

COUNCIL ON HOUSING  
Public Session  
Huling Cove  
Lewes, Delaware  
October 8, 2014

**Motions**

- Approval of the September 10, 2014 Minutes
- Approval of Catholic Charities, Inc., Basic Needs Program - Res. No. 485
- Approval of Family Promise of Northern New Castle County, Inc.,  
Rapid Re-Housing Program - Res. No. 486
- Approval of Lutheran Community Services, Inc., Homeless Prevention Program –  
Res. No. 487
- Approval of STEHM, Inc., Martha House II - Res. No. 487
- Approval of West End Neighborhood House, Statewide Security Deposit  
Loan Program – Res. 488
- Approval of YWCA Delaware, Inc. – Rapid Re-Housing Program – Res. 489
- Approval of BPG Real Estate Services LLC/MBI Development Company, Inc. –  
Market Street Village – Res. No. 490

**Important Dates**

- November 12 - next Council meeting, Buena Vista Conference Center, New Castle, DE.
- November 21 - the annual budget public hearing with OMB

Mr. Peters, Chair, called to order the public session of the Council on Housing at 2:00 p.m. on October 8, 2014. In addition to Mr. Peters, the following Council members were present:

Francis Julian	Vincent White
Hugh Leahy	Norma Zumsteg
Connie Louder	

The following Council members were absent and excused from the meeting:

Corrine Massey	Ruth Sokolowski
Donna Mitchell	

Also attending:

Anas Ben Addi, Director, Delaware State Housing Authority (DSHA)  
Lynda Blythe, Administrative Specialist III, DSHA  
Susan Eliason, Director of Housing Development, DSHA  
Matthew Heckles, Director of Housing Finance, DSHA

Guests attending:

Lois Golian, STEHM, Inc.  
Shavonne Brathwaite, Catholic Charities, Inc.  
Steve Tindall, Lutheran Community Services  
Carolyn Gordon, Family Promise  
Stephanie Staats, YWCA  
Robert Buccini, Buccini/Polin Group (BPG)  
Robert Snowberger, BPG

### **APPROVAL OF MINUTES**

The September Minutes were amended to clarify language on the DDD grant distribution. Mr. White moved, and Mr. Leahy seconded, that the Minutes of September 10, 2014 be approved as amended. The motion was passed unanimously.

Mr. Peters stated that he, along with Mr. Leahy, Ms. Louder, Ms. Mitchell, Ms. Sokolowski, and Ms. Zumsteg, attended the excellent Governor's Council on Housing on October 7<sup>th</sup> and thanked Mr. Ben Addi for acknowledging them.

### **DSHA REPORT** – Mr. Ben Addi

- Governor's Conference on Housing
  - Approximately 435 attendees
  - Four tracks with three sessions each, all well attended
  - Very good feedback on the topics from both in and out-of-state attendees
  - Topics were relevant and presented by the right people
- Budget Target Meeting
  - The annual public hearing with OMB will be held November 21, 2014 at 1:00 p.m.
  - All Council members are encouraged to attend
- Downtown Development Districts
  - See Mr. Heckles' report on page 5
- Housing Needs Assessment
  - Marlena Gibson, DSHA Planner IV, will give a presentation at the November Council meeting regarding the recent report
  - The report was presented to the public in September and will again be highlighted during a public meeting regarding the HUD report in the next few months
  - Ms. Eliason will follow up with Mr. Peters regarding reaching more people with this information
  - Mr. Leahy suggested using the report as the topic for future meetings wherein the public can learn more about the Council and meet the members
- State Rental Assistance Program (SRAP)
  - The program is to assist students who are facing homelessness
  - \$1 million funding came from the SRAP program itself
  - Pilot program with Christina School District is up and running
  - Five applications have been submitted to date

- Sussex County Home Buyer Fair
  - DSHA worked with Sussex County to present this fair, for the first-time in Sussex County, on September 27, 2014
  - Approximately 100 attendees
  - Good feedback was received
- Staff changes
  - Doug Croft retired and Cynthia Karnai is now Chief Operating Officer
  - Matt Heckles is now the Director of Housing Finance but will continue to help the Council on Housing's Policy and Planning committee until his replacement is found
- 4% Applications
  - Few 4% loans have been funded in the past
  - \$7.5 million in HDF funds were set aside to provide gap financing
  - Developers can now apply for 4% financing without first applying for 9% financing

Ms. Zumsteg stated she attended the Sussex County Fair Housing meeting held in Selbyville which was well attended and people were engaged.

## **COMMITTEE REPORTS**

### **LOAN REVIEW** – Mr. Julian

It is the recommendation of the committee, after due discussion, that the following requests be considered by the Council which Mr. Julian so moved:

- Catholic Charities, Inc., Basic Needs Program - Resolution No. 485. Mr. White moved that the resolution be approved. Ms. Louder seconded the motion which was unanimously passed.
- Family Promise of Northern New Castle County, Inc., Rapid Re-Housing Program - Resolution No. 486. Ms. Zumsteg moved that the resolution be approved. Mr. Leahy seconded the motion which was unanimously passed.
- Lutheran Community Services, Inc., Homeless Prevention Program - Resolution No. 487. Mr. White moved, and Mr. Leahy seconded, that the resolution be approved. The motion was unanimously passed.
- STEHM, Inc., Martha House II – Resolution No. 488. Mr. Leahy moved, and Mr. White seconded, that the motion that the resolution be approved. The motion was unanimously passed. It was noted that the funding for this request was a special set aside for energy assistance.

Council suggested that DSHA continue to work with the Delaware Sustainable Energy Utility (SEU) to develop ways in which its funds could be leveraged with the HDF.

- West End Neighborhood House (WENH), Statewide Security Deposit Loan Program – Resolution No. 489. Mr. Leahy moved that the resolution be approved. Ms. Zumsteg seconded the motion which was unanimously approved.

Ms. Eliason will ask Mr. Calistro, of WENH, about what accountability measures he feels he has for the grant program and send the response to Council.

- YWCA Delaware, Inc. – Rapid Re-Housing Program – Resolution No. 490. Mr. White moved that the resolution be approved. Mr. Leahy seconded the motion which was unanimously passed.
- BPG Real Estate Services LLC/MBI Development Company, Inc. – Market Street Village resolution – Resolution No. 491. After much discussion, Mr. Leahy moved that the resolution be approved. Ms. Zumsteg seconded the motion which was unanimously approved. Ms. Eliason to send a copy of this project’s Market Study report to Mr. White per his request. Due to the number of conditions for funding not yet met, Council asked that the following items be received by DSHA prior to construction closing: 1) a new appraisal on the acquisition value of the buildings, 2) documentation of the site’s eligibility for acquisition tax credits, 3) commitments on the Historic Tax Credit allocation and associated equity, and 4) all conditions are met.

Mr. Peters suggested, to achieve significant savings, that the fragmented distribution of grant funds to several agencies with a common purpose such as rapid re-housing or homelessness prevention be consolidated in some way. This will be added to the November agenda.

Mr. White asked to see the 30-60-90-day grant reports, which Ms. Eliason will present at the November meeting. It was also requested that the reports be sent to the Loan Review Committee prior to funding the grantee’s next request.

HOUSING POLICY – Mr. Leahy

The committee will be discussing strategic planning for the coming year which will include the fragmented distribution of grant funds.

OPERATIONS – Ms. Louder

- All completed Conflict of Interest forms have been received
- All current members’ appointments have been renewed

Mr. Heckles reviewed the legal requirements for Council vacancies:

- One must reside in the City of Wilmington
- One member to be at large from any county
- Both members must be Republican
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Skill sets desired are:

- Legal experience
- Property management experience

COMMUNICATIONS – no report

DOWNTOWN DEVELOPMENT DISTRICTS – Mr. Heckles

- Applications are due November 1, 2014
- Expecting 12-14 applications

Mr. Peters closed the meeting by expressing Council's deep appreciation for Mr. Heckles' hard work and great assistance to the Council.

SCHEDLING OF NEXT MEETING

The next meeting will be held on November 12, 2014 at 2:00 p.m. at Buena Vista Conference Center, New Castle, DE.

ADJOURNMENT

Upon motion by Mr. Leahy, the meeting was adjourned at 4:03 p.m.

Respectfully submitted,



Lynda T. Blythe

Note: Copies of materials referenced as "attached" in these Minutes are available upon request.