

COUNCIL ON HOUSING
Public Session
Luther Towers
430 Kings Hwy NE
Dover, DE 19901
November 9, 2016

Motions

- Approval of October 12, 2016 Minutes
- Recommendation of approval to the Director:
 - Resolution No. 544 – Pre-Purchase Homeownership Education and Counseling Funding
 - Resolution No. 545 – DSCLT Ingram Village 2 CLT Homes
 - Resolution No. 546 – NCALL Restoring Central Dover Homes
 - Resolution No. 547 – CDHFH Dover Revitalization II
 - Resolution No. 548 – SCHFH Ingram Village Phase III
 - Resolution No. 549 – MHDC City of Milford
 - Resolution No. 550 – SCHFH Downtown Seaford II
 - Resolution No. 551 – CDHFH Frederica Revitalization III

Important Dates

- November 17, 2016 – Budget Public Hearing with Office of Management and Budget, 8:30, Legislative Hall

Mr. White, Vice Chair, called to order the public session of the Council on Housing at 2:00 p.m. on November 9, 2016. In addition to Mr. White, the following Council members were present:

Robert Harra	Connie Harrington	Francis Julian
Donna Mitchell	Ralph Peters	Ruth Sokolowski

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

Hugh Leahy	Corrine Massey	Norma Zumsteg
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Also attending:

Anas Ben Addi, Director of DSHA
Susan Eliason, Director of Housing Development, DSHA
Marlena Gibson, Director of Policy and Planning, DSHA
Shanná Alicea, Administrative Specialist III, DSHA
Vanessa McCall, Director of Housing Finance, DSHA
Keanna Faison, Management Analyst II, DSHA

Guests present:

JoAnn Zorb, Diamond State Community Land Trust, DSCLT
Valerie Miller, Milford Housing Development Corporation, MHDC
Karen Speakman, NCALL Research Fund Inc., NCALL
Joe Myer, NCALL Research Fund Inc., NCALL
Jon Gallo, Central Delaware Habitat for Humanity, CDHFH
Kevin Gilmore, Sussex County Habitat for Humanity, SCHFH
Jay Guney, Sussex County Habitat for Humanity, SCHFH
Larry Trunfio, Office of Management & Budget

APPROVAL OF MINUTES

Mr. Julian moved and Ms. Sokolowski seconded, that the Minutes of October 9, 2016 be approved as written. The motion was passed unanimously.

DSHA REPORT: Anas Ben Addi

○ **Budget**

- DSHA has been approved to receive the National Housing Trust Fund. DSHA will receive approximately \$3 million which is the minimum allocation for small states.

Downtown Development Districts

- DDD is working with 5 new districts in addition to the 3 previously designated districts, Dover, Wilmington and Seaford. The 5 new districts which the governor has added are Smyrna, Milford, Harrington, Georgetown and Laurel.
- Applications for large projects are due December 12th from each of the districts.
- LIHTC process has begun for next year. DSHA has had 2 developer forums which Mr. Leahy attended one of the forums.
- DSHA is prepared to release the QAP draft and then the formal public hearing which is required by the IRS. No date is schedule yet but it is usually around mid-December.
- **DSHA** has been celebrating its success with the LIHTC and HDF funds programs. The Governor and a couple of state legislators visited Meadowbridge in Seaford and also attended the ground breaking ceremony for Whatcoat on Salisbury Road and the Village at McKee Branch on Walker Road in Dover.
- The Pearl Center in Wilmington is scheduled for an event with the Governor on November 23, 2016.
- DSHA is holding an event on November 11th to celebrate DSHA's effort in ending homelessness in Delaware at the Delaware Memorial Bridge. The Governor, Federal delegations and Secretary Castro of HUD will be attending and speaking at this event.
- On October 28, 2016 the Delaware Housing Coalition held its annual meeting at which Mr. Ben Addi spoke. He highlighted DHC willingness to help DSHA and affordable housing transition from one administration to another administration and continue to advocate for some of the items that were created and supported during this administration. One of the important outcomes of this meeting was the approval by the board for the merger between the Delaware Housing Coalition and the Homeless Planning Council.

COMMITTEE REPORTS:

LOAN REVIEW: Ms. Mitchell

The committee met October 31, 2016 and reviewed 8 HDF loan requests. It is the recommendation of the committee, after due discussion, that the following requests by DSHA be considered and approved by the Council:

- Pre-Purchase Homeownership Education and Counseling Funding – Resolution No. 544. Mr. White moved and Mr. Peters seconded the motion which was passed with 6 yes votes and one abstention by Ms. Harrington due to her association with NCALL.

Ms. Sokolowski wanted to know if the Pre-purchasing Homeownership Education & Counseling Funding program was a continuation of the Stand-by-Me program which mirrors the same services. Mr. Ben Addi stated yes. The Stand-by-me program has now exceeded the funding requirement and the number of clients DSHA and Discover Bank had put in agreement. Mr. Ben Addi stated now that the clients in the Stand-by-Me program, a financial empowerment program have reached the requirements of the program they will now move on to the Counseling Funding program to prepare them in the next step of becoming homeowners.

- Diamond State Community Land Trust-Ingram Village 2 – Resolution No. 545. Mr. Julian moved and Mr. Peters seconded the motion which was passed with 6 yes votes and one abstention by Ms. Harrington due to her association with NCALL.

Ms. Zorb of Diamond State Community Land Trust commented to council that Ingram Village development has been very successful. They now have two of the homes under contract and have 10 new households who have made application and should be ready for Phase 2 of Ingram Village once completed.

- NCALL Restoring Central Dover Homes – Resolution No. 546. Mr. White moved and Mr. Julian seconded the motion which was passed with 6 yes votes and one abstention by Ms. Harrington due to her association with NCALL.

Ms. Sokolowski questioned why the cost to build varied within each project. Ms. Eliason stated depending on location agencies are allowed to request up to \$35,000 HDF funds per unit while in targeted homeownerships priority areas agencies are allowed to request up to \$50,000. Mr. White wanted to know going forward as a Housing Policy if Council could know how much of the soft cost contributes to the square footage of a unit before funds are requested by a developer so it won't take away from the actual cost to build.

- Central Delaware Habitat for Humanity-Dover Revitalization II – Resolution No. 547. Mr. White moved and Mr. Julian seconded the motion which was passed with 6 yes votes and one abstention by Ms. Harrington due to her association with NCALL.
- Sussex County Habitat for Humanity-Ingram Village Phase III – Resolution No. 548. Mr. White moved and Mr. Peters seconded. The motion was passed unanimously.
- Milford Housing Development Corporation-City of Milford – Resolution No. 549. Mr. White moved and Mr. Julian seconded the motion which was passed with 6 yes votes and one abstention by Ms. Harrington due to her association with NCALL.
- Sussex County Habitat for Humanity-Downtown Seaford – Resolution No. 550. Mr. White moved and Mr. Julian seconded. The motion was passed unanimously.
- Central Delaware Habitat for Humanity-Frederica Revitalization III – Resolution No. 551. Mr. White moved and Mr. Peters seconded the motion which was passed with 6 yes votes and one abstention by Ms. Harrington due to her association with NCALL.

HOUSING POLICY: Mr. Harra

Nothing to report.

COMMUNICATIONS: Ms. Sokolowski

Nothing to report.

OPERATIONS: Mr. Harra

Nothing to report.

OLD / NEW BUSINESS: Ms. Gibson & Mr. Trunfio

Ms. Gibson reminded Council that at the October Council meeting members agreed to update the 2012 Strategic Plan and invite a member from Office of Management and Budget to come and assist with the planning of the new Strategic Plan. Mr. Trunfio from OMB, who was present and specializes in organizational development, discussed the Proposed Action Plan for the 2017 Strategic Planning Project. Mr. Trunfio mentioned the various items to discuss at upcoming meetings on what goals have been met and how to continue achieving the Vision and Mission of Council and DSHA.

Mr. Peters suggested that Council consider an invitation to the Governor elect to one of the upcoming Strategic Plan meetings or Council meeting to get his thoughts and input on DSHA and Council's vision and mission on affordable housing in Delaware.

ADMINISTRATIVE:

SCHEDULING OF NEXT MEETING

The next meeting will be held on Wednesday, December 14, 2016, Roma Restaurant, Dover, DE at 11:00 a.m.

ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 3:20 p.m.

Respectfully submitted,



Shanná L. Alicea

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