



NEW CASTLE COUNTY COUNCIL COMMUNITY SERVICES COMMITTEE MEETING

Co-Chair: Penrose Hollins, Fourth District
Co-Chair: Jea P. Street, Tenth District

July 25, 2023
3:00 PM

VIRTUAL ZOOM WEBINAR MEETING** &
LOUIS L. REDDING CITY/COUNTY BUILDING
1ST FLOOR COUNCIL CHAMBERS
800 N. FRENCH STREET, WILMINGTON, DE 19801

AGENDA

A. Meeting Call to Order

B. Approval of Minutes

C. Review/Discussion of Resolution(s)

R23-130: AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH FAMILY PROMISE OF NORTHERN NEW CASTLE COUNTY, INC. IN THE AMOUNT OF \$4,000,000.00 Introduced by: Mr. Hollins, Mr. Street

R23-131: AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH INTERFAITH COMMUNITY HOUSING OF DELAWARE, INC. IN AMOUNT OF \$2,300,000.00 Introduced by: Mr. Hollins, Mr. Street

R23-132: AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH YOUNG MEN'S CHRISTIAN ASSOCIATION OF DELAWARE IN THE AMOUNT OF \$500,000.00 Introduced by: Mr. Hollins, Mr. Street

R23-133: CONSENTING TO THE APPOINTMENT OF AARON JOHNSON FOR THE POSITION OF THE READER'S CAFÉ CHEF Introduced by: Mr. Hollins, Mr. Street

D. Review/Discussion of Ordinance(s)

°23-099: (TO BE VOTED 8/29/23) AMEND THE GRANTS BUDGET: APPROPRIATE \$8,942.44 IN PROGRAM INCOME TO THE ABSALOM JONES SENIOR CENTER RECREATION GRANT TO BE ADMINISTERED BY THE DEPARTMENT OF COMMUNITY SERVICES, DIVISION OF COMMUNITY RESOURCES Introduced by: Mr. Hollins, Mr. Street

E. Presentations

F. Other

G. Public Comment

H. Adjournment**AGENDA POSTED: July 18, 2023**

*The agenda is posted (7) seven days in advance of the scheduled meeting in compliance with 29 *Del. C.* Section 10004(e)(2). The meeting may go into Executive Session to address issues that arise at the time of the meeting.

**Under Title 29, Section 10006A of *Delaware Code*, New Castle County Council is holding this meeting as a

telephone and video conference, utilizing  Webinar. In addition, this meeting is open to the public in Council Chambers (800 N. French Street, Wilmington, DE 19801). The link to join the meeting via computer, smart device, or smart phone is : <https://zoom.us/j/377322142> You may also call into the meeting (audio) using the following call in numbers: 1-312-626-6799 or +1-646-558-8656 or +1-346-248-7799 or +1-669-900-9128 or +1-253-215-8782 or +1-301-715-8592. Then enter the Webinar ID: 377 322 142. If you do not have a good connection with one, please try the others. Additional information regarding phone functionality during the meeting is available at: <https://support.zoom.us/hc/en-us/articles/360029527911-Live-Training-Webinars>

Meeting materials, including a meeting agenda, legislation to be addressed during the meeting, and other materials related to the meeting are electronically accessible at <https://www.nccde.org/2351/Agendas-and-Minutes> Members of the public joining the meeting may be provided an opportunity to make comments in real time. A comment period will be administered by a moderator to ensure everyone may have an opportunity to comment.

If permitted to comment, you will not be able to speak until called upon by the moderator. For those appearing virtually, there are functions in the program that allow you to do this. Please see the link in the previous paragraph.

RESOLUTION NO. 23-130

**AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH FAMILY
PROMISE OF NORTHERN NEW CASTLE COUNTY, INC. IN THE AMOUNT OF
\$4,000,000.00**

WHEREAS, New Castle County, as an eligible recipient, received a total of \$108,531,220.00 in Coronavirus State and Local Fiscal Recovery funds under the American Rescue Plan Act of 2021, Pub. Law. No. 117-2 from the United States Department of the Treasury (“Department of the Treasury”); and

WHEREAS, Ordinance 21-129 and Ordinance 22-097 (the “Ordinances”) appropriated the full amount of these funds from the Department of the Treasury to the American Rescue Plan Act Grant for New Castle County to respond to the COVID-19 public health emergency and its negative economic impacts; and

WHEREAS, the Ordinances appropriated funding for Affordable Housing, and Family Promise of Northern New Castle County, Inc., (“Family Promise”) was selected, based on their application, to receive a grant for their Hospitality Center 2.0 Transitional Housing for Families with Children project located at 2501 Milltown Road; and

WHEREAS, New Castle County must enter into a subaward agreement with Family Promise to comply with the Uniform Guidance, 2 CFR Part 200; and

WHEREAS, *New Castle County Code* § 2.02.004 requires that all contracts involving expenditures of funds in excess of \$50,000.00 in aggregate to one vendor in a fiscal year, which are not competitively bid, be approved by Resolution of County Council; and

WHEREAS, the subaward agreement with Family Promise contemplates transfers of up to \$4,000,000.00 toward the construction of The Hospitality Center 2.0, a transitional housing facility for families experiencing homelessness. The project includes the construction of 8 new two-bedroom units for families and children.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby approves the subaward agreement listed on the attached Exhibit “A,” entitled “New Castle County Purchase Requisition/Justification Form,” as a valid contract in excess of \$50,000.00 pursuant to *New Castle County Code* § 2.02.004.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed subaward agreement.

Department of Administration, Office of Finance

Family Promise of Northern New Castle County, Inc. \$4,000,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one subaward agreement totaling \$4,000,000.00. Funding is included in the FY2024 Approved Grant Budget in the American Rescue Plan Act Grant.

Michael Smith
Chief Financial Officer

REQUISITIONER INFORMATION				VENDOR INFORMATION				
NAME	Ben Morris-Levenson			FISCAL YR	2024	NAME	Family Promise of Northern New Castle County, Inc.	
DEPARTMENT	ADMINISTRATION_12			FUND	110 GRANTS	ADDRESS	2104 St. James Road	
ORGANIZATION	11122013 ADMIN - FIN - GRANTS						Wilmington, DE 19808	
PHONE	302-395-5126			REQ#	2401207			
DELIVERY LOCATION								
SEND VENDOR PO	☒ YES		☐ NO			CONTACT NAME	Tyler Shade	
CURRENT VENDOR	☒ YES		☐ NO			PHONE	(302) 998-2222	EXT
VENDOR #	101547					EMAIL	tyler@familypromise.org	FAX #

ADDITIONAL NOTES	

I. What is the purpose of the requisition or advice of change?

Provide funds to Family Promise of Northern New Castle County for their Hospitality Center 2.0 Transitional Housing for Families with Children project located at 2501 Milltown Road.

For Family Promise to fund construction of Hospitality Center 2.0, a shelter for families experiencing homelessness. The project includes the construction of 8 new two-bedroom units for families and children.

Family Promise will lack the funds for the contemplated The Hospitality Center 2.0 project, a transitional housing facility for families experiencing homelessness.

V. IS THIS A PASS THROUGH GRANT?		☒ YES ☐ NO	IF YES, AGENCY
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IF YES, AGENCY

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Page 5 of 16

RESOLUTION NO. 23-131

**AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH
INTERFAITH COMMUNITY HOUSING OF DELAWARE, INC. IN AMOUNT OF
\$2,300,000.00**

WHEREAS, New Castle County, as an eligible recipient, received a total of \$108,531,220 in Coronavirus State and Local Fiscal Recovery funds under the American Rescue Plan Act of 2021, Pub. Law. No. 117-2 from the United States Department of the Treasury (“Department of the Treasury”); and

WHEREAS, Ordinance 21-129 and Ordinance 22-097 (the “Ordinances”) appropriated the full amount of these funds from the Department of the Treasury to the American Rescue Plan Act Grant for New Castle County to respond to the COVID-19 public health emergency and its negative economic impacts; and

WHEREAS, the Ordinances appropriated funding for Affordable Housing, and Interfaith Community Housing of Delaware, Inc., (“Interfaith Community Housing of Delaware”) was selected, based on their application, to receive a grant for their Overlook Colony Revitalization project, to rehabilitate thirty-six (36) affordable rental housing units in Claymont; and

WHEREAS, New Castle County must enter into a subaward agreement with Interfaith Community Housing of Delaware to comply with the Uniform Guidance, 2 CFR Part 200; and

WHEREAS, *New Castle County Code* § 2.02.004 requires that all contracts involving expenditures of funds in excess of \$50,000.00 in aggregate to one vendor in a fiscal year, which are not competitively bid, be approved by Resolution of County Council; and

WHEREAS, the subaward agreement with Interfaith Community Housing of Delaware contemplates transfers of up to \$2,300,000.00 to fund the fund the renovation of thirty-six apartments in the Overlook Colony Apartments. These rental units will be made available to low income (25% - 60% of Area Median Income) families.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby approves the subaward agreement listed on the attached Exhibit “A,” entitled “New Castle County Purchase Requisition/Justification Form,” as a valid contract in excess of \$50,000.00 pursuant to *New Castle County Code* § 2.02.004.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed subaward agreement.

Department of Administration, Office of Finance

Interfaith Community Housing of Delaware, Inc. \$2,300,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one subaward agreement totaling \$2,300,000.00. Funding is included in the FY2024 Approved Grant Budget in the American Rescue Plan Act Grant.

Michael Smith
Chief Financial Officer

REQUISITIONER INFORMATION					VENDOR INFORMATION			
NAME	Ben Morris-Levenson		FISCAL YR	2024	NAME	Interfaith Community Housing of Delaware, Inc.		
DEPARTMENT	ADMINISTRATION_12		FUND	110 GRANTS	ADDRESS	613 N Washington St		
ORGANIZATION	11122013 ADMIN - FIN - GRANTS					Wilmington, DE 19801		
PHONE	302-395-5126		REQ#	2401206				
DELIVERY LOCATION								
SEND VENDOR PO	☒ YES	☐ NO			CONTACT NAME	Darlene Sample		
CURRENT VENDOR	☒ YES	☐ NO			PHONE	(302) 652-3991	EXT	
VENDOR #	100683				EMAIL	dsample@ichde.org	FAX #	

ADDITIONAL NOTES	

I. What is the purpose of the requisition or advice of change?

Provide funds to Interfaith Community Housing of Delaware for their Overlook Colony Revitalization project, to rehabilitate thirty-six (36) affordable rental housing units in Claymont.

For Interfaith Community Housing of Delaware to fund the rehabilitation of thirty-six (36) affordable rental housing units in 3207 E. Brandywine Avenue, Claymont, DE 19703.

Interfaith Community Housing of Delaware will lack the funds to support the contemplated renovation of thirty-six apartments in the Overlook Colony Apartments. These rental units will be made available to low income (25% - 60% of Area Median Income) families.

V. IS THIS A PASS THROUGH GRANT?		☒ YES ☐ NO	IF YES, AGENCY
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IF YES, AGENCY

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Page 8 of 16

RESOLUTION NO. 23-132

**AUTHORIZING THE EXECUTION OF A SUBAWARD AGREEMENT WITH YOUNG
MEN’S CHRISTIAN ASSOCIATION OF DELAWARE IN THE AMOUNT OF
\$500,000.00**

WHEREAS, New Castle County, as an eligible recipient, received a total of \$108,531,220 in Coronavirus State and Local Fiscal Recovery funds under the American Rescue Plan Act of 2021, Pub. Law. No. 117-2 from the United States Department of the Treasury (“Department of the Treasury”); and

WHEREAS, Ordinance 21-129 and Ordinance 22-097 (the “Ordinances”) appropriated the full amount of these funds from the Department of the Treasury to the American Rescue Plan Act Grant for New Castle County to respond to the COVID-19 public health emergency and its negative economic impacts; and

WHEREAS, the Ordinances appropriated funding for Affordable Housing, and Young Men’s Christian Association of Delaware (“YMCA of Delaware”) was selected, based on their application, to receive a grant for their Central YMCA Male Supportive Housing program, to renovate the units that provide housing for single homeless males at their facility in Wilmington; and

WHEREAS, New Castle County must enter into a subaward agreement with YMCA of Delaware to comply with the Uniform Guidance, 2 CFR Part 200; and

WHEREAS, *New Castle County Code* § 2.02.004 requires that all contracts involving expenditures of funds in excess of \$50,000.00 in aggregate to one vendor in a fiscal year, which are not competitively bid, be approved by Resolution of County Council; and

WHEREAS, the subaward agreement with YMCA of Delaware contemplates transfers of up to \$500,000.00 to fund the refurbishment of 102 rooms, including flooring, paint, electric, bedding, and other modifications in the Central YMCA Residence, which provides safe and stable housing for homeless, formerly homeless, and single men. These units are provided to clients referred from the Delaware Housing Alliance via the Central Intake Housing System.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby approves the subaward agreement listed on the attached Exhibit “A,” entitled “New Castle County Purchase Requisition/Justification Form,” as a valid contract in excess of \$50,000.00 pursuant to *New Castle County Code* § 2.02.004.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: This Resolution approves the execution of the listed subaward agreement.

Department of Administration, Office of Finance

Young Men's Christian Association of Delaware \$500,000.00

FISCAL IMPACT: This Resolution authorizes the execution of one subaward agreement totaling \$500,000.00. Funding is included in the FY2024 Approved Grant Budget in the American Rescue Plan Act Grant.

Michael Smith
Chief Financial Officer

REQUISITIONER INFORMATION					VENDOR INFORMATION			
NAME	Ben Morris-Levenson		FISCAL YR	2024	NAME	Young Men's Christian Association of Delaware		
DEPARTMENT	ADMINISTRATION_12		FUND	110 GRANTS	ADDRESS	501 W. 11th St.		
ORGANIZATION	11122013 ADMIN - FIN - GRANTS					Wilmington, DE 19801		
PHONE	302-395-5126		REQ#	2401204				
DELIVERY LOCATION								
SEND VENDOR PO	☒ YES	☐ NO			CONTACT NAME	Dandan Ren		
CURRENT VENDOR	☒ YES	☐ NO			PHONE	(302) 571-6978	EXT	
VENDOR #	100334				EMAIL	dren@ymcade.org	FAX #	

ADDITIONAL NOTES	

I. What is the purpose of the requisition or advice of change?

Provide funds to YMCA of DE for their Central YMCA Male Supportive Housing program, to renovate the units that provide housing for single homeless males at their facility in Wilmington.

For YMCA of DE to fund the refurbishment of 102 rooms, including flooring, paint, electric, bedding and other modifications in the Central YMCA Residence, which provides safe and stable housing for homeless, formerly homeless and single men.

YMCA of DE will lack the funds to support the contemplated renovation of 102 of the total 180 rooms in the existing Central YMCA facility. These units are provided to clients referred from the Delaware Housing Alliance via the Central Intake Housing System.
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Introduced by: Mr. Hollins, Mr. Street
Date of introduction: July 25, 2023

RESOLUTION NO. 23-133

**CONSENTING TO THE APPOINTMENT OF AARON JOHNSON FOR THE
POSITION OF THE READER'S CAFÉ CHEF**

WHEREAS, in March 2021, the federal American Rescue Plan Act ("ARPA") established the Coronavirus State and Local Fiscal Recovery Funds ("SLFRF") program to provide state, local and Tribal governments with the resources needed to respond to the COVID-19 pandemic and its economic effects, prevent cuts to government services, and to build a strong and equitable recovery; and

WHEREAS, New Castle County, as an eligible recipient, received a total of \$108,531,220 in Coronavirus State and Local Fiscal Recovery funds under the American Rescue Plan Act of 2021, Pub. Law. No. 117-2 from the United States Department of the Treasury ("Department of the Treasury"); and

WHEREAS, Ordinance 21-129 and Ordinance 22-097 (the "Ordinances") appropriated the full amount of these funds from the Department of the Treasury to the American Rescue Plan Act Grant for New Castle County to respond to the COVID-19 public health emergency and its negative economic impacts; and

WHEREAS, pursuant to Ordinance 22-012, the County Executive is authorized to appoint individuals for up to ten (10) limited-term Executive Assistant positions, through December 31, 2024, upon the advice and consent of New Castle County Council; and

WHEREAS, the Reader's Café Chef will oversee all aspects of the Reader's Café operation, including staffing, training, menu development, purchasing & procurement, receiving, safe food prep & production, service to the customer, managing catering orders & delivery, maintaining business hours of operation. In addition, the Chef will develop and manage a culinary youth workforce program in partnership with local schools and New Castle County Youth Workforce Development program, develop and execute cooking classes for youth, adults, and families to foster awareness of healthy cooking and eating and promote awareness of the Café. The Chef will also develop menus & recipes and conduct training in the unique Reader's Café teaching kitchen environment for youth, adults, and families, expand access and availability of fresh foods to the surrounding communities, conduct outreach, marketing, and promotion to engage new and existing customers and maintain a functional cafe garden that will support the new USDA-funded Farm to Table Produce Stand; and

WHEREAS, the Reader's Café Chef is an Executive Assistant II position, at pay grade 26; and

WHEREAS, the County Executive has presented for Council's advice and consent the proposed appointment of Aaron Johnson as the Reader's Café Chef; and

WHEREAS, Aaron Johnson is a resident of New Castle County and most recently worked as a Food Service Director for Recency Healthcare & Rehabilitation, responsible for planning menus and training staff. In addition, Mr. Johnson has served as Assistant Food Service Director for Broomall Rehabilitation Nursing Center and Penn Center for Rehab and Care. Mr. Johnson holds a Bachelor in Science degree in Hospitality Institutional Management, an Associate in Science degree in Culinary Arts, and an Associate Degree in Hotel and Restaurant Management, all from Johnson & Wales University; and

WHEREAS, New Castle County Council has considered the qualifications of Aaron Johnson in accordance with the requirements set forth in Ordinance 22-012 for the position of the Reader's Café Chef.

NOW, THEREFORE, BE IT RESOLVED by and for the County Council of New Castle County that County Council hereby consents to the appointment of Aaron Johnson as the Reader's Café Chef position for New Castle County.

Adopted by the County Council of
New Castle County on:

President of County Council
of New Castle County

SYNOPSIS: Same as title.

FISCAL NOTE: There is no discernible fiscal impact with the adoption of this legislation.

Introduced by: Mr. Hollins, Mr. Street
Date of introduction: July 25, 2023

ORDINANCE NO. 23-099

**AMEND THE GRANTS BUDGET:
APPROPRIATE \$8,942.44 IN PROGRAM INCOME TO THE ABSALOM JONES SENIOR
CENTER RECREATION GRANT TO BE ADMINISTERED BY THE DEPARTMENT OF
COMMUNITY SERVICES, DIVISION OF COMMUNITY RESOURCES**

WHEREAS, the Absalom Jones Senior Center Recreation grant was originally set up to record revenue and expenses for the programs run by New Castle County employees at the State-owned Absalom Jones Recreation Center; and

WHEREAS, authorization is being sought for the appropriation of an additional \$8,942.44 in program income to the Absalom Jones Senior Center Recreation grant; and

WHEREAS, the Absalom Jones Senior Center provides a variety of services for the elderly in the surrounding community including transportation to the center, adult programs, activities, and social services; and

WHEREAS, the County Executive has determined that the revenue to be appropriated shall be sufficient to cover the increase in the Grants Budget as hereinafter amended; and

WHEREAS, Council has determined that the provisions of this Ordinance substantially advance, and are reasonably and rationally related to, legitimate government interests (i.e., promoting the health, safety, morals, convenience, order, prosperity and/or welfare of the present and future inhabitants of this State).

NOW, THEREFORE, THE COUNTY OF NEW CASTLE HEREBY ORDAINS:

Section 1. The Grants Budget as adopted by Ordinance No. 75-173 is hereby amended by deleting the material bracketed and stricken and by adding the material underscored on the attached Exhibit "A."

Section 2. This Ordinance shall become effective immediately upon its adoption by County Council and approval by the County Executive, or as otherwise provided by 9 *Del. C.* § 1156.

Adopted by County Council of
New Castle County on:

President of County Council
of New Castle County

Approved on:

County Executive
New Castle County

SYNOPSIS: Appropriate \$8,942.44 in program income to the Absalom Jones Senior Center Recreation Grant, which will be administered by the Department of Community Services, Division of Community Resources.

The Absalom Jones Senior Center provides a variety of services for the elderly in the surrounding community including transportation to the center, adult programs, activities, and social services. The revenue appropriation on this request, if approved, will be used for Tour transportation costs.

FISCAL NOTE: This Ordinance, if approved, will amend the Grants Budget by appropriating \$8,942.44 in program income funds to the Absalom Jones Senior Center Recreation Grant to be administered by the Department of Community Services, Division of Community Resources. The revenue appropriation on this request, if approved, will be used for the cost of tour transportation.

The fiscal impact of this Ordinance, if approved, will be an increase in the authorized spending authority of the Grants Budget of \$8,942.44 for FY2024. This is an ongoing grant and there is no discernible fiscal impact on the current operating budget.

DEPARTMENT: Community Services

GRANT TITLE: Absalom Jones Senior Center Recreation

PROGRAM TITLE: Absalom Jones Senior Center Recreation

EXHIBIT: "A"

Ordinance No. 23-099

Expense	Current	Change	Revised
Salaries and Wages	\$ -	\$ -	\$ -
Benefits	\$ -	\$ -	\$ -
Training/Civic Affairs	\$ 632.05	\$ -	\$ 632.05
Communication/Utilities	\$ 468.33	\$ -	\$ 468.33
Materials/Supplies	\$ 33,217.64	\$ -	\$ 33,217.64
Contractual Services	\$ 231,407.82	\$ 8,942.44	\$ 240,350.26
Equipment	\$ 3,100.00	\$ -	\$ 3,100.00
Grants/Fixed Charges	\$ -	\$ -	\$ -
Land and Structures	\$ -	\$ -	\$ -
Contingency	\$ -	\$ -	\$ -
Operating Transfer Charges	\$ -	\$ -	\$ -
Operating Transfer Credits	\$ -	\$ -	\$ -
Total	\$ 268,825.84	\$ 8,942.44	\$ 277,768.28

Revenue	Current	Change	Revised
Federal	\$ -	\$ -	\$ -
State	\$ -	\$ -	\$ -
County	\$ -	\$ -	\$ -
Program Income	\$ -	\$ -	\$ -
Other	\$ 268,825.84	\$ 8,942.44	\$ 277,768.28
Total	\$ 268,825.84	\$ 8,942.44	\$ 277,768.28

SUPPLEMENTAL INFORMATION

Estimated Program Initiation: 10/1/1989 **Estimated Program Completion:** ongoing

The Local Match: **Found in (ORG):**

Ordinance 22-065, 23-014 **Date Revised:** 5/24/2022, 1/24/2023

Passed:

PROGRAM DESCRIPTION:

The Absalom Jones Senior Center Recreation grant assists in providing a variety of services to the elderly population in the neighboring community including transportation to the center, adult programs, activities and social services. Major source of revenue is program income with additional revenue from donations and interest income.

1/24/2023 7/25/2023