

NEIGHBORHOOD BUILDING BLOCK INITIATIVE

September 5, 2014

Public Meeting 1

Board Members

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

Staff

Andy Lippstone, Governor's Office
Lawrence Lewis, DOJ
Matthew Heckles, DSHA
Diane Laird, DEDO
Bernice Whaley, 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 9:10 am by Chairman Levin on Friday, September 5, 2014.

New Business:

Chairman Levin welcomed the Board and stated that everyone was here today to discuss the administrative framework of this Fund.

Chairman Levin stated that Andy Lippstone, Governor's Counsel, emailed a new version of the proposed guidelines that were originally drafted by Diane Laird who collaborated with Larry Lewis and modeled the guidelines after the Infrastructure Guidelines. Alan stated that this is a great opportunity to initiate funding for issues confronting our cities and towns. Introductions of those present were made.

Chairman Levin turned the meeting over to Andy to discuss the proposed guidelines and thanked Andy, Diane and Larry for their work.

Andy also thanked Diane and Larry for starting the process. Andy stated that the Fund was wide-ranging, encompassing neighborhood revitalization, crime fighting strategies, and planning funding. Andy stated that the guidelines were a work in progress and asked for the Board's

thoughts and comments on the content. The Board then agreed to discuss the guideline Section by Section.

Section 1: Introduction

Andy stated that Section 1 was an attempt to set the table and explain the Fund. Matt Lintner suggested that “state” be added before “...local governments, neighborhood associations,…” in this section. All agreed to add “state”.

Section 2: Background and Authorization

Andy stated that Section 2 summarizes the Board’s authority. Tim Mullaney asked if any additional language from the settlement agreement with JP Morgan/Chase was needed in the first paragraph. Matt added that this program may be in receipt of funds from other settlements. Andy suggested an addition sentence stating: It is the intention that this will govern not only these funds but any other future funds that may be generated. It was also decided that this will be added to Section 3: Purpose. All agreed.

Section 3: Purpose

Matt Lintner inquired about the pre-closing & post-closing procedures in this section. Andy stated that this section lays out the application procedure necessary for a commitment letter with terms and conditions.

Matt further suggested that the pre-closing wording be changed to pre-allocation, to help make it clear to the applying organization. All agreed to this change.

Section 4: Definitions

Andy highlighted the definition of “public sponsor” and asked about its importance to the program. The Board discussed and decided to take out public sponsor from this list of definitions. Kathy Jennings asked if DOJ needed to complete the “Building Blocks Initiative” definition and Andy stated that DOJ will provide definition. After a brief discussion, the Board agreed to the other definitions.

Section 5: Board of the Neighborhood Building Blocks Fund

Andy stated that this section described the powers of the board. He made a suggestion that a requirement for vice chair be added. Andy also stated that after a review of the application there may be other powers that need to be added to this section. Matt Lintner stated that this Fund probably did not need a vice chair and it was decided to remove that requirement. Everyone agreed.

Section 6: Grants

Andy stated that this section borrows language from the allocation chart approved by the JFC. Andy stated that this section also lays out language concerning the eligibility of persons to apply for NBBI funds, the type of projects that are eligible, and the allocation of \$350,000 to provide support or reimbursement. After much discussion on this section, the Board agreed that listing the persons eligible and moving the non-eligible persons within the guidelines. The Board decided to add the word “state” to 6.1.1.3 before Local governments. It was discussed that by having a city municipality as a sponsor or as an endorsement could be beneficial and show buy-in for the project and made as an option for the applicant.

A question was brought up regarding the Board’s ability to require assistance and expert advice on projects. This could include anything from camera advice to application review. Andy thought it should be added to the Powers of the Board to give the Board authority to do so and all agreed.

6.2 Projects

Andy stated that this section listed the projects that would be eligible for the Fund monies. After much discussion on the listed projects it was suggested to add “to included, but not limited to...” and add examples instead of breaking it down into sections within this section. A discussion ensued that the Board could create a solicitation document and an application document to address this issue. It was also mentioned that the Board could take the applications that do not meet the requirements of this fund, and transfer it to the county officials to make them aware of their community’s concerns.

Under the heading “Ineligible projects” it was agreed to change the numbering to reflect the correct order and leave as is.

6.3 Initial Allocation - Changed DOD to DDD on page 6.

Section 7: Application Procedures

7.3 Reviewing agency

DEDO will receive all applications and forward to the respective agency. The reviewing agency will then take it to the Board. This will be done on a rolling basis. DEDO will make their recommendation/denial to the Board if a project is not forwarded to an agency. A Board meeting will be held a minimum of 4 times a year with more meetings at the start of the program. The Board expressed concerns over putting a dollar cap on the projects. It was determined that each applicant will have to justify expenses. A shift from reimbursement for the planning piece to pre-commitment may be plausible once the program is up and running. All agreed to include the pre-commitment piece.

Andy stated that reimbursements may be started as soon as the Guidelines are enacted under the APA requirements. All agreed.

7.3.3 A brief discussion occurred regarding projects and programs having a principal purpose of crime reduction. A separate discussion will be held regarding this matter and all agreed.

7.5 Fred Sears inquired about who will track applications that are received and the communications between agencies about projects. Andy stated that the reviewing agency has authority to request additional information to the extent needed to make a recommendation and that each agency will have a point of contact (by position) for these applications. It was also discussed whether or not it was mandatory for the applicant to attend the Board meeting. It was determined that it would be mandatory for projects that were being approved. All agreed.

It was also determined that a letter will be sent to the applicant informing them that their application was referred to another agency for consideration. Andy will incorporate this into the guidelines. Matt and Fred suggested that the reviewing agency have the ability to determine which projects were approved and which projects were denied and inform the person/project. All agreed.

Alan asked how appeals would be handled and Andy will send Larry the verbiage from another DEDO program. Connie suggested having a list of criteria for approval/denial. Andy agreed that another section to the guidelines be created to list the criteria and priority given to projects in terms of need. All agreed.

As a result, Andy stated that there were a few open issues/next steps:

- DOJ/DSHS
- Criteria/Priority
- Appeal Language
- Review and Finalize Guidelines
- Discuss Application

Larry will incorporate any agreed upon modifications and the committee will review at the next meeting.

Next Meeting: Monday, September 15, 2014 at 10:30 am in the DEDO Wilmington Office, 820 N. French Street, Wilmington, DE.

Alan asked for a motion to adjourn.

Motion made by: Tim Mullaney, Sr., DOJ
Motion seconded by: Secretary Anas Ben Addi, DSHA
Motion Approved so moved

Adjournment: The meeting adjourned at 11:00 am

Respectfully submitted,

Beverly Ennis

/bke

cc: Board Members of Neighborhood Building Blocks Fund