

NEIGHBORHOOD BUILDING BLOCK INITIATIVE

February 9, 2017

Board Members Present

Cabinet Secretary, Bernice Whaley, DEDO, Chair
Director, Anas Ben Addi, DSHA
Director, Connie Holland, OSPC (Call In)
Matthew Lintner, DOJ
Gregory Patterson, DOJ
Former Mayor Jim Sills of Wilmington

Staff

LaKresha Roberts, DOJ (Call In)
David Edgell, OSPC (Call In)
Marlena Gibson, DSHA
Diane Laird, DEDO
Cerron Cade, DEDO
Lawrence Lewis, DOJ
Sheryl Hill-Dyer, DEDO

Also Present

Debbie Pfeil – KCI Technologies, representing 6 municipalities.

Location Delaware Economic Development Office, Carvel State Office, 820 North French Street, 10th Floor, DEDO Conference Room, Wilmington, Delaware.

Call to Order Meeting called to order 2:34 p.m. Thursday, February 9, 2017, Board Chair, Bernice Whaley. A quorum was present.

Old Business

Bernice asked for review of October 13, 2016 meeting minutes. **Upon motion duly made by Greg and seconded by Matt, October 13, 2016 meeting minutes were reviewed and accepted unanimously.**

New Business

Bernice presented for discussion regarding grant application review process and timeline. Diane indicated that Bernice, Larry, AJ, and she had met previously to discuss a various aspects of a review process. Total dollar amount of request this round: \$4,235,710. Diane and Matt then offered ideas for consideration and discussion, such as:

- Order in which applications could be reviewed
- The amount of funding to be allocated in the first round.
- Extent to which applications fit or did not fit the criteria and purpose of NBBF funding.

Since the majority of applications were reviewed by the Office of State Planning (OSP) and Department of Justice, (DOJ) comments were especially invited from Connie, Matt and Greg.

It was determined that all of the funding may be allocated by the board in the first round if projects and applicants were found to be qualified.

It was decided that it would be necessary to postpone board review of some applications, such as those that were not complete or answers to questions were not appropriately provided, or that applicants would need to reapply, as in the case of applicants unknowingly applying for the same project.

In some cases, applicants would be contacted for additional information, particularly if minimal information was missing or needed clarification.

Funding for major comprehensive planning is not the purpose of the NBBF. Neighborhoods coming together with local partners and seed money from NBBF is looked upon favorably and would support municipalities.

It was determined that grant applications would be reviewed by the board at the March 9 meeting in the following order:

1. Applications in which the request was \$10,000 and under
2. Planning grants in which the request was \$10,001 - \$50,000

Applicants will not be asked or required to attend meetings or requested to make presentations, though they are invited to attend in case of questions by the board.

Form a legal standpoint, if grants are denied, applicants need to be notified and are not prohibited from reapplying.

Once grant requests have been approved, letters of agreements should be executed quickly and funds expended, especially for the low dollar amounts, in order to encourage near term outcomes.

Bernice recapped the board's review process as stated above.

Concerns raised during September 2016 public meetings should be taken into consideration when reviewing applications including addressing needs of juveniles (such as teaching life skills) and community programs that were not funded in the past.

Public Comments

Debbie Pfeil, KCI Technologies, is representing applications of six municipalities. She expressed that it is her understanding that grant requests will have priority for evaluation, and shared thoughts regarding comprehensive plans.

Motion to adjourn meeting **was made by Anas; motion seconded by Matt; motion approved.**

Adjournment: Meeting adjourned 3:30 p.m.

Next Meeting: March 9, 2017, Wilmington, Carvel State Office, DEDO Conference Room, 10:00 a.m.

Respectfully submitted,

Sheryl Hill-Dyer
Office of Secretary Whaley

cc: Board Members of Neighborhood Building Blocks Fund