

NEIGHBORHOOD BUILDING BLOCK INITIATIVE

September 15, 2014

Public Meeting 2

Board Members Present

Bernice Whaley proxy for Director Alan Levin, DEDO, Chairman
Kathleen Jennings, DOJ
Timothy Mullaney, Sr., DOJ
Matthew Heckles proxy for Secretary Anas Ben Addi, DSHA
Matthew Lintner, DOJ (Fraud Protection)
Fred Sears, Delaware Community Foundation
David Edgell proxy for Secretary Connie Holland, State Planning

Board Members Not Present

Director Alan Levin
Secretary Anas Ben Addi
Secretary Connie Holland

Staff

Andy Lippstone, Governor's Office
Lawrence Lewis, DOJ
Diane Laird, DEDO
Beverly Ennis, DEDO

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

Call to Order: The meeting was called to order at 10:40 a.m. by Diane Laird on Monday, September 15, 2014.

Old Business:

Tim Mullaney made a motion that the minutes of the September 5, 2014, Neighborhood Building Blocks Fund meeting be approved with the suggested changes that were presented. Matt Heckles seconded the motion which was then adopted by unanimous vote.

New Business:

Diane Laird welcomed the Board. Diane stated that the Draft Guidelines were distributed and turned the meeting over to Andy to discuss the proposed guidelines. Andy also thanked Diane and Larry for making the changes that are before us today. The Board agreed to discuss the guideline Section by Section.

Section 1: Introduction. All reviewed and approved the content as presented.

Section 2: Background and Authorization. All reviewed and agreed to remove the reference to Exhibit A and all approved.

Section 3: Purpose. After a brief discussion around part (b) of this section which refers to grants and other assistance, the Board approved the content as presented.

Section 4: Definitions. Andy stated that he added Reviewing Agency and State Agency to the list of definitions for purposes of clarification. All agreed to the addition. Larry Lewis also stated that the definition of Allocation Plan only referred to Exhibit A which had been removed from the document. All agreed to strike the definition.

Section 5: Board of the Neighborhood Building Blocks Fund.

5.1 Composition. Andy suggested rewording the composition of the Board to preserve the flexibility of the DEDO Chair and to give representation to other state agencies if the Chair so chooses. All agreed to the 5.1 section content as presented.

5.3.4 Andy expanded the language in this section to preserve the ability to have proxies for Board meetings and to add a level of formality to the process. The Board approved the content as presented.

Section 6: Grants.

Section 6.3, Andy expanded the header to reflect: Initial Allocation Set-Aside for Planning Activities. After a brief discussion, including section 6.3 and section 6.3.2, all agreed to the content as presented.

Section 7: Application Procedures

In reviewing this section, the Board realized that section 7.2 was missing. After discussing the confidentiality of applicant information, the Board decided to add Confidentiality as section 7.2. Larry Lewis will draft the necessary language based on the Board's discussions/recommendations regarding confidentiality and FOIA. The Board agreed that confidentiality will be addressed in the application.

Andy stated that he added section 7.3.1.4 to reflect the Board's concerns regarding the request of external assistance/review and/or recommendations on an application. The Board agreed to the content but added "any other outside entity with expertise that would be relevant to the consideration of the application." This recognizes that section 7.2 will protect the Board on matters relating to the confidentiality of an applicant/application.

In section 7.4.1, Andy stated that he added a timeline to the process of reviewing applications and making recommendations. The Board agreed to the timeline as presented. Andy also added 7.4.3 which states that the Board will get all recommendations 10 days prior to a Board meeting. After a discussion on gathering the project submissions, DEDO will look into a system of putting those submissions on a "docket" so that other reviewing agencies are able to see the submissions. The Board agreed that this docket would not be required or part of the guidelines, but would be implemented by practice. The Board agreed to the content as presented.

In section 7.6, the Board discussed the relevance of adopting other criteria in addition to 1) reviewing agency criteria, and 2) the Boards criteria. After a brief discussion, the Board decided to add "or the reviewing agency" to section 7.6.1.6, and to move all criteria up one level. All agreed to the addition.

In section 7.8, the Board discussed that in the case of a denial of an application, the applicant can re-apply to the Board after six months from the notice of denial. After consideration, the Board agreed

that an applicant can reapply with additional information after six months, but consideration of other unrelated projects can be submitted at any time.

The Board also discussed the definition of Application and whether or not to create different applications depending on the project type. The Board felt that an application could be broad enough to cover all types with a section outlining the different types. The Board will review a draft application at the next meeting.

Fred Sears asked if there was any mention in the regulations regarding the applicant's required attendance at a Board meeting when its project was discussed. Larry Lewis stated that all applicants may attend if they so choose, however, it would not be a requirement.

Larry Lewis will insert into the Guideline the recommendations as delegated to him by the Board and circulate to Board by 2:00. The Board will take one hour to review all changes and send any revisions back to Larry to incorporate into the final Guidelines. Larry will submit to the Registrar's Office before 5:00 pm. All agreed.

Tim Mullaney made a motion to approve the Guidelines with the recommended changes noted at this meeting.

Kathy Jennings seconded the motion

Motion: Approved so moved.

Kathy Jennings and the Board thanked Andy Lippstone for his work on preparing Guidelines for this Fund. With the Guidelines finalized, Andy excused himself from the NBBI Fund process.

The Board agreed that DEDO will take the lead in drafting the application. The Board asked to have the draft application circulated prior to the next meeting. Andy reminded the Board that as part of the application, a mention that all projects will be noticed to the Public.

Next Steps: Application Structure

Next Meeting: Monday, October 6, 2014 at 10:30 a.m. in the DEDO Wilmington Office, 820 N. French Street, Wilmington, DE

Diane asked for a motion to adjourn.

Motion made by: Tim Mullaney

Motion seconded by: Matt Lintner

Motion: Approved so moved

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

Respectfully submitted,

Beverly Ennis

/bke

cc: Board Members of Neighborhood Building Blocks Fund