HOME, ESG, and HOPWA programs. 24 CFR 91.105 (i)

**Citizens' Views will be solicited.**

The City will hold at least two public hearings during the year to obtain citizen's views about community development needs, development of proposed activities and review of program performance. One public hearing will be held at the beginning of the consolidated planning process and at least one public hearing will be held before the consolidated plan or AFH is published for comment to obtain the views of citizens on housing and community development needs. 24 CFR 91.105 (e)(1)(i).

The City will ensure adequate public notice before each public hearing, with sufficient information published about the subject of the hearing to permit informed comment. Public hearings will be announced in the newspaper, on public access television and by posting notices around the city. Citizens will be notified of the public hearings for the consolidated plan, Annual Plan and Assessment of Fair Housing at least two weeks before they are held. 24 CFR 91.105(e)(1)(i).

The City will hold all public hearings at times and locations convenient to potential and actual beneficiaries and accommodations will be made for people with disabilities. All hearings will be held in accessible locations and special accommodations will be available upon request.

Any individual needing reasonable accommodation should contact the City of Wilmington, Personnel Department, 4th Floor, 800 French Street at (302) 571-4280; TDD is available at (302) 571-4107.

**The City will provide Timely Answers to Written Comments and Complaints.**

The City will consider any comments or views of citizens received in writing, or orally at public hearings in preparing the final consolidated plan, substantial amendments to the plan or performance reports. A summary of these comments or views shall be attached to the final consolidated plan, substantial amendment or performance report. 24 CFR 91.105 (j).

Where applicable, the City will respond to written complaints within 15 working days. 25 CFR 91.105(j).

**Non-English Speaking Residents.** The City will provide verbal interpretation for non-English speaking citizens that participate. 24 CFR 91.105(e)(1)(4).

**Amendments to the Consolidated Plan.**

The City shall amend its approved plan whenever it makes the following decisions:

To make a substantial change in allocation priorities or a substantial change in the method of distribution of funds;

To carry out an activity, using funds from any program covered by the consolidated plan (including program income) not previously described in the action plan; or

To substantially change the purpose, scope, location, or beneficiaries of an activity.

**24 CFR 91.105 (c)(1)(i).**

**Substantial Change:** A substantial change in the City's Consolidated Plan shall be defined as a change in a planned or actual activity proposed after the official adoption of the Consolidated plan which affects 15% or more of the City of Wilmington's current annual allocation of CDBG HOME or any other entitlement funds. **24 CFR 91.105 (c)(1)(i).**

**Displacement:** The City of Wilmington will minimize displacement of persons and assist any persons displaced as a result of our federally funded programs.

# Appendices D

**The City of Wilmington**  
**HEARTH – Emergency Solution Grant (HESG)**

**POLICIES AND PROCEDURES**

*Written Standards for Provision of ESG Assistance (24 CFR 91.220(f)(4)(i),  
91.220(k)(3)(i), 576.400 (e)(1), (e)(2), and (e)(3), 576.423)*

Updated June 21, 2016

All ESG Subrecipients are required to follow the standards in their Agreement with the City that include, but are not limited to the following:

- Program only allowed to serve those currently on the street or in emergency shelters;
- Must meet with clients receiving assistance at least once per month;
- Must reevaluate for continued assistance;
- No more than 24 months of assistance can be provided. Assistance should be determined by the case manager each month;
- Require participation in the statewide centralized intake, once it is implemented;
- Require participation in the HHS

In addition, the organization(s) selected to administer the City's Rapid Re-housing Program is expected to further develop written standards governing:

- Case-management policies;
- Method for determining assistance levels;
- Method for determining terms of assistance;
- Follow-up policies and protocols;
- Administrative policies.

**PARTICIPANT ELIGIBILITY (576.400(e)(3)(i))**

The intent of HEESG is to provide funding for housing expenses to individuals and families who are homeless. This program targets persons who meet the HUD definition of homeless.

The "homeless" definition in §576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the "at risk of homelessness" definition or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in §576.2 and have an annual income *below* 30 percent of median family income for the area, as defined by HUD. *The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing.*

Agencies are responsible for verifying and documenting a participant's actual homelessness. Income eligibility and need for assistance must be evaluated and certified at least once every 3 months for participants.

**Prioritizing**

The purpose of the HEESG program is to provide rapid re-housing assistance to as many homeless individuals and families who face multiple obstacles to obtaining and sustaining housing as possible. An individual or family's ability to sustain housing is not a threshold requirement. The program will focus on helping individuals and families overcome their immediate housing obstacles and connect them with the resources they need to stay housed when the program ends.

Providers will target assistance to families and individuals who are homeless or who are about to end their first night in a shelter, car, or on the street. These families and individuals will be prioritized as follows:

Page | 1

**Priority 1. Homeless Families**

- (a). The homeless family who is in the emergency shelter for less than 30 days
- (b). The homeless family who has been living on the streets (cars, parking lots, places not meant for human habitation) for less than 30 days
- (c). The homeless family or individual who is in the emergency shelter for over 30 days
- (d). The homeless family or individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for over 30 days

**Priority 2. Homeless Individuals**

- (a). The homeless individual who is in the emergency shelter for less than 30 days
- (b). The homeless individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for less than 30 days
- (c). The homeless individual who is in the emergency shelter for over 30 days
- (d). The homeless individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for over 30 days

**Eligibility Requirements for All Participants**

Evaluating individuals' and families' eligibility for H-ESG assistance in order to receive financial assistance or services funded by H-ESG, individuals and families must at least meet the minimum criteria.

**Consultation**

Any individual or family provided with financial assistance through H-ESG must have an assessment with a case manager or eligibility specialist who can determine the appropriate type of assistance to meet their needs. Agencies must have a process in place to refer persons ineligible for H-ESG to the appropriate resources or service provider that can assist them.

**Income Verification**

(Notice that this is not "at or below 40%"). Agencies will complete income verification forms and submit to appropriate income sources for third party verification. Completed income verifications should be placed in the client file.

**INCOME LIMITS** - Eligible applicant must meet the income guidelines of below 40% of AMI except if the client is receiving Rapid Re-Housing housing assistance. Rapid Re-Housing client must be household at or below 40% at the 90 days recertification.

**Housing Status**

The household must be at risk of losing its housing and meet both of the following circumstances: (1) no appropriate subsequent housing options have been identified, AND (2) the household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing.

**Emergency Shelter Policies and Procedures (226.400(e)(2)(iv) and (v))**

1. All emergency shelter providers must update their bed availability within CMIS 1 on a daily basis by 9 am.
  - a. Centralized Intake staff will no longer call each provider every morning to request bed availability information.
  - b. For technical assistance on updating bed availability within CMIS, contact HPC's Data, Training, and Communications Coordinator.
2. The Homeless Planning Council of Delaware (also known as HPC) is the lead agency for Centralized Intake and employs Housing Specialists that conduct assessments with clients in need of emergency shelter assistance.
3. A client in need of emergency shelter assistance can access centralized intake services by:
  - a. Calling 2-1-1.
  - b. Visiting one of 11 State Service Centers in person.
  - c. Calling HPC directly at 302-654-0126, ext 1-2.2-1-1 and State Service Center staff follow protocols to determine if a client is eligible for emergency shelter prior to sending a referral to Centralized Intake.  
2-1-1 and State Service Center staff can make a referral by directly transferring a call to HPC or sending an email requesting that Centralized Intake staff contact the client.
4. Centralized Intake staff will place clients in emergency shelter on the same day of the client's request provided there is emergency shelter availability.
  - a. Centralized Intake staff will conduct assessments of clients in need of emergency shelter. Assessments will include a limited set of questions that include:
    - i. County of preferred emergency shelter placement
    - ii. Household composition (single male, couple with two children, etc)
    - iii. Sex offender status
    - iv. Wheelchair or other physical barriers to accessing shelter including whether or not a person is not able to utilize a "top bunk" in a bunk bed situation
    - v. Severe medical needs
    - vi. Transportation – the ability of a client to travel to the shelter site as well as the anticipated time of arrival to the shelter site.
  - b. Centralized Intake staff will check the CMIS record of a client that has previously entered emergency shelter and will not refer clients to programs or institutions where the client presented a real threat to the safety of shelter staff or shelter clients.
    - i. HPC guidelines will be utilized to define a "real" threat. Not all clients that may have been previously banned will be able to be banned by an emergency shelter provider.

5. When a client is assessed and an emergency shelter bed has been identified for the client, centralized intake staff will make an electronic referral and send an email to the emergency shelter provider.

- a. Centralized Intake staff will no longer call providers to inform them of a client referral prior to sending the client directly to the emergency shelter location.
- b. Centralized Intake staff will email several contacts at the emergency shelter provider agency in case the person designated as the main contact is unavailable.
- c. If an emergency shelter provider is experiencing challenges with the organization's email system, it is up to the provider to contact centralized intake staff to make alternative arrangements.
- d. Centralized Intake staff will inform clients that they must arrive at the shelter to which they were referred by 3 pm for New Castle County and Kent County shelters and by 1 pm for Sussex County providers. Clients will be encouraged to arrive as early as possible and will be asked to indicate the time the emergency shelter can expect them. If a client indicates they will not be able to arrive by the preferred time for a valid reason, then Centralized Intake staff will inform the emergency shelter provider that they need to make alternative arrangements for the client.

6. Centralized Intake staff will attempt to make contact with all clients that request emergency shelter on the same day of their phone request. They will be placed in emergency shelter based on shelter bed availability.

- a. All clients that call HPC by 4 pm will receive a return phone call.
- b. If a client calls after 4 pm, they may find an emergency shelter bed placement by directly contacting a homeless service provider. Service providers do not have to accept clients that call them directly after Centralized Intake is closed; it is up to each individual service provider to determine whether or not to accept clients after hours.
- c. All clients that call after 4 pm will receive a return phone call the next morning.
- d. If there is no emergency shelter bed availability, clients will be counseled briefly on their options including staying with friends or family for the night.

7. Centralized Intake is currently closed after 4 pm on weekdays and is closed entirely on the weekend. Homeless service providers can accept a client into their emergency shelter when centralized intake is closed-- if there is bed availability and after 4 pm on weekdays and anytime during the weekend.

- a. Service providers do not have to accept clients that call them directly after Centralized Intake is closed; it is up to each individual service provider to determine whether or not to accept clients after hours.
- b. Centralized Intake staff will include on their individual voice mail messages the after-hours policy.
- c. The HPC voice mail will include the after-hours policy.
- d. If a member of the Centralized Intake team is out, his/her phone will be forwarded to another team member to ensure that all calls get answered.

8. Providers must accept all clients referred by centralized intake for at least one night. This helps to ensure that our system's beds are utilized, and that as few persons as possible must spend nights on the street. If an agency chooses to do so, they may refuse that referral the next day.

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8. After a provider has contacted all clients for at least one night, they can then apply to reject 1 out of 4 clients each month to remain in their shelter for more than one day. Rejections will only be allowed if the Case Conferencing Team approves the rejection after a case conference by phone.

- a. If an emergency shelter provider wishes for the client to not continue beyond the one night stay, they must notify centralized intake staff by 9 am the next morning.
- b. There must be a case conference with a representative of the service provider agency, a representative of the Centralized Intake lead agency (the Homeless Planning Council), and a representative of the Case Conferencing Team for every client that a service provider wishes to reject. The purpose of the case conference is to understand the reason for the rejection, brainstorm solutions to the problem, and – if the case conference team approves the rejection – to make alternative arrangements for placement of the client.
- c. If a client is exited from the emergency shelter within one week without an alternative placement documented within CMS, it will be counted as a rejection.
- d. On a quarterly basis, HPC will provide a report to the Centralized Intake Oversight Committee regarding the number of rejections by each individual provider and the reasons for the rejections.
- e. On a bi-annual basis, providers must provide a report to the Centralized Intake Oversight Committee on the progress that has been made in addressing the reasons that clients were rejected.

10. Homeless service providers must follow all fair housing and other relevant laws as well as HUD regulations.

11. HPC will run reports on a weekly basis comparing the numbers of referrals and the names of the people referred to each shelter provider to ensure that clients have successfully entered the emergency shelter.

a. If there is a discrepancy between people referred by centralized intake to shelter and the people that are in the emergency shelter, Centralized Intake will set up a meeting with the emergency shelter provider to understand any valid reasons for the discrepancy.

12. On a bi-annual basis, providers must demonstrate that they have taken steps to address the reasons they rejected clients.

13. This policy can be changed and/or updated at any time. If a change or an update is made, HPC will notify participating agencies in writing and via email two weeks prior to the change. Questions or discussion regarding the impact of the change will be encouraged.

#### Eligibility Requirements for Rapid Re-housing Assistance (376.400(e)(3)(ix))

Rapid re-housing is available for persons who are homeless according to HUD's definition. Individuals and families who meet one of the following criteria, along with the minimum requirements established in Section 5.7, are eligible under the rapid rehousing portion of H-ESG: *(The McKinney-Vento Homeless Assistance Act - As amended by S. 896 The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 SEC. 103. (47 USC 11303))*

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence,
- (2) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground,
- (3) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including hotels and motels paid for by Federal, State, or local government programs for low-income individuals or by charitable organizations, congregational shelters, and transitional housing).



(4) An individual who resided in a shelter or place not meant for human habitation and who is exiting an institution, where he or she temporarily resided;

(5) **Domestic Violence and Other Dangerous or Life-Threatening Conditions**

Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions in the individual's or family's current housing situation, including where the health and safety of children are jeopardized, and who have no other residence and lack the resources or support networks to obtain other permanent housing.

The purpose of HUD-ESG funds for rapid re-housing is to assist eligible program participants to quickly obtain and sustain stable housing. Providers will utilize a process to assess, for all potential program participants, their level of service need, other resources available to them, and the appropriateness of their participation in the rapid re-housing assistance portion of HUD-ESG. Program participants who require longer term housing assistance and/or services that are ineligible under HUD-ESG are to be directed to programs that can provide the required services and financial assistance.

**Determining the type of assistance & amount or percentage of rent each program participant must pay:**  
(576.400(e)(3)(viii))

RRH programs are required to use a progressive engagement model, i.e., starting with a small amount of assistance for the shortest period of time possible to help resolve homelessness then adding more assistance, only as necessary, if the less intensive intervention is unsuccessful.

RRH programs are required to use a housing first model for the provision of assistance, i.e., providing permanent housing assistance to homeless households without clinical pre-requisites, such as the completion of a treatment program, evidence of sobriety, or other programmatic pre-requisites outside of the standards set forth in this document.

RRH participants may receive eligible supportive services alone or a combination of eligible supportive services and rental assistance. At a minimum, all participants must attend monthly case management meetings in accordance with HUD regulations at 24 CFR Part 576.

Tenant rent contribution may be adjusted at any time including, but not limited to, at each 90 day reassessment. There is no minimum dollar amount rent requirement, tenant rent contribution may be zero for households with no income.

In addition to rental assistance, eligible program costs are defined in 24 CFR Part 576 and include:

**Financial assistance** (eligible under rental assistance): security deposits, first and last month's rent, property damage; CoC RRH assistance may not be used for payment of rent in arrears. Total property damage payments during a single enrollment in the RRH program may not exceed an amount equal to one month of the participant household's rent. ESG RRH Subject to the general conditions under §176.103 and §176.104, HUD-ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

(1) Rental application fees. ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.

(2) Security deposits. ESG funds may pay for a security deposit that is equal to no more than 1 month rent per Delaware State law.

(3) Last month's rent. If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of the housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.

(4) Utility deposits. ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.

(5) Utility payments. ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.

**Supportive services:** CoC's RRH Case management, child care, education services, employment assistance and job training, food, housing search and counseling services, including mediation, credit repair, and payment of rental application fee, legal services, life skills training, mental health services, moving costs, outpatient health services, outreach services, substance abuse treatment services, transportation, utility deposits.

ESG RRH Subject to the general restrictions under §576.103 and §576.104, ESG funds may be used to pay the costs of providing the following services:

(1) Housing search and placement. Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

- (i) Assessment of housing barriers, needs, and preferences;
- (ii) Development of an action plan for locating housing;
- (iii) Housing search;
- (iv) Outreach to and negotiation with owners;
- (v) Assistance with submitting rental applications and understanding leases;
- (vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
- (vii) Assistance with obtaining utilities and making moving arrangements, and
- (viii) Tenant counseling.

Housing stability case management. ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities consist of:

- (A) Using the centralized or coordinated assessment system as required under §576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
- (B) Conducting the initial evaluation required under §576.403(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
- (C) Counseling;
- (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits.

- (H) Monitoring and evaluating program participant progress;
- (I) Providing information and referrals to other providers;
- (G) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- (H) Conducting re-evaluations required under §376.461(f).

**Limitations on amount, frequency and duration of assistance**

In accordance with HUD regulations 24 CFR Part 576, participants may receive eligible supportive services for no longer than 6 months after rental assistance starts.

Participants may also receive eligible supportive services and/or short-term (up to 3 months) and/or medium-term (for 3 to 12 months) tenant-based rental assistance.

Participants must be re-evaluated at least every 90 days to determine the need for continued assistance. This requirement applies to both supportive services and rental assistance. Through each re-evaluation the recipient or sub-recipient must determine that the continuation of assistance is necessary to avoid literal homelessness.

Participants may receive no more than \$2500 in total rental assistance for the initial 3 month period, no more than \$2500 in total rental assistance for months 4 to 6, no more than \$2000 in total rental assistance for months 7 to 9, and no more than \$1000 in total rental assistance for months 10 to 12. These calculations were made based on HUD's FY2015 Fair Market Rents for Delaware. Delaware's CoC and ESG recipients may make recommendations to the CoC Board and ESG Funders to revise the maximum amount of assistance allowable based on calculated averages of rental assistance provided in Delaware.

If through the re-evaluation it is determined that a higher amount of assistance than the levels defined above for any period or the continuation of assistance is necessary to avoid literal homelessness, the RRH provider must submit an exemption request to Centralized Intake or other designated entity. Only Centralized Intake or other designated entity may approve exemptions. If an exemption is authorized, the RRH Provider must continue to re-evaluate participants at least every 90 days to determine the need for continued assistance. Under no circumstances may assistance be provided for more than the maximum period authorized by HUD regulations 24 CFR Part 578 and 24 CFR Part 576.

Participants may be eligible for rapid re-housing assistance for multiple episodes of literal homelessness based on their need. If participants present for RRH assistance after initial assistance has been provided, Centralized Intake or other designated entity will facilitate a case review to determine how to best assist the participant household to establish housing stability and will consider other methods and resources to stabilize in housing.

**ELIGIBLE ACTIVITIES**

There are four categories of eligible activities for the H-ESG program: financial assistance, housing relocation and stabilization services, data collection and evaluation and administrative costs. These eligible activities are intentionally focused on housing - either financial assistance to help pay for housing, or services designed to keep people in housing or to find housing. Generally, the intent of H-ESG assistance is to successfully support program participants in their journey from homelessness to long-term stability. Participants should achieve stability either through their own means and/or through public assistance as appropriate.

**Financial Assistance:**

For all financial assistance, payments may not be made directly to program participants, only payments to third parties, such as landlords or utility companies are eligible. Properties owned by the grantee, sub-grantee or the parent, subsidiary or affiliated organization of the sub-grantee may not receive payments that include H-ESG funding. Financial Assistance is limited to the following activities:

## Rental Assistance

Tenant-based rental assistance can be provided to allow individuals and families to remain in their existing rental units or to help them obtain and remain in rental units they select. Rental assistance may be provided for up to 24 months, but participants must be recertified for eligibility every three (3) months. Agencies may determine how many months of rental assistance to provide a program participant, or a maximum amount of assistance that a single individual or family may receive.

### Share of rent and utilities costs that each program participant must pay, if any, while receiving re-housing assistance: (576.400(e)(2)(vii))

H-ESG Agencies will require program participants to pay a portion of the rent expense for a unit based on the individual or families' available income. Thirty percent (30%) of the participant's monthly household income must be contributed to the rent payment. Household income will be calculated based on household available income at the time of certification. Any household income increase must be reported to the H-ESG agency within seven (7) days and the new rent contribution amount adjusted.

H-ESG Agencies may increase the household's contribution to the rent and utility costs as they acquire more financial independence and stability. Any increase will be documented in a client (signed and dated) approved Care Plan.

Rental assistance may also be used to pay up to 6 months of rental arrears for eligible program participants. Rental arrears may be paid if the payment enables the program participant to return to the housing unit for which the arrears are being paid or move to another unit.

Rental arrears may be paid regardless of when they were incurred, provided that the existence of the arrears prevents the eligible participant from obtaining housing. Payments for rental arrears must be included in determining the total period of the program participant's rental assistance, which may not exceed 24 months.

The rental assistance paid cannot exceed the actual rental cost. Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time that rental assistance is being provided through another federal, state or local housing subsidy program. (Section 8, Public Housing, HOPWA) This means that rent assistance payments being made under H-ESG cannot be a combination of funds from H-ESG and another program.

Agencies providing rental assistance for rapid re-housing will be required to conduct initial and any appropriate follow-up habitability inspections of housing units into which a program participant will be moving. Units must be inspected on an annual basis and upon a change of tenancy. In addition, Lead Based Paint Poisoning Act requirements must be met when applicable based on participant household composition.

When a rental unit has been located, agencies may need to assist the client in contacting the landlord to complete the appropriate paperwork and conduct a habitability standards inspection.

For all homelessness prevention, Lead Based Paint Poisoning Act requirements must be met when applicable based on participant household composition. Agencies must certify that the unit has passed habitability standards by completing the Habitability Standards Certification or the Habitability Quality Standards assessment before any H-ESG funds may be released. The Habitability Standards Checklist is Attachment A.

Agencies must have acceptable documentation showing a participant is in need of rental assistance. Documentation may be in the form of an eviction notice from a landlord or a letter stating intent to evict.

Agencies must use fair market rent (FMR) standards to determine eligibility. If a unit is above FMR, the participant is ineligible for H-ESG. Agencies should assist program participants to locate a rental unit at or below fair market rent.

## Security and Utility Deposits

H-ESG funds may be used to pay for security deposits and utility deposits. Security and utility deposits may only be paid with H-ESG funding if the program participant will otherwise be homeless without this assistance.

Security and utility deposits covering the same period of time in which assistance is being provided through another housing stability program, are eligible, as long as they cover different cost types.

Security and utility deposits may be paid as a one-time grant not to exceed the monthly rental amount. Information documenting the need for a security deposit should be obtained at the same time the required rental paperwork is being completed by the client and landlord. Landlords are required to return security deposits paid by ESG funds on the behalf of eligible clients be returned to the agencies in the event that the client vacates the property. A copy of ATTACHMENT "B" is required to be provided to the Landlord or Utility provider with Security Deposit is granted. It is the agencies responsibility to report and raise security deposit for an approved ESG eligible activity by the Agency.

Agencies must conduct a habitability standards inspection on any unit that a program participant will be moving into using H-ESG funds for a security or utility deposit. Agencies must certify that the unit has passed habitability standards before any H-ESG funds may be released.

#### **Utility Payments**

H-ESG funds may be used for up to 24 months of utility payments, including up to 6 months of utility payments in arrears. The program participant, or a member of the participant's household, must have an account in his/her name with a utility company. If the participant does not have an account in his/her name, they must be able to show responsibility to make utility payments with canceled checks or receipts from a utility company. The participant must have a lease with their name on it to prove residency and verify address of utility service. Copies of the proof of responsibility should be obtained and maintained in the client file. Utility payments must be made directly to the utility company. Utility payments may not be made on behalf of non-owners who are facing foreclosure.

#### **Assistance Limits (576.400(L)(3)(viii))**

The maximum amount of assistance is based on FMR less the households 30% of monthly income. The maximum number of months the program participant receives assistance is 24 months, including any arrears. The maximum number of times the program participant may receive assistance is not applicable and based on need.

#### **Coordination: Housing Relocation and Stabilization Services (576.400(e)(5)(vi))**

Assistance should be focused on housing stabilization, linking program participants to community resources and mainstream benefits and helping them develop a plan for preventing future housing instability. Services for program participants will be coordinated within the Continuum of Care provider network, among other area emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

#### **Housing Relocation and Stabilization Services are limited to the following activities:**

##### **Case Management and Support Services (576.400(e)(5)(i))**

Activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants may be provided with H-ESG funds. Agencies are expected to include component services and activities which may include: counseling; developing, securing and coordinating services; monitoring and evaluating program participant progress, assuring that program participants' rights are protected; developing an individualized housing and service plans, including a path to permanent housing stability once the participant is no longer receiving H-ESG financial assistance.

Housing Case Management must be focused to include:

- Monthly Case Management for re-evaluation of the need and level of services,

- Follow-up for clients exiting the program (possibly up to 2 years to track re-occurrence).
- Limits on the amount of financial assistance awarded to a client/household see "Limitations on amount, frequency and duration of assistance".
- Programs to provide shelter subsidies.
- Implementation of Housing First Model;
- Coordination with institutional resources (i.e. TANF, Medicaid, Social Security through SOAR, VA (SSVF and HUD VASH), etc).

**Outreach and Engagement (576.400(e)(3)(i))**

Agencies are expected to conduct outreach intended to promote H-ESG, targeting the program to persons who are homeless or near homeless so that they are aware of the program and its services. H-ESG funds may be used to inform community agencies and organizations of the services that the program offers, who is eligible to participate, and how services are accessed.

**Data Collection and Evaluation (576.400(f))**

H-ESG data collection and reporting is conducted through Homelessness Management Information System (HMIS). Reasonable and appropriate costs associated with operating HMIS, or a comparable database, are allowable expenses. Each agency is responsible for collecting and entering client data in compliance with the H-ESG data standards and the City's reporting requirements.

**Administrative Costs**

Administrative costs do not include the costs of issuing financial assistance, providing housing relocation and stabilization services, or carrying out eligible data collection and evaluation activities. Costs incurred under these categories, such as staff salaries, conducting housing inspections, and other operating costs should be included under one of the other eligible activity categories. As such, *the City has not allocated Administrative Costs to the H-ESG providers.*

**INELIGIBLE AND PROHIBITED ACTIVITIES**

The intent of H-ESG is to provide funding for housing expenses to persons who are homeless or would be homeless if not for this assistance. Therefore, financial assistance or services to pay for expenses that are available through other Recovery Act programs are not eligible. Case managers should work to link program participants to those other resources.

**Mortgage Costs are Ineligible**

H-ESG is not a mortgage assistance program. Financial assistance may not be used to pay for any mortgage costs or costs needed by homeowners to assist with any fees, taxes, or other costs of refinancing a mortgage to make it affordable. Legal costs associated with refinancing a mortgage are also excluded. Households may receive financial assistance in securing permanent rental housing if they are relocating due to foreclosure, meet the 30% or below Area Median Income eligibility requirement, and are homeless.

**Other Ineligible and Prohibited Activities**

H-ESG funds may not be used to pay for any of the following items:

- construction or rehabilitation
- credit card bills or other consumer debt
- car repair or other transportation costs
- participant travel or food costs

- medical or dental care and medicines
- clothing and grooming
- home furnishings
- pet care
- entertainment activities
- work or education related materials
- child care
- cash assistance to program participants

H-ESG funds may not be used to pay for certifications, licenses and general training classes for case managers and program administrators.

Programs may not charge fees to H-ESG program participants.

Financial assistance may not be provided to program participants in the form of a loan.

#### **DATA COLLECTION REQUIREMENTS (576,400)(3)(f)**

Coordination among emergency shelter providers, essential service providers, homelessness prevention and rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers will be achieved through the use of the Homelessness Management Information System (HMIS).

Agencies are expected to conduct data collection using HMIS. All homeless and homelessness prevention related services provided under H-ESG funding must be recorded in HMIS daily to prevent duplication of services within the Continuum of Care.

All agencies receiving funding under H-ESG will need to have HMIS licenses necessary to record these services. HMIS users will receive training for the use of HMIS by HMIS staff. All data for a service or services must be entered into HMIS completely and accurately per required data compliance standards.

#### **DATA REPORTING AND EVALUATION REQUIREMENTS**

Agencies are required to submit reports in compliance with the City's reporting schedule, included in the agency contract.

#### **OTHER REQUIREMENTS**

##### **Confidentiality**

Each H-ESG agency must develop and implement procedures to ensure the confidentiality of records pertaining to any individual provided with assistance.

##### **Termination of Housing Assistance and Grievance Procedure**

The agency may terminate assistance to a program participant who violates program requirements. Agencies may resume assistance to a program participant whose assistance was previously terminated. In terminating assistance to a program participant, the agencies must provide a formal process that recognizes the rights of individuals receiving assistance to due process of law. This process, at a minimum, must consist of:

- Written notice to the program participant, containing a clear statement of the reasons for termination;
- A review of the decision, in which the program participant is given the opportunity to file a grievance and present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- Prompt written notice of the final decision to the program participant.

### **Recordkeeping**

Agencies are expected to maintain program records for a minimum of five years after the final expenditure under the H-ESG contract.

### **Sanctions**

If an agency materially fails to comply with the terms and conditions of their contract, the City may take appropriate action, which may result in the sanction, suspension or termination of the agreement and any other remedies available by law. If the City determines that, after following appropriate procedures, the agency is not complying with the requirements of their contract or of other applicable state and federal laws, the City will issue a warning letter that further failure to comply with such requirements will result in a more serious sanction of either:

- Directing the agency to cease incurring costs with H-ESG funds; or
- Requiring that some or all of the grant amounts be returned to the City.

### **Monitoring**

The City is responsible for ensuring that the program requirements established by the HUD Notice and any subsequent guidance are met. The City will follow the monitoring procedures it established in its substantial amendment submitted for H-ESG, and will have staff that will have responsibility for continuous monitoring of all H-ESG agency activities. This will be accomplished with site visits to agencies and monthly review of all grant activities and reports. Monitoring of agencies may be conducted by the City, local HUD Office of Community Planning and Development, HUD's Office of Special Needs Assistance Programs, HUD's Office of Inspector General, HUD's Office of Fair Housing and Equal Opportunity, or another authorized state or federal agency to determine agency compliance with the requirements of this program.

Agencies are expected to make available all clients financial and program records for periodic review on a schedule to be established by the City. In addition, agencies will maintain client files in compliance with the standard set by the City.

### **Nondiscrimination and Equal Opportunity Requirements**

Agencies must comply with all applicable fair housing and civil rights requirements in 24 CFR 5. 05(a). In addition, agencies must make known that H-ESG rental assistance and services are available to all on a nondiscriminatory basis and ensure that all citizens have equal access to information about H-ESG and equal access to the financial assistance and services provided under this program. Among other things, this means that each subgrantee must take reasonable steps to ensure meaningful access to programs to persons with limited English proficiency (LEP), pursuant to Title VI of the Civil Rights Act of 1964. This may mean providing language assistance or ensuring that program information is available in the appropriate languages for the geographic area served by the jurisdiction and that limited English proficient persons have meaningful access to H-ESG assistance.

In addition, all notices and communications shall be provided in a manner that is effective for persons with hearing, visual, and other communication related disabilities consistent with section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR 8.6.

If the procedures that the agency intends to use to make known the availability of the rental assistance and services are unlikely to reach persons of any particular race, color, religion, sex, age, national origin, familial status, sexual orientation or disability who may qualify for such rental assistance and services, the agency must establish additional procedures that will ensure that such persons are made aware of the rental assistance and services.

### **Affirmatively Furthering Fair Housing**

Under section 808(e)(3) of the Fair Housing Act, HUD has a statutory duty to affirmatively further fair housing. HUD requires the same of its funding recipients.

Agencies will have a duty to affirmatively further fair housing opportunities for classes protected under the Fair

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Housing Act. Protected classes include race, color, national origin, religion, sex, disability, sexual orientation and familial status. Examples of affirmatively furthering fair housing include:

- (1) Marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency;
- (2) Making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities (see, for example, HUD's rule on effective communications at 24 CFR 8.6);
- (3) Providing fair housing counseling services or referrals to fair housing agencies;
- (4) Informing participants of how to file a housing discrimination complaint, including providing the toll free number for the HUD Housing Discrimination Hotline, 1-800-659-5777; and
- (5) Recruiting landlords and service providers in areas that expand housing choice to program participants.

#### **Lead-Based Paint Requirements**

The Lead Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.), as amended by the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851 et seq.) and implementing regulations at 24 CFR part 35, subparts A, B, M, and R shall apply to housing occupied by families receiving assistance through H-ESG.

#### **Uniform Administrative Requirements**

Non-profit agencies shall be subject to the requirements of 24 CFR part 84.

#### **Equal Participation of Religious Organizations**

Agencies that are religion- or faith-based are eligible, on the same basis as any other organization, to participate in H-ESG. Neither the federal government nor a grantee shall discriminate against an organization on the basis of the organization's religious character or affiliation.

Agencies that are directly funded under H-ESG may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under H-ESG. If an organization conducts such activities, the activities must be offered separately, in time or location, from the programs or services funded under H-ESG, and participation must be voluntary for the program participants.

A religious organization that participates in H-ESG will retain its independence from federal, state, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided that it does not use direct H-ESG funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide H-ESG-funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a H-ESG-funded religious organization retains its authority over its internal governance, and it may retain religious tenets in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents.

Agencies that participate in the H-ESG program shall not, in providing program assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief.

#### **Lobbying and Disclosure Requirements**

The disclosure requirements and prohibitions of section 319 of the Department of the Interior and Related Agencies Appropriations Act for Fiscal Year 1990 (31 U.S.C. 1352) (the Byrd Amendment), and implementing regulations at 24 CFR part 87, apply to H-ESG. Applicants must disclose, using Standard Form LLL (SF-LLL), "Disclosure of Lobbying Activities," any funds, other than federally appropriated funds, that will be or have been used to influence:

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Federal employees, members of Congress, or congressional staff regarding specific grants or contracts.

#### Drug-Free Workplace Requirements

The Drug-Free Workplace Act of 1988 (41 U.S.C. 701, et seq.) and HUD's implementing regulations at 24 CFR part 21 apply to LEASG.

#### Minimum Standards for emergency shelters

Any building for which Emergency Solutions Grant (ESG) funds are used for conversion, major rehabilitation, or other renovation, must meet state or local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation, and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation, and privacy standards. The recipient may also establish standards that exceed or add to these minimum standards.

(1) **Structure and materials.** The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances.

(2) **Access.** The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.) and 28 CFR part 35, where applicable.

(3) **Space and security.** Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.

(4) **Interior air quality.** Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

(5) **Water supply.** The shelter's water supply must be free of contamination.

(6) **Sanitary facilities.** Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

(7) **Thermal environment.** The shelter must have any necessary heating/cooling facilities in proper operating condition.

(8) **Illumination and electricity.** The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances at the shelter.

(9) **Food preparation.** Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

(10) **Sanitary conditions.** The shelter must be maintained in a sanitary condition.

(11) **Fire safety.** There must be at least one working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

#### Minimum standards for permanent housing

The recipient or subrecipient cannot use ESG funds to help a program participant remain or move into housing that

does not meet the minimum habitability standards provided in this paragraph (c). The recipient may also establish standards that exceed or add to these minimum standards.

(1) **Structure and materials.** The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.

(2) **Space and security.** Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.

(3) **Interior air quality.** Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.

(4) **Water supply.** The water supply must be free from contamination.

(5) **Sanitary facilities.** Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.

(6) **Thermal environment.** The housing must have any necessary heating/cooling facilities in proper operating condition.

(7) **Illumination and electricity.** The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.

(8) **Food preparation.** All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.

(9) **Sanitary conditions.** The housing must be maintained in a sanitary condition.

(10) **Fire safety.**

(i) There must be a second means of exiting the building in the event of fire or other emergency.

(ii) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

(iii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

**ATTACHMENT A:  
H-ESG Habitability Standards Certification**

All housing assisted under the HEARTH Emergency Solutions Grant (H-ESG) must provide safe and sanitary housing that is in compliance with the habitability standards outlined below and any state or local requirements.

Mark each statement as A for approved or D for deficient. Property must meet all standards in order to be approved.

1. **Structure and materials:** The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
2. **Access:** The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
3. **Space and security:** Each resident must be afforded adequate space and security for themselves and their belongings. An acceptable place to sleep must be provided for each resident.
4. **Interior air quality:** Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
5. **Water Supply:** The water supply must be free from contamination at levels that threaten the health of individuals.
6. **Sanitary facilities:** Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
7. **Thermal environment:** The housing must have adequate heating and/or cooling facilities in proper operating condition.
8. **Illumination and electricity:** The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
9. **Food preparation and refuse disposal:** All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
10. **Sanitary Conditions:** The housing and any equipment must be maintained in sanitary condition.
11. **Lead-based paint:** If the structure was built prior to 1978, and a child under the age of six or a pregnant woman will reside in the property, and the property has a defective paint surface inside or outside the structure, the property cannot be approved until the defective surface is appropriately treated. Defective paint surface means: applicable surface on which paint is cracking, scaling, chipping, peeling or loose.
12. **Fire safety:**
- ( ) Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.

(ii) The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

Note the following to assist in determining if unit can be approved or is deficient:

Building built/rehabbed before 1978?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Children under 6 present	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pregnant woman present	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**CERTIFICATION STATEMENT**

(Source: Department of Housing and Urban Development; Docket No. FR-3307-N-01)

I certify that I have evaluated the property located at the address below to the best of my ability and find the following:

The property meets all of the above standards  Yes  No

Therefore, I make the following determination:

The property is approved  Yes  No

Client Name: \_\_\_\_\_

Rental Unit Street Address: \_\_\_\_\_ Apartment # \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**ATTACHMENT B:  
RENT DEPOSIT ASSISTANCE AGREEMENT**

I \_\_\_\_\_ understand that if I am granted housing deposit assistance I will have my landlord return the full amount of said deposit to:

\_\_\_\_\_  
(Print Agency Name)

\_\_\_\_\_  
(Print Agency Address)

I agree to abide by any and all requirements, rules or regulations imposed by my landlord to assure that the deposit amount is returned to the provider agency whenever my rental lease has been terminated or I terminate service from the utility company.

I further agree to return to \_\_\_\_\_ the full amount of any deposit returned to me by the landlord within ten (10) days upon receipt of said deposit.

The agency will make every effort to have the deposit returned from the landlord.

I understand and agree to the requirements of this rent/utility deposit assistance agreement.  
If the rent deposit is not returned, I will not be issued deposit assistance in the future. \_\_\_\_\_ Initials

\_\_\_\_\_  
Client Name (Please Print)

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Case Manager Name (Please Print)

\_\_\_\_\_  
Case Manager Signature

\_\_\_\_\_  
Date

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# Appendices E



## **CITY OF WILMINGTON**

Department of Real Estate and Housing  
800 French Street, REH 7<sup>th</sup> Floor  
Wilmington, DE 19801  
(302) 576-3018  
(TDD) (800) 232-5470  
[www.WilmingtonDE.gov](http://www.WilmingtonDE.gov)

# **REQUEST FOR PROPOSALS**

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## **Consolidated Plan RFP and Application**

**Community Development Block Grant Public Services  
Emergency Solutions Grants  
Housing Opportunity for Persons with Aids**

**Proposal Applications Due:  
Friday, February 15, 2019 @ 4:00 PM**

**Michael S. Purzycki, Mayor**

**Robert L. Weir, Director  
Real Estate and Housing**



# Consolidated Plan Public Service RFP and Application

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DEPARTMENT OF REAL ESTATE AND HOUSING

800 French Street  
7<sup>th</sup> Floor  
Wilmington, DE 19802  
PH: 302.576.3000  
TDD: 800.232.5470



REQUEST FOR PROPOSALS FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

The City of Wilmington Department of Real Estate and Housing is soliciting applications from qualified nonprofit organizations interested in providing services that address one or more of the public service needs targeted in the City's Community Development Block Grant (CDBG) Emergency Solutions Grant (ESG) and Housing Opportunities for People with Aids (HOPWA) programs.

AVAILABLE FUNDING

The City of Wilmington has estimated the availability of the following funding amounts in FY2020 for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and Housing Opportunities for People with AIDS (HOPWA) RFP.

Fund Source	Estimate
Community Development Block Grant – CDBG*	\$327,426
Emergency Solutions Grant – ESG**	\$189,234
Housing Opportunities for Persons with AIDS - HOPWA	\$740,546
<b>TOTAL</b>	<b>\$1,246,206</b>

\*CDBG will be available as follows: 65% Housing Related Activities (\$203,884) and 35% Youth Related Activities (\$100,000).

\*\*ESG will be available as follows: 40% Rapid Re-Housing (\$76,836) and Other Eligible Activities (\$93,910)

Service Delivery Area:

The Service Delivery Area for HOPWA funds includes the City of Wilmington, New Castle County, and Cecil County MD. ESG and CDBG are limited to the City of Wilmington.

A brief overview follows on eligible ESG, HOPWA and CDBG activities. HUD regulations for these programs are available on the HUD.gov website or by calling the Department of Real Estate and Housing.

GENERAL SCOPE OF WORK:

Under this RFP, available funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is<sup>1</sup>:

- A new service; or
- A quantifiable increase in the level of a service

<sup>1</sup> CDBG-funded activity cannot have been funded by City, County or State general taxes within the past 12 months.

**Targeted public service activities for this RFP include, but are not limited to:**

- Housing-related training programs
- Fair housing activities
- Housing Counseling
- Homelessness prevention
- Services for homeless persons and families
- Services to persons with HIV/AIDS
- Youth, Families and Senior Services
- Crime Awareness and Prevention
- Neighborhood Cleanup

The completed application must address one or more of the targeted public service needs listed above, serve primarily low to moderate income persons in the City of Wilmington and meet the established 65-point threshold to be considered for funding.

This solicitation is being offered in accordance with Federal and State requirements governing procurement of professional services. Accordingly, the City of Wilmington reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses that no application received is either feasible, meets a local need or serves eligible or intended beneficiaries.

**Advisory Committee:**

Application funding recommendations (made by an Advisory Committee comprised of members of City Council or their designee, Mayor's Office staff, Real Estate and Housing staff and outside appointed persons with knowledge of Federal funding and programs) will be forwarded to the Mayor. Final awards will be available for a 30-day public comment period.

**Funding Timeline:**

Following a 30-day public comment period and after HUD approves the City's Annual Plan and funds are released, a funding agreement will be executed between the City of Wilmington and the successful applicant. Funding agreements will have a 12-month completion date from the date of contract, unless otherwise specified.

**WHO CAN APPLY?**

**Eligible Applicants:**

- Non-profit organizations
- Governmental agencies
- Faith-based organizations (non-religious public services)

**Ineligible Applicants under this RFP:**

- Private Individuals
- Individual homeowners or landlords
- Individual businesses
- Religious Institutions/Churches for religious purposes
- City of Wilmington Departments



**Applications unsure of eligibility should contact the Department of Real Estate and Housing for guidance.**

**RFP Deadline:**

All applications must be received by the City of Wilmington, Department of Real Estate and Housing, Louis L. Redding City/County Building, 800 French Street, REH 7th Floor, Wilmington, DE 19801 no later than **4:00 PM Friday, February 15, 2019**. Late submissions and postmarks will not be accepted. Hand delivery of applications is recommended.

Person with hearing impairments should call (TTY): (800) 232-6460 for assistance.

**Funding Timeline:**

Application funding recommendations made by the Advisory Committee will be forwarded to Mayor and made available for a 30-day public comment period. Once HUD approves the plan and funds are released, a funding agreement will be signed between the City of Wilmington and the subrecipient. Funding agreements will have a completion date of 12 months from date of contract.

**Pre-Application Meeting:**

Prospective applicants are encouraged to attend a Pre-Application meeting on **Tuesday, January 29, 2019 at 11:00 a.m. to 1:00 p.m.** in the Constituent Service's Conference Room, 3<sup>rd</sup> Floor, Louis L. Redding City County Building, 800 N. French St., Wilmington, DE, 19801. The meeting's purpose is to collectively answer questions regarding the application process, scoring, and expectations. Light refreshments will be provided.

**Application Assistance/Questions Contacts:**

Application assistance is available by contacting:

Alan J. Matas  
Senior Program Director  
(302) 576-3021  
[ajmatas@WilmingtonDE.gov](mailto:ajmatas@WilmingtonDE.gov)

**Department of Real Estate and Housing**  
City of Wilmington  
800 French Street, 7<sup>th</sup> Floor  
Wilmington, DE 19801  
(302) 573-5588 Fax



## Community Development Block Grant (CDBG)

### **Nature of the CDBG Program**

The U. S. Department of Housing and Urban Development provides annual grants, in the form of the Community Development Block Grant Program (CDBG), to cities and counties to develop viable urban communities by providing decent housing, a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. "Low and Moderate Income" is defined as a person or family whose income is at or below 80% of median income for the Wilmington Metropolitan Statistical Area. An income chart is included in this packet for reference.

### **CDBG National Objectives**

As part of the eligibility determination each CDBG-funded project or program **must** meet at least one of the following three national objectives:

1. Benefit low and moderate income persons:  
low and moderate income housing; or  
low and moderate income jobs; or  
low and moderate income clients; or  
low and moderate income areas.
2. Aid in the prevention or elimination of slums and blight; or
3. Address an urgent need which poses a serious and immediate threat to the health or welfare of the community.

### **Eligible CDBG Activities**

**Public Services** - CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that the public service is either a new service or a quantifiable increase in the level of service.<sup>2</sup>

Eligible activities include youth and families services, emergency and transitional housing, homelessness prevention, housing counseling, job training to increase applicant's ability to deliver affordable housing or fair housing<sup>3</sup>.

### **Ineligible CDBG Activities**

Buildings for the general conduct of gov't.  
General government expenses  
Income payments  
New housing construction  
Operation and maintenance of public facilities  
Political activities  
Purchase of equipment (except for Public Services)  
Religious activities

### **Ineligible CDBG activities under this RFP<sup>4</sup>**

Acquisition/Disposition  
Demolition/Clearance  
Economic Development Activities  
General Administration  
Planning  
Public Facilities Improvements  
Rehabilitation of Housing  
Relocation

<sup>2</sup> Services cannot have been funded by City, County or State general funds during the past 12 months.

<sup>3</sup> Subgroups at risk obtain and report beneficiary data on clients, of which at least 51% of whom are at or below 80% of MFI.

<sup>4</sup> These activities are eligible under CDBG regulations, but ineligible as part of this RFP.



## Emergency Solutions Grant (ESG)

### **Nature of the ESG Program**

The Emergency Solutions Grant (ESG) Program focuses on addressing the needs of individuals and families by assisting them to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The "homeless" definition in §576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the "at risk of homelessness" definition or who meet the criteria in paragraph (2), (3), or (4) of the "homeless" definition in §576.2 and have an annual income **below 30 percent** of median family income for the area, as defined by HUD.

### **Priority 1. Homeless Families**

- (a). The homeless family who is in the emergency shelter for less than 30 days
- (b). The homeless family who has been living on the streets (cars, parking lots, places not meant for human habitation) for less than 30 days
- (c). The homeless family or individual who is in the emergency shelter for over 30 days
- (d). The homeless family or individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for over 30 days

### **Priority 2. Homeless Individuals**

- (a). The homeless individual who is in the emergency shelter for less than 30 days
- (b). The homeless individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for less than 30 days
- (c). The homeless individual who is in the emergency shelter for over 30 days
- (d). The homeless individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for over 30 days

The ESG Program provides funds for Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-housing, Data Collection and Homeless Management Information System (HMIS) — immediate alternatives to the street — transitional housing that helps people reach independent living and. Grantees can use ESG funds to rehabilitate and operate these facilities, provide essential social services, and prevent homelessness.

### **Beneficiaries**

Individuals and families who may qualify as homeless are: (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided; (2) individuals and families who will imminently lose their primary nighttime residence; (3) unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and (4) individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or



other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

**Eligible Activities**

**Street Outreach Component:** Street Outreach provides Essential Services for unsheltered homeless persons. Services include street outreach services for: Engagement, Case management, Emergency health and mental health services, Transportation Services for special populations.\* \*Special populations include Homeless Youth, Homeless Persons with HIV/AIDS and Homeless Victims of Domestic Violence, Sexual Violence, and Stalking.

**Emergency Shelter Component:** Emergency Shelter provides essential services to people staying in emergency shelters. Essential Services include: Case management, Child care, education, employment, and life skills Services, Legal services, Health, mental health, and substance abuse service, Transportation and Services for special populations. Shelter activities include renovation (including major rehab or conversion) and Operations (e.g., maintenance, utilities, furniture and food). Shelters have to provide housing for intact two parent families and/or all minor children under age 18 regardless of sex.

The City's combined street outreach and emergency shelter expenditures are capped and cannot exceed 60% of the total ESG grant award.

**Homelessness Prevention/Rapid Re-housing Component:** At least 40 percent of the City's total ESG grant must be used for homelessness prevention assistance to persons at or below 30% of MFI who are homeless or at risk of becoming homeless.

Homeless Prevention: Funds can be used to prevent an individual or family from becoming homeless; to help an individual or family regain stability in their current housing or other permanent housing. Eligible activities include Housing Relocation and Stabilization Services, Short- (1-3 mos.) and Medium-Term (4-24 mos.) Rental Assistance. **Rapid Re-Housing:** Rapid Re-Housing services are available to those who are literally homeless.\* It can be used to help a homeless individual or family move into permanent housing and achieve housing stability. Eligible activities are Housing Relocation and Stabilization Services and Short- and Medium-Term Rental Assistance.

Allowable activities for both Homelessness Prevention and Rapid Re-housing: Moving cost, Rent application fees, Security deposit, Housing search/placement, Housing stability case management, Last month's rent, Utility deposit, Utility payments, Mediation and legal services, Credit repair/budgeting/money management.

Financial assistance cannot be provided to a household for any purpose and time period when it is supported by another public source (i.e. Section 8 Housing Choice Voucher).

**HMIS Lead Agency Component:** Eligible costs for recipients that are HMIS Lead Agencies include hosting and maintaining software or data; backing up, recovering, or repairing software or data; upgrading, customizing, and enhancing the HMIS; integrating and warehousing data; administering the HMIS; reporting; conducting training on using the HMIS; salaries for HMIS operation; staff travel (training and program participant intake). Recipient participation fees charged by the HMIS Lead may be charged under HMIS.

**Grant Administration Component:** Eligible grant administration costs include providing management oversight, and coordination, monitoring programs and evaluating performance.



training on ESG requirements, preparing ESG & homelessness-related sections of the Consolidated Plan and carrying out environmental review responsibilities.

Staff/overhead costs directly related to one of the program components are NOT subject to the administrative cost limit.

**ESG Matching Fund Requirement:**

ESG funds must be matched dollar for dollar. For example, if your \$10,000 proposal is funded with ESG funds, you must provide documentation of total project costs of at least \$20,000 and provide proof of the source of the required \$10,000 matching funds. The matching fund requirement may be met through cash contributions to the program, or in-kind contributions including the value of donated goods and volunteer services. Other local, Federal and state ESG funds cannot be used as match for these funds.





## Housing Opportunities for Persons with AIDS (HOPWA)

### **Nature of the HOPWA Program**

The U.S. Department of Housing and Urban Development provides annual grants in the form of the Housing Opportunities for Persons With AIDS (HOPWA) Program to provide States and localities with the resources and incentives to meet the housing needs of low-income people with HIV/AIDS or related diseases and their families.

People with AIDS or other HIV-related illnesses often face desperate situations as their ability to work (and therefore their income) declines and their health care expenses mount. Homelessness and lack of adequate medical care threaten both family stability and the health of the affected person. HOPWA helps low-income PWAs and their families by providing funds for secure housing that can serve as a base for health care and other services. HOPWA primarily benefits low-income PWAs and their families, especially those who are homeless or at great risk of becoming homeless. However, HOPWA does fund information, community outreach and education which can serve people at any income level.

### **Eligible HOPWA Activities**

**Permanent Housing Placement:** Supportive housing services that help establish households in housing units, including reasonable costs for security deposits not to exceed two months of rental costs.

**Short-Term Rent, Mortgage and Utility Payments (STRMU):** Subsidy or payments subject to a 21-week limited time period to prevent the homelessness of a household (e.g., HOPWA short-term rent, mortgage and utility payments).

**Tenant-Based Rental Assistance (TBRA):** An on-going rental housing subsidy for units leased by the client, where the amount is determined based in part on household income and rent costs. Project-based costs are considered facility-based expenditures.

**Housing-related services:** housing information and referral

**Eligible Housing:** including emergency shelter, shared housing, apartments, single room occupancy units (SROs), group homes, and housing combined with supportive services, purchase, rehabilitation, conversion, lease, and repair of housing; new construction for SROs and community residences.

Each household receiving rental help or living in housing funded under the program pays rent based on their income (under the same formula as tenants of public housing or Section 8 assisted housing, 30 percent of their adjusted income)

**Supportive Services:** (such as health care, mental health services, chemical dependency treatment, nutritional services, case management and help with daily living)

**Leveraging Required:** Proposal must demonstrate evidence of commitments from the County, State, Federal, or private resources to provide additional supportive services



**PROPOSALS WILL BE RATED BASED ON THE FOLLOWING CRITERIA AND POINT SYSTEM**

**Housing and Homeless Prevention Project**

Factor	Criteria	Points
Project Description	Clear description of activities and connection with housing and homelessness prevention needs that will lead to an effective program or project.	0-5
Need	Need and urgency clearly described and supported with documentation.	0-15
Beneficiaries	Clear description of beneficiaries and benefit to low- and moderate-income individuals and families.	0-15
Program Delivery	Applicant capacity to administer the program, appropriate staffing, applicant capacity to manage budgets, contracts, reports and compliance with Federal regulations. Extent of prior experience providing proposed services and managing Federal funds. Feasibility of starting and completing this project in a timely manner.	0-20
Program Outcomes	Applicant's plan to reach specific program outcomes and how each outcome will be measured.	0-20
Budget	Clear use of grant funds, substantiated costs broken out by line item, appropriate total cost and average cost. Substantiated financial support.	0-15
Coordination	Extent of involvement of community and other organizations in needs assessment, program design and preparation of this proposal.	0-5
Quality of the Proposal	Complete and appropriate amount of requested information in an organized and readable format.	0-5
<b>TOTAL</b>		<b>0-100*</b>

\* To be eligible for funding, each project proposal must meet a minimum 65-point threshold.



**Youth and Families Project**

Factor	Criteria	Points
Project Description	Clear description of activities and connection with needs of Youth that will lead to an effective program or project.	0-5
Need	Problem and need to be clearly described and addressed supported with documentation.	0-15
Beneficiaries	Clear description of beneficiaries and benefit to low and moderate income youth and families	0-15
Program Delivery	Applicant capacity to administer the program; appropriate staffing, applicant capacity to manage budgets, contracts reports and compliance with Federal regulations. Extent of prior experience providing proposed services and managing Federal funds. Feasibility of starting and completing this project in a timely manner.	0-20
Program Outcomes	Applicant's long term outcomes and how each outcome will be measured.	0-20
Budget	Clear use of grant funds, substantiated costs broken out by line item, appropriate total cost, average cost and leveraging. Substantiated financial support.	0-10
Coordination	Extent of involvement of community and other organizations in collaborations with programs addressing the needs of youth and family.	0-5
Quality of the Proposal	Complete and appropriate amount of requested information in an organized and readable format.	0-5
<b>TOTAL</b>		<b>0-100*</b>

\* To be eligible for funding, each project proposal must meet a minimum 85-point threshold.





**APPLICATION FOR FEDERALLY-FUNDED PUBLIC SERVICES ACTIVITIES**

Please complete and submit to the Department of Real Estate and Housing:  
 City of Wilmington  
 800 French Street 7th Floor  
 Wilmington, DE 19801

Organization Information			
Name of Organization:			
Proposed Project Title: _____			
Funding Amount Requested for Project: \$ _____			
Contact Person:			
Contact Person Title:			
Mailing Address:			
Street Address (if different from mailing):			
City, State, Zip:			
Phone:		Fax:	
DUNS #: <sup>2</sup>		CCR#:	
EIN #:		Email:	
Website URL (if applicable):			
<b>Legal Status of Applicant:</b> <input type="checkbox"/> Certified CHDO <input type="checkbox"/> Non Profit (non-CHDO) <input type="checkbox"/> Public Housing Authority <input type="checkbox"/> State Agency <input type="checkbox"/> Local Government <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation			
<b>Applicant's Qualifications:</b>	Yes	No	N/A
Drug Free Policies			
Fair Housing Policies			
Equal Employment Opportunity Employer			

<sup>2</sup> All applicants must have EIN, DUNS and CCR numbers.



This section is to be completed for Housing and Homeless Prevention Projects.

**Project Description<sup>6</sup> - Housing Related Activities**

Please discuss the priority area(s) your project addresses:

This request is for a:

New Program

Existing program

Describe the problem or need to be addressed by proposed project. (Attach additional sheets, if necessary.)

<sup>6</sup> It is not necessary to utilize this document when completing the RFP; however, applicants *must* follow the format of this application and respond to each question in the order outlined herein.



This section is to be completed for Housing and Homeless Prevention Projects.

**Project Location and Service Area** - Describe the area to be served by the project. (Include map(s), where available.)

**Targeted demographic population of the City:**

**Describe (in detail) how the proposed project complies with the City of Wilmington's objective to fund housing-related projects/activities.** (Attach additional sheets, if necessary.)

**Proposed Measurable Outcomes** - Provide outcomes to be achieved through the use of Federal funding. For ESG must include not only numbers of persons served, but program exit care to include status of clients at the end of services provided, i.e., stably housed, etc. (Attach additional sheets, if necessary.)



This section is to be completed for Housing and Homeless Prevention Projects.

**Organizational Capacity – Housing Related Activities**

Please describe organization's history and prior experience, including a list of similar projects: (Attach additional sheets, if necessary.)

List Additional Project Funding Source(s), including source of match (in the event required): (Attach additional sheets, if necessary.)



**This section is to be completed by Youth and Families Projects.**

**Project Description – Youth and Family Services**

**Discuss the problem or need to be addressed by proposed project, including specific target youth population to be served (include age range for program participation):**

This request is for a:  New Program  Existing program

**Describe your agency's outreach and methods used to inform eligible youth about your program. (Attach additional sheets, if necessary.)**





**This section is to be completed by Youth and Families Projects.**

**Project Activity** - Describe the specific activity performed; and the timetable for performing the activity.

**Specify hours of operation for youth activities, including total hours on a daily basis:**

**Specify the facilities to be used to conduct the activity (include address of location):**

**Proposed Measurable Outcomes**— Describe the expected long term outcomes (result, impact or change) expected to come about as a result of your program, including how they will be measured. (Attach additional sheets, if necessary.)



This section is to be completed by Youth and Families Projects.

### Organizational Capacity – Youth and Family Services

Describe organization's history and prior experience, including a list of similar projects. Also indicate collaborations with existing youth programs serving the same target population that will benefit from the activity: (Attach additional sheets, if necessary.)

List Additional Project Funding Source(s), including source of match (in the event required): (Attach additional sheets, if necessary.)



**The following sections must be completed for all Projects.**

**Program Team:**

Identify the name of the responsible party and the experience that they have in this role. Team members identified after the applications submitted are subject to review. (Please attach any extra sheets, if necessary.)

Staff Member	Background and Expertise of Personnel
Name:	
Title:	
FTE <sup>2</sup> on This Project:	
Name:	
Title:	
FTE on This Project:	
Name:	
Title:	
FTE on This Project:	
Name:	
Title:	
FTE on This Project:	

<sup>2</sup> FTE = Full Time Equivalent. Percentage or number of hours employee will work on project being funded.



Project Cost				
Estimated Total Cost of Project:	\$			
Funding Amount Requested for Project:	\$			
Amount and source of other funds leveraged for project: <i>(Please submit proof of other funding sources)</i>	Source	Year	Amount	
<b>Project Sustainability:</b> How will your organization continue providing these services if funds are not awarded next year?				
If your project is not fully funded, will your organization be able to implement project with partial funding?				
Project Timeline				
Project Start Date:		Project Completion Date:		
Applicants must provide a schedule for the program that lists major activities and indicate when they will be executed.				
Program Schedule				
Projected Goals and Activities:	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	<i>(each box represents one month)</i>			



## PROJECT/PROGRAM BUDGET

The following may be used as an example of an acceptable budget format, applicant may use own format.

Line Item	Calculation of Request	Request	Other Funds	Total*
<b>PERSONNEL COSTS</b> (list positions, cost includes fringe)	Provide rate of pay, percentage of time on project, use of fringe, etc. for total cost*			
1				
2				
3				
4				
5				
6				
Consultants				
<b>Subtotal PERSONNEL</b>				
<b>OPERATING COSTS</b>	Provide description of how you arrive at total cost* for each line	<b>Request</b>	<b>Other Funds</b>	<b>Total*</b>
Advertising				
Supplies				
Rent and Utilities				
Facility Maintenance				
Equipment				
Printing/Copying				
Phone				
Travel				
Training				
Taxes				
Other:				
Other:				
Other:				
Other:				
<b>Subtotal OPERATIONS</b>				
<b>TOTAL BUDGET</b>				



## SAMPLE ORGANIZATION BUDGET

The following may be used as an example of an acceptable budget format, applicant may use own format.

Source and Use of Funds	Annual Budget
<b>REVENUES</b>	
Federal	
State	
Local	
Private	
Other	
<b>Total Revenues</b>	
<b>EXPENSES</b>	
Salaries and Fringe	
Office Expenses	
Program Expenses	
Professional Services	
Training and Travel	
Other	
<b>Total Expenditures</b>	

**Financial Audits and Reports:** (Include a copy of your organization's most recent A-133 or regular financial audit.)



## CLIENT BENEFIT FORM

**THIS FORM IS REQUIRED**

	Benefits Calculation	Income	Proposed FY2018	Prior Year Actual*
<b>A</b>	Total # clients	All incomes		
<b>B</b>	# Non Low/Mod	over 80% MFI		
<b>C</b>	# Moderate Income	51% to 80% MFI		
<b>D</b>	# Low Income	31% - 50% MFI		
<b>E</b>	# Extremely Low Income	under 30% MFI		
<b>F</b>	# Low/Mod Subtotal	# under 80% MFI (Sum of C + D + E)		
<b>G</b>	% Low/Mod	% under 80% MFI (F divided by A times 100)	_____ %	_____ %

\*Prior Year Actual Period Covered: From: \_\_\_\_\_ To: \_\_\_\_\_

Provide one full year of data (calendar year, program year, fiscal year or the most recent 12-month period for which there is data). For programs that do not have a full year of data, provide only the months available and note this. For new programs, provide proposed numbers only and write "n/a" in prior year actual column. Current Income Guidelines are provided below to assist in completing the above form.

Number Persons in Household	Extremely Low Income 30% MFI	Low Income 50% MFI	Moderate Income 80% MFI
1 person	\$10,900	\$21,150	\$45,000
2 persons	\$19,300	\$32,150	\$51,400
3 persons	\$21,700	\$33,150	\$57,850
4 persons	\$24,300	\$40,150	\$64,250
5 persons	\$28,440	\$43,400	\$69,400
6 persons	\$32,580	\$45,600	\$74,550
7 persons	\$36,730	\$49,800	\$79,700
8 persons	\$40,880	\$53,000	\$84,850

MFI - Median Family Income, based on Wilmington - Newark Metropolitan Area - Effective 3/28/2016

City of Wilmington  
Application for Federally-Funded  
Public Service Activities

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## SAMPLE RESOLUTION

*The following language may be used as an example of an acceptable resolution for meeting the requirements of applying for funds from the City of Wilmington Department of Real Estate and Housing. Format is provided as an example, applicant may use own format*

At a meeting held on the following date \_\_\_\_\_, the Executive Committee/Board of Directors of the following agency: \_\_\_\_\_ passed the following resolution(s)

The Board of Directors authorizes the application for and use of funds from the City of Wilmington's Department of Real Estate and Housing for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable Federal and local laws and regulations.

(Optional - for programs providing family violence prevention/treatment services)

The Board of Directors attests that the agency has a policy which ensures the confidentiality of records pertaining to any individual provided family violence prevention or treatment services.

(Optional - for shelter providers)

The Board of Directors certifies that the agency administers a policy to ensure that homeless facilities are free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries.

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date





## Required Certifications for Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Wilmington, appointed or elected representatives and does not employ City appointed or elected representatives or their families.
- Organization will comply with all Federal requirements to be observed by organizations being funded with CDBG, ESG or E-OPWA funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, Fair Housing Act Title VIII of the Civil Rights Act of 1968 and Non-Discrimination Section 108, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-Federal sources to complete the project, as described, if funds are allocated to the applicant.

\_\_\_\_\_  
Signature of Authorized Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization



**APPLICATION CHECKLIST:**

- One (1) (single-sided) original completed Application, plus nine (9) additional double-sided copies; 8 1/2" X 11" page format  
Binding: clear-view, 3-ring report covers or small 3-ring binders
- Board Resolution signed by authorized official
- Proof of IRS 501(c) 3 status
- List of Current of Board Members
- Required Client Benefit Form (attached)
- Proposed Project/Program Budget (sample form attached)
- Organizational Budget (sample form attached)
- Other Funding Sources
- Copy of Most Recent Financial Audit
- Certification signed by authorized official (sample attached)
- Letters of Community Support (where available)
- Monthly Program Outcomes Report (provided by H.A.D. for current participants)
  - **Data must be for the Period December 2016 to November 2017.**
    - o **The completed report provided by Housing Alliance of Delaware must be submitted with application or it is considered incomplete.**



## IMPORTANT INFORMATION

Contracts resulting from this RFP will be subject to all laws, rules and regulations of Federal, state and municipal authorities having jurisdiction. All proposals will be reviewed for applicability with these regulations and the regulations will be included in the contract. A sample of regulations governing Consolidated Plan grants include:

- Davis-Bacon Wage Rates (only applies to certain construction projects)
- Non-Discrimination and Equal Employment
- Section 3 Low Income Employment and Contracting
- Fair Housing and Affirmative Marketing
- Handicapped Accessibility
- Environmental Review/Historic Preservation
- Monitoring and Reporting
- Housing Quality Standards
- Drug-Free Workplace
- Lobbying Limitations
- Conflict of Interest Limitations
- Anti-Displacement Plan
- Audits
- Procurement

The City of Wilmington reserves the right to reject any and all proposals received in response to this RFP to make conditional awards and to request additional information from all applicants. The City reserves the right to make awards that vary from the amount of assistance requested and to attach special conditions to any awards. An award might be made contingent on the pre-development phase of the project being completed, securing matching funds or making modifications to the original proposal.

### **Contractual Requirements:**

Each grantee selected to receive funds is required to sign a contract with the City. No costs incurred prior to the execution of an agreement with the City are reimbursable.

The release of grant funds is NOT immediate or automatic upon approval of a proposal. This begins the contract development phase. The City will not enter into contract until the process of contract development is complete, which may take from one to several months, depending on the circumstances and readiness of the applicant to proceed, including securing the other funds for the project. At a minimum, contract development requires submission of a revised scope of work and budget to match the award and to take into account any changes that have occurred since the application was submitted. In many cases the information in the application is not sufficient to go to contract without modification. Awardees should not make expenditures under this award prior to receipt of a fully executed contract. Awardees considering starting a project prior to signing the contract should contact the City of Wilmington Department of Real Estate and Housing for guidance.

No verbal agreement or conversation with any official, agent, or employee of the City of Wilmington shall affect or modify any conditions or terms of this RFP. Funding decisions and contract amount are subject to the availability of Federal appropriations. The City of Wilmington is not responsible for proposal preparation expenses and these expenses are not reimbursable under the contract if awarded.

Under Federal laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:



1. Applicants must demonstrate that they are a nonprofit organization or a governmental agency.
2. After an application is approved for funding, a contract will be prepared and sent by the City to the identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term and administrative provisions. Special conditions attached to the award (if any) will also be specified in the agreement. Grantees will be required to submit and file monthly reports on expenditures, performance progress and objectives.
3. As part of any grant agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
4. All recipients must be able to comply with the federal government's Uniform Administrative Requirements (24 CFR Part 84 for non-profit organizations).
5. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.). All recipients must have an annual audit by a licensed CPA.

**Reporting:**

Agreements will include monthly reporting requirements, a minimum of one site visit every six months and a process that will discuss the possible cancellation of the contract should the City of Wilmington feel the subrecipient lacks the capacity to meet the implementation timeline.

**Availability of Funds for Next Fiscal Year:**

The City of Wilmington makes no guarantee that selected proposals will be renewed for an additional year. Future funding is subject to an agency's compliance with all regulations and the continued availability of funds. If funds are not allocated and available for the continuance of a service, a contract may be terminated by the City at the end of the period for which funds are available. No liability shall accrue to the City of Wilmington in the event this provision is exercised, and the City of Wilmington shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.





## **CITY OF WILMINGTON**

Department of Real Estate and Housing  
800 French Street, REH 7<sup>th</sup> Floor  
Wilmington, DE 19801  
(302) 576-3008  
(TDD) (800) 232-5470  
[www.WilmingtonDE.gov](http://www.WilmingtonDE.gov)

# **REQUEST FOR PROPOSALS**

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**Consolidated Plan RFP and Application**

**HOME Investment Partnerships  
Program (HOME) funds**

**Proposal Applications Due:  
Friday, February 15, 2019 @ 4:00 PM**

**Michael S. Purzycki, Mayor**

**Robert L. Weir, Director  
Real Estate and Housing**

# HOME Investment Partnerships Program (HOME) funds RFP and Application

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**DEPARTMENT OF REAL ESTATE AND HOUSING**

800 French Street  
7<sup>th</sup> Floor  
Wilmington, DE 19802  
Ph: (302) 578-3000  
TDD: (800) 232-5475

**REQUEST FOR PROPOSALS FOR HOME PROGRAM ACTIVITIES**

The City of Wilmington Department of Real Estate and Housing is soliciting applications from qualified organizations interested in providing services HOME Investment Partnerships Program (HOME) funds.

**Background**

The City of Wilmington is an entitlement city in the U.S. Department of Housing and Urban Development (HUD) Home Investment Partnerships Program (HOME). Since its initial participation in HOME, over \$15.3 million has been awarded to the city. The grant funds have assisted very-low income persons/households in Wilmington by providing much needed affordable housing.

**AVAILABLE FUNDING**

The City of Wilmington has estimated the availability of the following funding amounts in FY2020 for HOME Investment Partnerships Program (HOME) RFP.

Fund Source	Estimate
Entitlement Funds	\$372,928
Community Housing Development Organization (CHDO)	\$62,154
Prior Years HOME Funds	\$0
<b>TOTAL</b>	<b>\$310,774</b>

Of the projected award \$414,964, ten percent (\$41,496) has been reserved for city HOME program administration. The city may choose to allocate less than the total allowable.

**Service Delivery Area:**

The Service Delivery Area for HOME Program are limited to the City of Wilmington.

A brief overview follows on eligible HOME Program activities. HUD regulations for these programs are available on the HUD gov website or by calling the Department of Real Estate and Housing.

### General Scope of Work

HOME funds are reserved for a variety of housing activities. Unlike CDBG, HOME may be used for new housing construction. Approximately \$81,800 in HOME funds annually is reserved for HUD-approved Community Housing Development Organizations (CHDOs).

To qualify as a CHDO, an organization must be a private non-profit organization with IRS 501(c)(3) status. CHDOs must reserve at least one third of its Board of Directors for residents of low-income neighborhoods and must have a history of serving the community in which HOME funds are used. CHDOs may be sponsored or created by a for-profit entity, but the for-profit entity may not be a housing developer and, in general, the CHDO must be the controlling entity in any partnership with a for-profit organization.

To pursue CHDO status with City of Wilmington, or for more information, contact Jerri Cherry at 302-576-3008, [jcherry@WilmingtonDE.gov](mailto:jcherry@WilmingtonDE.gov) or Alan Matas, 302-576-3021, [ajmatas@WilmingtonDE.gov](mailto:ajmatas@WilmingtonDE.gov).

Visit <https://www.hudexchange.info/programs/home/> for information concerning the HOME program.

### Evaluation Criteria:

The completed application serve primarily low to moderate income persons in the City of to be considered for funding.

Projects that do not meet the funding requirements must be disqualified from HOME funding consideration. City staff will assist organizations in evaluating project eligibility and can be contacted for technical assistance at any time before the application deadline.

This solicitation is being offered in accordance with Federal and State requirements governing procurement of professional services. Accordingly, the City of Wilmington reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses that no application received is either feasible, meets a local need, or serves eligible or intended beneficiaries.

### Advisory Committee:

Application funding recommendations (made by an Advisory Committee comprised of members of City Council or their designee, Mayor's Office staff, Real Estate and Housing staff and outside appointed persons with knowledge of Federal funding and programs) will be forwarded to the Mayor. Final awards will be available for a 30-day public comment period.

### Funding Timeline:

Following a 30-day public comment period and after HUD approves the City's Annual Plan and funds are released, a funding agreement will be executed between the City of Wilmington and the successful subrecipient. Funding agreements will start within 6 months of award, initial draw must be executed within 12 months of executed agreement and project completed in 2 years.

**Applications unsure of eligibility should contact the Department of Real Estate and Housing for guidance.**



**Consolidated Plan Goals**

1	<b>Goal Name</b>	<b>Expand the supply of quality affordable housing</b>
	<b>Goal Description</b>	Improve the quality of the existing housing stock. Increase the supply of quality affordable housing.
2	<b>Goal Name</b>	<b>Mitigate blight from neglected/vacant properties.</b>
	<b>Goal Description</b>	Engage in targeted neighborhood revitalization. Improve the quality of the existing housing stock. Reduce the impact of neglected/vacant properties.
3	<b>Goal Name</b>	<b>Improve the quality of the existing housing stock</b>
	<b>Goal Description</b>	Improve the quality of the existing housing stock.
4	<b>Goal Name</b>	<b>Expand supply of quality affordable rental housing</b>
	<b>Goal Description</b>	Increase the supply of quality affordable housing.
5	<b>Goal Name</b>	<b>Housing options and services for the homeless</b>
	<b>Goal Description</b>	Help residents meet basic socioeconomic needs Housing.

**Net Proceeds:**

The City will recapture HOME funds upon the sale of assisted properties net of developer's fees and closing costs. The net proceeds are the sales price minus loan repayment (other than HOME funds) and closing costs.

**RFP Deadline: Friday, February 15, 2019 @ 4:00 PM**

All applications must be received by the City of Wilmington, Department of Real Estate and Housing, Louis L. Redding City/County Building, 800 French Street, REH 7th Floor, Wilmington, DE 19801 no later than **4:00 PM Friday, February 15, 2019**. Late submissions and postmarks will not be accepted. Hand delivery of applications is recommended.

Person with hearing impairments should call (TTY) (800) 232-5460 for assistance.

**Funding Timeline:**

Application funding recommendations made by the Advisory Committee will be forwarded to Mayor and made available for a 30-day public comment period. Once HUD approves the plan and funds are released, a funding agreement will be signed between the City of Wilmington and the subrecipient. Funding agreements will have a completion date of 48 months from date of contract. While HOME program allows 48 months to complete projects, **the initial draw for the project must be completed within 12 months the contract being executed or all funds will be recaptured.**

**Pre-Application Meeting:**

Prospective applicants are encouraged to attend a Pre-Application meeting on **Tuesday, January 29, 2019 at 11:00 a.m. to 1:00 p.m.** in the Constituent Service's Conference Room, 3<sup>rd</sup> Floor, Louis L. Redding City County Building, 800 N. French St., Wilmington, DE, 19801. The meeting's purpose is to collectively answer questions regarding the application process, scoring, and expectations. Light refreshments will be provided.

**Application Assistance/Questions Contacts:**

Application assistance is available by contacting:

Jorri Cherry  
Program Administrator  
(302) 576-3008  
[jcherry@WilmingtonDE.gov](mailto:jcherry@WilmingtonDE.gov)

Alan Matas  
Senior Program Director  
(302) 576-3071  
[ajmatas@WilmingtonDE.gov](mailto:ajmatas@WilmingtonDE.gov)

**Department of Real Estate and Housing**

City of Wilmington  
800 French Street, 7<sup>th</sup> Floor  
Wilmington, DE 19801  
(302) 573-5588 Fax

## City of Wilmington STRATEGIC GOALS

Provide Decent Affordable Housing  
Provide Suitable Living Environments  
Expand Economic Opportunities

The City of Wilmington's Consolidated Plan priority housing goals are as follows:

1. **New Construction of Affordable Housing.** Increase housing opportunities for low- and moderate-income households.
2. **Homeownership Development.** Provide increased housing opportunities and assistance for low- and moderate-income first time homebuyers.
3. **Housing Rehabilitation and Acquisition Program.** Improve the available housing stock for low- and moderate-income owner-occupied households.
4. **Emergency Shelter and Transitional Housing / Prevention of Homelessness / Permanent Housing for Homeless.** Continue to provide assistance for the homeless and those in danger of becoming homeless and improve the communication and service delivery capabilities of agencies and organizations that provide programs to assist the homeless.

### Suitable Living Environment Priorities:

Strengthen Communities through safer, more livable neighborhoods, greater integration of low- and moderate-income residents throughout the City, increased housing opportunities, and reinvestment in deteriorating neighborhoods.

### Expanded Economic Opportunities Priorities:

Support Programs that Provide Economic Opportunities and Empower Low-Income Persons to Achieve Self-Sufficiency.

## HOME PROGRAM

### Background and Program Information

HOME was created by the National Affordable Housing Act of 1990 (NAHA). In addition to HOME, this Act incorporates several other major new housing initiatives including:

<b>HOPE I</b>	Transfer of public and Indian housing to home ownership
<b>HOPE II</b>	Transfer of subsidized, privately owned multifamily housing to home ownership
<b>HOPE III</b>	Promotion of single family ownership for first time home buyers
<b>Preservation</b>	Preservation of federally subsidized rental housing with expiring subsidies
<b>Special Needs</b>	Programs for the elderly and those with special needs
<b>Consolidated Plan</b>	Established comprehensive housing strategy requirements

HOME is a federally funded, large scale grant for housing. Funds are allocated by a formula to participating jurisdictions (PJs), the state and local government who receive funds to operate the program. As a housing program with great flexibility, state and local governments have choices with respect to:

- Type of properties to be assisted
- The types of development (new construction, modest or major rehab, etc.) to be undertaken
- The forms and amounts of financing to be offered
- The quality and type of housing provided
- The households assisted
- Procedures for running the program

The intent of HOME is:

- To expand the supply of decent, safe, sanitary and affordable housing, primarily rental housing.
- To strengthen the abilities of state and local governments to provide housing.
- To assure that federal housing services, financing and other investments are provided to state and local governments in a coordinated, supportive fashion.

HOME is designed as a partnership among the Federal governments, state and local governments and those in the for-profit and non-profit sectors who build, own, manage, finance and support low income housing initiatives. The partnership features of HOME include:

- **Matching funds:** PJs must add their own resources to the federal funds appropriated for HOME. PJs are required to annually contribute a 25% match for funds disbursed for affordable housing activities.
- **Non-profit Partnerships:** HOME not only allows, but mandates, partnerships with non-profit developers, sponsors and owners. 15% of each PJ allocation must be set-aside for non-profit.

- **Federal Rules, but Local Design and Implementations:** The HOME regulations provide the policy framework for HOME, but state and local jurisdictions design programs within the boundaries of national policy that meet their needs.
- **Federal Money, but Local Monitoring:** The federal government provides much of the money, but PJs must carefully monitor rents and occupancy to assure that the funds benefit low income households.

#### **ALLOCATION OF FUNDS**

Each PJ receives a formula allocation. Overall, 40% of funds are allocated to states and 60% to local governments.

Within the formulas allocation, PJs must set-aside a minimum of 15% of every allocation for Community Housing Development Organizations (CHDOs).

#### **MINIMUM FORMULA ALLOCATIONS**

States receive a minimum allocation of \$3 million dollars.

- Local Governments may participate in the HOME program if:
  - Their formula allocation is \$750,000 or greater; or
  - Their formula allocation is less than \$750,000 but more than \$500,000 and
    - the state, local government or both transfer sufficient resources to the jurisdiction to achieve at least a \$750,000 funding level;
    - the local government has a PHA; and
    - the local government has a demonstrated capacity to carry out the HOME program.

States may transfer their HOME monies to local governments in order to help them achieve the \$750,000 threshold.

In fiscal years in which Congress appropriates less than \$1.5 billion for the HOME Program, the minimum threshold is reduced to \$500,000.

#### **DESIGNATION AS A PARTICIPATING JURISDICTION AND PROGRAM DESCRIPTIONS**

In order to become a PJ, government must:

- Meet the \$750,000 (\$500,000 in fiscal years in which Congress appropriates less than \$1.5 billion) funding threshold or provide one or both of the following:
  - Authorization from the State that it will transfer state HOME funds. States not wishing to become PJs may transfer funds sufficient to allow local PJs to achieve the \$750,000 threshold level.
  - Evidence (a letter from the governor or chief executive officer) that state or local funds are approved and budgeted.
- Notify HUD of their intent to become a PJ within 30 days of publication of the NOFA.
- Have a HUD approved Consolidated Plan (comprehensive housing affordability strategy.)

Program descriptions are submitted annually, general within 45 days of the publication of a NOFA, or 45 days of designation as a PJ, whichever is later.

#### **COMMITMENT AND EXPENDITURE DEADLINES**

Time frames for committing and expending HOME funds are very short. From the time HUD signs a HOME Investment Partnership Agreement with the PI, the PI has:

- 24 months to enter into written agreements with developers, owners, contractors, sub-recipients, state recipients and Community Housing Development Organizations to reserve funds.
- 5 years to expend funds.

Failure to meet these time frames results in loss of HOME funding.

#### **HOME – THE FOUNDATION**

Affordable housing needs identified in a State or local government Consolidated Plan are typically diverse. HOME Program Funds can be used to address many of these diverse needs – whether for property purchases, property development or property improvement; and for homebuyers, existing homeowners or tenants.

#### **OVERVIEW**

The HOME Program offers communities the opportunity to address a wide array of affordable housing needs.

The HOME Program statute and regulations also contain numerous new concepts and requirements, often expressed as thresholds and percentages. This module is designed to provide “the foundation” or basic requirements of the Program. It provides a summary of the key terms, players and program activities possible in the HOME Program. For complete set of HOME Investment Partnerships Program Final Rule 24 CFR Part 92, click link listed below.

[http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&tpl=/ecfrbrowse/Title24/24cfr92_main_02.tpl)

**EVALUATION CRITERIA**

**ABSOLUTE THRESHOLD** (If the answer is no to any of these four criteria after staff follow up, then the proposal will **not** be recommended for HOME funding. However, the City may make funding recommendations about all grant requests, regardless of HOME qualification.)

	YES	NO
1. Was the proposal complete?		—
2. Is the proposal an eligible activity according to HOME regulations? 24 CFR Parts 91 and 92	—	—
3. Does the proposal comply with the HOME Beneficiary requirement?		—
4. Is the organization an eligible sub-recipient according to HOME regulations?	—	—

Factor	Criteria	Possible Points	Actual Score
PROJECT DESCRIPTION	Activity Summary: Describe the activities of the proposed budget.	0 – 5	
HUMAN NEED	Proposal shows the project's provision of safe affordable housing impact on those individuals or families with housing needs. It is important to quantify this need as to population and location.	0 – 10	
COMMUNITY NEED	Project shows community as a whole benefits from the development of housing either by development of an area of poverty and blight or through decentralization.	0 – 10	
STRUCTURAL NEED	Project result in the renovation of a property, which represents a hazard to individuals and surrounding structures or improves an impacted area.	0 – 10	
ECONOMIC NEED	Project contributes to the economic well being of the community in which it is located.	0 – 10	
STRATEGIC PLAN NEED	Proposal demonstrates how the project conforms to the objectives of the City of Wilmington, as outlined in the City's Consolidated Plan, including its consistency with other local plans and programs.	0 – 10	
ORGANIZATIONAL CAPACITY	Proposal demonstrates the skill and expertise of the project sponsor is appropriate for the size and complexity of the project.	0 – 15	
MATCHING REQUIREMENT	Proposal demonstrates how the project will meet the 12.5% Matching Contribution.	0 – 10	
MARKET ASSESSMENT / ANALYSIS	Project includes evidence of a market study sustaining the feasibility of the project.	0 – 10	
BENEFIT	Project indicates the number of low/moderate income persons/household it will benefit.	0 – 10	
BONUS POINTS	Project located in West Center City.	0 – 10	
TOTAL		0 - 100	

**City of Wilmington  
HOME INVESTMENT PROGRAM APPLICATION  
Project Description**

Date of Application \_\_\_\_\_ Requested Amount: \_\_\_\_\_  
 Project Name \_\_\_\_\_  
 Site Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ / Zip \_\_\_\_\_  
 Census Tract and Block \_\_\_\_\_  
 Tax Parcel No. (a) \_\_\_\_\_  
 Estimated Starting Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_

**A. APPLICANT INFORMATION (Owner Entity)**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Contact Person \_\_\_\_\_ Telephone No. ( ) \_\_\_\_\_  
 Fax No. ( ) \_\_\_\_\_ Cell No. \_\_\_\_\_  
 Federal EIN: \_\_\_\_\_ DUNS # \_\_\_\_\_

**1. Legal Ownership Entity (Please provide proof)**

- |                                                                                                                                                |                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> a. General Partnership                                                                                                | <input type="checkbox"/> d. Individual             |
| <input type="checkbox"/> b. Individual Nonprofit Organizations<br>(IRS 501(c)3 Approved ( <i>attach copy of IRS Letter of Determination</i> )) | <input type="checkbox"/> e. Corporations           |
| <input type="checkbox"/> c. Limited Partnership                                                                                                | <input type="checkbox"/> f. Other - Describe _____ |

**2. Legal Status of Organization.**  Currently Exists  To be Formed

Estimated Date of Filing: \_\_\_\_\_

Legal Entity is acting as (check one)  Owner  Developer  Sponsor for this project

**PLEASE PROVIDE CERTIFICATE OF GOOD FAITH/GOOD STANDING**

Are you a CHDO (Community Housing Development Organization)?  Yes  No  
 If no, would you like CHDO application information?  (check here if yes)

**1. Attach a copy of the Board Resolution authorizing the submission of this application on behalf of your organization.**



CITY OF WILMINGTON  
FY2019 HOME INVESTMENT PARTNERSHIPS PROGRAM  
APPLICATION

**Project Summary**

**Project Description** (Activity Summary: Describe the activities of the proposed budget)

**Human Need** – (Does the project's provision of safe affordable housing impact on those individuals or families with housing needs? It is important to quantify this need as to population and location.)

**Community Need** – (Will the community as a whole benefit from the development of housing either by development of an area of poverty and blight or through decentralization?)

**Structural Need** – (Will the project result in the renovation of a property, which represents a hazard to individuals and surrounding structures or improve an impacted area?)

**Economic Need** – (How will the project contribute to the economic well being of the community in which it is located?)

**Strategic Plan Need** – (Demonstrate how the project conforms to the objectives of the City of Wilmington, as outlined in the City's Consolidated Plan, including its consistency with other local plans and programs.)

**Organizational Capacity** – (Demonstrate how the project sponsor's skill and expertise is appropriate for the size and complexity of the project.)

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**Matching Requirement** – (Tell how the project will meet the Match Contribution requirement of 12.5%)

**Market Assessment/Analysis** – (Demonstrate Project includes evidence of a market study sustaining the feasibility of the project.)

**Benefit** – (Discuss the number of low/moderate income persons/household it will benefit.)

**Community Support and Social Services: (For applicable HOME rental projects)**

a. List services provided to tenants and clients (i.e. counseling, job training, etc.)

<u>SERVICE</u>	<u>PROVIDER</u>
_____	_____
_____	_____
_____	_____

b. Describe, in the project summary narrative, any additional services or community links established to assist tenants or clients.

c. Letters of commitment for all service providers listed above must be attached.

d. Letters of support from community groups and agencies for the proposed project should be attached.

**SOURCES OF FUNDS**

SOURCE OF FUNDS	AMOUNT	USE OF FUNDS	STATUS (CIRCLE)
			Secured*
			Pending
			Secured*
			Pending
			Secured*
			Pending
			Secured*
			Pending
			Secured*
			Pending
			Secured*
			Pending
			Secured*
			Pending
			Secured*
			Pending

\* If secured or pending funding sources — please provide supporting documentation, i.e., application or award letter.

1. Total Financing:

Total private sources	\$ _____
Total public sources	\$ _____ (excluding City funding request)
Developer's Equity	\$ _____
Low Income Housing	\$ _____
Tax Credits	\$ _____
City funds	\$ _____
<b>TOTAL ALL SOURCES</b>	<b>\$ _____</b>

NOTE: Total from all sources must match total development cost.

**DEVELOPMENT BUDGET**

Project: \_\_\_\_\_ Developer: \_\_\_\_\_

	PROJECT TOTALS	PER UNIT
<b>PREDEVELOPMENT &amp; FEASIBILITY</b>		
Appraiser		
Architect & Engineer		
Environmental Reviews & Reports		
Market Analysis		
Preliminary Title Search		
Survey		
Consultant		
Application Fees		
Other		
<b>Total Predevelopment:</b>		
<b>BUILDING &amp; PROJECT ACQUISITION</b>		
Land		
Existing Buildings		
Relocation		
Other		
<b>Total Acquisition:</b>		
<b>CONSTRUCTION COSTS</b>		
On-Site Improvements/Infrastructure (non-structure)		
Construction Budget		
Landscaping		
Other		
Contractor Profit		
Contractor Overhead/General Conditions		
<b>CONSTRUCTION CONTINGENCY</b> %		
<b>Total Construction:</b>		
Square Feet:		
<b>PROFESSIONAL SERVICES</b>		
Legal		
Title & Recording		
Cost Certification		
Market/Advertising		
Other		
<b>Total Professional Service Fees:</b>		
<b>CARRYING &amp; CONSTRUCTION FINANCING COSTS</b>		
Inspection & Draw Fees		
Points & Bank Fees		
Construction & Bridge Loan Interest		
Builder's Risk Insurance		
Property Insurance		
Real Estate Taxes		
Interim/Capitalized Operating Costs		
Other		
<b>Total Carrying Costs:</b>		

	PROJECT TOTALS	PER UNIT
<b>PERMANENT FINANCING &amp; SYNDICATION</b>		
Points & Bank Fees		
Title & Recording		
Partnership & Organization Expense		
Legal (including tax opinion)		
Other		
<b>Total Permanent Financing &amp; Syndication:</b>		
<b>RESERVES</b>		
Rent Up Reserve (if applicable)		
Initial Operating Reserve		
Operating Deficit Reserve		
Other		
<b>Total Reserves:</b>		
<b>DEVELOPER FEE</b>	<b>Hard &amp; Soft Costs:</b>	
<b>TOTAL DEVELOPMENT COSTS</b>		
<b>Permanent Mortgage</b>		
<b>Development Gap/Surplus</b>		

Ranking References:

a. _____	b. _____
_____	_____
_____	_____
Contact Person: _____	Contact Person: _____
Phone #: _____	Phone #: _____
Account #: _____	Account #: _____

Please attach any supplemental documentation that you believe may assist us in the review and evaluation of your application, including letters of commitment from funding sources and other evidence of financing commitments.

Printed Name of Authorized Signatory: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Title: \_\_\_\_\_

*NOTE: Net Proceeds. The City will recapture HOME funds upon the sale of assisted properties after developer's fees and closing costs. The net proceeds are the sales price minus loan repayment (other than HOME funds), developer's fees and closing costs.*

CONSTRUCTION SCOPE OF WORK				
CONSTRUCTION	Notes	Linear Feet	Sq. Ft.	Quantity
Demolition				
Excavation				
Concrete				
Masonry				
Roofing				
Siding				
Rough Carpentry				
HVAC (Repair, not Replacement)				
Plumbing				
Electrical				
Finish Carpentry				
Interior Doors and Closets				
Windows (Refurbish, not Replacement)				
Drywall				
Tile				
Paint (Interior)				
Flooring				
Basic Insulation (not for Energy Efficiency)				
Energy Efficiency Enhancements		See Schedule Below		
Appliances		See Schedule Below		
Cabinets & Counter Tops				
Hardware & Accessories				
Window Treatments (mini blinds)				
Doors				
Developer				
Landscaping				
Other				

Subtotal Materials/Labor:

Cost Per Sq. Ft.:

Energy Efficiency Improvements	# Per Unit	Per Unit Cost
Insulation Upgrades		
Storm Door Tests		
Ceiling Fans		
Electrical (LED, photo voltaic dimmers, etc.)		
Low Flow Plumbing Fixtures		
Tankless Water Heaters		
Solar Panels - Photovoltaic		
Other		
<b>Total Energy Efficiency Improvements:</b>		

Appliance Allowance	# Per Unit	Per Unit Cost
Refrigerator		
Range/microwave hood		
Dishwasher		
Garbage Disposal		
Washer/Dryer		
Tankless Water Heaters		
Solar Panels - Photovoltaic		
Other		
<b>Total Energy Efficiency Improvements:</b>		

**NOTE: Net Proceeds.** The City will recapture HOME funds upon the sale of assisted properties after developer's fees and closing costs. The net proceeds are the sales price minus loan repayment (other than HOME funds), developer's fees and closing costs.

**ANNUAL OPERATING BUDGET**

Project: \_\_\_\_\_

Developer: \_\_\_\_\_

<u>REVENUE</u>	<u>Annual</u>	<u>Per Unit</u>
Gross Rent Potential		
Other Revenue		
Subtotal		
Combined Vacancy Rate		
<b>Adjusted Gross Income</b>		

<u>Operating</u>	<u>Annual</u>	<u>Per Unit</u>
Elevator		
Common Electricity		
Water/Sewer		
Gas		
Trash Removal		
Payroll		
Payroll Taxes & Fringes		
Other		
<b>Subtotal</b>		

**OPERATING EXPENSES**

<u>Administrative Costs</u>	<u>Annual</u>
Advertising	
Management	
Legal/Partnership	
Accounting/Aud 1	
Compliance Monitoring	
Other	
<b>Subtotal</b>	

<u>Escrows &amp; Reserves</u>	<u>Annual</u>
Insurance	
Real Estate Taxes	
Other Taxes	
Replacement Reserve	
Other	
<b>Subtotal</b>	

<u>Maintenance</u>	<u>Annual</u>
Decorating	
Repairs	
Exterminating	
Grounds	
Other	
<b>Subtotal</b>	

<b>Total Operating Expenses</b>	
---------------------------------	--

<b>NET OPERATING INCOME</b>	
-----------------------------	--

<u>MORTGAGE</u>	
Mortgage Amount	
Annual Mortgage Pmt	
Amortization (years)	
Interest Rate	
Year 1 Debt Coverage Ratio	

<u>NET CASH FLOW</u>	<u>Annual</u>	<u>Per Unit</u>

A. DEVELOPMENT DESCRIPTION

1. Type of Proposed Development: (check all applicable)

- Single Family Homeownership
- Multifamily (4 units or less)  Rental  Homeownership
- Multifamily (more than 4 units):  Rental  Homeownership
- Single Room Occupancy
- Permanent

2. Physical Characteristics of Development

a. Construction Type:

- New Construction
- Rehabilitation
  - Moderate  Conversion
  - Historic  Conversion
  - Substantial Historic  Conversion

b. Building Type:

- Townhouse  Duplex
- Single  Apartments
- Mid-Rise  High Rise
- Manufactured

3. Occupancy Type:

- General  Elderly  Homeless
- Mentally Disabled  Physically Disabled

4. Rental Subsidy Type:

- Section 8 Project Based\*  Section 5 Tenant Based
- FMRVA Rental Assistance  Section 202\*\*
- Internal  None
- Other: \_\_\_\_\_

5. Number of Buildings: \_\_\_\_\_ Number of Stories: \_\_\_\_\_ Number of Units: \_\_\_\_\_

Are the buildings contiguous?  Yes  No (If no, describe the proximity of the sites to each other): \_\_\_\_\_

a. bedroom Mix:  1 Bedroom  2 Bedroom  3 Bedroom  4 Bedroom  5+

6. Project Specifications: Total of all buildings (in square feet): \_\_\_\_\_

Gross Building Area (including basement(s) only if improved): \_\_\_\_\_

Gross Residential and All Residential Related Areas: \_\_\_\_\_



Gross Commercial and All Commercial Related Areas: \_\_\_\_\_  
 Total Land Area: \_\_\_\_\_  
 Total Number of Parking Spaces: \_\_\_\_\_  
 Average Unit Size (square feet): \_\_\_\_\_  
 Other Areas (explain if applicable): \_\_\_\_\_

FORM NO. 858E (REV. 01/01) AWARD JULY 1994  
 BY THE ARCHITECTURE BOARD

7. Utilities Available at the Site:

	<u>Provider</u>
<input type="checkbox"/> Water	_____
<input type="checkbox"/> Sewer	_____
<input type="checkbox"/> Gas	_____
<input type="checkbox"/> Electric	_____

If utilities are not available at the site, at what distance is tap-in available:

Building Description:	<u>Existing</u>	<u>Proposed</u>
Structural System	_____	_____
Exterior Finish	_____	_____
Heating System	_____	_____
A/C System	_____	_____
# of Elevators	_____	_____

8. Equipment:

<b>Range</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Laundry Facilities</b>	<input type="checkbox"/> Yes
<input type="checkbox"/> No			
<b>Refrigerator</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	<b>Common Area</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Disposal</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Each Unit</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Drapes</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> No	<b>Hookups</b> <input type="checkbox"/> Yes
<input type="checkbox"/> No			
<b>Casnet</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Other:</b>	_____

9. Project Utilities:

Complete in detail the source of the following utility services and whether the utility service expense will be paid by the project.

<u>Utility</u>	<u>Included in Rent</u>	<u>Type of Service</u>
Heat	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Propane <input type="checkbox"/> Oil
Hot Water	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Propane
Cooking	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Propane
Air Conditioning	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Central <input type="checkbox"/> Window Units
Water	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> We. <input type="checkbox"/> Public
Trash/Refuse	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Private <input type="checkbox"/> Public

Sewage  Yes  No  Septic  Public

10. List community facilities and amenities planned for the development? Continue on separate attachment, if necessary

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11. Site information

a. Area: \_\_\_\_\_ square feet

b. Zoning:

1) Present Zoning Classification: \_\_\_\_\_

2) Is Multifamily a permitted use? \_\_\_\_\_

c. Is the site located within a Historic District?  Yes  No

12. Site Control

Indicate type of site control (including option expiration date and renewability if applicable) and attach support documentation.

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If the site is currently owned by applicant, complete the following:

a. Acquisition: Purchase Price \$ \_\_\_\_\_ Date of Purchase: \_\_\_\_\_

Amount of Cash Equity at Purchase: \$ \_\_\_\_\_

Amount Borrowed: \$ \_\_\_\_\_ at \_\_\_\_\_% for \_\_\_\_\_ years

Current Monthly Debt Service: \$ \_\_\_\_\_

b. Capital improvements since date of purchase:

Total amount of expenditures for Capital Improvements: \$ \_\_\_\_\_

Amount of cash for Capital Improvements: \$ \_\_\_\_\_

Amount borrowed: \$ \_\_\_\_\_ at \_\_\_\_\_% for \_\_\_\_\_ years

Secured by lien on property?  Yes  No

Current monthly debt service: \$ \_\_\_\_\_

c. List all liens on property other than those described above:

1). \_\_\_\_\_

2). \_\_\_\_\_

3). \_\_\_\_\_

4). \_\_\_\_\_

d. Total outstanding indebtedness on property: \$ \_\_\_\_\_

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e. Current property value: \$ \_\_\_\_\_

13. What are the immediately adjacent land uses?

North \_\_\_\_\_

South \_\_\_\_\_

East \_\_\_\_\_

West \_\_\_\_\_

14. Existing Buildings:

a. Is the demolition of any buildings planned?  Yes  No

If yes, describe: \_\_\_\_\_

b. In your knowledge, does the structure(s) have any historical significance which will be preserved? \_\_\_\_\_

c. If yes, do you plan to seek a historical designation and tax credit?  Yes  No

Explain: \_\_\_\_\_

15. Describe the tenant population the project will be attempting to service. \_\_\_\_\_

16. Is the project currently occupied?  Yes  No

If yes, Owner/Developer/ Sponsor must be prepared to absorb necessary relocation expenses in accordance with the Uniform Relocation Act in accordance with 49 CFR Part 24.

If yes, what is the current occupancy rate: \_\_\_\_\_%

If no, has the project been occupied within the last 12 months?  Yes  No

a. Submit copy of rent roll and income verification documentation.

b. If the project has been occupied within the last 12 months, indicate the reason(s) for the decline in occupancy. \_\_\_\_\_

17. Has the site ever been submitted to the Department of Housing and Urban Development or any other governmental agency or a private lending institution for financing?  Yes  No

18. Do any environmental hazards exist in or on the property?  Yes  No

Hazardous Wastes

Asbestos Contained Materials

Toxic Substances

Lead-Based Paint

Radon Gas

Other \_\_\_\_\_

If yes, please provide the details of the occurrence. \_\_\_\_\_

If environmental audit (i.e. Phase 1) was completed, send a copy with this application.

19. Flood Hazard Determination. Check the appropriate statements and attach a copy of the Flood Insurance Data Map (available from municipality of HUD Area Offices).

- The proposed site has not been inundated during any flood or high water in the last 50 years.
- The proposed site has been subject to flood inundation either partially or in its entirety in the last 50 years.
- The proposed site is subject to water run-off from adjoining properties.

20. Development Team:

Attorney:

\_\_\_\_\_  
(Firm)  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City/State/Zip)  
( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Phone) (Fax No.)

Owner:

\_\_\_\_\_  
(Firm)  
\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Street)  
\_\_\_\_\_  
(City/State/Zip)  
( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
(Phone) (Fax No.)

Architect:

(Firm) \_\_\_\_\_

(Name) \_\_\_\_\_

(Street) \_\_\_\_\_

(City/State/Zip) \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Phone) (Fax No.)

Sponsor:

(Firm) \_\_\_\_\_

(Name) \_\_\_\_\_

(Street) \_\_\_\_\_

(City/State/Zip) \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Phone) (Fax No.)

Contractor:

(Firm) \_\_\_\_\_

(Name) \_\_\_\_\_

(Street) \_\_\_\_\_

(City/State/Zip) \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Phone) (Fax No.)

Management:  
 Agent

(Firm) \_\_\_\_\_

(Name) \_\_\_\_\_

(Street) \_\_\_\_\_

(City/State/Zip) \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Phone) (Fax No.)

Consultant:  
Agency

(Firm)

(Name)

(Street)

(City/State/Zip)

( )  
(Phone)

( )  
(Fax No)

## HUD SECTION 3 REQUIREMENTS

**Section 3 is a provision of the Housing and Urban Development Act of 1968. The purpose of Section 3 to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.**

**Section 3 Resident is: 1) a public housing resident; or 2) a low- or very low-income person residing in the metropolitan area or non-metropolitan county where the Section 3 covered assistance is expended.**

**Section 3 Business Concerns are businesses that can provide evidence that they meet one of the following criteria:**

- a) **51 percent or more owned by Section 3 residents; or**
- b) **At least 30 percent of its full time employees include persons that are currently Section 3 residents, or were Section 3 residents within three years of the date of first hire; or**
- c) **Provides evidence, as required, of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to business concerns that meet one of the first two qualifications above.**





SECTION 3 PLAN AND SCHEDULE A

COMPLIANCE

- A. Positions shall not be filled immediately prior to undertaking work in order to circumvent regulations set forth in 24 CFR Part 135 e; seq. as amended.
- B. Each bidder/proposer must include a Section 3 Plan and a Schedule A which indicates its commitment to meet the resident hiring requirement.
- C. If a bidder/proposer fails to submit a Section 3 Plan and a Schedule A and the related data along with the bid/proposal, such bid/proposal will be declared as non-responsive.
- D. Failure of the contractor comply with the approved plan shall be a material breach of the contract.

Acknowledged By:

\_\_\_\_\_  
Name of President or Authorized Officer

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Date

*The applicant must develop an affirmative marketing plan for the sale/lease of the proposed units. The Affirmative Marketing Plan must be in conformance with the City's Affirmative Marketing Strategy. Please identify or attach your organization's plan for this project.*

## City of Wilmington

### HOME Program Site and Neighborhood Standards Certification (Rehabilitation and New Construction of Rental Housing)

Project Name: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Housing provided through the HOME program must promote greater choice of housing opportunities. Specific rules are as follows:

(2) HOME provided housing must be suitable from the standpoint of facilitating and furthering full compliance with Title VI of the Civil Rights Act - 1964, the Fair Housing Act, and Executive Order 11063.

1. **Title VI of the Civil Rights Act of 1964** as amended (42 U.S.C. 2000d) - States that no person may be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance on the basis of race, color, or national origin.
2. Title VIII of the Civil Rights Act of 1968, as amended "**The Fair Housing Act**" (42 U.S.C. 3601) - Prohibits discrimination in the sale or rental of units in the private housing market against any person on the basis of race, color, religion, sex, national origin, familial status or handicap.
3. Equal Opportunity in Housing ( **Executive Order 11063** ) - Prohibits discrimination in housing or residential property financing related to any federally assisted activity against individuals on the basis of race, color, religion, sex or national origin.
4. The site meets the HQS site standards at **24 CFR 982.401(I)** for existing housing projects.

**Existing and Rehabilitated Projects** must meet "**Site and Neighborhood Standards**" from 24 CFR **983.57.4(d)** which places limiting conditions on building in areas of "minority concentration" and that are "racially mixed."

#### Sec. 983.57.4(d) - Site and neighborhood standards

(d) Existing and rehabilitated housing site and neighborhood standards. A site for existing or rehabilitated housing must meet the following site and neighborhood standards. The site must:

- (1) Be adequate in size, exposure, and contour to accommodate the number and type of units proposed and adequate utilities and streets must be available to service the site. (The existence of a private disposal system and private sanitary

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water supply for the site, approved in accordance with law, may be considered adequate utilities.)

(2) Promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.

(3) Be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.

(4) Be so located that travel time and cost via public transportation or private automobile from the neighborhood to places of employment providing a range of jobs for lower income workers is not excessive. While it is important that housing for the elderly not be totally isolated from employment opportunities, this requirement need not be adhered to rigidly for such projects.

New Construction Projects must meet **'Site and Neighborhood Standards'** from 24 CFR 983.57.4(e) which places limiting conditions on building in areas of "minority concentration" and that are "racially mixed."

**Sec. 983.57.4(e) - Site and neighborhood standards**

**(e) New construction site and neighborhood standards.** The proposed sites for new construction units must be approved by the City of Wilmington, **Department of Real Estate and Housing** as meeting the following site and neighborhood standards:

(1) The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed, and adequate utilities (water, sewer, gas, and electricity) and streets must be available to service the site.

(2) The site must not be located in an area of minority concentration, except as permitted under paragraph (e)(3) of this section, and must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area.

(3) A project may be located in an area of minority concentration only if:

(i) Sufficient, comparable opportunities exist for housing for minority families, in the income range to be served by the proposed project, outside areas of minority concentration (see paragraph (e)(3)(ii), (iv) and (v) of this section for further guidance on this criterion); or

(ii) The project is necessary to meet overriding housing needs that cannot be met in that housing market area (see paragraph (e)(3)(v) of this section for further guidance on this criterion).

(iii) As used in paragraph (e)(3)(i) of this section "Sufficient" does not require that in every locality there be an equal number of assisted units within and outside of areas

of minority concentration. Rather, application of this standard should produce a reasonable distribution of assisted units each year that, over a period of several years, will approach an appropriate balance of housing choices within and outside areas of minority concentration. An appropriate balance in any jurisdiction must be determined in light of local conditions affecting the range of housing choices available for low-income minority families and in relation to the racial mix of the locality's population.

(iv) Units may be considered "comparable opportunities" as used in paragraph (e)(3)(i) of this section, if they have the same household type (elderly, disabled, family, large family) and tenure type (owner/renter); require approximately the same tenant contribution towards rent; serve the same income group; are located in the same housing market; and are in standard condition.

(v) Application of this sufficient, comparable opportunities standard involves assessing the overall impact of HUD-assisted housing on the availability of housing choices for low-income minority families in and outside areas of minority concentration, and must take into account the extent to which the following factors are present, along with other factors relevant to housing choice:

(A) A significant number of assisted housing units are available outside areas of minority concentration.

(B) There is significant integration of assisted housing projects constructed or rehabilitated in the past 10 years, relative to the racial mix of the eligible population.

(C) There are racially integrated neighborhoods in the locality.

(D) Programs are operated by the locality to assist minority families that wish to find housing outside areas of minority concentration.

(E) Minority families have benefited from local activities (e.g., acquisition and write-down of sites, tax relief programs for homeowners, acquisitions of units for use as assisted housing units) undertaken to expand choice for minority families outside of areas of minority concentration.

(F) A significant proportion of minority households have been successful in finding units in non-minority areas under the Section 8 certificate and voucher programs.

(G) Comparable housing opportunities have been made available outside areas of minority concentration through other programs.

(v) Application of the "overriding housing needs" criterion, for example, permits approval of sites that are an integral part of an overall local strategy for the preservation or restoration of the immediate neighborhood and of sites in a neighborhood experiencing significant private investment that is demonstrably changing the economic character of the area (a "revitalizing

area"). An "overriding housing need" however, may not serve as the basis for determining that a site is acceptable if the only reason the need cannot otherwise be feasibly met is that discrimination on the basis of race, color, religion, sex, national origin, age, familial status or disability renders sites outside areas of minority concentration unavailable or if the use of this standard in recent years has had the effect of circumventing the obligation to provide housing choice.

(4) The site must promote greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons.

(5) The neighborhood must not be one which is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate, unless there is actively in progress a concerted program to remedy the undesirable conditions.

(6) The housing must be accessible to social, recreational, educational, commercial, and health facilities and services, and other municipal facilities and services that are at least equivalent to those typically found in neighborhoods consisting largely of unassisted, standard housing of similar market rents.

(7) Except for new construction housing designed for elderly persons, travel time and cost via public transportation or private automobile, from the neighborhood to places of employment providing a range of jobs for lower-income workers, must not be excessive.

**I have read the above and understand that it is my responsibility to ensure the site(s) and neighborhood(s) in which my HOME-assisted activities take place meet all Site and Neighborhood Standards. I hereby certify that my site(s) comply with Title VI of the Civil Rights Act of 1964, as amended, the Fair Housing Act, and Executive Order 11063. In addition, if my activity includes new construction of rental units, I certify that my site(s) meet all site and neighborhood standards of Section 983.57 4(e).**

Authorized Representative (Please Print):

BY: \_\_\_\_\_  
Date

Authorized Representative's Signature:

BY: \_\_\_\_\_  
Date

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**City of Wilmington**

**HOME Investment Partnership Funding Application**

**APPLICANT CHECKLIST**

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Statement of Good Faith/Good Standing
- Legal Status
- IRS Determination Letter
- Business License
- Additional Funding Source documentation
- Board Resolution attached
- Map – submit map of the neighborhood, clearly showing the location of project (New Castle County Parcel View ([www.ncode.org/parcelview](http://www.ncode.org/parcelview)))
- Applicant's experience – indicate all housing development projects completed
- Project Summary – the narrative should address the questions listed in application.
- Additional documentation; letters of support, funding source documents, etc.
- CHDO application requested?       Yes       No

\*Please include this checklist on the front of your packet.

## HOME Investment Program (HOME)

### INTRODUCTION

The "Program Guidelines" packet is designed to aid your organization in applying for HOME Investment Partnerships Program (HOME) grant funds. All organizations are encouraged to qualify under the HOME guidelines (services to low income persons/households.) Some organizations meeting a critical need may not qualify for HOME funding under the guidelines.

### Nature of the HOME Program

Participating jurisdictions may use HOME funds for a variety of housing activities according to local housing needs. Eligible uses of funds include renter-based rental assistance; housing rehabilitation; assistance to homebuyers; and new construction of housing. HOME funding may also be used for site acquisition, site improvements, demolition, relocation, and other necessary and reasonable activities related to the development of non-luxury housing. Funds may not be used for public housing development, public housing operating costs, or for Section 8 (renter-based) assistance, nor may they be used to provide non-federal matching contributions for other federal programs, for operating subsidies for rental housing, or for activities under the Low-Income Housing Preservation Act.

### Beneficiaries

All housing developed with HOME funds must serve low- and very low-income families. For rental housing, at least 90 percent of the families benefited must have incomes at or below 50 percent of the area median income; the remaining 10 percent of the families benefited must have incomes at or below 80 percent of area median income. Homeownership assistance must be to families with incomes at or below 80 percent of the area median income.

HOME-assisted rental units must have rents that do not exceed the applicable HOME rent limits. For projects with five or more HOME-assisted rental units, a minimum of 20 percent of the units must be rented to very low-income families.

HOME-assisted homebuyer and rental housing must remain affordable for a long-term affordability period, determined by the amount of per-unit HOME assistance or the nature of the activity. HOME-assisted homebuyer housing is also subject to resale or recapture requirements.

### Jurisdictions Requirement

Participating jurisdictions must provide a 12.5 percent match of their HOME funds. Participating jurisdictions must also set aside at least 15 percent of their allocations for housing to be owned, developed, or sponsored by community housing development organizations.

### Eligible Activities

The HOME program has many options for eligible activities. In Wilmington, the eligible uses of HOME funds fall into three broad categories:

- *New Construction of Housing for Home Ownership.* Funds may be used to help developers or other housing organizations acquire, and/or construction of new housing for home ownership.

- *Rehabilitation of Housing for Home Ownership*. Funds may be used to help developers or other housing organizations acquire, rehabilitate, or construct housing for home ownership.
- *Homebuyer Activities*. Funds may be used to finance the acquisition and/or rehabilitation and new construction of homeowner units, and homebuyer counseling.

Participating jurisdictions can disburse HOME funds in a variety of ways. Forms of assistance that may be provided with HOME funds include grants, various types of loans, loan guarantees to lending organizations, interest rate subsidies, or equity investments.

**Net Proceeds**

The City will recapture HOME funds upon the sale of assisted properties after developer's fees and closing costs. The net proceeds are the sales price minus loan repayment (other than HOME funds), developer's fees and closing costs.

**Ineligible uses of HOME**

Ineligible uses of HOME funds include modernizing public housing, providing tenant-based rental assistance under the Section 8 program, supporting ongoing operational costs of rental housing, paying back taxes or fees on properties that are or will be assisted with HOME funds, and providing non-federal matching funds for any other federal program. Other uses not authorized in statute or regulations are also prohibited.

**Match Requirement**

The HOME Program **12.5% percent** of the total HOME funds for project costs.

Match is a permanent contribution to affordable housing.

Match is **not** leveraging.

**Eligible Sources of Match:** The match obligation may be met with any of the following specific sources:

- Cash or cash equivalents from a non-Federal source;
- Value of waived taxes, fees or charges associated with HOME projects;
- Value of donated land or real property;
- Cost of infrastructure improvements associated with HOME projects;
- A percentage of the proceeds of single- or multifamily housing bonds issued by state, state instrumentality, or local government;
- Value of donated materials, equipment, labor, and professional services;
- Sweat equity;
- Direct costs of supportive services to residents of HOME projects; and
- Direct cost of homebuyer counseling to families purchasing homes with HOME assistance.
- HUD provides specific guidance to ensure that match contributions to homebuyer projects are permanent contributions to affordable housing. See the applicable section below.
- Match counted for other Federal programs cannot be counted as HOME match. HOME can be counted as match for McKinney-Vento Act programs.



All sections of this application, including attachments and exhibits, must be complete and accurate. No facsimiles or incomplete applications will be accepted. The application Check-off List must be completed and included in each proposal. Specific requirements for several selected items are described in the application booklet. A proposal's outline should follow the sequence of items on the Check-off List. If your project is approved, you will be required to provide additional information to complete a full application.

#### **Application Funding and Approval Process**

A technical review of your application will be conducted for eligibility, feasibility, and completeness. To be considered eligible, applications for project funding must be consistent with the goals and priorities of the Department of Real Estate and Housing and the Federally-mandated Consolidated Plan. Major criteria used to evaluate affordable housing proposals include:

#### **Conceptual Soundness**

The project design and scope of work responds to a locally identified housing need. The site, structure, location, and program design are appropriate for the proposed residents, and elements of the project concept meet all threshold and eligibility requirements of the funding sources.

#### **Readiness to Proceed**

Site control, environmental studies, project entitlements, and design are in process or completed. The project schedule and cash flow indicates that the project can be completed within two years of the contract execution date.

#### **Consistency with Housing Plans**

Projects assisted with City funds must demonstrate consistency with the goals, priorities, and objectives of the Housing Element, the Consolidated Plan, and Annual Action Plan of the City of Wilmington. In addition, projects must comply with applicable comprehensive plans and must meet all zoning and building code requirements.

#### **Financial Feasibility**

Project sources and uses of funds are consistent, accurate, justified, and well documented. The projected cash flow for the project indicates a warranted City funding participation as well as a sufficient revenue flow to successfully complete the project.

#### **Leverage of Other Funds**

City funding participation is maximized by other public and private equity and debt in the project. Documentation of other committed funds must be included.

#### **Organizational Capacity**

The skills and experience of the project sponsor are appropriate to the size and complexity of the project. The project sponsor is fiscally strong, has a plan to mitigate organizational shortfalls, and has provided a prudent operations and maintenance plan for the length of the funding commitment.

Only applications that meet all Program criteria and are substantially complete will proceed through the City's application funding and approval process. Incomplete applications will not be considered for funding until the deficiencies are cured.

The preliminary award letter will specify, among other things, the amount of funds granted, timelines, project requirements, as well as the proposed use of funds. Upon approval, an Agreement will be executed pending finalization of an environmental review. The City reserves the right, at its sole discretion, to suspend, amend, or modify the provisions of this application. If such an action occurs, the City will notify all interested parties.

Other Federal Requirements:

Developments, which are funded in part with federal funds, are subject to but not limited to applicable local, state, and federal laws and regulations. Your organization should understand that any/all of these will become part of any contract between the City and your agency.

- Equal Opportunity and Fair Housing.
- Attractive Marketing (if applicable).
- Tenant Selection and Participation (if applicable – see Attachment).
- Environmental Review.
- Layering Review.
- Labor - Any contract for rehabilitation or new construction of housing with more than 11 HUD-assisted units must require the contractor to pay federal prevailing wage rates (Davis Bacon).
- Lead-based paint.
- Accessibility - Section 504 of the Rehabilitation Act of 1973 and all other federal accessibility regulations. (For details see: the Rehabilitation Act of 1973 (29 U.S.C. 794.)
- Section 3 of the HUD Act of 1968. (See Attachment.)
- Minority Business Enterprise/Women's Business Enterprise.
- Executive Order 11053 on Equal Opportunity and Housing.
- Title 8 of the Civil Rights Act of 1968 (42 U.S.C. 20-284).
- The provisions of the Drug-Free Workplace Act of 1986 (40 U.S.C. 701), in accordance with the Act and with HUD's rules at 24 CFR part 24, subpart F.
- The provision of E.O.s 12546 and 12533, "Debarment and Suspension," as set forth at 24 CFR part 24.
- The provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352).
- The provisions of the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.) as amended.
- The provisions of the Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented by Department of Labor regulations (29 CFR part 3, "Contractors and Subcontractors on Public Buildings or Public Work Financed in Whole or in Part by Loans or Grants from the United States").
- "Equal Employment Opportunity" as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR part 80, "Office of Federal Contract Compliance Programs: Equal Employment Opportunity Department of Labor".
- Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor Regulations (29 CFR Part 5), in regards to the construction and management of the proposed Project.
- The property standards.

# Appendices F



## Quarterly Project Performance Reports

### Data Quality Report

This report provides each project with a review of their data quality in CMIS. It reports the % of missing, Don't Know, and Refused responses to all required data elements.

#### 1. Bed Utilization Rates [ES, TH, PSH]

This measure is produced for Emergency Shelter, Transitional Housing, and Permanent Supportive Housing. This measure helps us to understand the capacity at which homeless assistance resources are being utilized in our communities.

**Logic:** This measure calculates the total bed nights available during the report period by multiplying the number of beds in the project by the total nights during the report period. The number of clients in the project and their lengths of stay are then measured to determine how many bed nights were utilized/occupied by a client. Lengths of stay for clients are determined by their project entry dates and project exit dates, which gives you the total number of nights that the client occupied a bed in the project. Total bed nights utilized is then divided by total bed nights available to give us the bed utilization rate for the project.

Primary data elements utilized:

- 3.10 Project Entry Date
- 3.11 Project Exit Date

For more information on these data elements, please see pages 26-27 in the HMIS Data Standards Manual: <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

#### 2. Rate of Exits to Destination Types [ES, TH]

This measure is calculated for Emergency Shelter and Transitional Housing programs for the purpose of providing information about where people go after being served.

**Logic:** This measure is calculated by first determining the number of clients that exited from the project during the report period. The number clients who exited to each destination type is then calculated.

The response to data element 3.12, "Destination" is used in this measure. When exiting a client from a project, projects answer the universal required data element "Destination" to indicate where the client will be living after the date that the client is exited. Please see Page 27 of the HMIS Data Standards Manual for more detailed

1 | Page

Information about this data element:

<https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

Primary data elements utilized:

3.11 Project Exit Date

3.12 Destination

Exit destinations are organized into the following categories:

Destination Type	Entry/Exit Destination
PH	Hotel or motel paid for without emergency shelter voucher (HUD)
PH	Owned by client, no ongoing housing subsidy (HUD)
PH	Permanent housing for formerly homeless persons (HUD)
PH	Rental by client, no ongoing housing subsidy (HUD)
PH	Rental by client, with other ongoing housing subsidy (HUD)
PH	Rental by client, with VASH subsidy (HUD)
PH	Staying or living with family, permanent tenure (HUD)
PH	Staying or living with friends, permanent tenure (HUD)
Institution	Foster care home or foster care group home (HUD)
Institution	Hospital or other residential non-psychiatric medical facility (HUD)
Institution	Jail, prison or juvenile detention facility (HUD)
Institution	Psychiatric hospital or other psychiatric facility (HUD)
Institution	Substance abuse treatment facility or detox center (HUD)
Temporary	Staying or living with family, temporary tenure (e.g., room, apartment or house)(HUD)
Temporary	Staying or living with friends, temporary tenure (e.g., room apartment or house)(HUD)
Homeless	Emergency shelter, including hotel or motel paid for with emergency shelter voucher (HUD)
Homeless	Hotel/Motel with emergency shelter
Homeless	Transitional housing for homeless persons (including homeless youth) (HUD)
Other	Client doesn't know (HUD)
Other	Client refused (HUD)
Other	Data not collected (HUD)
Other	No exit interview completed (HUD)
Other	Other (HUD)
Other	Residential project or halfway house with no homeless criteria (HUD)
Other	Rooming Partner

### 3. Rate of Exits to Permanent Housing [ES, TH, RRH]

This measure is calculated for Emergency Shelters, Transitional Housing programs, and Rapid Re-Housing programs. This measure helps us to understand the extent to which certain projects and project types are successfully connecting clients to permanent housing resources in our community.

**Logic:** This measure is calculated by first determining the number of clients that exited from the project during the report period. The number clients who exited to a permanent housing destination is then calculated, and divided by the total number of clients who exited to give us the rate of exits to permanent housing.

Primary data elements utilized:

- 3.11 Project Exit Date
- 3.12 Destination

### 4. Rate of Retention in Permanent Supportive Housing [PSH]

This measure is calculated for Permanent Supportive Housing (PSH) projects to measure the extent to which clients are stabilizing in PSH projects for 1 year or more.

**Logic:** The measure determines the number clients with a length of stay in the project of 12 months or greater by the end of the report period. This number is then divided by the number of total number of clients served during the report period (excluding those who died or who exited to another permanent housing destination with a length of stay less than 12 months) to give us the rate of retention in PSH.

Primary data elements utilized:

- 3.10 Project Entry Date
- 3.11 Project Exit Date

### 5. Average Length of Stay in Project [ES, TH]

This measure is calculated for Emergency Shelters and Transitional Housing projects to help us understand the length of time that clients are staying in homeless assistance projects in our community.

**Logic:** This measure looks at the clients who exited the project during the report period. For all of the clients that exited, the total number of days that they stayed in the project is calculated using entry dates and exit dates. The number of days for each client is added up to get a total number of days, which is then divided by the total number of clients that exited. This gives us the average length of stay in the project.

Primary data elements utilized:

- 3.10 Project Entry Date
- 3.11 Project Exit Date

## 6. Rate of Adult Clients Served with a Disabling Condition [ES, TH, RRH, PSH]

This measure is calculated for all project types to help us understand the extent to which certain projects or project types are serving clients with highest levels of need.

**Logic:** This measure looks at all adults 18+ years that were served during the report period, and counts the number of adults served with a disabling condition. This number is then divided by the total number of adults served during the report period to give us the rate of adults served with a disabling condition.

### Primary data elements utilized:

#### 3.8 Disabling Condition

*Data Collection Instructions for 3.8: Record whether the client has a disabling condition based on one or more of the following:*

- A physical, mental, or emotional impairment, including an impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that: (1) Is expected to be long-lasting or of indefinite duration; (2) Substantially impedes the individual's ability to live independently; and (3) Could be improved by the provision of more suitable housing conditions.
- A developmental disability, as defined in section 107 of the Developmental Disabilities Assistance and Bill of Rights Act of 2010 (42 U.S.C. 15102); or

For more instructions on how and when to utilize data element 3.8 please refer to the HMIS Data Standards Manual: <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

## 7. Total number of Unduplicated Households Served [ES, TH, RRH, PSH]

This measure is calculated for all project types. This measure helps us to understand how many people are being served by our homeless assistance projects.

**Logic:** This measure is calculated at the household level. Single adult households, adult only households, and households with children are captured as households in this measure. This measure includes a total count of all households served during the report period. A household is captured in this measure if they were served at any time during the report period. The household may have entered prior to the report period and exit during the report period, entered and exited during the report period, or entered during the report period and did not exit during the report period.

### Primary data elements utilized:

3.10 Project Entry Date

3.11 Project Exit Date

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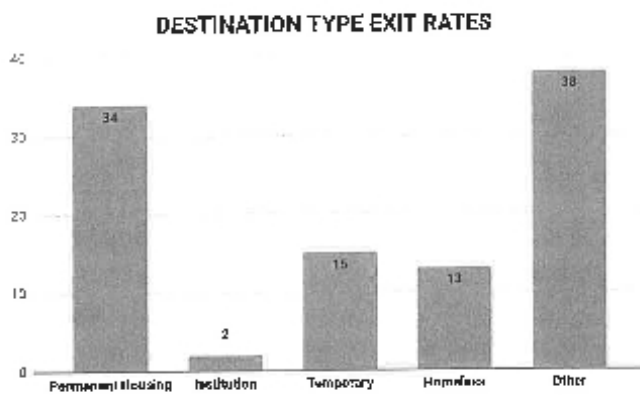
Emergency Shelter

Quarterly Project Performance Report

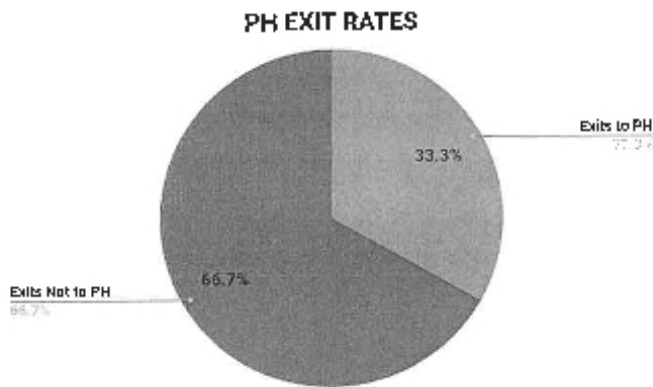
Name of Emergency Shelter Projects: the Salvation Army, Bayard House, House of Joseph I, and Hope House<sup>1</sup>

Report Period: 01/01/19 - 03/31/19

- 1. Rate of Exits to Destination Types  
o TOTAL EXITS: 102

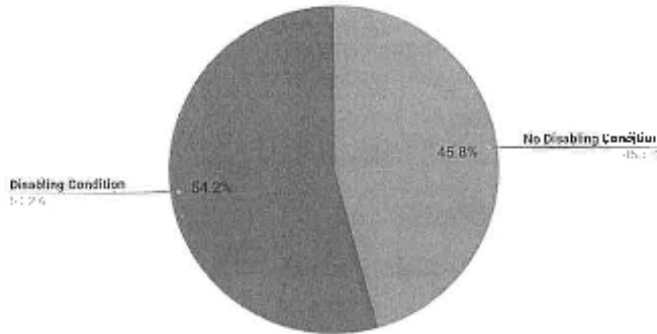


- 2. Rate of Exits to Permanent Housing: 33.3%



3. Average Length of Stay in Shelter
  - a. Number of Days: 45
4. Rate of Clients served with a Disabling Condition: 54.2%

**CLIENTS SERVED W/ DISABLING CONDITION**



5. Total # of Unduplicated Households Served (including single and auditory households, and households with children)
  - a. Households Served: 124

**Rapid Re-Housing**

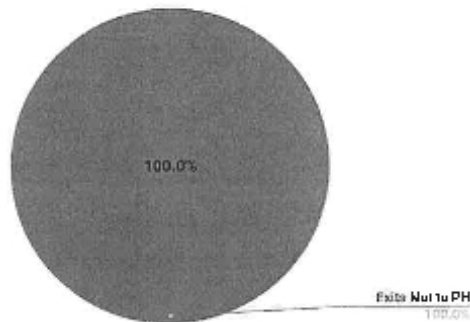
**Quarterly Project Performance Report**

Name of Emergency Shelter Projects: YWCA, Family Promise - Hospitality Center

Report Period: 01/01/19 - 03/31/19

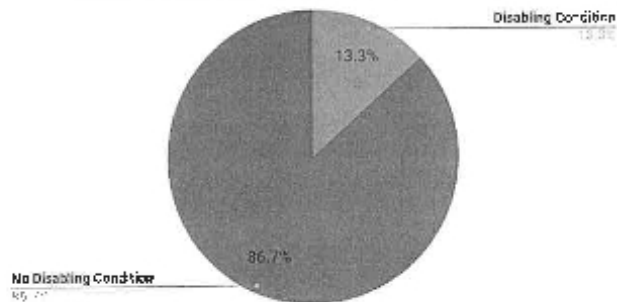
1. Rate of Exits to Permanent Housing: 0% There were seven exits total, all of which were to temporary housing.

**PH EXIT RATES**



2. Rate of Adults served with a Disabling Condition: 13.3%

**CLIENTS SERVED W/ DISABLING CONDITION**



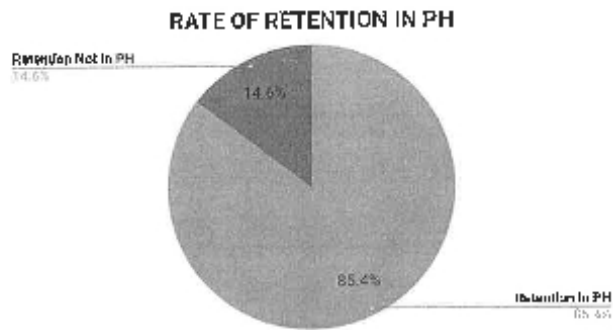
3. Total # of Unduplicated Households Served (including single and audit-only households, and households with children);
  - a. Households Served: 17

Permanent Supportive Housing  
Quarterly Project Performance Report

Name of Emergency Shelter Projects: YMCA, Lifelines 2

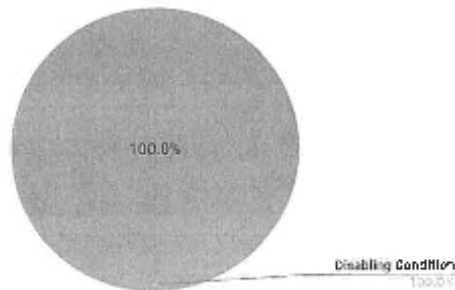
Report Period: 01/01/19 - 03/31/19

1. Rate of Retention in PH: 85.4%



2. Rate of clients served with Disabling Condition:

**CLIENTS SERVED W/ DISABLING CONDITION**



3. Total # of Unduplicated Households Served (including single and audit-only households, and households with children)

a. Households Served: 59

**Transitional Housing**

**Quarterly Project Performance Report**

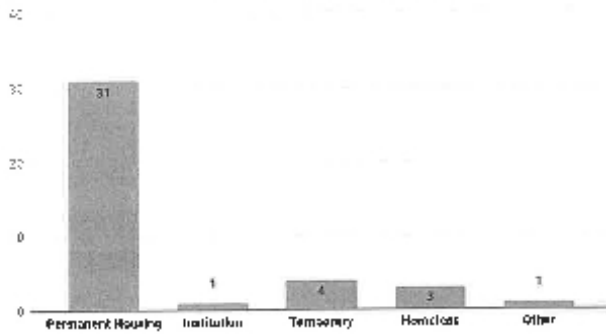
Name of Emergency Shelter Projects: Bayard, Hospitality, YMCA

Report Period: 01/01/19 - 03/31/19

1. Rate of Exits to Destination Types

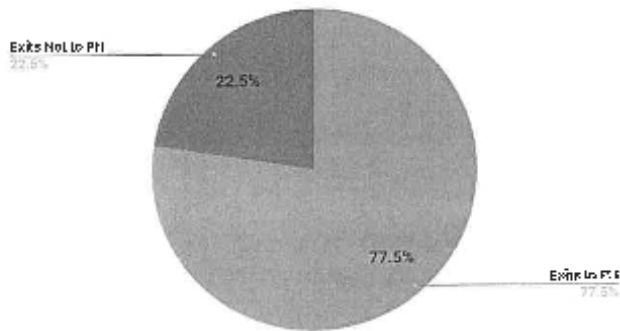
a. Total Exits: 39

**DESTINATION TYPE EXIT RATES**



2. Rate of Exits to Permanent Housing: 77.5%

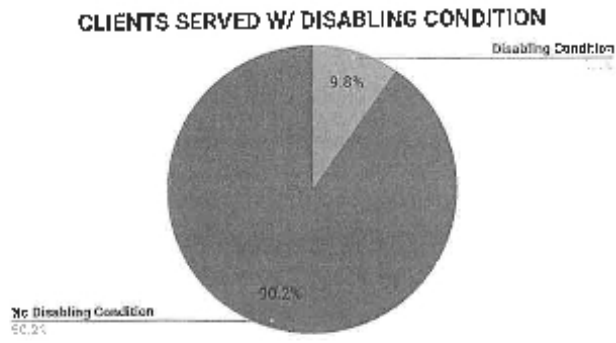
**PH EXIT RATES**



3. Average Length of Stay in Shelter

a. Number of Days: 168

4. Rate of clients served with Disabling Condition: 9.8%



5. Total # of Unduplicated Households Served( including single and audit-only households, and households with children)  
a. Households Served: 28

# Appendices G

**If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

- The Department of Real Estate and Housing participated in "Wilmington 2028 - A Comprehensive Plan for Our City and Communities that will guide growth and development across the city for the next decade." This planning process has afforded this department the opportunity to address the challenges facing Wilmington today as well as develop a new vision for tomorrow. This community-driven effort reflects the hopes and priorities of residents and shapes where and why public and private investment dollars are to be spent to make Wilmington a stronger and more prosperous city over the next decade.
- Wilmington's West Center City area has been identified as having particular strengths given its adjacency to the City's primary economic center - Downtown. The City is working with the Wilmington Housing Authority, the Wilmington Renaissance Corporation, Interfaith Community Housing of Delaware, the Wilmington Neighborhood Conservancy Land Bank as well as numerous lending institutions and foundations to redevelop parcels and encourage home ownership in keeping with the "West Center City Strategic Neighborhood Plan" and "A Vision for Wilmington's Creative District." These efforts are an integral part of a larger set of coordinated activities that comprise the Mayor of Wilmington's Neighborhood Stabilization Initiative. This initiative is initially focused in West Center City and will be expanding to other neighborhoods.
- On the East Side, the City continues to coordinate the use of publicly owned parcels to support the collaborative work of Habitat for Humanity, Woodlawn Trustees, Central Baptist Community Development Corporation and the Wilmington Neighborhood Conservancy Land Bank. Together, these entities are focusing on reducing vacancy and blight, while expanding homeownership opportunities for existing residents and developing mixed use projects that will enhance the economic vitality of the East Side.
- Furthermore, both efforts in West Center City and on the East Side are integral parts of Wilmington's Downtown Development District as designated by the State of Delaware which the State has expanded offering more opportunities along the Market Street Corridor.
- In the North East area of Wilmington, the City is continuing efforts to direct the use of publicly owned land to support mixed-use neighborhood oriented projects that can catalyze significant affordable housing development for low-to moderate income residents and attract complementary market-rate investment. This work is being accomplished through collaboration between City departments, planning efforts underway by the Northeast Blueprint Community Team and an Area-wide Planning Grant from the US Environmental Protection Agency, Habitat for Humanity, the Ministry of Caring and the Wilmington Neighborhood Conservancy Land Bank.
- The City is working closely with the Wilmington Housing Authority/Pennrose Developers to plan for the revitalization of publicly held land along the Governor Printz Boulevard. Our Department is supporting the efforts of the Pennrose Company to secure LHTC's for phase one of the development.
- The City is engaged in a pattern of acquisition and stabilization along North Market Street to revitalize this once vibrant neighborhood retail corridor.
- The City of Wilmington has brought together various municipal departments, the Delaware Department of Justice and the Wilmington Neighborhood Conservancy Land Bank to coordinate



the acquisition and stabilization of over 1500 vacant properties throughout Wilmington.

- The City in cooperation with the Wilmington Neighborhood Conservancy Land Bank are engaged in a pattern of acquisition on Wilmington's West Side. This work is centered along the West 4<sup>th</sup> Street Corridor and supports the planning principals defined in the Westside Grows Together Neighborhood Revitalization Plan. Acquisition strategies continue to build upon parcels already owned by the City.
- In Wilmington's Southbridge neighborhood the City's acquisition patterns are intended to fulfill the objectives of the South Wilmington Neighborhood Plan and the Special Area Management Plan. The City is working with the South Wilmington Planning Network, the Southbridge Civic Association, Habitat for Humanity, the Neighborhood House and local churches and community housing development organizations to use publicly owned land in ways that support these formidable planning initiatives.
- In the City's Browntown neighborhood, publicly owned parcels are being utilized by the City to preserve historic homes and construct new townhomes as part of a concerted effort to increase homeownership in this community.

HCFWA program funding of \$617,696 with averaged of \$1,755,024.18 of additional funds. The total number of consultations assisted was 75 with 1 Rental Based Rental Assistance, 20 with Short-Term Rent and Utility Assistance, 3 with Permanent Housing Placement Services and 20 with targeted sponsors housing subsidy assistance. 90% of the individuals' assistance are presently in stable housing.

The Neighborhood Stabilization Program (NSP) continued to stabilize neighborhoods and stimulate local jobs. The Department of Real Estate and Housing in conjunction with its nonprofit partners developed 8 properties during PY2017. Of the 8 non-profit units sold in PY2018, 2 were redeveloped in PY2015, 3 were redeveloped in PY2016 and 3 were redeveloped in PY2017.

COAG was utilized to improve the community and existing housing stock by funding multiple eligible activities. Activities included Tree Planting, Shelter Operations, Employment Training, Services for Abuse and Neglected Children, Subsistence Payments, Residential Facades, Public Improvement, Fair Housing Education and Outreach, Housing Counseling, Youth activities, and Property Rehabilitation.

**Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(e)**  
 Categories, prior by levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected - Strategic Plan	Actual - Strategic Plan	Percent Complete	Expected - Program Year	Actual - Program Year	Percent Complete
Expand supply of quality affordable rental housing	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	3	3	100.00%			
Expand supply of quality affordable rental housing	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitation	Household Housing Unit	0	0				

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Expand supply of quality affordable rental housing	Affordable Housing	CDBG: \$	Other	Other	7,025	0	0.00%			
Expand the supply of quality affordable housing	Affordable Housing	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	65	784	1,206.11%	300	779	255.80%
Expand the supply of quality affordable housing	Affordable Housing	CDBG: \$ / HOME: \$	Homeowner Housing Rehabilitation	Household Housing Unit	8	14	175.00%			
Expand the supply of quality affordable housing	Affordable Housing	CDBG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Household Housing Unit	5	8	160.00%			
Housing and services for the HIV/AIDS population	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$ / HOME: \$ / LSC: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	20		15	20	133.33%

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Housing and services for the HIV/AIDS population	Non-Careless Special Needs Non-Housing Community Development	CDDBG: \$ / HOPEWA: \$ / ESG: \$	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	40	2.8	545,00%	1.25	10%	81.20%
Housing and services for the HIV/AIDS population	Non-Careless Special Needs Non-Housing Community Development	CDDBG: \$ / HOPEWA: \$ / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted						
Housing and services for the HIV/AIDS population	Non-Careless Special Needs Non-Housing Community Development	CDDBG: \$ / HOPEWA: \$ / ESG: \$	Inhs created/retained	Jobs	1	4	400.00%	0	0	
Housing and services for the HIV/AIDS population	Non-Careless Special Needs Non-Housing Community Development	CDDBG: \$ / HOPEWA: \$ / ESG: \$	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	

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Housing options and services for the homeless	Non-Homeless Special Needs -Housing Community Development	CDDBG: \$ / HOPW/R: \$ / ESG: \$	HIV/AIDS Housing Overlays	Household Housing Unit	14	36	257.14%	13	20	166.67%
Housing options and services for the homeless	Homeless	CDDBG: \$ / ESG: \$182615	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	1213		500	534	206.80%
Housing options and services for the homeless	Homeless	CDDBG: \$ / ESG: \$182615	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	179		40	52	130.00%
Housing options and services for the homeless	Homeless	CDDBG: \$ / ESG: \$182615	Homeless Person Overnight Shelter	Persons Assisted	2945	1284	43.67%	330	801	267.30%
Housing options and services for the homeless	Homeless	CDDBG: \$ / FSC: \$ / ESG: \$782615	Overnight/Emergency Shelter/Transitional Housing Beds added	Beds	0	0		0	0	
Housing options and services for the homeless	Homeless	CDDBG: \$ / ESG: \$182615	Prime Passives Prevention	Persons Assisted	215	197	91.63%	0	0	
Housing options and services for the homeless	Homeless	CDJG: \$ / FSC: \$182615	Other	Other	0	0		600	66	131.67%

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3

OMB Control No: 2506-0117 (exp. 09/30/2021)

Improve the quality of the existing housing stock	Affordable Housing	COBSG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10	3	0.00%			
Improve the quality of the existing housing stock	Affordable Housing	COBSG: \$ / HOME: \$	Homeowner Housing Rehabilitation	Household Housing Unit	85	77	90.59%	30	4	136.67%
Improve the quality of the existing housing stock	Affordable Housing	COBSG: \$ / HOME: \$	Other	Other	1	0	0.00%			
Mitigate blight from neglected/vacant properties	Affordable Housing Non-Housing Community Development	COBSG: \$ / HOME: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	5	10	200.00%	3	3	
Mitigate blight from neglected/vacant properties	Affordable Housing Non-Housing Community Development	COBSG: \$ / HOME: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50	3	0.00%			
Mitigate blight from neglected/vacant properties	Affordable Housing Non-Housing Community Development	COBSG: \$ / HOME: \$	Homeowner Housing Rehabilitation	Household Housing Unit	85	22	25.88%			

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Projects/activities for eligible youth and families	Non-Housing Community Development	CDBG: \$ / HOPWA: \$ / ESG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25000	12690	84.30%	1500	2397	159.80%
Projects/activities for eligible youth and families	Non-Housing Community Development	CDBG: \$ / HOPWA: \$ / ESG: \$	Public service activities as to Low/Moderate Income Housing Benefit	Households Assisted	0	0		0	0	
Projects/activities for eligible youth and families	Non-Housing Community Development	CDBG: \$ / HOPWA: \$ / ESG: \$	Homeless Person Overnight Shelter	Persons Assisted	220	263	121.82%			
Projects/activities for eligible youth and families	Non Housing Community Development	CDBG: \$ / HOPWA: \$ / ESG: \$	Homelessness Prevention	Persons Assisted	15	19	125.57%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

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OMB Control No: 2506-0117 (exp. 06/30/2021)

# Appendices H



**Housing Opportunities for People with AIDS (HOPWA)**

**Reference 91.220(l)(3)**

***HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS***

The Housing Opportunities for Persons with AIDS (**HOPWA**) program, managed by HUD's Office of HIV/AIDS Housing, was established to provide housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families.

The conditions in which people with HIV live, work, learn, and play contribute to their ability to live healthy lives. With safe, decent, and affordable housing, people with HIV are better able to access comprehensive health care and supportive services, get on HIV treatment, take their HIV medication consistently, and see their health care provider regularly. However, individuals with HIV who are homeless or lack stable housing are more likely to delay HIV care, have poorer access to regular care, and are less likely to adhere to their HIV treatment.

Throughout many communities, people with HIV risk losing their housing due to factors such as increased medical costs and limited incomes or reduced ability to keep working due to related illnesses. Securing stable housing is a key part of achieving successful HIV outcomes.

In the City, we realize the need to address this issue and to that end, we have funded the following organizations:

**Delaware HIV (DH)**

**Catholic Charities (CC)**

**Ministry of Caring House of Joseph (HoJ)**

**Cecil County Health Department (CC)**

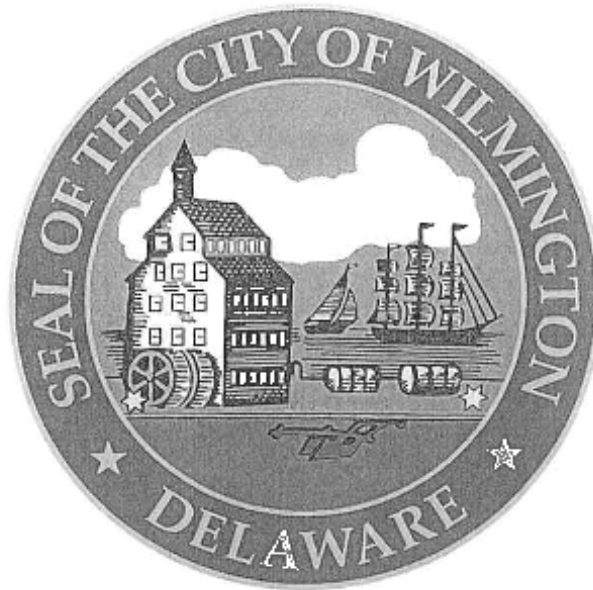
***Identify the method of selecting project sponsors and describe the one-year goals for HOPWA funded projects:***

The City of Wilmington has a competitive RFP process to select project sponsors for HOPWA funds. The selection process was open to all qualified agencies including grassroots faith-based organizations as well as other community organizations.

***Discussion***

Programs funded through the HOPWA Program are housing related and designed to provide affordable housing for low-income persons living with HIV/AIDS and their families; enable low income persons living with HIV/AIDS and their families to become housed; and to provide services needed to enable low-income HIV/AIDS clients to remain housed, locate housing and prevent homelessness.

# Appendices I



## HOME Investment Partnership Policies and Procedures Manual

City of Wilmington, Department of Real Estate and Housing  
800 French Street, 7<sup>th</sup> Floor  
Wilmington, DE 19801  
(302) 576-3000 Fax (302) 573-5588

City of Wilmington, DE – HOME Policies and Procedures Manual  
Update: July 17, 2017 Page 1 of 59

- \*Loan default and subsequent foreclosure negates the principal residence limitation, but not the affordability restrictions.
- All homeowners must be provided home buyer counseling prior to purchase.
- All units must be sold at or below the HOME Unit Sale Limits (95% of the median purchase price for the area for the specified housing type). See chart below:

**2017 HOME Unit Sale Limits (Updated Annually)**

Homeownership Value Limit – 2017				
	1 – Unit	2 – Unit	3 – Unit	4 – Unit
<b>REHAB</b>	\$209,000	\$268,000	\$324,000	\$401,000
<b>NEW</b>	\$224,000	\$286,000	\$347,000	\$430,000

- Unit prices may vary (underneath this limit) based on neighborhood trends, target buyers, and project underwriting.
- The sale of a property and any assistance to a homebuyer require that the buyer be underwritten according to the City's HOME project underwriting guidelines for homebuyers. This underwriting will include standards for the first mortgage and establish the terms for any subordination of the HOME loan.
- Resale of the property during the affordability period and qualification of subsequent buyers will be governed by the HOME covenant and land use restriction on the property.

**Change in Ownership:**

- If a home purchased with HOME assistance is sold during the period of affordability, resale provisions, outlined below, apply to ensure the continued provision of affordable housing.

**Applicability & Exceptions**

- This policy is applicable to all homebuyer units supported by the City's HOME/NSP program. This includes situations where HOME/NSP funds are being used to provide direct buyer assistance (e.g. downpayment and closing costs) supporting a buyer's purchase of a home for sale by a private seller. It also applies to the sale of any home built or rehabilitated by a participant in the City's HOME or NSP programs (including subrecipients, developers, or CHDOs) whether or not the ultimate sale to the buyer includes direct assistance.
- While there may be individual cases where these requirements may be waived, program participants should request specific exceptions in writing prior to making any commitments to prospective buyers who cannot qualify within these criteria. The City's HOME/NSP partners are reminded that they will be responsible for representations and/or commitments made to prospective buyers without prior approval by the City.

**Recapture/Resale**

- The City of Wilmington has elected to use Recapture as its method of determining how affordability will be maintained for both its HOME and NSP programs. If no direct Homebuyer Assistance is provided then Resale must be used.

