CITY OF DOVER, DELAWARE
COUNCIL COMMITTEE OF THE WHOLE MEETING
Tuesday, October 13, 2026 at 6:00 PM

City Hall Council Chambers, 15 Loockerman Plaza, Dover, Delaware

AGENDA

THIS AGENDA HAS BEEN REVISED BY REMOVING PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING ITEM #1 – DOVER PARK CONSTRUCTION ALTERNATIVE STRATEGY

Public comments are welcomed on any item and will be permitted at the appropriate time. When possible, please notify the City Clerk (302-736-7008 or email at cityclerk@dover.de.us) should you wish to be recognized.

VIRTUAL MEETING NOTICE

This meeting will be held in City Hall Council Chambers with electronic access via WebEx. Public participation information is as follows:

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CALL COUNCIL COMMITTEE OF THE WHOLE MEETING TO ORDER

ADOPTION OF AGENDA

COUNCIL REPORTS - SEPTEMBER 2026

1. **First District**
2. **Second District**
3. **Third District**
4. **Fourth District**
5. **At-Large**

6. **Council President Neil**

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

ADOPTION OF THE AGENDA

1. **Consideration of Withdrawal and Reallocation of CDBG Funds for People's Community Center Renovation Project (Debbie O'Brien, Community Development Manager)**

   (Staff Recommendation: Approve the withdrawal of the previously approved $40,000 CDBG allocation for the People's Community Center Renovation Project and direct staff to make the funds available through the 2027 Annual Action Plan Process.)

ADJOURNMENT OF THE PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE MEETING

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

ADOPTION OF THE AGENDA

1. **Proposed Ordinance #2026-15 - Amending Chapter 42 - Environment – By Adding Sec.42-3 Lighting (Eddie Kopp, Code Enforcement Supervisor)**

   (Staff Recommendation: Forward Proposed Ordinance #2026-15 to Council for approval.)

2. **Budget Amendment Discussion (Sharon Duca, City Manager)**

   (Committee Action Not Required)

3. **Alderman's Court Ad Hoc Committee Update (Councilman Anderson)**

   (Committee Action Not Required)

ADJOURNMENT OF THE LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE MEETING

ADJOURNMENT OF THE COUNCIL COMMITTEE OF THE WHOLE

THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. PURSUANT TO 29 DEL. C. §10004(e)(2), THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS, WHICH ARISE AT THE TIME OF THE MEETING

ACTION FORM

PROCEEDING: Council Committee of The Whole (Parks, Recreation, and Community Enhancement)
DEPARTMENT OF ORIGIN: Planning, Inspections & Community Development **DATE SUBMITTED**: 10/2/26
PREPARED BY: Debbie O'Brien, Community Development Manager
SUBJECT: Consideration of Withdrawal and Reallocation of CDBG Funds for People's Community Center Renovation Project
REFERENCE: N/A
RELATED PROJECT: N/A
REVIEWED BY: Sharon J. Duca, P.E., ICMA-CM, City Manager and Patricia Marney, Controller/ Treasurer
EXHIBITS: Exhibit A – Project Timeline Exhibit B - 10-13-26 Community Development Packet Material
EXPENDITURE REQUIRED: There is no impact on the City's CDBG entitlement funding. **AMOUNT BUDGETED**: $40,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: 2025 CDBG Entitlement Grant
TIMETABLE: Pending Council approval, staff will take the necessary administrative and contractual actions to discontinue the project, discontinue the environmental review process without submitting the Request for Release of Funds (RROF) to HUD. Staff will follow the amendment procedures established in the City's Citizen Participation Plan.
RECOMMENDED ACTION: Staff recommends that City Council withdraw the previously approved $40,000 CDBG allocation for the People's Community Center Renovation Project and direct staff to make the funds available for consideration through the 2027 Annual Action Plan process.

BACKGROUND AND ANALYSIS

In the 2025–2029 Consolidated Plan and 2025 Annual Action Plan, the City of Dover allocated $40,000 in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) funds to People's Community Center, with the allocation unanimously approved by City Council through the Consent Agenda on April 28, 2025. The funding was intended to renovate a portion of the homeless shelter to create private and group meeting space for case management and supportive services for individuals experiencing homelessness. During the environmental review process, staff determined that a Phase I Environmental Site Assessment was necessary to evaluate potential environmental contamination in accordance with 24 CFR 58.5(i)(2). Upon completion of the Environmental Review Record (ERR), HUD regulations require publication of a Notice of Intent to Request Release of Funds (NOI/RROF) and an opportunity for public comment before submitting the RROF to HUD, consistent with 24 CFR 58.43 and the City's Citizen Participation Plan (CPP).

Comments received during the public comment period prompted additional staff review, which identified several programmatic, procurement, contractual, compliance, and project implementation concerns that call into question the project's feasibility and ability to achieve its intended CDBG objectives. Staff subsequently consulted with HUD and the City Solicitor regarding available options. HUD confirmed that the decision to proceed with or discontinue a CDBG-funded activity is a local decision and that, because the RROF has not been submitted, the City may discontinue the environmental review process if it elects not to proceed. Any reallocation of the funds would be subject to the amendment procedures established in the City's CPP.

Exhibit A – Project Timeline

People's Community Center (PCC) – CDBG Renovation Project

Date	Event
4/28/2025	City Council approved the 2025 Annual Action Plan, including a $40,000 CDBG allocation to PCC for renovations to create private and group meeting space for case management and supportive services.
9/17/2025	Staff initiated the Environmental Review Record (ERR) for the project.
9/24/2025	Sub-recipient agreement was fully executed.
10/7/2025	Staff notified the sub-recipient of the City's procurement requirements, including the requirement to obtain at least 3 price quotations for purchases exceeding $10,000.
11/4/2025	During the environmental review, staff notified the sub-recipient that a Phase I Environmental Site Assessment was necessary due to the age, location, and proposed use of the property.
1/27/2026	The Phase I Environmental Site Assessment was completed, allowing the environmental review process to proceed.
6/11/2026	PCC submitted an invoice and proof of payment for reimbursement. Although an explanation was provided regarding the solicitation of only two contractor quotations, the procurement documentation provided appeared incomplete, and the additional quotation requested by staff was not provided.
6/12/2026	The first Notice of Intent to Request Release of Funds (NOI/RROF) was published with an erroneous public comment date.
6/23/2026	The corrected Notice of Intent to Request Release of Funds (NOI/RROF) was published, initiating the required public comment period
6/23-30/2026	In response to issues identified during the public comment period, staff conducted a comprehensive review of the project and supporting documentation. The review identified concerns regarding project feasibility, prior funding history, procurement documentation, contractual provisions, and the project's ability to achieve its intended CDBG national objective

Exhibit A – Project Timeline

People's Community Center (PCC) – CDBG Renovation Project

Date	Event
	within a reasonable timeframe. Staff subsequently consulted with HUD and the City Solicitor regarding available options.
6/30/2026	HUD confirmed that the decision whether to continue or discontinue the project is a local decision and advised that any decision should be based on programmatic, contractual, compliance, procurement, and implementation considerations.
6/30/2026	The sub-recipient agreement expired and was not extended.

Staff Recommendation Packet - $40,000 Allocation for the People's Community Center 2025 CDBG Renovations Project

Table of Contents

Pages	Document	Purpose
1–3	Staff Presentation	Summary of recommendation and five areas of concern
4–11	Basis for Staff's Recommendation	Detailed examples supporting recommendation
12	City Grant/Funding History	Summary of City agreements and balances
13–16	ARPA Round 1 Application/Reimbursement Documentation	Prior renovation scope, timetable and supporting documentation
17–67	ARPA 2 GKCC and Related Documentation	Prior funding and contractual history
68–75	2025 CDBG Correspondence/Application	Application review and staff requests
76–121	Renovations Agreement/Reimbursements	Documents, requests and clarifications
122–146	Operations Correspondence/Reimbursements	Documents, requests and clarifications
147-149	Economic Development Funding	Proposed workforce development funding
150–161	2026 CDBG Application/Correspondence	Application and concerns
162-164	Miscellaneous communications	

Good evening. My name is Debbie O'Brien, and I'm the Community Development Manager. One of my responsibilities is to administer the Community Development Block Grant funding that the City receives from HUD annually.

I'm here tonight to present the facts that have influenced my recommendation to withdraw this funding and to explain why, based on the information gathered through my review, I believe this is the prudent course of action.

I want to emphasize that this recommendation was ***not made lightly*****.** My responsibility is not only to help the City use its CDBG resources to address community needs, but also to protect the City's ability to continue receiving those federal funds. When the City accepts CDBG funding, it also accepts responsibility for ensuring that those funds are administered in accordance with federal requirements. Failure to do so can expose the City to corrective action, repayment of funds, and, in more serious circumstances, it can jeopardize **future CDBG funding.**

When the Environmental Review process entered its comment period with the Notice of Intent to Request Release of Funds, I did so in good faith and with the expectation that the project would continue through the normal CDBG process. However, the public comments received during that process raised concerns that warranted a closer look at the overall feasibility of the project.

In response, I conducted additional research and reviewed the project more broadly; not simply from an environmental standpoint, but also in terms of its documentation, procurement, contractual obligations, project readiness, and compliance with CDBG requirements.

What I found led me to believe that Council should have the opportunity to consider these facts before the City proceeds with the request for release of funds.

In reaching this recommendation, I focused on five fundamental questions:

1. **Programmatic: Is the project capable of achieving its CDBG objective within a reasonable timeframe?** Multiple funding sources have been identified for renovation of this space over several years, while the proposed renovation has not been completed. This history, together with the absence of a clearly demonstrated timeline for completion and operation of the proposed program, led me to question whether the project is sufficiently defined and whether the organization has the resources necessary to complete it and achieve the intended CDBG objective.
2. **Procurement: Has the organization demonstrated adherence to procurement standards?** The review identified recurring deficiencies in procurement and supporting documentation. Despite repeated reminders regarding the City's requirement to obtain at least three quotations for purchases exceeding $10,000, and to follow the City's purchasing policy, those deficiencies remained unresolved.
3. **Contractual: Has the organization fulfilled its contractual obligations?** The review identified multiple instances in which the subrecipient did not demonstrate adherence to obligations established in the executed agreement. Based on these unresolved contractual performance and documentation concerns, I determined that extending the agreement was not warranted.
4. **Compliance: Can the City reasonably assure that the project can be implemented in compliance with applicable Federal Guidelines?** For purposes of this review, compliance includes not only meeting individual program requirements, but also the City's ability to provide appropriate oversight and assurance that those requirements will continue to be met throughout the life of the project. The expanded review identified concerns regarding the integrity of past performance, including an instance that conveyed the appearance of impropriety. The organization's ability to demonstrate achievement of the intended CDBG national objective through reliable, measurable methods is also a concern. Adequate procedures and documentation have not been demonstrated for identifying eligible

beneficiaries, verifying eligibility, and measuring outcomes necessary to establish compliance with the applicable national objective.

5. **Implementation: Is there a defined and reliable path to completion and provision of services?** Based on the programmatic, procurement, contractual, and compliance concerns identified, I do not have sufficient assurance that the project can be successfully implemented, or that the proposed workforce development program can be sustained. The project has not progressed to implementation within the established performance period; required reporting and supporting documentation remain outstanding; procurement and contractual obligations have not been consistently demonstrated; and the project has relied on multiple potential funding sources without a clearly demonstrated, sustainable funding plan. Recent reductions in Grant-in-Aid funding, along with the denial of Economic Development grant funding, also raise additional concerns regarding the sustainability of the proposed program. Collectively, these factors indicate that there is not currently a sufficiently defined or reliable path to completion of the renovation and provision of the proposed services.

My responsibility is to ensure that the City's federal funds are used for eligible activities, supported by adequate documentation, and administered in accordance with the requirements that come with accepting those funds. For the reasons I've outlined tonight, I recommend that the current CDBG allocation to this project be withdrawn.

I'm happy to answer any questions you may have.

MEMORANDUM

COMMUNITY DEVELOPMENT OFFICE
Department of Planning & Inspections
15 Loockerman Plaza
Dover, DE 19901
Phone: (302) 736-7175 • Fax (302) 736-4217

TO: Administrative File for the 2025 CDBG People's Community Center Renovations Project

FROM: Debbie O'Brien, Community Development Manager DaO

DATE: October 2, 2026

RE: Basis for Staff's Recommendation

EXAMPLES OF IDENTIFIED ISSUES

1) **Programmatic:**
   a) **Multiple Funding Sources and Claims**
      i) The organization was previously awarded $40,000 in ARPA funding for the same or substantially similar renovation project, described as renovation of a bowling alley to provide space for case management and counseling.
      ii) According to the ARPA application, the members were to contribute matching funds of $152,978. Documentation does not show matching disbursements.
      iii) The 2025 CDBG application identified the Church endowment as the source for matching funds. In a subsequent conversation, Dr. Hodge indicated that the endowment would have to be used to complete the project if sufficient grant funding was not received and acknowledged that this would not be sustainable long-term, since the revenues from the endowment were funding its operations.

iv) At the Leg and Fin Committee meeting of February 26, 2026, Dr. Hodge mentioned that they had "received money from a private foundation to completely renovate a space that would be segregated, for these different groups" [NeighborGood Partners, DOL, and Polytech] to hold workshops and case management. No additional information was provided regarding money from a private foundation.

v) In an email on April 6, 2026, Dr. Hodge stated that the Governor's office had "funded a renovation project in the basement of People's Church, in order to convert one large space into private offices and a conference room, for training and case management." I called the Governor's office, and they had no knowledge of this funding commitment. They did, however, suggest that he may have been referring to the Grant-in-Aid bill which the Governor signed in July, appropriating $55,000 to People's Community Center. In my research, I found that the $55,000 was to support the Center for Children and Youth, as opposed to a renovations project.

vi) The 2026 CDBG application identified Grant-in-Aid funding as the source of matching funds. This was not funded as planned.

vii) The 2025 CDBG grant was declared as the source of funding for some of the building renovations, yet no permits nor invoices were produced for any work.

viii) Additionally, the $40,000 request was unclear. In one paragraph, it was to be used to continue renovations, and in the next paragraph, it would be used to replace the HVAC, which was just replaced in April 2022 with ARPA funds. The application went on to say that this $40,000 was only 5% of the total cost of the project, with the remaining $760,000 to be provided by other sources. Even if the full award was granted, I felt that there should be more transparency about the estimated costs and other funding sources. The bid from Delmarva Veteran Builders was not attached, as indicated.

ix) The application for funding from the Delaware Opioid Settlement Commission states that $350,000 is needed "to renovate and equip a community-based workforce development and support center for individuals experiencing substance use disorders, homelessness, trauma, and economic instability." While this funding has yet to be released, Dr. Hodge is still (according to his statement on September 29, 2026) relying on it to finish the renovations and support operations.

b) Reasonable timeframe

i) The ARPA application anticipated completion by September 2022; the project was not started nor completed.

ii) The 2025 CDBG agreement had a performance deadline of June 30, 2026. The application stated that "the work would take no longer than 3 months."

iii) The environmental review and mitigation process pushed the anticipated start date to January 15, 2026. The contractor quote was signed on May 12, 2026, but no permit application had been received by the City as of June 30, 2026 - 9 months later.

c) Organizational Capacity and Reporting

i) I requested monthly program updates on February 5, 2026, as required by the agreement. No response or reports were ever received.

ii) The 2026 CDBG application was received on February 17, 2026 - more than 2 weeks after the January 30 deadline and contained inconsistencies and missing attachments. On February 20, 2026, I requested corrections, but no response was received.

iii) In the February 20, 2026 email, I requested information regarding the organization's methodology for documenting low- and moderate-income beneficiaries. The organization had mentioned in its application that program data was collected through Charity Tracker; however, no reports have been submitted and no response was received.

iv) August 13, 2026 - I requested the closeout report for the shelter operations project, noting that I needed the information by September 9th. Dr. Hodge responded that he would get to it as soon as he could, but no report has been received. Annual reporting to HUD is currently missing this information.

2) Procurement:

a) In emails on October 7, 2025 and May 27, 2026 - I reinforced the requirement to obtain three quotations for purchases exceeding $10,000.

b) Emails on May 27 and June 10, 2026 - I reinforced the requirement to follow the City's purchasing policy.

c) A January 30, 2026 reimbursement request was missing two of three invoices, and the invoice that was submitted had not yet been paid. I requested the invoice copies and proof of payment on February 2. No response was received.

d) A separate January 30 reimbursement request for $8,528.89 in ARPA Round 2 (Greater Kent County Coalition funding) expenses included a typed list of Amazon charges without sufficient detail or proof of payment. This request was subsequently replaced with the staff payroll reimbursement request sent on 6/11/26.

e) The April 9 (renovations) reimbursement request was still missing the two previously requested invoices and included expenses outside the scope of the agreement, including a dishwasher/soap expense of $6,173 and shower repairs of $14,000. This request was later replaced with the request for reimbursement of the MFI contract on 6/11/26.

f) In the April 10 (operations) request, receipts were for Workforce Development activities instead of shelter operations. I responded to both requests on April 28th to explain that neither invoice could be paid as presented, reiterating my February 6th email about required documentation

g) On June 5, 2026, I sent an email to Dr. Hodge reminding him of the upcoming expiration date for both of the CDBG agreements. He responded that he would be submitting invoices by June 9th.

h) The June 10, 2026 CDBG Renovations invoice offered no explanation for the lack of quotes. I responded asking if he had done the RFP or sealed bid process. In a subsequent phone conversation, I suggested he document their reasons for not at least getting 3 quotes.

i) The June 11, 2026 reimbursement request explained the selection process. I requested the additional quotation on June 11, 2026, but no response was received. The quotation/agreement submitted was incomplete, with the even-numbered pages missing.

j) In addition to the lack of quotes and the missing pages, the executed contractor agreement specified a $52,004.04 deposit to be paid upon execution, but the proof of payment submitted was $44,504.04, with no explanation provided for the $7,500 shortage.

k) On June 12, 2026, the CDBG Operations invoice requested reimbursement for 94 pages of Amazon receipts (178 total), a 5-page list of charges (some of which were out of order, resulting in a more cumbersome reconciliation process), and 14 pages of bank transactions. Upon reconciling, I notified Dr. Hodge that some of the charges were incurred after the March 31st closure. We went back and forth for 3 more rounds adding and amending exterminator receipts, some of which were also outside of the allowable date range and required extensive reconciliation on my part.

3) Contractual:

a) The agreement required the subrecipient to administer the project in a manner satisfactory to the City and consistent with applicable standards.

b) The agreement required submission of monthly progress reports; none were received despite my requests on 2/5/26 and 8/13/26.

c) The agreement provides that substandard performance, as determined by the Grantee, constitutes non-compliance. If action to correct such substandard performance is not taken by the subrecipient within a reasonable time…contract suspension or termination procedures will be initiated.

d) The performance period ended June 30, 2026, and no permit applications for the project had been received by the City prior to expiration.

e) The agreement required compliance with applicable federal, state, and local laws, regulations, and policies. The subrecipient did not demonstrate compliance with the requirements of either the City's purchasing policy or Uniform Guidance (2 CFR Part 200).

4) Compliance:

a) According to documentation submitted for reimbursement, work that was done with ARPA funds back in 2022 required a building permit, an HVAC permit, and a plumbing permit; no permits were applied for or issued. If permits had been issued, the need for Historic District Commission approval would have been revealed. In addition, at least 2 of the contractors did not have a City of Dover business license.

b) Reimbursement documentation reflected expenditures for renovations to the kitchen, bathrooms, flooring, dining room, entry doors, HVAC, and fire suppression system, rather than the proposed renovation described in the ARPA application, including smoke detectors throughout the building.

c) ARPA Round 2 spending (the Greater Kent County Coalition funds that were reallocated) was over-budget, even though we amended the agreement to allow for beds & lockers to be purchased.

d) In the application for the Economic Development Fund, the organization listed CDBG as one of the sources of funding ($22,700) for the Workforce Development Program. The actual purpose for this CDBG funding was for operation costs of the homeless shelter.

e) At the same meeting, Councilman Dr. Sudler mentioned "discrepancies" that need to be cleaned up first, which were denied by Dr. Hodge in his response.

f) On March 23, 2026, the City Solicitor sent a letter requiring overnight sheltering to stop operating until conditional use approval has been obtained.

g) On March 26, 2026, the City Solicitor sent a 14-day notice to apply for conditional use. Compliance is still unresolved.

h) An email from Dr. Hodge on April 6, 2026 stated that the overnight shelter program ceased operations on April 1, 2026, and that enforcement actions would not be necessary.

i) On April 28, 2026, the City issued a press release to address the misinformation that was being spread that the City had shut down all operations, as opposed to just the overnight sheltering.

j) The press release went on to clarify that the application for Economic Development funding was denied because it didn't meet the City's sustainability standards, as well as having overall deficiencies in content.

k) I became aware of ongoing intentional disobedience of the directive to cease overnight sheltering as recently as June 2026. Complaints of bed bugs continued to be received from homeless people who had been sleeping there.

l) In addition, Dr. Hodge sent an email to a City employee accidentally. In the email, he instructed shelter staff to hide evidence and put people in hotels prior to a scheduled inspection.

m) On multiple occasions, invoices submitted did not align with approved and agreed upon specified activities, contrary to the claims that they did.

5) Implementation:

a) Multiple funding sources (and claims of funding sources) have not resulted in completion of renovations and subsequent program launch.

b) Unrelated, but noteworthy, in the most recent Grant In Aid Funding Bill, the Joint Finance Committee cut funding for the organization (which had been increasing every year since 2022) and placed an unprecedented requirement on this organization. SB337 - Section 26 states: "Section 2 of this Act appropriates $55,000 for the People's Community Center. It is the intent of the General Assembly that this funding be used for the purposes of supporting the programming provided by its Center for Children and Youth. The People's Community Center shall submit to the Co-Chairs of the Joint Finance Committee through the Office of the Controller General a quarterly report of the program's progress, which shall include the number of children served and a report of all expenditures related to the program that used Grant-in-Aid funds."

c) Opioid Settlement funds earmarked for

Project #	Start Date	End Date	Project Description	Beginning Balance	Paid	Current Balance	Activity / Scope of Service
1	4/27/2022	7/23/2024	ARPA Round 1 Peoples Church	153,978.00	153,978.00	-	Renovations of areas in an existing church that will be utilized as a shelter for the homeless
2	5/26/2023	12/31/2024	ARPA Round 2 Peoples Church	63,288.00	63,288.00	-	Support staff to meet the needs of the shelter, maintenance and utility cost for shelter operations, and the purchase of meals
3	5/9/25 amended on 10/10/25	Ongoing	ARPA Round 2 GKCC_c/o_PCC	60,675.45	43,371.77	17,303.68	Staffing for social and prevention services for at risk persons, emergency shelter, beds and lockers, and transportation for homeless persons in the city limits
4	9/16/2025	6/30/2026	PY25/FY26 People's Comm. Ctr. Shelter Operations	22,700.00	22,700.00	-	Operating cost for maintenance & utilities for the shelter
5	9/16/2025	6/30/2026	PY25/FY26 People's Comm. Ctr. Renovations	40,000.00	ERR in progress	40,000.00	Renovations of a facility that services the homeless
			TOTAL	**340,641.45**	**283,337.77**	**57,303.68**	

ARPA 1 Application

Point Category	Points Possible	
Program Description	**0-15**	

Point Description:

- Describe the type of proposed program.
- Describe the length of time the program has operated.
- Describe how the proposed program will operate in detail. The description should include how clients are referred and what types of services are to be provided to the client.

Our programs seek to keep people alive and healthy while there are suffering financial and/or family crises, until they are able to access mental health and addiction services, or until the housing crises in Dover is successfully mitigated by federal, state, and city initiatives. This work has operated for the past five years, though when COVID emerged we greatly increased in frequency of services and number of people served.

This enhancement includes three new ADA-compliant restrooms, two shower stalls, and a laundry room. To complete this work, we partnered with Mountain Consulting, a local, woman-owned, Black-owned engineering and contractor.

Our church/community center is now well known in the community, so we do not need to promote our services. Most people come of their own accord, seeking food, clothing, and/or shelter. People in need of shelter sometimes call the church office to ask about availability, and sometimes they go to the Code Purple website, who refers them here. We also are part of a network of downtown Black church clergy, who refers people to us.

Point Category	Points Possible	
Program Budget/Sources and Uses Exhibit C	**0-10**	

Point Description:

- Documentation of the proposed program budget.
  - Please include all sources and uses for the proposed program, including staffing costs. The sources and uses must balance.
- Please include the following;
  - Documentation to support **all** committed funding (letters of commitment or equivalent documentation) that is included in the total proposed program budget.
  - Documentation must clearly state that funding is a dedicated source for your agency as well as the funding term. (If the commitment letter date is older but funding is still being utilized, please provide evidence from the funder that the commitment is still valid.)

INCOME

- Contributions from People's Church Members and Endowment Draw-Down
  No external funding has yet been received, approved, or applied-for

EXPENDITURES

■ Basement renovations: showers, laundry room, three new toilets	160,955
■ Renovation of bowling alley to provide a space for case-management and counseling, to help the men achieve independence.	40,000
■ New sprinkler system and HVAC upgrades to the basement.	105,000
	$305,955

We seek matching funds only; members will contribute $152,978 if the city will match this with another $152,978.

A PA 1 Application

Point Category	Points Possible	
Work Plan	**0-10**	

Point Description:
Provide a monthly or annual timetable showing milestones for the completion of the activity.

Beginning of basement renovation	October 2020
Beginning of every-night housing	December 2020
Beginning of every-night meals	April 2021
Completion of showers and laundry	October 2021
Beginning of counseling offices	June 2022
Beginning of fire suppression system	August 2022
Completion of counseling offices	September 2022

Maximum Points Possible 100

People's Community Center ARPA Renova[illegible]

First Reimbursement Request

Project	Vendor	Amount	Totals
Bathrooms, Laundry and Showers			
Painting	Snows	$ 2,810.00	$ 2,810.00
Kitchen			
Install grease trap and ejector pump		$ 4,389.00	
Major kitchen equipment	Restaurant Suppl	$ 5,099.99	
Major kitchen equipment	Restaurant Suppl	$ 8,464.00	
Major kitchen equipment	Restaurant Suppl	$ 5,660.00	
Minor kitchen equipment	Restaurant Suppl	$ 804.78	
Minor kitchen equipment	Restaurant Suppl	$ 550.02	
Minor kitchen equipment	Restaurant Suppl	$ 1,637.80	
Minor kitchen equipment	Restaurant Suppl	$ 4,382.35	
Refund	Restaurant Suppl	$ (304.26)	
Painting	Snows	$ 1,890.00	
Removal of old equipment	College Hunks	$ 436.05	
Removal of old equipment	College Hunks	$ 940.50	
Removal of large table & cabinets	Pecora	$ 1,600.00	
Electric; hood repair; wall board	Pecora	$ 1,696.00	
Old grease trap drain and remove	Clean Delaware	$ 144.45	
Miscellaneous kitchen supplies	Harris	$ 990.00	
Electricity transformer for dishwasher	Messina	$ 8,797.97	$ 47,178.65
Dining Room			
Replace cabinetry around sink	Archer Pearl	$ 5,800.00	$ 5,800.00
Floors			
6,400 square feet of flooring	Hello Garage	$ 33,454.16	$ 33,454.16
Doors			
Two external doors	Home Depot	$ 1,290.02	
Installation	Woodard	$ 3,700.00	$ 4,990.02
TOTAL REIMBURSEMENT SOUGHT			$ 94,232.83

Done without a permit & Contractor did not have a license.

This was for a 14 SEER HVAC unit. See page 26. Also done without permit.

ARPA 1 Reimb Req - Permits were needed for the grease trap, the exterior doors, and the AC system. At least 2 of the contractors were not licensed in the City.

Harvey, Tracey

From: Rev. Dr. G. D Hodge <gdhodge@peopleschurchofdover.org>
Sent: Monday, July 8, 2024 3:08 PM
To: Harvey, Tracey
Subject: EXTERNAL: ARPA I Reimbursement
Attachments: Fire Alarm Upgrade.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Harvey,

With the remainder of the renovation grant we received from the first round of ARPA funding, we have upgraded our fire suppression system. Now, not only do we have a sprinkler system, but also new smoke detectors throughout the building, a new annunciation, and a new addressable fire panel.

An invoice and deposited check are attached hereto, in the amount of $23,387.50. This will complete the renovations and exhaust our funding from ARPA I.

We have just a little more funding from ARPA II, which will be exhausted by the end of this year.

Thank you,

Rev. G. D. Hodge, Ph. D.
People's Church of Dover, United Church of Christ

"The first duty of a revolutionary is to be informed."
Che Guevara

Harvey, Tracey

ARPA Round 2
Granted 60,675.45
to Kent County Coal.
Transferred to
People's Church
5/8/25

From: Leandra Marshall <c_leandra@hotmail.com>
Sent: Tuesday, April 8, 2025 12:03 PM
To: Harvey, Tracey
Cc: Leandra Marshall
Subject: EXTERNAL: ARPA Grant

Importance: High

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning:

I am writing to state for the record that DEMCO prides itself on working with reputable people and reputable organizations. The organizations in which we work must be of good character and fiscal integrity. For almost 30 years, our Delaware community has depended on us to operate with honesty and integrity. I will never violate that sacred trust. Thus, it is our moral and ethical responsibility not to work with the Greater Kent County coalition or its current leadership. I no longer want to be the Fiscal manager of the ARPA grant that would provide services to the homeless and I would like to transfer the responsibility to the People's Community Center. It is my hope that the People's Community Center will be a good steward of the funds and operate with fiscal and moral integrity.

Thanks in advance.

Sincerely,

Leandra Casson Marshall

Leandra Casson Marshall
Vice President, External Relations and Development
Delaware Multicultural and Civic Organization, Inc.
DEMCO

Harvey, Tracey

From: Dr. G. D. Hodge <childrenandyouth@pcc-dover.org>
Sent: Tuesday, April 8, 2025 3:59 PM
To: Harvey, Tracey
Subject: EXTERNAL: Kent County Coalition Funds
Attachments: Coaliton Funding.pdf

You don't often get email from childrenandyouth@pcc-dover.org. Learn why this is important

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Tracey,

Attached hereto is my proposal for how to use the funds. It is largely in sync with the original proposal, with just a few adjustments that seem necessary, based on our experience. Here are the differences between my proposal and the budget initially submitted.

1. I propose that the funding be spread-out over 18 months rather than 12 months, as originally approved.

2. I agree with the original proposal, in that our guests do need more than merely immediate survival needs, like food and shelter; they need help getting back on their feet. So I, too, propose that the largest element of the spending will be for contracted services -- not administration, nor Community Center staff, but rather *case managers* to help the homeless (and people at risk of homelessness) build more stable and productive lives. Hence, I propose contracting specialists to work on: workforce development, addiction & psychiatric case management, and financial literacy. The total of salaries for 18 months is still less than the total for 12 months in the original budget.

3. We receive plenty of clothing and blanket donations from other sources, so we do not need that line item.

4. I deleted "fiscal services", since it seems to me that bookkeeping should be paid from the indirect costs amount. That indirect amount is 10.65%. I know that we are entitled to 15%, but I would have to sacrifice some of the case manager services in order to get to 15%, so the Community Center will settle for 10.65%.

5. I increased the amount allotted to hotel vouchers, and added transportation. We find that those of our guests who have jobs, have trouble getting to them. Others get stuck in Dover and need help getting home to other towns. Or they may have found work in Dover, but need help getting here from other towns.

6. I added the cost of an office for the case managers: $300 per month.

Does all this seem acceptable to you?

Proposed Use of Coalition Funds
18-months 1 July 2025 - 31 December 2026
Draft: 8 April 2025

Immediate Needs			
Emergency Shelter	180 nights x $80	14,400	
Transportation	700 bus passes x $4	2,800	
		17,200	
Developmental Needs			
Workforce Development Coordinator	10 hours x $20 x 70	14,000.00	
Case Manager/Social Worker	10 hours x $20 x 70	14,000.00	
Financial Literacy Coaching	05 hours x $15 x 50	3,750.00	
		31,750	
Facility	18 months x 300	5,400	
Indirect Costs	10.6526% of 60,830	6,480	
Total Project Cost			$ 60,830

AGREEMENT BETWEEN CITY OF DOVER
AND
People's Community Center.

FOR
U. S. Department of the Treasury Coronavirus State and Local
Fiscal Recovery Funds FY 2024
CFDA # 21.027

THIS AGREEMENT entered on this 9th day of May 2025 by and between the City of Dover (herein called the "Grantee") and the People's Community Center (herein called the "sub-recipient").

WHEREAS, the Grantee has received funds from the United States Department of Treasury, Sections 602(b)(2) and 603 (b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No.
117-2 (March11,2021)

WHEREAS the Grantee wishes to engage the Sub-recipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

SCOPE OF SERVICE

A. Activities

The Sub-recipient will be responsible for administering American Rescue Plan Act (ARPA) Year, 2024 ARPA Project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the American Rescue Plan Act Grant:

The Sub-recipient shall carry out all activities in accordance with the guidelines and regulations by providing staffing for social and prevention services for at risk persons, emergency shelter, and transportation for homeless persons in the City of Dover limits.

B. Use of Funds

1. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with sections 602(c) and 603(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.

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2. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project

C. Program Performance and Monitoring

The Grantee will monitor the performance of the Sub-recipient based on the requirements referenced in A and B of this agreement. Substandard performance as determined by the Grantee will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the Sub-recipient within a reasonable period after being notified by the Grantee, contract suspension or termination procedures will be initiated.

TIME OF PERFORMANCE

Services of the Sub-recipient shall start on the 9th day of May 2025 and end on the 31st day of December 20 26.

BUDGET

Line Item: People's Community Center Amount: $60,675.45

PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed $60,675.45. Drawdowns for the payment of eligible expenses shall be made against the grant amount awarded in accordance with performance.

NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee	Sub-recipient
Tracey N. Harvey, CDBG Program Manager	Rev Dr. G. Derrick Hodge
City of Dover	People's Community Center
15 Loockerman Plaza	46 S. Bradford Street
Dover, DE 19901	Dover, DE 19901
(302) 736-7175	(302) 674-4177
(302) 736-4217 (Fax)	

GENERAL CONDITIONS

A. Pre-award Cost

Pre-award cost, as defined in 2 CFR § 200.458, may not be paid with funding from this award.

B. Administrative Cost

Recipient may use funds provided under this award to cover both direct and indirect costs.

C. Cost Sharing

Cost sharing or matching funds are not required to be provided by the Recipient.

D. Amendments

The Grantee or Sub-recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Sub-recipient from it's obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, State or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Sub-recipient.

E. Suspension and Termination

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Service in Paragraph A above may only be undertaken with the prior approval of the Grantee. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Sub-recipient under this Agreement shall, at the option of the Grantee, become the property of the Grantee and the Sub-recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The Grantee may also suspend or terminate this Agreement, in whole or in part, if the Sub-recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Grantee may declare the Sub-recipient ineligible for any further participation in the Grantee's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe the Sub-recipient is in noncompliance with any applicable rules or regulations, the Grantee may withhold up to fifteen (15) percent of said contract funds until such time as the Sub-recipient is found to be in compliance by the Grantee or is otherwise adjudicated to be in compliance.

ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Sub-recipient agrees to comply with the requirements of 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Sub-recipient shall administer its program in conformance with 2 CFR § 200.100 (b) Subpart E. This principle shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record-Keeping

1. Records to be maintained

The Sub-recipient shall maintain all records required by the Federal regulations that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

a. Records providing a full description of each activity undertaken;
b. Records and financial documents sufficient to evidence compliance with sections

602(c) and 603(c). Treasury regulations implementing those sections, and guidance regarding the eligible use of funds.

2. Retention

The Sub-recipient shall retain all records pertinent to expenditures incurred under this contract for a period of five (5) years after the termination of all activities funded under this Agreement. Records for non-expendable property acquired with funds under this contract shall be retained for five (5) years after final disposition of such property. Records for any displaced person must be kept for five (5) years after he/she has received final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

3. Client Data

The Sub-recipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Sub-recipient understands that client information collected under this contract is private and the use of disclosure of such information, when not directly connected with the administration of the Grantee's or sub-recipient's responsibilities with respect to services provided under this contract, is prohibited by the Delaware Federal Law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-Outs

The Sub-recipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: Making final payments, disposing of program assets (including the return of all unused materials, equipment, and accounts receivable to the Grantee), and determining the custodianship of records.

6. Audits & Inspections

All Sub-recipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, their designees or the Federal Government, at any time during normal business hours, as often as the Grantee or grantor agency deems necessary, to audit, examine and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Sub-recipient within 30 days after receipt by the Sub-recipient. Failure of the Sub-recipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Sub-recipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning sub-recipient audits and as applicable, 2 CFR § 200.100 (d) Subpart F.

REPORTING AND PAYMENT PROCEDURES

1. Payment Procedures

The Grantee will pay the Sub-recipient funds available under this contract based upon information submitted by the Sub-recipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of advances, payments will be made for eligible expenses actually incurred by the Sub-recipient and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund balances available in Sub-recipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Sub-recipient.

2. Progress Reports

The Sub-recipient shall submit regular Progress Reports to the Grantee in the form, consent and frequency as required by the Grantee.

Procurement

1. Compliance

The Sub-recipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein.

2. OMB Standards

The Sub-recipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR § 200.107.

PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance.

Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and written translation where necessary, to ensure effective communication in the Recipient's programs,

services, and activities.

2. Nondiscrimination

The Sub-recipient will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Sub-recipient will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Sub-recipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

3. Section 504

The Sub-recipient agrees to comply with any Federal Regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706), which prohibits discrimination against the handicapped in any Federally assisted program. The Grantee shall provide the Sub-recipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this contract.

AFFIRMATIVE ACTION

1. W/MBE

The Sub-recipient will use its best efforts to afford minority- and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the term "minority and female business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Sub-recipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

2. Access to Records

The Sub-recipient shall furnish and cause each of its own Sub-recipient's or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

3. EEO/AA Statement

The Sub-recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Sub-recipient, state that it is an Equal Opportunity or Affirmative Action employer.

CONDUCT

1. Conflict of Interest

The Sub-recipient agrees to abide by the provisions of 2 CFR § 200.112 Subpart B with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The Sub-recipient further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by the Sub-recipient hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Grantee, or of any designated public agencies or Sub-recipient's which are receiving funds under the U. S. Department of Treasury.

SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first above written.

Witnesses:

Sara Moore-Jones By: _____

_____ By: _____

PARTY OF THE FIRST PART
THE CITY OF DOVER

Joey R. Singleton By: _____
MAYOR

Ciella M. Linn By: _____
CITY CLERK
PARTY OF THE SECOND PART

STATE OF DELAWARE KENT COUNTY as:
BE IT REMEMBERED, that on this 12th day of May, 2025
_____ parties to this Agreement known to me personally to be such, and severally acknowledged this Agreement to be their act and deed.

Given under my Hand and Seal of Office, they day and year aforesaid.

Ashley A. Walls
Notary Public

My Commission Expires: 11-12-2025

ASHLEY A. WALLS
NOTARY PUBLIC
STATE OF DELAWARE
MY COMMISSION EXPIRES
ON 11-12-2025

O'Brien, Debbie

From: Harvey, Tracey
Sent: Friday, October 10, 2025 7:55 AM
To: O'Brien, Debbie
Subject: FW: EXTERNAL: ARPA III Revised Budget
Attachments: Revised APRA III Budget.pdf

Hi Debbie,

Please revise the grant agreement with the revised budget for People's Community Center and prepare invoice.

Thanks,

Tracey Harvey
Community Development Manager
City of Dover Planning Department
15 Loockerman Plaza
Dover, DE 19901
(302) 736-7196

From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Thursday, October 9, 2025 6:46 PM
To: Harvey, Tracey <Tharvey@dover.de.us>
Subject: EXTERNAL: ARPA III Revised Budget

You don't often get email from gdhodge@pcc-dover.org. Learn why this is important

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Harvey,

In our submitted budget for the Coalition funds, we merged the cost of new beds and lockers into the category labeled "emergency shelter". We have revised the budget to specify those amounts. We have also decreased the amount we will need for workforce development, since we hope to receive economic development funds.

Please accept the revised budget, attached hereto, and incorporate it into our sub-recipient agreement.

Thank you,

G. D. Hodge

for People's Community Center

ARPA III Grant Budget
18-months: 1 November 2025 - 31 December 2026
Draft: 9 October 2025

Immediate Needs			
Emergency Shelter		10,000	
New Beds and Lockers		10,000	
Cleaning and Hygiene Supplies		5,505	
Center Director	14 months x 300	4,200	
			29,705
Developmental Needs			
Workforce Development Program		10,000	
Case Management		5,000	
			15,000
Occupancy	14 months x 500		7,000
Indirect Costs	15% of 60,830		9,125
Total Project Cost			$ 60,830

AMENDMENT TO AGREEMENT BETWEEN CITY OF DOVER
AND
People's Community Center.

FOR
U. S. Department of the Treasury Coronavirus State and Local
Fiscal Recovery Funds FY 2024
CFDA # 21.027

THIS AGREEMENT entered on this 10th day of October 2025 by and between the City of Dover (herein called the "Grantee") and the People's Community Center (herein called the "sub-recipient").

WHEREAS, the Grantee has received funds from the United States Department of Treasury, Sections 602(b)(2) and 603 (b) of the Social Security Act (the Act) as added by section 9901 of the American Rescue Plan Act, Pub. L. No.117-2 (March11,2021)

WHEREAS the Grantee wishes to engage the Sub-recipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

SCOPE OF SERVICE

A. Activities

The Sub-recipient will be responsible for administering American Rescue Plan Act (ARPA) Year, 2024 ARPA Project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the American Rescue Plan Act Grant:

The Sub-recipient shall carry out all activities in accordance with the guidelines and regulations by providing staffing for social and prevention services for at risk persons, emergency shelter, beds and lockers, and transportation for homeless persons in the City of Dover limits.

B. Use of Funds

1. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with sections 602(c) and 603(c) of the Social Security Act (the Act) and Treasury's regulations implementing that section and guidance.

2. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project

C. Program Performance and Monitoring

The Grantee will monitor the performance of the Sub-recipient based on the requirements referenced in A and B of this agreement. Substandard performance as determined by the Grantee will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the Sub-recipient within a reasonable period after being notified by the Grantee, contract suspension or termination procedures will be initiated.

TIME OF PERFORMANCE

Services of the Sub-recipient shall start on the 9th day of May 2025 and end on the 31st day of December 20 26.

BUDGET

Line Item: People's Community Center Amount: $60,675.45

PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed $60,675.45. Drawdowns for the payment of eligible expenses shall be made against the grant amount awarded in accordance with performance.

NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee	Sub-recipient
Tracey N. Harvey, CDBG Program Manager	Rev Dr. G. Derrick Hodge
City of Dover	People's Community Center
15 Loockerman Plaza	46 S. Bradford Street
Dover, DE 19901	Dover, DE 19901
(302) 736-7175	(302) 674-4177
(302) 736-4217 (Fax)	

GENERAL CONDITIONS

A. Pre-award Cost

Pre-award cost, as defined in 2 CFR § 200.458, may not be paid with funding from this award.

B. Administrative Cost

Recipient may use funds provided under this award to cover both direct and indirect costs.

C. Cost Sharing

Cost sharing or matching funds are not required to be provided by the Recipient.

D. Amendments

The Grantee or Sub-recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Sub-recipient from it's obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, State or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be

undertaken as part of this Agreement, such modifications will be incorporated only by written amer signed by both Grantee and Sub-recipient.

E. Suspension and Termination

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Service in Paragraph A above may only be undertaken with the prior approval of the Grantee. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Sub-recipient under this Agreement shall, at the option of the Grantee, become the property of the Grantee and the Sub-recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The Grantee may also suspend or terminate this Agreement, in whole or in part, if the Sub-recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Grantee may declare the Sub-recipient ineligible for any further participation in the Grantee's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe the Sub-recipient is in noncompliance with any applicable rules or regulations, the Grantee may withhold up to fifteen (15) percent of said contract funds until such time as the Sub-recipient is found to be in compliance by the Grantee or is otherwise adjudicated to be in compliance.

ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Sub-recipient agrees to comply with the requirements of 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Sub-recipient shall administer its program in conformance with 2 CFR § 200.100 (b) Subpart E. This principle shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record-Keeping

1. Records to be maintained

The Sub-recipient shall maintain all records required by the Federal regulations that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

a. Records providing a full description of each activity undertaken;
b. Records and financial documents sufficient to evidence compliance with sections 602(c) and 603(c). Treasury regulations implementing those sections, and guidance regarding the eligible use of funds.

2. Retention

The Sub-recipient shall retain all records pertinent to expenditures incurred under this contract for a period of five (5) years after the termination of all activities funded under this Agreement. Records for non-expendable property acquired with funds under this contract shall be retained for five (5) years after final disposition of such property. Records for any displaced person must be kept for five (5) years after he/she has received final payment. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

3. Client Data

The Sub-recipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Sub-recipient understands that client information collected under this contract is private and the use of disclosure of such information, when not directly connected with the administration of the Grantee's or sub-recipient's responsibilities with respect to services provided under this contract, is prohibited by the Delaware Federal Law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-Outs

The Sub-recipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: Making final payments, disposing of program assets (including the return of all unused materials, equipment, and accounts receivable to the Grantee), and determining the custodianship of records.

6. Audits & Inspections

All Sub-recipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, their designees or the Federal Government, at any time during normal business hours, as often as the Grantee or grantor agency deems necessary, to audit, examine and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Sub-recipient within 30 days after receipt by the Sub-recipient. Failure of the Sub-recipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Sub-recipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning sub-recipient audits and as applicable, 2 CFR § 200.100 (d) Subpart F.

REPORTING AND PAYMENT PROCEDURES

1. Payment Procedures

The Grantee will pay the Sub-recipient funds available under this contract based upon information submitted by the Sub-recipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of advances, payments will be made for eligible expenses actually incurred by the Sub-recipient and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund balances available in Sub-recipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Sub-recipient.

2. Progress Reports

The Sub-recipient shall submit regular Progress Reports to the Grantee in the form, consent and frequency as required by the Grantee.

Procurement

1. Compliance

The Sub-recipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein.

2. OMB Standards

The Sub-recipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR § 200.107.

PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

Recipient ensures its current and future compliance with Title VI of the Civil Rights Act of 1964, as amended, which prohibits exclusion from participation, denial of the benefits of, or subjection to discrimination under programs and activities receiving federal financial assistance, of any person in the United States on the ground of race, color, or national origin (42 U.S.C. § 2000d *et seq.*), as implemented by the Department of the Treasury Title VI regulations at 31 CFR Part 22 and other pertinent executive orders such as Executive Order 13166, directives, circulars, policies, memoranda, and/or guidance.

Recipient acknowledges that Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency," seeks to improve access to federally assisted programs and activities for individuals who, because of national origin, have Limited English proficiency (LEP). Recipient understands that denying a person access to its programs, services, and activities because of LEP is a form of national origin discrimination prohibited under Title VI of the Civil Rights Act of 1964 and the Department of the Treasury's implementing regulations. Accordingly, Recipient shall initiate reasonable steps, or comply with the Department of the Treasury's directives, to ensure that LEP persons have meaningful access to its programs, services, and activities. Recipient understands and agrees that meaningful access may entail providing language assistance services, including oral interpretation and

written translation where necessary, to ensure effective communication in the Recipient's programs, services, and activities.

2. Nondiscrimination

The Sub-recipient will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Sub-recipient will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Sub-recipient agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

3. Section 504

The Sub-recipient agrees to comply with any Federal Regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706), which prohibits discrimination against the handicapped in any Federally assisted program. The Grantee shall provide the Sub-recipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this contract.

AFFIRMATIVE ACTION

1. W/MBE

The Sub-recipient will use its best efforts to afford minority- and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the term "minority and female business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Sub-recipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

2. Access to Records

The Sub-recipient shall furnish and cause each of its own Sub-recipient's or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

3. EEO/AA Statement

The Sub-recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Sub-recipient, state that it is an Equal Opportunity or Affirmative Action employer.

CONDUCT

1. Conflict of Interest

The Sub-recipient agrees to abide by the provisions of 2 CFR § 200.112 Subpart B with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The Sub-recipient further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by the Sub-recipient hereunder. These conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Grantee, or of any designated public agencies or Sub-recipient's which are receiving funds under the U. S. Department of Treasury.

SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first above written.

Witnesses:

_____ By: _____

_____ By: _____

PARTY OF THE FIRST PART
THE CITY OF DOVER

_____ By: _____
MAYOR

_____ By: _____
CITY CLERK

PARTY OF THE SECOND PART

STATE OF DELAWARE KENT COUNTY as:

BE IT REMEMBERED, that on this 21 day of October, 2025 _____ parties to this Agreement known to me personally to be such, and severally acknowledged this Agreement to be their act and deed.

Given under my Hand and Seal of Office, they day and year aforesaid.

_____
Notary Public

CRYSTAL L. WHEELER NOTARY PUBLIC STATE OF DELAWARE MY COMMISSION EXPIRES 03-23-2027

My Commission Expires

From: G. D. Hodge, Ph.D.
To: O"Brien, Debbie
Cc: Harvey, Tracey
Subject: EXTERNAL: ARPA Reimburnsement
Date: Friday, October 17, 2025 12:05:01 PM
Attachments: October Reimbursement.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Thank you for the time you spent the other day walking through our facility! I hope that you were impressed by how much we have been able to accomplish with minimal external funding. And thank you to the City for seeing this work as a priority.

Attached hereto is a revised reimbursement request. The total requested is $12,038. That is for the new beds, lockers, and indirect. We know that we are entitled to 15% indirect funding, but rather than request all of that up front, it makes sense to me that we ask it to be attached to each reimbursement. Is that the correct procedure?

I have attached one check (for the beds) and one credit card statement (for the lockers). I was surprised that receipts were not sufficient. If I were to go to, say, Lowes, to buy equipment, and were to send you the Lowes receipt, would that not be sufficient? The bank statements alone do not show what the cost was for, but the receipts do, so I thought that the receipts would be even better. Please advise.

Thank you,

Derrick Hodge

46 South Bradford

Dover 19904

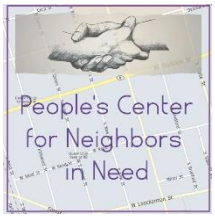
302.674.4178

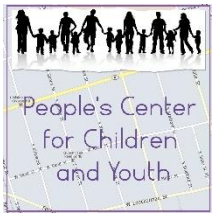
A collaboration of community stakeholders who build partnerships to improve the quality of life in Downtown Dover.

ARPA – Coalition Funding Reimbursement Request

15 October 2025

New Beds	$6,126
Lockers	$4,342
Subtotal	$10,468
15% Indirect	$1,570
Total Request	**$12,038**









From: G. D. Hodge, Ph.D.
To: O"Brien, Debbie
Subject: EXTERNAL: ARPA Reimbursement Request
Date: Friday, January 30, 2026 3:46:30 PM
Attachments: November-January.pdf
Cleaning and Hygiene Detail January 2026.pdf
Bank Statement.pdf
Center Director Salary.pdf.pdf
Occpancy Transfers.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Attached hereto you will find the following:

1. A letter detailing reimbursable expenditures for November, December, and January;
2. Excel spread sheet detailing each purchase of cleaning and hygiene supplies; and
3. Banking records proving each supplies purchase;
4. Banking records showing payment of director's salary and occupancy.

Please therefore process a reimbursement in the amount of $8,528.89.

Thank you,

Derrick Hodge

President of the Board of Directors

Omitted 5 pages of bank statements.

46 South Bradford

Dover 19904

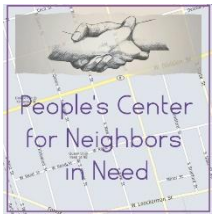
302.674.4178

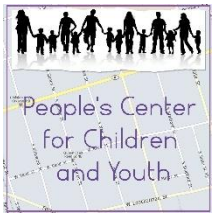
A collaboration of community stakeholders who build partnerships to improve the quality of life in Downtown Dover.

ARPA Funding Reimbursement Request

1 November 2025 – 31 January 2026

Occupancy	3 months x $500	$1,500.00
Center Director	3 months x $300	$ 900.00
Case Manager		$1,440.00
Cleaning and Hygiene Supplies		$3,576.43
Subtotal		$7,416.43
15% Indirect		$1,112.46
Total Request		**$8,528.89**









People's Community Center
Cleaning and Hygiene Supplies Purchase November-January

Date	Amount
01/21/2026	-73.9
01/21/2026	-14.49
01/18/2026	-76.45
01/16/2026	-11.06
01/16/2026	-41.76
01/16/2026	-23.35
01/16/2026	-44.99
01/16/2026	-36.97
01/15/2026	-44.99
01/15/2026	-20.33
01/15/2026	-18.89
01/15/2026	-24.74
01/15/2026	-53.51
01/15/2026	-37.34
01/15/2026	-43.69
01/14/2026	-77.25
01/14/2026	-13.79
01/12/2026	-17.05
01/12/2026	-54
01/12/2026	-55.73
01/12/2026	-24.74
01/12/2026	-16.24
01/11/2026	-36.97
01/09/2026	-103.96
01/05/2026	-34.99
01/05/2026	-32.97
01/05/2026	-82.48
01/05/2026	-93.58
12/25/2025	-161.8
12/15/2025	-41.17
12/15/2025	-11.69
12/15/2025	-44.99
12/15/2025	-26.1
12/15/2025	-44.99
12/15/2025	-17.99
12/15/2025	-20.35
12/15/2025	-25.19
12/14/2025	-36.97
12/14/2025	-45.59
12/14/2025	-24.74
12/11/2025	-24.74
12/11/2025	-37.34
12/11/2025	-85.8
12/05/2025	-38.93
12/03/2025	-55.99
12/02/2025	-440
12/02/2025	19.99
11/29/2025	-26.39
11/26/2025	-220
11/26/2025	-373.99
11/26/2025	-11.98
11/26/2025	-19.99
11/19/2025	-23.98
11/19/2025	-23.6
11/17/2025	-23.6
11/17/2025	-39.37
11/17/2025	-44.99
11/17/2025	-8.25
11/17/2025	-37.34
11/16/2025	-36.97
11/14/2025	-36.97
11/14/2025	-45.59
11/14/2025	-17.99
11/14/2025	-20.09
11/14/2025	-18.98
11/14/2025	-44.99
11/07/2025	-90.15
11/04/2025	-29.64
11/04/2025	-6.99
Total	-$3,576.43

From: G. Derrick Hodge
To: O"Brien, Debbie
Subject: EXTERNAL:
Date: Tuesday, February 3, 2026 12:59:06 PM

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Deborah,

Hold off on processing those two reimbursements; I decided to make an adjustment. I will send you new requests on Monday.

Derrick

From: O"Brien, Debbie
To: Dr. G. Derrick Hodge <gdhodge@pcd-dover.org>
Subject: People"s Community Center Invoices
Date: Friday, February 6, 2026 8:41:00 AM

Good morning, Dr. Hodge,

I hope you're doing well. First, I want to sincerely thank you and your organization for the essential services you continue to provide to our community. We truly value the work you do and appreciate your ongoing partnership.

I recently consulted with our HUD representative, and we agreed that it would be helpful for us to align on the terminology and supporting documentation required for invoices moving forward. While there were no concerns with invoices submitted in the past, I now have the responsibility to ensure full compliance with both ARPA and HUD guidelines. My goal is to work collaboratively with you to make sure we are maintaining strong, transparent, and fully auditable records. I would be happy to walk through this with you in person if that's easiest, or we can connect by phone or email — whatever you prefer.

Below are the key items we should review together:

Invoice Scope & Documentation

- Reimbursements must align strictly with what is outlined in the grant agreements. For example, ARPA III specifies: *"providing staffing for social and prevention services for at-risk persons, emergency shelter, beds and lockers, and transportation for homeless persons within the City of Dover limits."*

- "Indirect" costs cannot be reimbursed without clear documentation. All costs must be supported by invoices, receipts, or other verifiable records.

  - Time and mileage may be tracked and submitted via a spreadsheet or separate invoice, if applicable.

  - If software is shared with the church, we can reimburse up to 50% of the cost with a copy of the invoice. The same applies to Wi-Fi expenses.

- If the shelter is renting space from the church, a lease agreement will need to be in place. I will also need documentation showing the percentage of the community center used for emergency shelter operations (this can typically be supported by architectural drawings).

- Utility reimbursements will require a justification based on the percentage of space used by the temporary shelter.

- For the case manager payroll, you may invoice for the full employer cost of $775.08, which includes employer-paid taxes.

- For the Center Director salary, we will need an agreement indicating the center's $300/month contribution, along with a brief description of the Director's responsibilities. If this payment is made through the church, the payroll register showing the individual is being paid, along with the proof of payment will suffice.

Other Covered Expenses

- Minor maintenance items (e.g., light bulbs, replaceable parts)
- Utilities (phone, electric, gas)
- Food
- Paper goods
- Cleaning supplies
- Insurance
- Pest extermination services
- Office supplies and printing costs
- Hygiene products, including female hygiene items, towels, and washcloths

Please don't hesitate to reach out if you have questions or if there's anything you'd like to discuss ahead of time. I appreciate your cooperation and look forward to continuing our work together.

Warm regards,

Debbie O'Brien, CPFO

Community Development Manager

Planning Department

City of Dover

15 Loockerman Plaza

Dover DE 19901

From: Reverend G. D. Hodge, Ph.D
To: O"Brien, Deborah
Subject: EXTERNAL: ARPA Round 2 GKCC/PCC Reimbursement Request
Date: Thursday, June 11, 2026 4:00:19 PM
Attachments: ARPA Round 2 GKC-PCC Reimbursement Request.pdf
Peoples Community Center Personnel Costs.pdf
PCC MOU.pdf
Hodge Personnel Report.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Please process a reimbursement to People's Community Center for $32,426.48, for allowable personnel costs. The following supporting documents are attached hereto:

1. Cover letter detailing the reimbursement request;
2. Payroll Report showing staff costs of $26,426.48 for the fiscal year;
3. Memorandum of Understanding between People's Church and People's Community Center, showing an agreement for the community center to reimburse the church for a small portion of the professional salary of its Pastor.
4. Payroll report sowing total fiscal year payments to the Pastor.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted,

G. D. Hodge, Ph.D.

President of the Board of Directors

People's Community Center

46 South Bradford
Dover 19904
302.674.4178

A collaboration of community stakeholders who work to improve the quality of life in Downtown Dover.

11 June 2026

Ms. Deborah O'Brien, CPFO, MBA
Community Development Manager
City of Dover

RE: ARPA Round 2 GKCC/PCC

Dear Ms. O'Brien,

Please reimburse People's Community Center $32,426.48 for the following allowable personnel expenditures, according to our contract with the City and consistent with applicable federal and local statute:

1. Staff Wages: $26,426.48 (twelve months).
   Documentation Attached:
   - Payroll Report.

2. Professional Salary Share: $6,000 (for twelve months at $500 per month).
   Documentation Attached:
   - Memorandum of Understanding between PCD and PCC;
   - Payroll Report, showing total personnel costs for the period: $81,346.90.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted,

G. D. Hodge, Ph.D.
President of the Board of Directors

Center for Children and Youth

Center for Neighbors in Need

Center for Workforce Development

Includes shelter staff, which can't be paid after 3/31/26 due to Solicitor letter of 3/23/26. Pastor's payroll reports omitted.

Report generated by
gusto

People's Community Center
46 S Bradford St
Dover, DE 19904

Custom Report

Report created on: 06/11/2026

Time Period: Between (07/01/2025 - 06/11/2026)

Employee	Gross earnings	Total employee deductions	Total employee taxes	Total employer taxes	Net pay	Total employer cost	Check amount
[redacted]	$2,887.70	$0.00	$264.91	$220.91	$2,622.79	$3,308.61	$2,822.79
	$3,600.00	$0.00	$486.20	$275.40	$3,113.80	$3,875.40	$3,113.80
	$10,175.38	$0.00	$801.45	$778.41	$9,373.93	$11,353.79	$9,773.93
	$12.51	$0.00	$0.96	$0.96	$11.55	$13.47	$11.55
	$451.54	$0.00	$34.55	$34.55	$416.99	$586.09	$516.99
	$1,291.66	$0.00	$98.81	$98.81	$1,192.85	$1,390.47	$1,192.85
	$2,406.16	$0.00	$228.07	$184.07	$2,178.09	$2,790.23	$2,378.09
	$400.00	$0.00	$30.60	$30.60	$369.40	$430.60	$369.40
	$2,394.62	$0.00	$227.20	$183.20	$2,167.42	$2,677.82	$2,267.42
Grand totals	$23,619.57	$0.00	$2,172.75	$1,806.91	$21,446.82	$26,426.48	$22,446.82

People's Church of Dover

46 South Bradford
Dover, Delaware 19901
302.674.4177
pcd-dover.org

Memorandum of Understanding
1 September 2025

1. Preface

This is a Memorandum of Understanding between People's Church of Dover (hereinafter "PCD") and People's Community Center (hereinafter "PCC"), two Delaware non-profit corporations both operating at 46 South Bradford in Dover. It replaces all previous memoranda, and will be in effect for twelve months from the date of execution.

2. Justification

Whereas both corporations are dedicated to the well being of the community of Downtown Dover (broadly construed), and both are formed to place their respective assets at the service of improving the quality of life downtown, the duly designated officers of each corporation enter into collaborative covenant in order to mutually enhance the effectiveness of their respective programs.

3. Use of Space

PCC may use approximately half of the building owned by PCD for its various community wellbeing programs. This space currently consists of the following:

3a. The entirely of the basement, including the bowling alley, main dining room, toilets, showers, laundry room, offices and storage rooms, and kitchen.

3b. The entirety of the second floor, including the basketball court, stage, classrooms, offices, and restroom.

3c. The former main-floor nursery, now called "Free Store".

The employees, officers, and volunteers of PCC will ensure that admission to each area is tightly controlled, using the internal and external magnet locks, cameras, and doorbells, so that persons attending one program may not interact with church members of those attending a different program.

The employees, officers, and volunteers of PCC will ensure that all facilities are used appropriately and without undue stress. Overuse, misuse, or vandalism by clients or guests of PCC will result in a financial liability due to PCD for reasonable repairs and replacement.

PCD will maintain fire suppression systems, camera and door security systems, and all appropriate insurances. PCD will also pay normal and reasonable utilities costs.

4. Consideration

For access to this space, PCC will pay to PCD the sum of $60,000 per annum. The Trustees of PCD may reduce this amount, if the grant income of PCC is unexpectedly reduced.

Because of the extremely high use of water and electricity during the winter months when the emergency sanctuary is in operation, PCC will pay PCD $1,000 for excess utilities for each month of emergency sanctuary operation, currently the four months from 1 December until 31 March.

If overuse, misuse, or vandalism causes damage to PCD property, PCC will compensate PCD a reasonable and appropriate amount, upon presentation of relevant invoices.

If clients or guests of PCC cause an unnecessary fire alarm response from the Dover Fire Department, PCC will pay the amount of the DFD fee, currently $250 per incident.

5. Shared Resources

PCD will pay administrative expenses of copy machine, printer, computers, and WIFI.

PCD will pay the salary and benefits for its Paster, Rev. Dr. G. D. Hodge. However, since Dr. Hodge spends approximately 15 hours per week attending to both the organizational and the direct programmatic needs of PCC, PCC agrees to compensate PCD $1,000 per month. The Trustees of PCD understand that grant program funding may not always provide sufficient income for this reimbursement, and will trust the good-faith efforts of the officers of PCC to make that reimbursement payment whenever possible.

In witness whereof, the following parties set their signatures on 1 September 2025.

For the Trustees of People's Church of Dover:

John Allison

John Allison, Moderator

For the Directors of People's Community Center:

G. Derrick Hodge, President of the Board of Directors

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: ARPA Round 2 GKCC/PCC Reimbursement Request
Date: Thursday, June 11, 2026 4:02:57 PM
Attachments: Church Invoice 2.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien

Attached hereto is one more document that I forgot to include with the others.

Thank you,

Derrick

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

People's Church of Dover

46 South Bradford
Dover, Delaware 19901
302.674.4177
pcd-dover.org

INVOICE

Dates of Space Rental: 1 July 2025 – 31 June 2026

Tenant:	People's Community Center
Item:	Case Management
Programs:	Services for At-Risk Persons in Dover
Service:	Case Management and Crisis Counseling – cost sharing

Amounts: $500 per month x 12 months for G. D. Hodge, Ph.D.

Total Due: $6,000

Submitted by:

John Allison, Moderator
People's Church of Dover

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: ARPA Round 2 GKC-PCC Reimbursement Request
Date: Friday, June 12, 2026 4:45:45 PM
Attachments: Church Invoice Hodge Salary.pdf
Personnel Roles.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

There were two typographical errors on the church invoice that I sent you yesterday. Attached hereto is a corrected invoice. Please discard the one I sent yesterday.

Also attached is a list of personnel, with their titles (roles). All are a part of the Center for Neighbors in Need; we do not seek reimbursement under this grant for employees of other programs of the PCC.

Thank you,

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

People's Church of Dover

46 South Bradford
Dover, Delaware 19901
302.674.4177
pcd-dover.org

INVOICE

Dates of Services Rendered: 1 July 2025 – 30 June 2026

Tenant:	People's Community Center
Item:	Case Management
Programs:	Services for At-Risk Persons in Dover
Service:	Case Management and Crisis Counseling – cost sharing

Amounts: $500 per month x 12 months for G. D. Hodge, Ph.D.

Total Due: $6,000

Submitted by:

John Allison, Moderator
People's Church of Dover

46 South Bradford
Dover 19904
302.674.4178

A collaboration of community stakeholders who work to improve the quality of life in Downtown Dover.

Personnel Roles

Claud Angel	Kitchen Manager
Kaitlyn Bulson	Peer Counselor
Teresa Campbell	Program Coordinator
Joseph Ellis	Kitchen Staff
Danieve Harper	Laundry
Richard Kozakowski	Clothing and Donations
Creswell Moore	Day Supervisor
Quime Romero	Laundry and Day Staff
Tyrone Savage	Night Staff

From: O"Brien, Deborah
To: "G. D. Hodge, Ph.D."
Cc: Duca, Sharon
Subject: RE: EXTERNAL: ARPA Round 2 GKC-PCC Reimbursement Request
Date: Wednesday, June 24, 2026 4:45:00 PM
Attachments: ARPA Round 2 GKCC Invoice.pdf
Personnel Roles.pdf
image001.png

Good afternoon, Dr. Hodge,

Your invoice was rejected as is, because we need to distinguish between staff members that had responsibilities with the overnight shelter that ceased to operate on April 1, 2026 and those who are paid for the other services you provide, as listed in the agreement.

It reads: “providing staffing for social and prevention services for at risk persons, emergency shelter, beds and lockers, and transportation for homeless persons in the City of Dover limits.”

Restated for clarity:

1. Staffing for social prevention services for at risk persons
2. Staffing for prevention services for at risk persons
3. Emergency shelter (through 3/31/26) for homeless persons
4. Beds (through 3/31/26) for homeless persons
5. Lockers for homeless persons
6. Transportation for homeless persons in the City of Dover limits

Please place each employee in one of these categories, so I can calculate their wages up to the cutoff date for those that worked for the overnight shelter services. If you have other invoices that you would like to add, please include them on your revised cover letter. Let me know if you have any questions.

Sincerely,

Debbie O’Brien, CPFO, MBA
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: Re: EXTERNAL: ARPA Round 2 GKC-PCC Reimbursement Request
Date: Wednesday, June 24, 2026 5:18:16 PM
Attachments: image001.png
Personnel Roles.pdf

Dear Ms. O'Brien,

I am happy to clarify as best as I can.

The document "Personnel Roles" I sent before -- and which is re-attached hereto -- is accurate and correct, and describes the work of all staff for whose wages we request reimbursement. I affirm that ALL the personnel listed on that document were engaged EXCLUSIVELY on the work described in the sub-recipient agreement. They fit into your categorization as follows:

> Category 1: Staffing for social prevention services for at risk persons; and Category 2: Staffing for prevention services for at risk persons
>
> - Hodge
> - Bulson
> - Campbell
>
> Category 3: Emergency Shelter (through 3/31/26) for Homeless Persons
>
> - Angel
> - Ellis
> - Harper
> - Kozakowski
> - Moore
> - Romero
> - Savage

The beds and lockers (Categories 4 and 5) have already been reimbursed, so we seek no further reimbursement. We also do not seek reimbursement for any expenditures related to transportation (Category 6).

Thank you,

Derrick Hodge

On 06/24/2026 4:45 PM, O'Brien, Deborah wrote:

> Good afternoon, Dr. Hodge,
>
> Your invoice was rejected as is, because we need to distinguish between staff members that had responsibilities with the overnight shelter that ceased to operate on April 1, 2026 and those who are paid for the other services you provide, as listed in the agreement.

From: O"Brien, Deborah on behalf of dobrien@dover.de.us
To: "G. D. Hodge, Ph.D."
Cc: Duca, Sharon
Subject: RE: EXTERNAL: ARPA Round 2 GKC-PCC Reimbursement Request
Date: Monday, July 13, 2026 4:29:00 PM
Attachments: image001.png
image002.png
ARPA Round 2 GKC-PCC Reimbursement Request.pdf

Good afternoon, Dr. Hodge,

I'm sorry for the delay in responding. For backup, I will need the actual payroll reports for all the shelter workers showing the weekly or bi-weekly payroll information from 7/1/25 through 3/31/26, along with the revised totals for each employee. The summary payroll report will be sufficient for categories 1 and 2 below. Please note that the attached invoice will need to be revised with the exact allowable payroll costs, once you have that amount.

Sincerely,

Debbie O'Brien, CPFO, MBA
Community Development Manager
Department of Planning, Inspections & Community Development
City of Dover
(P) 302-736-7175
(F) 302-736-4217



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Wednesday, June 24, 2026 5:18 PM
To: O'Brien, Deborah <dobrien@dover.de.us>
Subject: Re: EXTERNAL: ARPA Round 2 GKC-PCC Reimbursement Request

Dear Ms. O'Brien,

I am happy to clarify as best as I can.

The document "Personnel Roles" I sent before -- and which is re-attached hereto -- is accurate and correct, and describes the work of all staff for whose wages we request reimbursement. I affirm that ALL the personnel listed on that document were engaged EXCLUSIVELY on the work described in the sub-recipient agreement. They fit into your categorization as follows:

Category 1: Staffing for social prevention services for at risk persons; and Category

From: O"Brien, Deborah
To: O"Brien, Deborah; G. D. Hodge, Ph.D.
Cc: Duca, Sharon
Subject: RE: EXTERNAL: ARPA Round 2 GKC-PCC Reimbursement Request
Date: Friday, August 14, 2026 8:09:18 AM
Attachments: image001.png
image002.png

Good morning, Dr. Hodge,

I know you've been on sabbatical, but I'm still waiting for the backup for the ARPA reimbursement. We need to process this by next Friday, August 21, if we're going to accrue it back to FY26.

Sincerely,
Debbie O'Brien, CPFO, MBA
Community Development Manager
Department of Planning, Inspections & Community Development
City of Dover
(P) 302-736-7175
(F) 302-736-4217



From: O'Brien, Deborah <dobrien@dover.de.us>
Sent: Monday, July 13, 2026 4:30 PM
To: 'G. D. Hodge, Ph.D.' <gdhodge@pcc-dover.org>
Cc: Duca, Sharon <SDuca@doverde.gov>
Subject: RE: EXTERNAL: ARPA Round 2 GKC-PCC Reimbursement Request

Good afternoon, Dr. Hodge,

I'm sorry for the delay in responding. For backup, I will need the actual payroll reports for all the shelter workers showing the weekly or bi-weekly payroll information from 7/1/25 through 3/31/26, along with the revised totals for each employee. The summary payroll report will be sufficient for categories 1 and 2 below. Please note that the attached invoice will need to be revised with the exact allowable payroll costs, once you have that amount.

Sincerely,
Debbie O'Brien, CPFO, MBA
Community Development Manager

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: Payroll Details
Date: Thursday, August 20, 2026 1:16:19 PM
Attachments: Hodge Paystubs.pdf
Employee Pay Details, by Title.pdf
Employee Pay Details, by Name.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Attached hereto are the detailed payroll reports you requested:

1. Hodge payments, from 1 July 2025 until 30 June 2026;
2. All employees for whom reimbursement is requested), labeled according to job title; and
3. All employees for whom reimbursement is requested), labeled according to job name.

Thank you,

_____

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: Payroll Details
Date: Thursday, August 20, 2026 1:16:19 PM
Attachments: Hodge Paystubs.pdf
Employee Pay Details, by Title.pdf
Employee Pay Details, by Name.pdf

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Dear Ms. O'Brien,

Attached hereto are the detailed payroll reports you requested:

1. Hodge payments, from 1 July 2025 until 30 June 2026;
2. All employees for whom reimbursement is requested), labeled according to job title; and
3. All employees for whom reimbursement is requested), labeled according to job name.

Thank you,

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

There were 65 pages attached. In order to reconcile, I needed to create an Excel spreadsheet identifying each employee who was paid, how much they were paid, and on what dates they were paid. Shelter staff employees paid after 3/31/26 were omitted.

From: O"Brien, Deborah
To: "G. D. Hodge, Ph.D."
Cc: Duca, Sharon; Dickerson, Robin; Marney, Patricia
Subject: RE: EXTERNAL: Payroll Details
Date: Tuesday, August 25, 2026 10:50:00 AM
Attachments: image001.png
image002.png
Importance: High

Good morning, Dr. Hodge,

Thank you for the backup I needed to process your reimbursement. I've calculated the total reimbursable amount for the staff. I went by the employer cost on your report. Please send a new cover letter with the amount of $31,333.77, so we can get it accrued back to 6/30/26.

Jul-25	861.20																		
Aug-25	861.20																		
Sep-25	861.20																		
10/20/25	430.60																		
10/30/25	400.00			10/30/25	200.00	10/30/25	100.00	10/30/25	200.00	10/30/25	100.00	10/30/25	100.00						
11/17/25	397.47			11/17/25	198.75			11/17/25	198.75	11/17/25	99.37	11/17/25	99.37						
						11/25/25	215.30												
12/5/25	430.60			12/5/25	215.30	12/5/25	161.48	12/5/25	215.30	12/5/25	161.47	12/5/25	161.47						
		12/12/25	775.08																
12/15/25	437.22			12/15/25	218.61	12/15/25	109.31	12/15/25	218.61	12/15/25	163.97	12/15/25	109.32						
12/16/25	215.30																		
12/31/25	645.90	12/31/25	775.08	12/31/25	215.30			12/31/25	215.30	12/31/25	161.48	12/31/25	107.65						
1/15/26	645.90	1/15/26	775.08	1/15/26	161.48			1/15/26	215.30	1/15/26	161.48	1/15/26	161.48						
				1/28/26	107.65			1/28/26	107.65	1/28/26	107.65	1/28/26	107.65						
1/30/26	645.90	1/30/26	775.08	1/30/26	161.47			1/30/26	215.30	1/30/26	161.47	1/30/26	161.47						
2/13/26	645.90	2/13/26	775.08	2/13/26	215.30			2/13/26	215.30	2/13/26	161.48	2/13/26	161.48						
				2/25/26	107.65			2/25/26	107.65	2/25/26	107.65	2/25/26	107.65						
2/27/26	645.90			2/27/26	215.30			2/27/26	215.30	2/27/26	161.47	2/27/26	161.47						
3/13/26	645.90			3/13/26	215.30			3/13/26	215.30	3/13/26	161.48	3/13/26	161.48						
3/31/26	645.90			3/31/26	215.30			3/31/26	215.30	3/31/26	161.47	3/31/26	161.47	3/31/26	22.42				
					2,447.41		586.09		2,555.06		1,870.44		1,761.96		22.42		-		-
4/15/26	645.90																		
4/30/26	430.60																		
5/15/26	430.60																		
5/29/26	430.60																		
6/15/26	430.60																		
6/30/26	430.60																		
	12,214.99		3,875.40		9,243.38	Shelter total													
Staff total allowable:		25,333.77																	
Dr. Hodge's salary:		6,000.00																	
Total Reimbursement:		$31,333.77																	

Sincerely,
Debbie O'Brien, CPFO, MBA
Community Development Manager
Department of Planning, Inspections & Community Development
City of Dover
(P) 302-736-7175
(F) 302-736-4217

From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Thursday, August 20, 2026 1:15 PM
To: O'Brien, Deborah <dobrien@doverde.gov>
Subject: EXTERNAL: Payroll Details

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Attached hereto are the detailed payroll reports you requested:

1. Hodge payments, from 1 July 2025 until 30 June 2026;
2. All employees for whom reimbursement is requested), labeled according to job title; and
3. All employees for whom reimbursement is requested), labeled according to job name.

Thank you,

G. D. Hodge, Ph.D.

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL:
Date: Friday, August 28, 2026 2:36:00 PM
Attachments: ARPA Round 2 GKC-PCC Reimbursement Request.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you,
Derrick

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

46 South Bradford
Dover 19904
302.674.4178

A collaboration of community stakeholders who work to improve the quality of life in Downtown Dover.

11 June 2026

Ms. Deborah O'Brien, CPFO, MBA
Community Development Manager
City of Dover

RE: ARPA Round 2 GKCC/PCC

Dear Ms. O'Brien,

Please reimburse People's Community Center $32,426.48 for the following allowable personnel expenditures, according to our contract with the City and consistent with applicable federal and local statute:

1. Staff Wages: $26,426.48 (twelve months).
   Documentation Attached:
   - Payroll Report.

2. Professional Salary Share: $6,000 (for twelve months at $500 per month).
   Documentation Attached:
   - Memorandum of Understanding between PCD and PCC;
   - Payroll Report, showing total personnel costs for the period: $81,346.90.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted,

G. D. Hodge, Ph.D.
President of the Board of Directors

From: O"Brien, Deborah
To: "G. D. Hodge, Ph.D."
Subject: RE: EXTERNAL:
Date: Friday, August 28, 2026 2:41:00 PM
Attachments: image001.png
RE EXTERNAL Payroll Details.msg

Dr. Hodge,

The allowable costs are $31,333.77, consisting of $25,333.77 for staff and $6,000 for your salary. Please revise your invoice to reflect the correct amount.

Sincerely,

Debbie O'Brien, CPFO, MBA
Community Development Manager
Department of Planning, Inspections & Community Development
City of Dover
(P) 302-736-7175
(F) 302-736-4217



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Friday, August 28, 2026 2:36 PM
To: O'Brien, Deborah <dobrien@doverde.gov>
Subject: EXTERNAL:

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you,
Derrick

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: Re: EXTERNAL:
Date: Friday, August 28, 2026 3:05:28 PM
Attachments: image001.png
Final Personnel Reimbursement August 2026.pdf

In my absent-mindedness, I attached the wrong file. Here is the corrected one.

d.

On 08/28/2026 2:41 PM, O'Brien, Deborah wrote:

> Dr. Hodge,
>
> The allowable costs are $31,333.77, consisting of $25,333.77 for staff and $6,000 for your salary. Please revise your invoice to reflect the correct amount.
>
> Sincerely,
>
> *Debbie O'Brien, CPFO, MBA*
>
> Community Development Manager
>
> Department of Planning, Inspections & Community Development
>
> City of Dover
>
> (P) 302-736-7175
>
> (F) 302-736-4217
>
> 
>
>
> ---
>
> **From:** G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
> **Sent:** Friday, August 28, 2026 2:36 PM
> **To:** O'Brien, Deborah <dobrien@doverde.gov>
> **Subject:** EXTERNAL:



46 South Bradford

Dover 19904

302.674.4178

A collaboration of community stakeholders who build partnerships to improve the quality of life in Downtown Dover.

---

28 August 2026

Ms. Deborah O'Brien, CPFO, MBA
Community Development Manager
City of Dover

RE: ARPA Round 2 GKCC/PCC

Dear Ms. O'Brien,

Please reimburse People's Community Center $31,333.77 for allowable personnel costs ($25,333.77 for staff plus $6,000 for the Director), according to our sub-recipient agreement with the City and consistent with applicable federal statute and ordinance. You previously received documentation of these expenditures under separate cover.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted,

G. D. Hodge, Ph.D.

President of the Board of Directors

CITY OF DOVER
FY 2025-2029 Multi-Year
CDBG GRANT APPLICATION FORM
FY2025

1. General Applicant Information

A. Name People's Community Center, Community Development Corporation

Address 46 South Bradford, Dover 19904

Phone 674.4178

B. Name, position and signature of person submitting application:

G. Derrick Hodge, Ph.D.
President, Board of Directors, People's Community Center

Name and position of authorizing official:

G. Derrick Hodge, Ph.D.
President, Board of Directors, People's Community Center

C. Name, address and phone number of Contact Person:

As above.

FY 2025 only

Activity:	Moving People Out of Homelessness (and keeping them alive in the meantime)
Amount Requested:	$75,570
Source of Cash Matching Funds	Church Endowment

1. Low/Moderate-Income Benefit:

LOW/MODERATE-INCOME BENEFIT TABLE

All numbers are per year.

Activity	2. Total Persons Activity will Serve	3. L/M Persons Activity will Serve	4. % L/M Persons Activity will Serve	5. Amount Requested for Activity	6. Amount L/M Benefit
A. Vocational Rehabilitation	100	100	100%	$24,000	$24,000
B. Free Store Clothing Groceries	2000	2000	100%	$10,870	$10,870
C. Case Management	200	100	100%	$12,000	$12,000
D. Daily Meals	33,360 meals for 1450 people	1450	100%	$28, 700	$28, 700
E. Overnight Sanctuary	7,200 bed-nights for 216 people	216	100%	Included with above.	Included with above.
F. Addiction Interventions	100	100	100%	Included with above.	Included with above.
G. Emergency Narcan Doses	200	100	100%	Included with above.	Included with above.
Total				$75,570	$75,570

Source of Data:

A. Vocational Rehabilitation: Data is based on our conversation with the Department of Labor, and our previous experience with the chronically underemployed.

B. Free Store: We serve ten distinct persons per day, three days per week, for 50 weeks per year. We thus distribute groceries, clothing, and household items to 1,500 people per year.

C. Case management: Data is based on the current number of clients served in our building by our partner, Network Connect, plus the number of clients whom we believe would use their services, if we could create a better office environment.

D. Daily Meals: We serve approximately 33,360 meals per year, to 1450 distinct individuals. This is calculated as follows: 60 winter guests x 3 meals/day x 120 days = 21,600 meals. We serve an additional 23 dinner per night to neighborhood food-insecure, for 120 days, totaling 2,760 additional winter meals. During the other 8 months of the year, we serve approximately 50 dinners per night, five nights per week, to neighborhood food-insecure women, men, and children. This is calculated as: 50 meals per day x 5 days per week x 36 weeks = 9,000.

E. Overnight Sanctuary: We house 60 homeless men per night, for 120 nights per year, totaling 7,200 guest-nights per year. Approximately 80% of these men are repeat guests, while 20% find better housing and are replaced by new guests. This calculates to 5,760 guest-nights per year occupied by 48 repeat guests, and 1,440 guest-nights occupied by a rolling 12 new guests per night. Since we have approximately 10 new guests per week for 12 weeks, we host about 120 new people per season. We also house approximately 12 homeless veterans per night, all year long, in a 90-day program. They are constantly rotating out and being replaced by new veterans, when the Veterans Administration finds them permanent solutions. Thus, we house a total of 168 people in the main shelter floor, and 48 homeless veterans per year, for a total of 216 distinct individuals.

F. Addiction Interventions: We take, on average, two people per week to drug detoxification or treatment. There are many more addicts who talk with us and use our services, but they are not yet ready to stop using.

G. Emergency Medical Intervention: We save, on average, two lives per week by delivering Narcan to non-responsive persons experiencing an overdose. Usually, two doses of Narcan are needed. We send these addicts to the hospital in an ambulance, whenever they are willing.

2. Management Capacity

A. List the person(s) to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
Sue Ellen Harris	Member, Board of Directors
Teresa Campbell	Coordinator, Shelter and Meals
Derrick Hodge	President, Board of Directors

B. Attach resumes, audits, 501(c)(3) status … organization which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

- Résumés of the three administrators are attached hereto.
- 501(c)(3) Determination Letter is attached hereto.

4. Application Work Plan

Vision Statements for each of our four Centers are attached hereto.
Below is a Work Plan for each activity listed in the chart above.

Activity A. Vocational Rehabilitation. Priority Need 1 – PF 4: Facility Improvements. We seek not only to keep people alive, but to contribute to the wellbeing of the entire neighborhood. We have noticed that about a third of our over-night guests are currently employed, so we built new showers, washer-dryers, and toilets so they could go to work fresh each day. Perhaps another third of our guests would like to get back into the workforce, but they need a little help. We would like to partner with the Delaware Department of Labor and DelTech, to improve the employability of our guests. The Department has an excellent program for identifying skills and barriers, and ushering people back to work. We want to help our guests get connected to that help, because we believe that this would reduce the number of people who are homeless and whose presence frustrates business who look forward to a revitalized downtown. But some folks need an additional bridge, before they can plug-into formal State programs. We want to offer a satellite site to provide a pleasant and nearby place for our guests to connect to personnel and programs to help them become employable.

To do this, we need to renovate a space. We have located a garage-like storage room right next to the main dining room. Anyone coming for a meal or a bed must pass this room. For $40,000 we could turn this storage room into private and group meeting spaces for case management, job counseling, and financial literacy training. The work would take no more than three months, and would be accomplished during the late summer and fall. Plans from Becker Morgan are attached hereto.

We feel that the Consolidated Plan understates the problem, and overstates resources currently available to help (e.g., MA-30 Homeless Facilities and Services – 91.210(c) and MA-35 Special Needs Facilities and Services – 91.210(d)). People's Community Center offers its expertise in the community, the trust of its most marginalized residence that we have earned over the years, and its significant physical plant, to the City's planners to aid in its downtown revitalization work.

In summary: This activity draws upon two significant existing assets – our experience with the chronically underemployed and homeless population, and the

From: O"Brien, Debbie
To: gdhodge@pcc-dover.org
Cc: O"Brien, Debbie
Subject: Monthly Program Updates – Help Us Share Your Impact
Date: Thursday, February 5, 2026 2:08:00 PM
Importance: High

Good afternoon, Dr. Hodge,

I hope you are doing well. I want to start by saying **THANK YOU** for the important work you do every day on behalf of our community. The services you provide make a real difference for residents, and we truly appreciate your ongoing partnership.

As part of our efforts to better communicate the impact of our CDBG-funded programs, we are asking subrecipients to submit a brief monthly status update highlighting your recent activity and outcomes. While monthly reporting is included in your agreement, our goal here is less about formality and more about giving you the opportunity to showcase your successes and help us tell your story more effectively. And, it's not just about the money that you spent in January; it's about the people you helped. You may have just answered a question that saved a person time or frustration, so feel free to use call/telephone logs or anything else I might not have thought to mention, in addition to all of the other details.

For each month, we ask that you share:

- The number of individuals served
- The number of requests received – please include those who didn't qualify or backed out for some reason. You spend valuable time gathering information and processing cases and should be acknowledged for these too!
- Whether you currently have a waiting list
- Any success stories or highlights you would like to share (no names or identifying information, please)

These updates are incredibly valuable. They help us demonstrate program impact to City Council, strengthen confidence among private investors and Community Development Financial Organizations (CDFOs), and communicate clearly with beneficiaries, community stakeholders, and the media. Consistent outcome information builds trust, supports continued funding, and helps ensure that the services you provide remain visible and well-supported.

We truly want this to be a space for you to brag a little — your accomplishments deserve to be seen. I know this is short notice, but would you please, for the month of January, give me as much or any information you can pull together for me to use in my report to Council, which

is due by ***Friday, February 13th***.

Please feel free to reach out if you have questions or need clarification. We appreciate your collaboration and look forward to highlighting the great work you are doing.

Sincerely,

Debbie O'Brien, CPFO

Community Development Manager

Planning Department

City of Dover

15 Loockerman Plaza

Dover DE 19901

(P) 302-736-7175

(F) 302-736-4217

dobrien@dover.de.us

From: O"Brien, Deborah
To: gdhodge@pcc-dover.org
Cc: Duca, Sharon
Subject: Reminder – CDBG Agreements Expiring June 30, 2026
Date: Friday, June 5, 2026 2:59:00 PM

Good afternoon, Dr. Hodge,

I wanted to send a friendly reminder that the PY2025 CDBG agreements for the Shelter Operations Project and the Renovations Project are scheduled to expire on June 30, 2026.

As discussed during our meeting and in my follow-up email, if PCC intends to seek reimbursement for eligible expenses incurred under either agreement, please submit the required reimbursement requests and supporting documentation as soon as possible to allow sufficient time for review and processing prior to the expiration date.

If you have any questions regarding eligible expenses, documentation requirements, or the status of either project, please let me know.

Thank you, and I look forward to hearing from you.

Sincerely,

Debbie O'Brien, CPFO, MBA

Community Development Manager

Planning Department

City of Dover

15 Loockerman Plaza

Dover DE 19901

(P) 302-736-7175

(F) 302-736-4217

dobrien@dover.de.us

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: Re: Reminder – CDBG Agreements Expiring June 30, 2026
Date: Friday, June 5, 2026 3:02:43 PM

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you for reminding me. I am overwhelmed and doing the best I can.

I will send you a reimbursement request early next week, say. on 9 June.

Derrick

On 06/05/2026 2:59 PM, O'Brien, Deborah wrote:

> Good afternoon, Dr. Hodge,
>
> I wanted to send a friendly reminder that the PY2025 CDBG agreements for the Shelter Operations Project and the Renovations Project are scheduled to expire on June 30, 2026.
>
> As discussed during our meeting and in my follow-up email, if PCC intends to seek reimbursement for eligible expenses incurred under either agreement, please submit the required reimbursement requests and supporting documentation as soon as possible to allow sufficient time for review and processing prior to the expiration date.
>
> If you have any questions regarding eligible expenses, documentation requirements, or the status of either project, please let me know.
>
> Thank you, and I look forward to hearing from you.
>
> Sincerely,
> *Debbie O'Brien, CPFO, MBA*
> Community Development Manager
> Planning Department
> City of Dover
> 15 Loockerman Plaza
> Dover DE 19901
> (P) 302-736-7175
> (F) 302-736-4217
> dobrien@dover.de.us

--

AGREEMENT BETWEEN CITY OF DOVER AND PEOPLE'S COMMUNITY CENTER FOR PUBLIC FACILITIES & IMPROVEMENTS FY 2025 CFDA # 14.218

THIS AGREEMENT entered this 16th day of September, 2025 by and between the City of Dover (herein called the "Grantee") and People's Community Center. (herein called the "sub-recipient").

WHEREAS, the Grantee has applied for and received funds from the United States Government under Title I of the Housing and Community Development Act of 1974, Public Law 93-383; and

WHEREAS, the Grantee wishes to engage the Sub-recipient to assist the Grantee in utilizing such funds;

NOW, THEREFORE, it is agreed between the parties hereto that;

SCOPE OF SERVICE

A. Activities

The Sub-recipient will be responsible for administering CDBG Year, 2025 CDBG Project in a manner satisfactory to the Grantee and consistent with any standards required as a condition of providing these funds. Such program will include the following activities eligible under the Community Development Block Grant Program:

The Sub-recipient shall carry out all activities in accordance with the guidelines and regulation set forth in 570.201(c) for renovations of a facility that services the homeless.

B. National Objectives

The Sub-recipient certifies that the activities carried out with funds provided under this Agreement will meet the CDBG program's National Objectives, cited at 570.208(a)(2)(i)(A) under limited clientele activities. For activities that exclusively serve a group of persons where it is presumed to benefit persons that are 51% low to moderate income.

C. Program Outcome Performance Measurements and Monitoring

Sub-recipients are required to provide outcomes/objectives statements for each activity in their monthly and closeout reports. The Grantee will monitor the performance of the Sub-recipient based on the requirements referenced in A and B of this agreement. Substandard performance as determined by the Grantee will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the Sub-recipient within a reasonable period of time after being notified by the Grantee, contract suspension or termination procedures will be initiated.

TIME OF PERFORMANCE

Services of the Sub-recipient shall start on the 16th day of September, 2025 and end on the 30th day of June, 2026. The term of this Agreement and the provisions herein shall be extended to cover any additional time period during which the Sub-recipient remains in control of CDBG funds or other assets, including program income.

BUDGET

Line Item: People's Community Center (renovations cost) Amount: $40,000.00

Specifically, this project will provide funding to the sub-recipient to cover the renovations cost for the shelter.

PAYMENT

It is expressly agreed and understood that the total amount to be paid by the Grantee under this contract shall not exceed $40,000.00. Drawdowns for the payment of eligible expenses shall be made against the grant amount awarded in accordance with performance.

Payments may be contingent upon certification of the Sub-recipient's financial management system in accordance with the standards specified in 24 CFR Part 84.21, Attachment F.

NOTICES

Communication and details concerning this contract shall be directed to the following contract representatives:

Grantee
Debbie O'Brien, Comm. Dev. Mgr.
City of Dover
15 Loockerman Plaza
Dover, DE 19901
(302) 736-7175
(302) 736-4217 (Fax)

Sub-recipient
Derrick Hodge, Ph.D.
People's Community Center
46 South Bradford Street
Dover, DE 19904
(302) 674-4178

GENERAL CONDITIONS

A. General Compliance

The Sub-recipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the Housing and Urban Development regulations concerning Community Development Block Grants (CDBG). The Sub-recipient also agrees to comply with all other applicable Federal, State and local laws, regulations, and policies governing the funds provided under this contract. The Sub-recipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. "Independent Contractor"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Sub-recipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Worker's Compensation Insurance as the Sub-recipient is an independent sub-recipient.

C. Hold Harmless

The Sub-recipient shall hold harmless, defense or indemnify the Grantee from any and all claims, actions, suites, charges and judgements whatsoever that arise out of the Sub-recipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Insurance & Bonding

The Sub-recipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

The Sub-recipient shall comply with the bonding and insurance requirements of Attachment B of OMB Circular A-110, Bonding and Insurance.

E. Grantor Recognition

The Sub-recipient shall ensure recognition of the role of the grantor agency in providing services through this contract. All activities, facilities and items utilized pursuant to this contact shall be prominently labeled as to funding source. In addition, the Sub-recipient will include a reference to the support provided herein in all publications made possible with funds made available under this contract.

F. Amendments

The Grantee or Sub-recipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of both organizations and approved by the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Sub-recipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, State or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Sub-recipient.

G. Suspension and Termination

Either party may terminate this contract at any time by giving written notice to the other party of such termination and specifying the effective date thereof at least 30 days before the effective date of such termination. Partial terminations of the Scope of Service in Paragraph A above may only be undertaken with the prior approval of the Grantee. In the event of any termination for convenience, all finished or unfinished documents, data, studies, surveys, maps, models, photographs, reports or other materials prepared by the Sub-recipient under this Agreement shall, at the option of the Grantee, become the property of the Grantee and the Sub-recipient shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents or materials prior to the termination.

The Grantee may also suspend or terminate this Agreement, in whole or in part, if the Sub-recipient materially fails to comply with any term of this Agreement, or with any of the rules, regulations or provisions referred to herein; and the Grantee may declare the Sub-recipient ineligible for any further participation in the Grantee's contracts, in addition to other remedies as provided by law. In the event there is probable cause to believe the Sub-recipient is in noncompliance with any applicable rules or regulations, the Grantee may withhold up to fifteen (15) percent of said contract funds until such time as the Sub-recipient is found to be in compliance by the Grantee or is otherwise adjudicated to be in compliance.

ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Sub-recipient agrees to comply with the requirements of 24 CFR Part 84.20 (Attachment G) and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Sub-recipient shall administer its program in conformance with OMB Circular's A-122, "Cost Principles for Non-Profit Organizations". This principle shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record-Keeping

1. Records to be maintained

The Sub-recipient shall maintain all records required by the Federal regulations specified in 24 CFR Part 570.506 that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

a. Records providing a full description of each activity undertaken;
b. Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG Program;
c. Records required to determine the eligibility of activities;
d. Records for reporting program outcome performance measurements.

2. Retention

The Sub-recipient shall retain all records pertinent to expenditures incurred under this contract for a period of four (4) years after the termination of all activities funded under this Agreement. Records for non-expendable property acquired with funds under this contract shall be retained for four (4) years after final disposition of such property. Records for any displaced person must be kept for four (4) years after he/she has received final payment. Notwithstanding the above, if there are litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the three-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the three-year period, whichever occurs later.

3. Client Data

The Sub-recipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request.

4. Disclosure

The Sub-recipient understands that client information collected under this contract is private and the use of disclosure of such information, when not directly connected with the administration of the Grantee's or sub-recipient's responsibilities with respect to services provided under this contract, is prohibited by the Delaware Federal Law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Close-Outs

The Sub-recipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: Making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the Grantee), and determining the custodianship of records.

6. Audits & Inspections

All Sub-recipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, their designees or the Federal Government, at any time during normal business hours, as often as the Grantee or grantor agency deems necessary, to audit, examine and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Sub-recipient within 30 days after receipt by the Sub-recipient. Failure of the Sub-recipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Sub-recipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning sub-recipient audits and as applicable, OMB Circular A-133. (NOTE: for governmental Sub-recipient's, the citation would be OMB Circular A-128.)

REPORTING AND PAYMENT PROCEDURES

A. Payment Procedures

The Grantee will pay the Sub-recipient funds available under this contract based upon information submitted by the Sub-recipient and consistent with any approved budget and Grantee policy concerning payments. With the exception of certain advances, payments will be made for eligible expenses actually incurred by the Sub-recipient and not to exceed actual cash requirements. Payments will be adjusted by the Grantee in accordance with advance fund and program income balances available in Sub-recipient accounts. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Sub-recipient.

B. Progress Reports

The Sub-recipient shall submit regular Progress Reports to the Grantee in the form, consent and frequency as required by the Grantee.

PROCUREMENT

A. Compliance

The Sub-recipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be

procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this contract.

B. OMB Standards

The Sub-recipient shall procure all materials, property, or services in accordance with the requirements of 24 CFR Part 84.40-45 (Attachment H).

PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

The Sub-recipient agrees to comply with City of Dover Civil Rights Ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and with Executive Order 11246 as amended by Executive Orders 11375 and 12086.

2. Nondiscrimination

The Sub-recipient will not discriminate against any employee or applicant for employment because of race, color, creed, religion, ancestry, national origin, sex, disability or other handicap, age, marital/familial status, or status with regard to public assistance. The Sub-recipient will take affirmative action to ensure that all employment practices are free from such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Sub-recipient agrees to post in conspicuous places available to employees and applicants for employment, notices to be provided by the contracting agency setting forth the provisions of this nondiscrimination clause.

3. Section 504

The Sub-recipient agrees to comply with any Federal Regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 706), which prohibits discrimination against the handicapped in any Federally assisted program. The Grantee shall provide the Sub-recipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this contract.

AFFIRMATIVE ACTION

A. W/MBE

The Sub-recipient will use its best efforts to afford minority- and women-owned business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the term "minority and female business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian Americans, and American Indians. The Sub-recipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

B. Access to Records

The Sub-recipient shall furnish and cause each of its own Sub-recipient's or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

C. EEO/AA Statement

The Sub-recipient will, in all solicitations or advertisements for employees placed by or on behalf of the Sub-recipient, state that it is an Equal Opportunity or Affirmative Action employer.

CONDUCT

1. Conflict of Interest

The Sub-recipient agrees to abide by the provisions of 24 CFR 570.611 with respect to conflicts of interest, and covenants that it presently has no financial interest and shall not acquire any financial interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. The Sub-recipient further covenants that in the performance of this Agreement no person having such a financial interest shall be employed or retained by the Sub-recipient hereunder. These conflict-of-interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Grantee, or of any designated public agencies or Sub-recipient's which are receiving funds under the CDBG Entitlement Program.

2. Lobbying

The Sub-recipient hereby certifies that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, it will complete and submit standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

c. It will require that the language of paragraph (d) of this certification be included in the aware documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all Sub-recipients shall certify and disclosure; accordingly, and

d. Lobbying Certification - Paragraph d

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required

certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed the day and year first above written.

Witnesses:

Sara Moore Jordan _____ By: _____

Sara Jordan

G. Derrick Hodge for People's Community Center

_____ By: _____

PARTY OF THE FIRST PART
THE CITY OF DOVER

_____ By: _____

MAYOR

_____ By: _____

CITY CLERK
PARTY OF THE SECOND PART

STATE OF DELAWARE
KENT COUNTY as:
BE IT REMEMBERED, that on this 24th day of September, 2025

_____parties to this Agreement known to me personally to be such, and severally acknowledged this Agreement to be their act and deed.

Given under my Hand and Seal of Office, they day and year aforesaid.

Kristen Nichole Mullaney
Notary Public

My Commission Expires:

KRISTEN NICHOLE MULLANEY
NOTARY PUBLIC
STATE OF DELAWARE
My Commission Expires 02-12-2028

From: O"Brien, Debbie
To: Dr. G. Derrick Hodge <gdhodge@pcd-dover.org>
Cc: Harvey, Tracey
Subject: Renovations project
Date: Tuesday, October 7, 2025 8:24:00 AM

Good morning, Dr. Hodge,

In the process of doing the environmental review for your project, we realized that since the building was built prior to 1978, and the scope of work includes interior remodeling, it will need to be tested for lead-based paint by a qualified environmental company. The expense is eligible for reimbursement through CDBG; however, you will need to obtain 3 quotes before you can proceed. If lead-based paint is found in the area where the work is to be completed, mitigation measures to reduce, avoid, or eliminate adverse environmental impacts will be required before the project can be started.

Thanks!

Debbie O'Brien, CPFO

Community Development Manager

City of Dover Planning Department

15 Loockerman Plaza

Dover, DE 19901

(302) 736-7196

From: O"Brien, Debbie
To: Dr. G. Derrick Hodge <gdhodge@pcd-dover.org>
Cc: Harvey, Tracey
Subject: RE: Renovations project
Date: Tuesday, October 7, 2025 10:45:00 AM

Dr. Hodge,

It just occurred to me that the lead-based paint assessment probably won't cost more than $10,000, and therefore, won't require 3 quotes. I apologize for the confusion!

Thanks!

Debbie O'Brien, CPFO

Community Development Manager

City of Dover Planning Department

15 Loockerman Plaza

Dover, DE 19901

(302) 736-7196

From: O'Brien, Debbie
Sent: Tuesday, October 7, 2025 8:25 AM
To: Dr. G. Derrick Hodge <gdhodge@pcd-dover.org> <gdhodge@pcd-dover.org>
Cc: Harvey, Tracey <tharvey@DOVER.DE.US>
Subject: Renovations project

Good morning, Dr. Hodge,

In the process of doing the environmental review for your project, we realized that since the building was built prior to 1978, and the scope of work includes interior remodeling, it will need to be tested for lead-based paint by a qualified environmental company. The expense is eligible for reimbursement through CDBG; however, you will need to obtain 3 quotes before you can proceed. If lead-based paint is found in the area where the work is to be completed, mitigation measures to reduce, avoid, or eliminate adverse environmental impacts will be required before the project can be started.

From: Scott Rifkin
To: O"Brien, Debbie; G. D. Hodge, Ph.D.
Cc: Nathaniel Alper
Subject: Re: EXTERNAL: Re: 46 S Bradford Interior Renovation HUD ER Complete
Date: Friday, January 23, 2026 10:01:11 AM

Hi Debbie and Rev. Hodge,

Our agreement requires payment before we convert and assign the Environmental Review (ER) in HEROS. We have completed the entry into HEROS and it is ready to be assigned as soon as payment is received.

However, please let us know if this presents a hardship and we can discuss making an exception.

Thanks,
Scott

On Fri, Jan 23, 2026 at 9:24 AM O'Brien, Debbie <dobrien@dover.de.us> wrote:

> Good morning,
>
> Yes, I received it. Thank you! Is this in HEROS?
>
> Sincerely,
>
> *Debbie O'Brien, CPFO*
>
> Community Development Manager
>
> Planning Department
>
> City of Dover
>
> 15 Loockerman Plaza
>
> Dover DE 19901
>
> (P) 302-736-7175
>
> (F) 302-736-4217
>
> dobrien@dover.de.us

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: CDBG Renovation Reimbursement Request
Date: Wednesday, June 10, 2026 2:52:52 PM
Attachments: CDBG Renovation Reimbursement Request Cover.pdf
Executed MFI Revised Contract.pdf
MFI Proof of Payment.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Please reimburse People's Community Center in the amount of $40,000 for building renovations related to the Center for Workforce Development. Attached hereto are three supporting documents:

1. Cover letter detailing the expenditure;
2. Proof of payment by Dover Federal Credit Union; and
3. Renovations contract with MFI Construction Company.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Thank you,

G. D. Hodge, Ph.D.
President of the Board of Directors
People’s Community Center

46 South Bradford
Dover 19904
302.674.4178

A collaboration of community stakeholders who work to improve the quality of life in Downtown Dover.

10 June 2026

Ms. Deborah O'Brien, CPFO, MBA
Community Development Manager
City of Dover

RE: PY25/FY26 CDBG Renovations

Dear Ms. O'Brien,

Please reimburse People's Community Center for the following renovation expenditures, according to our contract with the City.

1. Renovation Costs:
   Reimbursement Requested: $40,000.
   Documentation Attached: Contract with MFI; proof of payment of $44,504.,04.
   Note: The total contract amount is $178,016.14.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted.

G. D. Hodge, Ph.D.
President of the Board of Directors

MFI
CONSTRUCTION

MFI
CONSTRUCTION
QUALITY MEETS INNOVATION
REMODEL | RENOVATE | RESTORE

MFI Construction Services
445 Bank lane , Suite 33 Dover , DE 19903 Phone: (844) 634-6699
Email: Info@mfinow.com Web: www.mfinow.com

Prepared For
People's Community Center
46 S. Bradford, Dover Delaware 19904

Estimate # 62
Date 05/12/2026

Description	Total
Flooring System Installation Supply and installation of hardwood flooring, including subfloor preparation, moisture barrier, skim coating, adhesive application, transition strips, and complete finish installation. Includes all labor and materials unless otherwise noted. Final flooring selections to be approved by Owner and/or Architect.	$29,872.21
Window Supply & Installation (4) Furnish and install commercial-grade aluminum-framed interior windows with tempered glass in designated office and conference room partitions. Includes framing coordination, trim, sealing, delivery, storage, labor, and complete installation.	$16,057.16
Commercial Door & Hardware Installation (4) Supply and install commercial solid-core interior doors with associated hardware, including locks, hinges, closers, stops, and mounting components per project specifications. Includes keying coordination, delivery, storage, labor, materials, and complete installation.	$19,314.08
Metal Framing System	$22,042.52

electrical receptacles, GFI protection, and wall blocking for mounting. Finishes to match office suite selections.

Disposal & Finish	$18,391.58
Provision of dumpster (8 weeks), debris removal, and disposal of all construction-related waste from the project site. Includes material handling and labor.	
Final Job site Cleaning & Project Closeout	$2,267.34
Comprehensive cleaning of all work areas including debris removal, surface wipe-down, ACT grid cleaning, and preparation for final walkthrough. Includes labor & Materials.	
Permit/Plans	$6,500.00
Preparation and submission of all required permit drawings and documentation. Includes new construction drawings prepared for permit submission, permit fees, and all associated costs.	

Subtotal	$178,016.14
Total	**$178, 016.14**
Deposit Due upon execution	**$52, 004.04**

Scan to Pay Online

Thank you for choosing MFI Construction Services. We appreciate your business.

Accepted:

G. D. Hodge
for People's Community Center

MFI
CONSTRUCTION

WEEK 8- Final Completion & Cleanup

- Punch list completion
- Broom cleanup
- Final inspection preparation
- Project turnover

Final Payment Due (50%) within 30 days of final inspection

MFI CONSTRUCTION SERVICES

Adress: 455 Bank Ln Suite 33, Dover, DE 19903

Email: Info@mfinow.com

MFI PROJECT AGREEMENT

This Agreement is entered between MFI Solutions LLC (DBA MFI Construction Services) and:

Client/Owner: People's Community Center

Signature: _____

Project Address: Basement of 46 South Bradford, Dover

DATE: 12 May 2026

Project start and completion dates will be scheduled and confirmed in writing.
All work is subject to the terms and conditions outlined in this Agreement.

* Third-party contractors

* Unforeseen site conditions

CHANGE ORDERS

All changes must be:

* Requested in writing

* Approved in writing

* Priced and agreed in writing before work begins

SITE CONDITIONS & UNFO RESEEN WORK

Client acknowledges that hidden conditions may exist, these conditions require written notice and may result in adtlitional cost and time. Including but not limited to:

* Structural issues

* Mold, asbestos, or lead

* Hidden utilities

CLIENT RESPONSIBILITIES

Delays caused by client may result in schedule extensions and additional costs. Client agrees to provide:

* Clear access to the work area

* Electrical power and water

* Timely decisions and approvals

* Removal of personal items from work areas

WARRANTY

MFI provides a **18 month Warranty** starting after final payment unless agreed upon otherwise. All warranty claims must be submitted in writing. Warranty covers:

* Unsafe conditions exist

DISPUTE RESOLUTION

* Parties agree to attempt **good-{,aith resolution first**

* If unresolved, disputes shall proceed to **mediation before legal action**

GOVERNING LAW

This Agreement shall be governed by the laws of the State of Delaware.

ENTIRE AGREEMENT

This Agreement, along with the estimate, scope, and written change orders, represents the full agreement.

MEDIA & PHOTO AUTHORIZATION

Client grants MFI Construction Services the right to photograph and document the project before, during, and after completion. MFI will make reasonable efforts to avoid displaying sensitive or identifying information unless approved. Client agrees not to take, share, or post project-related media in a way that,.misrepresents the work or damages the reputation of MFI Construction Services. Images may be used for:

* Marketing and advertsing

* Website and social media

* Portfolio and project documentation

CHANGE ORDER REQUIREMENT

No verbal agreements, field changes, or assumptions shall modify this Agreement. All changes, additions, or deviations from the original scope must be:

* Requested in writing

* Approved in writing by MFI Construction Services

Construction Services for the same project:

* MFI shall not be responsible for their work, scheduling, or performance
* All coordination must be approved in writing

If third-party contractors cause delays, interruptions, rework, or prevent MFI from performing scheduled work:

* The Client agrees to compensate MFI Construction Services for **lost labor time, standby time, and remobilization costs**
* A minimum **daily labor charge** may be applied for each affected day

Any resulting schedule extensions and additional costs shall be the responsibility of the Client. Client acknowledges that failure to comply with payment terms or contract conditions may result in legal action.

ACCEPTANCE

By signing the agreement either electronically or manually you agree to the terms above.

Client: People's Community Center

By: _____

Date: 12 May 2026

Contractor: MFI Construction Services

By: _____

Date: 12 May 2026

Dover FCU - NDupont Hwy Branch
Dover Federal Credit Union
255 North Dupont Highway
302-678-8000

Transaction History (Statement Format)

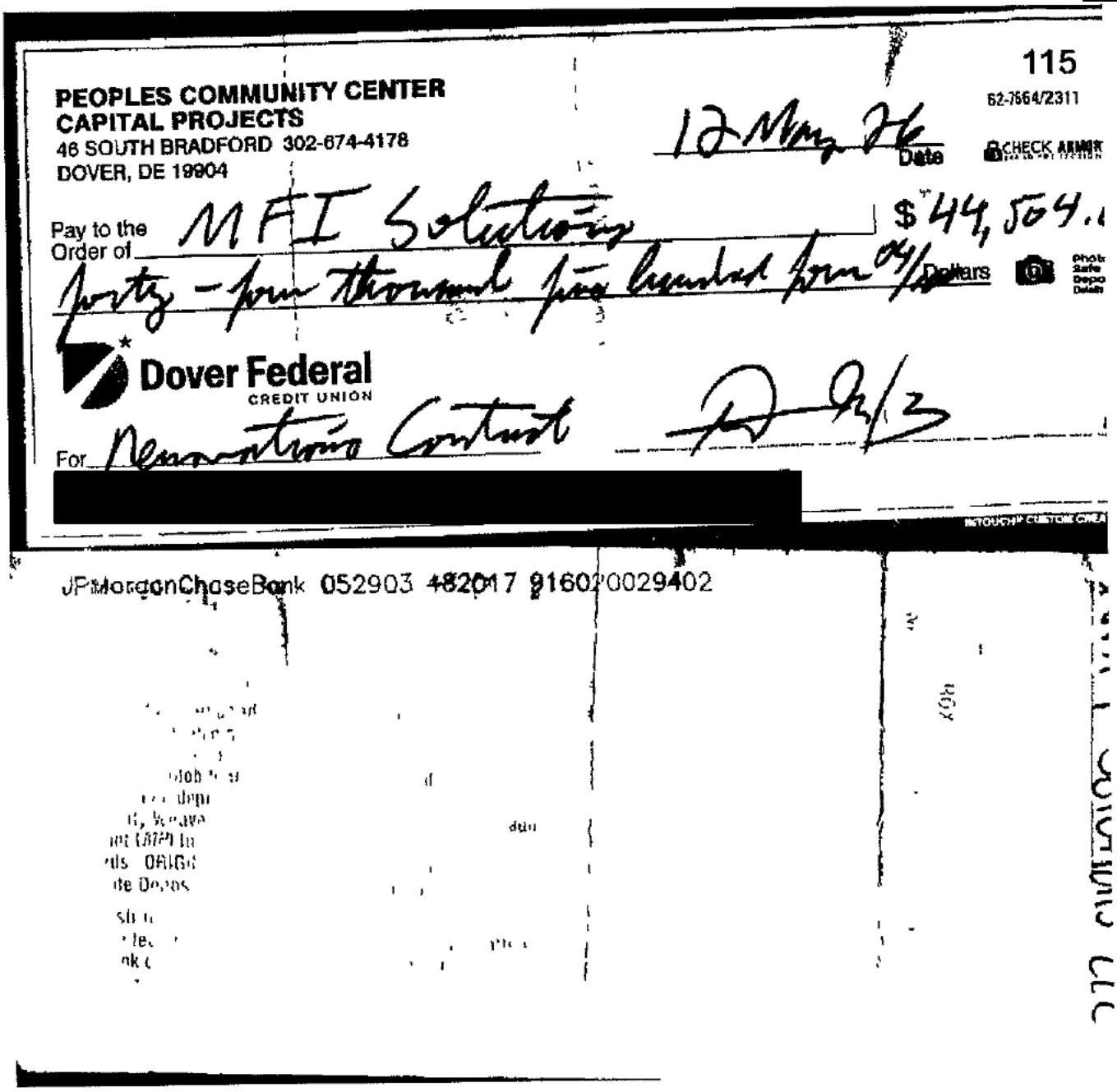
PEOPLES COMMUNITY CENTER COMMUNITY DEVEL
46 S BRADFORD ST
DOVER DE 19904

ACCOUNT: [redacted]

PERIOD: 05/30/26 TO 06/09/26

BUSINESS MONEY MARKET ID:0215

EFFECT	POST	TRANSACTION DESCRIPTION	AMOUNT	NEW BALANCE
[redacted]				
06/01/26	06/01/26	WITHDRAWAL DRAFT 000115 TRACER 991000009	- 44,504.04	
06/09/26		Ending Balance		[redacted]



PEOPLES COMMUNITY CENTER
CAPITAL PROJECTS
46 SOUTH BRADFORD 302-674-4178
DOVER, DE 19904

115
62-7664/2311

12 May 26
Date

CHECK ARMOR

Pay to the Order of MFI Solutions
$ 44,504.1
forty-four thousand five hundred four 04/100 Dollars

Dover Federal CREDIT UNION

For Renovations Contract

[redacted]

JPMorganChaseBank 052903 [redacted]7 [redacted]0029402

From: O"Brien, Deborah
To: "G. D. Hodge, Ph.D."
Subject: RE: EXTERNAL: CDBG Renovation Reimbursement Request
Date: Wednesday, June 10, 2026 3:00:00 PM
Attachments: image001.png

Dr. Hodge,

Did you do an RFP or solicit sealed bids for this? Our purchasing policy requires anything over $50,000 to do one or the other. Don't you have the invoices for Harvard or Kairo? I can at least get you the reimbursement for them, as well as AZ-RI. I still need to post the public notice, so let me know if you have any other smaller invoices that can be applied to the workforce development renovations.

Sincerely,

Debbie O'Brien, CPFO, MBA
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Wednesday, June 10, 2026 2:52 PM
To: O'Brien, Deborah <dobrien@dover.de.us>
Subject: EXTERNAL: CDBG Renovation Reimbursement Request

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Please reimburse People's Community Center in the amount of $40,000 for building renovations related to the Center for Workforce Development. Attached hereto are three

From: G. D. Hodge, Ph.D.
To: O"Brien, Debbie
Subject: EXTERNAL: Fwd: CDBG First Reimbursement Request
Date: Friday, January 30, 2026 4:32:11 PM
Attachments: First Reimbursement Detail.pdf
CDBG Expenditures November-January.pdf
AZRI Invoice.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Attached hereto you will find the following documents:

1. Spread sheet detailing the reimbursable expenditures;
2. Bank statements showing the payments made; and
3. Invoice from Azri Consultants.

Please therefore process a CDBG reimbursement for the amount of $17,100.

Thank you,

Derrick Hodge

President of the Board of Directors

People's Community Center

People's Community Center

CDBG Expenditures, November 2025-January 2026

Date	Vendor	Purpose	Amount	Total
5 November	Harvard Environmental	Lead Assessment	$ 600	
13 November	Kario Environmental	Lead Abatement	$ 6,000	
26 November	Kario Environmental	Lead Abatement	$ 5,500	
22 December	Harvard Environmental	Lead Re-Assessment	$ 300	
31 January	Azri Consultants	Tier 1 Environmental	$ 4,700	
				$ 17,100

AZ-RI
P.O. Box 4706
919 W. 34th Street
Baltimore, Maryland 21211

info@az-ri.com
az-ri.com

G.D. Hodge
Peoples Church of Delaware
46 South Bradford
Dover, Delaware 19904

INVOICE 301

January 15th, 2026

Payment due by February 14th, 2026

Quantity	Details	Unit Price ($)	Subtotal ($)
	46 South Bradford Dover, Delaware 19904		
	Complete a HUD Environmental Review (ER) in accordance with 24 CFR Part 50 or Part 58 for CDBG grant funding. Project Name: 46 South Bradford Interior Renovation		
1	HUD ENVIRONMENTAL REVIEW - CEST LEVEL - Conducted by Environmental Scientist(s) with oversight by an Environmental Professional (EP). - Conducted in compliance with 24 CFR Part 58, 50, 51 and 55 as well as HUD MAP Guide (2021) as may be relevant. NOTE: Price is reduced by $1,000 because 106 Hist. Review determination is complete.	1,750.00	1,750.00
1	PHASE I ESA - Conducted by an Environmental Scientist with oversight by an Environmental Professional (EP) in accordance with ASTM E1527-21. - Report provided by email in .pdf format	2,950.00	2,950.00
		USD Total	**$4,700.00**

From: O"Brien, Debbie
To: "G. D. Hodge, Ph.D."
Subject: RE: EXTERNAL: Fwd: CDBG First Reimbursement Request
Date: Monday, February 2, 2026 8:34:00 AM

Good morning, Dr. Hodge,

Please send invoices for the Harvard Environmental and Kario Environmental payments. Also, I don't see where AZ-RI was paid. Please provide a receipt or snipit of the bank statement showing where the $4,700 was paid. Thanks!

Sincerely,

Debbie O'Brien, CPFO
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us

From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Friday, January 30, 2026 4:32 PM
To: O'Brien, Debbie <dobrien@dover.de.us>
Subject: EXTERNAL: Fwd: CDBG First Reimbursement Request

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Dear Ms. O'Brien,

Attached hereto you will find the following documents:

1. Spread sheet detailing the reimbursable expenditures;
2. Bank statements showing the payments made; and
3. Invoice from Azri Consultants.

Please therefore process a CDBG reimbursement for the amount of $17,100.

Thank you,

Derrick Hodge

President of the Board of Directors

From: G. D. Hodge, Ph.D.
To: O"Brien, Debbie
Subject: EXTERNAL: CDBG Reimbursement Request 1
Date: Thursday, April 9, 2026 4:17:13 PM
Attachments: Award Letter.pdf
First Reimbursement Detail.pdf
AZRI Invoice.pdf
Bank Transactions November-January.pdf
Cancelled Checks.pdf
Shower Repair Documents.pdf
Dishwasher Invoice.pdf
Dishwasher Credit Card Charge.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Attached hereto are a number of documents related to expenditures of the block grant awarded to us by the City on 16 September 2025, and whose final contract was fully executed on 24 September.

1. Award Letter;
2. Spreadsheet Detailing the Construction and Repair-Related Expenditures;
3. Invoices, bank statements, and cancelled checks to support each of the 7 expenditures.

All these expenditures were consistent with the initial grant application narrative and contract, and all are well supported by the above-referenced documents. I hope, therefore, that the City will reimburse us in the amount of $37, 273.

These expenditures are all related to renovations of the physical space; we have not yet requested reimbursement of any of the $22,700 allotted to us for operations costs.

Thank you,

_____

G. D. Hodge, Ph.D.
President of the Board of Directors
People’s Community Center

People's Community Center
Block Grant Reimbursement Request

Date Cleared	Vender	Service Provided	Amount
05 November	Harvard	Lead Paint Testing	600
13 November	Kairo	Lead Paint Abatement	6,000
26 November	Kairo	Lead Paint Abatement	5,500
22 December	Harvard	Lead Paint Re-Testing	300
04 February	Azri	Environmental Review	4,700
25 February	Restaurant Store	Dishwasher and Soap	6,173
2 March	Woodard	Shower Repair	14,000
Total Construction-Related Costs			37,273



The invoices for Kairo and Harvard were still not attached to this invoice.

AZ-RI
P.O. Box 4706
919 W. 34th Street
Baltimore, Maryland 21211

info@az-ri.com
az-ri.com

G.D. Hodge
Peoples Church of Delaware
46 South Bradford
Dover, Delaware 19904

INVOICE 301

January 15th, 2026

Payment due by February 14th, 2026

Quantity	Details	Unit Price ($)	Subtotal ($)
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1	HUD ENVIRONMENTAL REVIEW - CEST LEVEL - Conducted by Environmental Scientist(s) with oversight by an Environmental Professional (EP). - Conducted in compliance with 24 CFR Part 58, 50, 51 and 55 as well as HUD MAP Guide (2021) as may be relevant. NOTE: Price is reduced by $1,000 because 106 Hist. Review determination is complete.	1,750.00	1,750.00
1	PHASE I ESA - Conducted by an Environmental Scientist with oversight by an Environmental Professional (EP) in accordance with ASTM E1527-21. - Report provided by email in .pdf format	2,950.00	2,950.00
		USD Total	**$4,700.00**

INVOICE 22526

Feb 27, 2026

Peoples Church
Dover Del

WOODARD'S PROF PAINTING LLC

Authorized Signatures

BILLING #6

RE: Interior

DATE	DESCRIPTON	CHARGES	AMOUNT DUE
3/2/2026	Repair / Shower Rm Walls		
	Repair Dry-wall and Shower wall-board		
	Paint all Walls where needed		
	Install FRP Board where necessary		
	Repair Concrete floor and finish with sealer		
	Replace drop ceiling with new (2x2) MR ceiling tile	TOTAL	$28,300.00
	Deposit = $14,000.00 PAID		
	Bal due on completion	TOTAL	$14300.00

State of Delaware Division of Revenue

— Temporary License —

Valid for 60 days from Receipt Date

License number: 2008200274

Name: DUANE A WOODARD

Address: 1249 Voshells Mill Star Hill Rd
Dover, DE 19901-7624

Activity	Record	Tax Year	Tax Period	Business Code	Amount
Renew Licenses	A-001400271	2025-2027	12/31/2027	Resident Contractor	$225.00

Receipt Date	One Stop DLN
02/26/2026	26-93826-35

ACORD

WOODPRO-01

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/13/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
L & W Insurance Inc. 3801 Kennett Pike Ste C 200 Wilmington, DE 19807	PHONE (A/C, No, Ext): (302) 543-7121	FAX (A/C, No): (302) 543-7164
	E-MAIL ADDRESS: contact@lwinsurance.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Atlantic States	22586
INSURED Woodard's Professional Painting LLC 1249 Voshells Mill Star Hill Rd Dover, DE 19901	INSURER B : Donegal Mutual	13692
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR			1000484489	3/3/2026	3/3/2027	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 1,000,000
	EXCESS LIAB CLAIMS-MADE			1000484490	3/3/2026	3/3/2027	AGGREGATE	$ 1,000,000
	DED X RETENTION $ 10,000							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N/A						E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Order #1014984037

February 25, 2026 | 7 items

Download Invoice

Shipped

Fedex Ground

889106589164 | 0070597447 |
0070597451 | 105126833 |
| 399201606033

Processing **Shipped**



Our Brand

147PWRLIQ2HG

Noble 2.5 Gallon / 320 oz. Power Concentrated Liquid Dish Washing Machine Detergent - 2/Case

Quantity: 1

$93.99

$93.99/ea

Buy it Again



Our Brand

147DRYPLUS5G

Noble 5 Gallon / 640 oz. Dry It Plus Concentrated Rinse Aid for High Temperature Dish Machines

Quantity: 1

$101.99

$101.99/ea

Buy it Again



3079331F

Dema 933.1F 1 Station Non-Locking Rack for F-Style 2.5 Gallon Bottles

Quantity: 1

$71.99

$71.99/ea

Buy it Again



Our Brand

541HTDT401

MainStreet Equipment HTDT Single Rack High-Temperature Door-Type Dish Machine with Booster Heater - 208-240V, 1 Phase

Quantity: 1

$3,774.00

$3,774.00/ea

Buy it Again



Our Brand

257PPD5615

Lavex 77 lb. Plastic Pail Dolly for 5, 6, and 15 Gallon Pails

Quantity: 1

$19.99

$19.99/ea

Buy it Again

Processing

Processing

Shipped



Our Brand

NOBLESERVICES

Noble Discard of Existing Machine

Quantity: 1

$100.00

$100.00/ea

Unavailable



Our Brand

NOBLESERVICES

Noble Installation

Quantity: 1

$1,900.00

$1,900.00/ea

Unavailable

Order Summary

Subtotal	**$6,061.96**
Shipping	$111.05
Taxes	$370.38
Total	**$6,543.39**

Shipping address

Sue Harris
11 Industrial Cir
Attn: Noble Chemical
Lancaster, PA 17601

Payment

Check	$6,173.01
Check	-$6,173.01
Mastercard Ending in 4490	$6,173.01

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- Careers
- Foodservice Articles
- Membership
- Visa® Credit Card
- Financing with Credit Key
- Services
- Community Giving
- Shipping Options

Customer Service

- Contact Us
- FAQ
- Returns Policy
- Terms of Sale
- Terms of Use
- Website Accessibility Policy
- Privacy Policy
- Do Not Sell or Share My Personal Information
- Safety Recall

My Account

- My Account
- My Orders
- Quotes

Have a question or feedback? Let us know! (required)

Email (required)

Submit

From: G. D. Hodge, Ph.D.
To: O"Brien, Debbie
Subject: EXTERNAL: CDBG Operations Reimbursement Request
Date: Friday, April 10, 2026 2:48:10 PM
Attachments: First Reimbursement Detail.pdf
Motor Vehicles Receipt.pdf
Vital Statistics 1.pdf
Vital Statistics 2.pdf
Vital Statistics 3.pdf
Vital Statistics 4.pdf
Vital Statistics 5.pdf
Green Card Replacement Receipt.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

The Center for Workforce Development has begun operations. be helping people who want to get back into the workforce to obtain their basic documents needed to work legally in the formal economy.

Thus far we have spent $220 of the $22,700 allotted to us via our contract with the City.

Attached hereto are document in support of those expenditures: cancelled checks to the Delaware Office of Vital Statistics (for birth certificates); the Department of Motor Vehicles (for a State Identification Card), and the Royal Thai Embassy (to replace a lost green card and passport, required to work legally). There is also a spread sheet detailing the expenditures and dates.

Please process a reimbursement in the amount of $220, to be charged to the 2025 CDBG via our contract executed on 24 September 2025.

Thank you,

_____

G. D. Hodge, Ph.D.
President of the Board of Directors
People’s Community Center

People's Community Center
Block Grant First Operations Reimbursement Request

Date Cleared	Vender	Service Provided	Amount
10 April	Vital Statistics	Birth Certificate	25
10 April	Vital Statistics	Birth Certificate	25
10 April	Vital Statistics	Birth Certificate	25
10 April	Vital Statistics	Birth Certificate	25
10 April	Vital Statistics	Birth Certificate	25
13 February	DMV	State Identification Card	40
1 April	Royal Thai Embassy	Lost Documents Replacement	55
Total Operations Costs			$ 220



There were 7 pages of receipts/check copies attached.

From: O"Brien, Debbie
To: gdhodge@pcc-dover.org
Cc: Duca, Sharon
Subject: Follow-Up on Invoices and Grant Activities
Date: Tuesday, April 28, 2026 10:59:00 AM
Attachments: EXTERNAL CDBG Operations Reimbursement Request.msg
People"s Community Center Invoices.msg
image002.png

Good morning, Dr. Hodge,
For clarity and convenience, I've combined my response to both of your recent requests into this email. I've also attached your other request for reimbursement, along with my February 6 email outlining the documentation needed to process future invoices. My goal is to ensure we can move forward with reimbursement as smoothly as possible while staying within federal requirements.
To begin, here is a summary of the current status of all City grant funds awarded:

Project #	Project Description	Beginning Balance	Paid	Current Balance	Activity / Scope of Service
1	ARPA Round 1 Peoples Church	153,978.00	153,978.00	-	Renovations of areas in an existing church that will be utilized as a shelter for the homeless
2	ARPA Round 2 Peoples Church	63,288.00	63,288.00	-	Support staff to meet the needs of the shelter, maintenance and utility cost for shelter operations, and the purchase of meals
3	ARPA Round 2 GKCC_c/o_PCC	60,675.45	12,038.00	48,637.45	Staffing for social and prevention services for at risk persons, emergency shelter, beds and lockers, and transportation for homeless persons in the city limits
4	PY25/FY26 People's Comm. Ctr. Shelter Operations	22,700.00	-	22,700.00	Operating cost for maintenance & utilities for the shelter
5	PY25/FY26 People's Comm. Ctr. Renovations	40,000.00	-	40,000.00	Renovations of a facility that services the homeless
	TOTAL	**229,304.00**	**111,337.45**		

Regarding your reimbursement request for Project #5, I noted a few items that will need to be addressed before processing:

- The invoices from Harvard Environmental and Kairo Environmental were not included (as noted in my February 6 email). Please provide these at your earliest convenience.
- The dishwasher and shower expenses are not eligible under Project #5, as this project is limited to renovations associated with the Workforce Development Program. These items appear to fall under prior renovation activities and cannot be reimbursed under this project as currently structured.
- Once the remaining documentation is received, I will be able to process reimbursement in the amount of approximately $17,100.

Regarding the invoice submitted for Project #4 ($220.00), the supporting receipts appear to relate more closely to Workforce Development Program activities rather than shelter operating costs for maintenance and utilities, which is the current scope of this project. As submitted, I'm not able to process reimbursement under Project #4.

That said, I do want to help identify a path forward so that eligible costs can still be reimbursed. If you are planning to continue services such as the Workforce Development Program or meal program, we could discuss amending the scope of Project #4 to align with those activities as an eligible public service. This would allow certain expenses, such as program-related equipment and supplies, to be considered for reimbursement, provided they meet CDBG requirements and are properly documented.

Lastly, I wanted to follow up on the 15% indirect cost included in the budgets and invoices. Could you please confirm whether you have a federally negotiated indirect cost rate? If you are using the de minimis rate, we would need to ensure that it is reflected in the subrecipient agreement before those costs can be reimbursed.

I'm happy to set up a time to walk through any of this together. My goal is to ensure compliance while also helping you access all eligible funding available under your agreements.

Sincerely,

Debbie O'Brien, CPFO, MBA
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Thursday, April 9, 2026 4:16 PM
To: O'Brien, Debbie <dobrien@dover.de.us>
Subject: EXTERNAL: CDBG Reimbursement Request 1

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Attached hereto are a number of documents related to expenditures of the block grant awarded to us by the City on 16 September 2025, and whose final contract was fully executed on 24 September.

1. Award Letter;
2. Spreadsheet Detailing the Construction and Repair-Related Expenditures;
3. Invoices, bank statements, and cancelled checks to support each of the 7 expenditures.

All these expenditures were consistent with the initial grant application narrative and contract, and all are well supported by the above-referenced documents. I hope, therefore, that the City will reimburse us in the amount of $37, 273.

These expenditures are all related to renovations of the physical space; we have not yet requested reimbursement of any of the $22,700 allotted to us for operations costs.

Thank you,

WHITEFORD

600 North King Street, Suite 300
Wilmington, DE 19801-3776
302.353.4144

Daniel A. Griffith
Partner
302.357.3254
DGriffith@whitefordlaw.com

March 23, 2026

Rev. Dr. G. Derrick Hodge
People's Community Church & People's Community Center
46 South Bradford Street
Dover, Delaware 19904

Re: Code Interpretation Decision

Dear Reverend Hodge:

The City has received a formal complaint concerning activities at the People's Community Church & People's Community Center located at 46 South Bradford Street, Dover, Delaware ("the Property"). The complaint alleges

- The apparent expansion of a legal nonconforming use within an RG-1 zoning district;
- Potential unpermitted change of use involving sheltering, feeding, medical, counseling, and youth-programming activities;
- Life-safety, occupancy classification, and ADA compliance implications;
- The expiration of temporary emergency authorizations without evidence of renewal or subsequent approvals.

This letter provides an official interpretation of the Dover Zoning Code as it applies to that portion of the use at the Property that includes overnight sheltering.[1]

[1] To the extent that the complaint alleges code violations at the Property, code enforcement issues will be handled by the City separately. This Code Interpretation Letter is limited to a determination regarding the permissive uses of the Property

Whiteford, Taylor & Preston LLP is a limited liability partnership. Our Delaware offices are operated under a separate Delaware limited liability company, Whiteford, Taylor & Preston LLC

The Property is zoned RG-1 (general residential) and includes a church as a legal nonconforming use. The complaint alleges that the Property's use has expanded beyond its legal nonconforming status.

Under Article III, Section 2.11 of the Zoning Code, any use permitted in one-family residence zones is permitted in the RG-1 zone:

Section 2. - General residence zones (RG-1 and RG-2).

2.1 *Uses permitted.* In a general residence zone, no building or premises shall be used, and no building or part of a building shall be erected, which is arranged, intended or designed to be used, in whole or in part, for any purpose, except the following:

2.11 Any use permitted in one-family residence zones.

Under Article III, Section 1.14 a place or worship is a permissible, conditional use in the RG-1 zone and is subject to the approval of the planning commission:

1.14 The following uses are permitted, conditional upon the approval of the planning commission in accordance with the procedures and subject to the general conditions set forth in section 10.1 and to any specified requirements set forth below:

> (a) Places of worship, including parish houses; [and] schools, including nursery schools, kindergartens and day care centers in accordance with article 5, Supplementary Regulations, section 14. Child day care facilities; philanthropic and eleemosynary institutions; hospitals and sanitariums for general medical care;

To the extent the Property includes, in addition to its otherwise permissible uses, a component of overnight sheltering, that component constitutes a conditional use requiring Planning Commission approval prior to operation. *See, e.g.*, Zoning Code Section 10.1(g) (IO zone): "Emergency shelters and transitional housing." Section 2.4(c)(ix) (RG-1 conditional use for bed and breakfast inns): "The stay of overnight guests shall be limited to 30 consecutive days."

In order to achieve compliance with these code provisions for overnight sheltering, the City requires that you:

> 1. File a conditional use application for the overnight sheltering component pursuant to Section 1.14;
>
> 2. Obtain any required site development plan or certificate-of-occupancy approvals associated with a change of use prior to operation. 30.10 Site development plan approval. Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection or enlargement of all

structures, development of recreation facilities, and prior to the issuance of certificates of occupancy for any change of use.

3. Coordinate with the City of Dover Planning Commission for hearing and action on the conditional use application. City of Dover Planning Commission.

Until conditional use approval is obtained, the overnight sheltering component should not operate. Please contact the Planning Office to discuss timelines and application requirements.

In addition, please note that, if the Planning Commission approves the conditional use application, this would be a change in occupancy classification. Plans from an authorized/licensed design professional would be required to be submitted to the Chief Building Inspector showing how code compliance will be achieved through local, state, building, and fire codes for the new occupancy. This submittal would need to be approved by the Chief Building Inspector:

- **ARTICLE III. - BUILDING CODE**

- **Sec. 22-61. - Adopted.**

(d) *The International Existing Building Code.* That certain documents, three copies of which are on file in the Licensing and Permitting Office of the city, being marked and designated as "The International Existing Building Code 2009 Edition" as published by the International Code Council be and is hereby adopted as the Existing Building Code of the City of Dover in the State of Delaware for regulating and governing the repair, alteration, change of occupancy, addition and relocation of existing buildings, including historic buildings, as herein provided

2.0 Submittal of Plans

2.1 Requirement to Submit Plans

2.1.1 Plans, specifications, and other required construction documentation shall be submitted to the Office of the State Fire Marshal for review and approval.

2.1.1.1 Information provided on plans shall contain scale drawings and all specific technical details necessary to accurately perform a plans examination.

2.1.1.2 Any required or non-required fire protection system submitted for review are required to meet these regulations and the applicable NFPA code or standard as adopted or modified by these regulations.

2.1.2 Residential or commercial site plans, whether defined as a major or minor subdivision by a political subdivision's rule or regulations, shall be submitted to the Office of the State Fire Marshal for approval. Subdivision plans shall provide all information outlined in these regulations.

2.1.3 Building plans providing all information outlined in these regulations shall be submitted to the Office of the State Fire Marshal for review and approval prior to actual construction with respect to the following:

2.1.3.1 All new buildings and additions;

2.1.3.2 A building undergoing a change in occupancy;
2.1.3.3 A part of a building suffering damage from fire, explosion, or other cause;
2.1.3.4 All dwelling units when attached in units of 3 or more, to verify the fire rated design of the required separation wall between units; or
2.1.3.5 Plans must be submitted for a building undergoing alteration, renovation, or remodeling.

This interpretation is based on the current Dover Zoning Code and the property's RG-1 designation, and it addresses only the zoning compliance requirements related to the overnight sheltering component. If you have questions or wish to schedule a meeting, please reach out to the Planning Office.

Very truly yours,

/s/ Daniel A. Griffith

Daniel A. Griffith

DG:dag

WHITEFORD

600 North King Street, Suite 300
Wilmington, DE 19801-3776
302.353.4144

Daniel A. Griffith
Partner
302.357.3254
DGriffith@whitefordlaw.com

March 26, 2026

Rev. Dr. G. Derrick Hodge
People's Community Church & People's Community Center
46 South Bradford Street
Dover, Delaware 19904

Re: Deadline for Conditional Use Application

Dear Reverend Hodge:

On March 25, 2026, The People's Community Church & People's Community Center ("People's Church") received from my office on behalf of the City of Dover ("City") correspondence in the nature of a code determination letter ("the Letter").

Among other things, the Letter advised that

> *In order to achieve compliance with these code provisions for overnight sheltering, the City requires that you:*
>
> *1. File a conditional use application for the overnight sheltering component pursuant to Section 1.14;*
>
> *2. Obtain any required site development plan or certificate-of-occupancy approvals associated with a change of use prior to operation. 30.10 Site development plan approval. Site development plan approval in accordance with article 10, section 2 hereof shall be required prior to the issuance of building permits for the erection or enlargement of all structures, development of recreation facilities, and prior to the issuance of certificates of occupancy for any change of use.*
>
> *3. Coordinate with the City of Dover Planning Office for hearing and action on the conditional use application with the City of Dover Planning Commission..*
>
> *Until conditional use approval is obtained, the overnight sheltering component should not operate. Please contact the Planning Office to discuss timelines and application requirements.*

This correspondence is to advise that the People's Church will have **fourteen (14) days** from the date of its receipt of this correspondence to file the conditional use application referenced above. In the absence of the City's receipt of that conditional use application, the City will commence enforcement proceedings.

If you have questions or wish to schedule a meeting, please reach out to the Planning Office.

Very truly yours,

/s/ Daniel A. Griffith

Daniel A. Griffith

DG:dag

From: Duca, Sharon
To: O"Brien, Debbie; Melson-Williams, Dawn; Sass, Kay; Osika, Jason A.; Brown, Matthew; Kopp, Eddie L
Subject: Fw: EXTERNAL: Winter Sanctuary Operations
Date: Wednesday, April 22, 2026 11:08:33 AM

FYI

Sharon J. Duca,P.E., ICMA-CM
City of Dover Acting City Manager

Sent from my Verizon, Samsung Galaxy smartphone
Get Outlook for Android

From: Duca, Sharon
Sent: Monday, April 13, 2026 4:01:31 PM
To: G. Derrick Hodge <gdhodge@pcc-dover.org>
Subject: RE: EXTERNAL: Winter Sanctuary Operations

Good Afternoon Dr. Hodge,

Thank you for providing clarification regarding the sheltering operations during the cold weather months.

In terms of the conditional use noted by the City Solicitor, the intent is to try to resolve the matter before next season. If you would like to discuss further please let me know.

Thank you,

SHARON J. DUCA, P.E., ICMA-CM
ACTING CITY MANAGER
City of Dover City Manager's Office
P.O. Box 475
Dover, Delaware 19903
Phone: 302-736-7005
Fax: 302-736-7002
E-mail: sduca@dover.de.us

-----Original Message-----
From: G. Derrick Hodge <gdhodge@pcc-dover.org>
Sent: Monday, April 6, 2026 2:20 PM
To: Duca, Sharon <SDuca@dover.de.us>
Subject: EXTERNAL: Winter Sanctuary Operations

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Duca,

The City Solicitor informs me that we need to apply for a zoning variance in order to continue operations of People's Community Center's Cold-Weather Emergency Sanctuary.

However, that sanctuary only operates during the cold-weather months; we ceased operations for the season at 8am on 1 April of this year. Neither the Council nor the Solicitor seems to understand just who we are and what we do, despite my several presentations to the Council.

Since we are closed for the season, no "enforcement action", threatened by the Solicitor, will be necessary.

Thank you,

_____

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: FY25/FY26 CDBG Operations Reimbursement Request
Date: Friday, June 12, 2026 5:01:13 PM
Attachments: Cover Letter.pdf
Church Invoice Space.pdf
PCC MOU.pdf
Floor Plan Rented to PCC.pdf
Occupancy Payments.pdf
Retail Receipts.pdf
Retail Purchase Detail Spreadsheet.pdf
People"s Amazon Purchases Banking.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Please reimburse People's Community Center in the amount of $22,700 for expenditures allowed according to our sub-recipient agreement, and congruent with relevant federal and local procedure.

1. Occupancy and Utilities: $16,000.
2. Cleaning and Maintenance: $6,950.46.

You will find the following supporting documents attached:

1. Cover letter detailing the expenditures;
2. Space-Use Invoice from People's Church to People's Community Center;
3. Memorandum of Understanding for space use and personnel cost sharing;
4. Floor plan showing square footage leased;
5. Banking statement showing occupancy payments;
6. Itemized retail receipts for cleaning and maintenance supplies;
7. Spreadsheet detailing retail purchases; and
8. Banking statement showing retail purchases.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted,

_____

G. D. Hodge, Ph.D.
President of the Board of Directors
People’s Community Center

There were 120 pages attached to this - too many to be included in the packet.

From: O"Brien, Deborah
To: "G. D. Hodge, Ph.D."
Subject: RE: EXTERNAL: FY25/FY26 CDBG Operations Reimbursement Request
Date: Monday, June 15, 2026 3:22:00 PM
Attachments: image002.png

Good afternoon, Dr. Hodge,

I left you a voice mail this morning. Just to recap, in the backup, there were some purchases that were made after March 31st, so those can't be counted. Likewise, the occupancy can only be reimbursed through March. That brings the eligible expenses to $19,342.61. Do you want me to go ahead and process it without the rest, or do you have any other invoices that could be included?

Sincerely,

Debbie O'Brien, CPFO, MBA
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Friday, June 12, 2026 5:00 PM
To: O'Brien, Deborah <dobrien@dover.de.us>
Subject: EXTERNAL: FY25/FY26 CDBG Operations Reimbursement Request

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Please reimburse People's Community Center in the amount of $22,700 for expenditures allowed according to our sub-recipient agreement, and congruent with relevant federal and local procedure.

1. Occupancy and Utilities: $16,000.
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5. Banking statement showing occupancy payments;
6. Itemized retail receipts for cleaning and maintenance supplies;
7. Spreadsheet detailing retail purchases; and
8. Banking statement showing retail purchases.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted,

_____

G. D. Hodge, Ph.D.
President of the Board of Directors
People’s Community Center

From: G. D. Hodge, Ph.D
To: O"Brien, Deborah
Subject: Re: EXTERNAL: FY25/FY26 CDBG Operations Reimbursement Request
Date: Monday, June 15, 2026 3:33:58 PM

I am out of the office today, because it's my day off. But I will fix it tomorrow and resubmit. Thank you.

Sent from my iPhone

On Jun 15, 2026, at 3:22 PM, O'Brien, Deborah <dobrien@dover.de.us> wrote:

Good afternoon, Dr. Hodge,

I left you a voice mail this morning. Just to recap, in the backup, there were some purchases that were made after March 31st, so those can't be counted. Likewise, the occupancy can only be reimbursed through March. That brings the eligible expenses to $19,342.61. Do you want me to go ahead and process it without the rest, or do you have any other invoices that could be included?

Sincerely,

Debbie O'Brien, CPFO, MBA
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us

<image002.png>

From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Friday, June 12, 2026 5:00 PM
To: O'Brien, Deborah <dobrien@dover.de.us>
Subject: EXTERNAL: FY25/FY26 CDBG Operations Reimbursement Request

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

Please reimburse People's Community Center in the amount of $22,700 for expenditures allowed according to our sub-recipient agreement, and congruent with relevant

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: CDBG Operations Reimbursemenrt
Date: Wednesday, June 17, 2026 1:19:10 PM
Attachments: Exterminator Treatments.pdf
Exterminator Invoices.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

I understand that a few of the expenditures for which we requested CDBG reimbursement are not eligible. I therefore submit an additional request, for extermination of insect infestations totaling $4,324. The following documents are attached:

1. Invoices from the extermination company; and
2. A spreadsheet that details and totals the amounts.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted,

_____

G. D. Hodge, Ph.D.
President of the Board of Directors
People’s Community Center

Insect Infestation Mitigation Charges
People's Community Center Shelter

DATE	AMOUNT	INVOICE
08/07/2025	$225	#45737
08/26/2025	$225	#45825
09/18/2025	$604	#46275
09/26/2025	$80	#46230
10/31/2025	$80	#46231
11/25/2025	$80	#46232
12/18/2025	$80	#46233
01/09/2026	$600	#47574
01/22/2026	$500	#47585
01/28/2026	$80	#46234
02/09/2026	$400	#47789
02/13/2026	$165	#47960
02/26/2026	$350	#47957
02/26/2026	$300	#48019
03/12/2026	$350	#48160
03/12/2026	$125	#48161
03/27/2026	$80	#46236
	$4,324	

There were 45 pages of invoices attached to this, but no proof of payment.

From: O"Brien, Deborah
To: "G. D. Hodge, Ph.D."
Subject: RE: EXTERNAL: CDBG Operations Reimbursemenrt
Date: Wednesday, June 17, 2026 2:04:00 PM
Attachments: image002.png

Thank you, Dr. Hodge,

Do you have the proof of payment? They might have sent monthly statements, showing what was paid and what was charged.

Sincerely,

Debbie O'Brien, CPFO, MBA
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Wednesday, June 17, 2026 1:18 PM
To: O'Brien, Deborah <dobrien@dover.de.us>
Subject: EXTERNAL: CDBG Operations Reimbursemenrt

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

I understand that a few of the expenditures for which we requested CDBG reimbursement are not eligible. I therefore submit an additional request, for extermination of insect infestations totaling $4,324. The following documents are attached:

1. Invoices from the extermination company; and
2. A spreadsheet that details and totals the amounts.

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: CDBD Operations Reimbursement
Date: Wednesday, June 17, 2026 3:46:39 PM
Attachments: Exterminator Treatments Version 2.pdf
Proof of Payments.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

I have re-organized our pest-extermination reimbursement request, now based on dates and amounts paid rather than invoices. To the invoices previous transmitted to you, please add the following:

1. New spreadsheet detailing the checks paid, their dates of issue, and amounts.
2. Bank records showing each check and its endorsement.

The new total to be reimbursed is $4,625. Please do let me know if any balance remains in the grant, and I will submit documentation for plumbing repairs during shelter season.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

We are committed to being in full compliance with both federal and city requirements. Thank you for your patience as we stumble through the process!

G. D. Hodge, Ph.D.
President of the Board of Directors
People’s Community Center

Insect Infestation Mitigation Charges
People's Community Center Shelter

DATE	AMOUNT	CHECK
12/28/2026	$160	2187
01/11/2026	$80	2196
01/31/2026	$1,100	2211
02/15/2026	$400	2223
03/16/2026	$895	2243
03/16/2026	$400	2241
04/13/2026	$555	2259
05/24/2026	$730	2275
05/31/2026	$305	2278

$4,625

There were 9 pages of copies of checks attached to this, but no matching invoices.

From: O"Brien, Deborah
To: "G. D. Hodge, Ph.D."
Subject: RE: EXTERNAL: CDBD Operations Reimbursement
Date: Wednesday, June 17, 2026 4:22:00 PM
Attachments: 1643_001.pdf
image003.png

Good afternoon, Dr. Hodge,

It would probably be a good idea for you to revise the attached according to the new when you resubmit.

In addition, your ARPA balance remaining is below:

ROUND 2	Date	Greater Kent Coalition/PCC
G/L Account	Beginning balance	$60,675.45
20020	10/23/2025	$12,038.00
20020	06/17/2026	$32,426.48
	Total spent to date	$44,464.48
	Ending Balance	$16,210.97
	% spent	73%

Sincerely,

Debbie O'Brien, CPFO, MBA
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Wednesday, June 17, 2026 3:46 PM
To: O'Brien, Deborah <dobrien@dover.de.us>

Subject: EXTERNAL: CDBD Operations Reimbursement

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Dear Ms. O'Brien,

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2. Bank records showing each check and its endorsement.

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We are committed to being in full compliance with both federal and city requirements.

Thank you for your patience as we stumble through the process!

G. D. Hodge, Ph.D.

President of the Board of Directors

People’s Community Center

This is the revised invoice that was finally approved for reimbursement (not including the Amazon or Exterminator receipts.

People's Community Center

46 South Bradford
Dover 19904
302.674.4178

A collaboration of community stakeholders who work to improve the quality of life in Downtown Dover.

12 June 2026

Ms. Deborah O'Brien, CPFO, MBA
Community Development Manager
City of Dover

RE: PY25/FY26 CDBG Operations

Dear Ms. O'Brien,

Please reimburse People's Community Center $22,700 for the following expenditures, according to our contract with the City, our M.O.U. with the building owner, and applicable federal and local statute:

1. Occupancy and Utilities: ~~$16,000.00.~~ 13,000.00 DAO

   Documentation Attached:
   - Invoice from People's Church to PCC;
   - Memorandum of Understanding between PCD and PCC;
   - Floor plan showing the rented space; and
   - Banking statement.

   Note: The occupancy cost billed to this particular grant is only a small portion of the actual cost of space specified in the MOU.

2. Cleaning and Maintenance: ~~$6,950.46.~~ 9,700.00 DAO

   Documentation Attached:
   - Itemized retail receipts; 6,342.61
   - Spreadsheet detailing each expenditure; and
   - Banking statements.
   - Exterminator invoices 3,357.39

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Respectfully submitted,

G. D. Hodge, Ph.D.
President of the Board of Directors

People's Church of Dover

46 South Bradford
Dover, Delaware 19901
302.674.4177
pcd-dover.org

INVOICE

Dates of Space Rental: 1 July 2025 – ~~30 June~~ 31 Mar 2026

Tenant:	People's Community Center
Item:	Occupancy
Programs:	Services for At-Risk Persons in Dover
Spaces:	4,592 square feet of the Basement (including kitchen)

Amounts:			
	~~$12,000~~ 9,000	Occupancy	($1,000 per month for 12 months)
	$4,000	Excess Utilities	($1,000 per month for 4 winter months)

Total Due: ~~$16,000~~ 13,000

Submitted by:

John Allison

John Allison, Moderator
People's Church of Dover

This revision did not change the amount reimbursed for exterminator invoices, but it did cause me to have to re-reconcile and revise my disbursement attachment.

From: G. D. Hodge, Ph.D.
To: O"Brien, Deborah
Subject: EXTERNAL: Extermination Payments
Date: Thursday, June 18, 2026 2:24:40 PM
Attachments: Exterminator Treatments Revised.pdf
Supplemental Check Images.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. O'Brien,

This week I sent you a reimbursement request for pest extermination expenditures. Unfortunately, my earlier request included invoices for services outside of the eligible date range. I apologize for the unnecessary work I gave you!

Attached hereto is a corrected request, with the ineligible dates deleted. A few new payments have been added. I also added to the detailed spreadsheet the specific invoices for which each check was in payment, and the dates of service and reflected in the invoices. I think that you will find this spreadsheet very helpful in organizing and verifying. The retail service invoices were transmitted to you earlier this week.

Thus, attached hereto are the following documents supporting a reimbursement in the amount of $4,019:

- A revised spreadsheet detailing the dates of service and payments; and
- Supplemental check images.

I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.

Thank you again for your continuing help!

G. D. Hodge, Ph.D.
President of the Board of Directors
People’s Community Center

Insect Infestation Mitigation Charges
People's Community Center Shelter

Check Date	Amount	Invoice	Dates of Service	Check #
08/31/2026	$225	45825	26 Aug	2078
11/02/2026	$604	46275	18 Sep	2130
10/13/2026	$80	46230	26 Sep	2108
12/28/2025	$160	46232; 46233	25 Nov; 18 Dec	2187
01/11/2026	$80	46231	31 Oct	2196
01/31/2026	$1,100	47574; 48585	9 Jan; 22 Jan	2211
02/15/2026	$400	47789	09-Feb	2223
03/16/2026	$895	46234; 47957; 47960; 48019	28 Jan; 26 Feb; 13 Feb; 26 Feb	2243
04/13/2026	$475	48160; 48161	12 Mar; 12 Mar	2259

$4,019

Notes:

1. Check #2259 was in the amount of $555; in included service for a date outside the reeimburseable range, so the request is for only part of the amount of that check.

From: G. D. Hodge, Ph.D
To: O"Brien, Deborah
Subject: EXTERNAL: Re: CDBG operations project
Date: Thursday, August 13, 2026 4:41:38 PM

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I have been on sabbatical and out of town since 1 July, but I will try to get to this as soon as I can, since you are on a deadline.

Sent from my iPhone

On Aug 13, 2026, at 4:20 PM, O'Brien, Deborah <dobrien@doverde.gov> wrote:

Good afternoon, Dr. Hodge,

I'm working on the closeout report for the $22,700 expenditure and need to know how the money assisted the community from 7/1/2025 – 3/31/2026. I'm attaching a template for your convenience, to show you what I'm looking for. Just fill out the sections you can to the best of your ability, and please send it back as soon as possible. I need to provide this information in the Consolidated Annual Performance Evaluation Report (CAPER) for public comments by September 9th.

Sincerely,

Debbie O'Brien, CPFO, MBA

Community Development Manager
Department of Planning, Inspections & Community Development
City of Dover
(P) 302-736-7175
(F) 302-736-4217

<Picture (Device Independent Bitmap) 1.jpg>

Thank you for your email. Please be advised that the City of Dover email domain has changed to @doverde.gov as part of our ongoing efforts to improve communications. Our new domain is part of a long-range initiative to increase security and by switching to a .gov domain it provides further assurance to the public that the communications received from @doverde.gov is official, trusted information. Messages sent to our old email addresses will still be received until the conversion is completed. Kindly update your records accordingly, we appreciate your attention to this update.
<CDBG Subrecipient PY 2025 Annual Report.docx>

Workforce Development Program Launch
14-months: 1 December 2025 - 31 December 2026

Version: 5 October 2025

Sources				
Block Grant			22,700	
City ARPA III			10,000	
Dover Economic Development			47,363	
				80,063
Occupancy				
Outfit (Furniture and Equipment)		8,000		
Rent and Utilities	13 months * $1000	13,000		
			21,000	
Staff				
Coordinator	20 hours/week x $22	25,520		
Center Director	13 months x 500	6,500		
			32,020	
Program				
Transportation		3,000		
Identity Documents (SS Card, DL, Birth Certificate)		2,000		
Partner Costs: Expungements, Financial Literacy		3,000		
GED Tests		5,600		
Unanticipated Expenses		3,000		
Events		1,500		
			16,600	
Total Direct Costs				69,620
Indirect Costs	15% of $69,620			10,443
Total Project Cost				80,063

these existing programs might be a more effective approach and stated that partnerships and collaboration with organizations already providing these services could be more efficient. He also noted that the People's Church had previously received significant funding from the city, including funds during the COVID-19 pandemic, and stated that he was concerned about providing additional funding without seeing measurable outcomes. Mr. Boggerty concluded by stating that, based on the concerns raised during the meeting and the matters that had recently come to light, he would not support the request at this time until those issues were resolved.

Mr. Lewis stated that he agreed with the comments made by Council President Neil. He noted that when the matter had previously come before the committee, there were issues with the application. He referenced an email sent to council members by Mrs. Francis Perry, which raised concerns regarding possible misrepresentation of information in the application, including references to veterans.

Mr. Lewis further stated that, to his understanding, the Veterans Affairs Department already operates its own workforce development programs. He indicated that the concerns raised in the email were significant and contributed to his position on the matter.

Additionally, Mr. Lewis stated that he believed the proposal would duplicate existing services, noting that the Department of Labor already provides workforce development programs. He reported that he had spoken with representatives from the Department of Labor, who indicated that they already offer a range of programs available to assist homeless individuals seeking employment and job training.

Based on these concerns, Mr. Lewis stated that he would not support the funding request.

Responding to Mr. Neil, Mr. Hugg stated he was not aware of a recent decision from the solicitor and that no response had been received to the solicitor’s letter to Mr. Baird. He noted that staff were reviewing several zoning issues, particularly regarding building uses that were inconsistent with current zoning. He reported that, following a meeting with planning, code enforcement, the fire marshal, and emergency management staff, serious violations relating to building use and condition were identified. Mr. Hugg recommended that the matter not proceed at this time. He acknowledged that a potential legal risk existed due to zoning issues.

Pastor Hodge introduced Pastor Grimes of Solid Rock Baptist Church and Harold Stafford, founding director of the HELP Initiative and former Delaware Secretary of Labor, noting that Mr. Stafford served on the board to guide workforce development efforts. He stated there appeared to be three main issues and noted several factual misunderstandings. He emphasized that all parties shared a common goal of reducing street homelessness, supporting individuals in stabilizing their lives, and protecting property values.

Pastor Hodge clarified that the economic development application was unrelated to the church’s shelter operations, which had historically provided emergency winter housing for the homeless. He described the workforce development program’s target population as individuals seeking to re-enter the workforce or stabilize their lives, and emphasized that the program was not intended to duplicate existing services, including those for veterans, but rather to operate through

partnerships with organizations such as Neighborhood Partners and the Delaware Department of Labor. He noted that funding had been secured to renovate a segregated space for program activities, including workshops, computer access, and vocational assessments.

Dr. Sudler stated that the proposed program primarily served as a mediator to connect participants with existing services and occasionally host workshops, rather than providing a unique or differential advantage in workforce development. He noted that partner organizations, including Neighborhood Partners and Solid Rock Baptist Church, already had space to host workshops, and questioned the necessity and amount of funding requested.

He emphasized support for housing and homeless services, including assistance for vulnerable populations, but expressed concern that unresolved compliance issues, such as zoning, health, or code violations, needed to be addressed before additional city funding could be considered. Dr. Sudler concluded that, given current budget constraints and existing community services, approval of economic development funds at that time was not feasible, and that any proposal would need to demonstrate a clear, extraordinary advantage to justify funding.

Pastor Hodge stated that the program provided an advantage through partnerships and affirmed that the organization was in compliance with health and code regulations.

Mr. Neil expressed concerns that, despite claims of compliance, the city could be held liable if legal action arose, noting that the property's current use did not align with zoning and code requirements. He cited multiple detailed letters from residents reporting that activities at the location, such as feeding 75–100 people nightly, were negatively impacting the surrounding residential area, including property damage and quality-of-life concerns. He emphasized that while the program's goals were positive, the same services could be provided at alternative locations without affecting local homes, and that the city could not defend noncompliant uses.

Pastor Hodge stated that having a satellite location in the neighborhood would increase accessibility for individuals who might not travel to other sites, such as Blue Hill Mall, due to psychological or logistical barriers. He noted that situating services locally could facilitate workforce readiness assessments for populations less likely to access distant locations and asked Mr. Stafford to confirm this point.

Mr. Harold Stafford stated that he was the co-founder and board president of the HELP Initiative in Dover, which had provided services to over 20,000 residents since its founding. He noted he was not speaking in his former capacity as Delaware Secretary of Labor. He explained that the organization supported Pastor Hodge's workforce development program by supplementing services, providing funding for pre-apprenticeship positions, and partnering with vocational schools to train and employ participants, including individuals recently released from correctional facilities. Mr. Stafford emphasized that establishing a satellite location in the neighborhood would increase access to workforce development services for populations unlikely to travel to other sites, aligning with past efforts to bring services directly into the community.

Responding to Mr. Neil, Mr. Will Grimes, Pastor of Solid Rock Baptist Church, stated that the first floor of the CURE building housed Restore Central Dover, providing community

From: O"Brien, Debbie
To: gdhodge@pcc-dover.org
Cc: O"Brien, Debbie
Subject: FW: City of Dover CDBG grant application
Date: Thursday, January 29, 2026 3:53:00 PM
Attachments: Sub-Recipient Grant Application-PY26.pdf
Sub-Recipient Grant Application-PY26.docx
Importance: High

Good afternoon, Dr. Hodge,

I'm just following up on this application request I sent last month. I need to get all of these in asap. See below for the attachments.

Sincerely,

Debbie O'Brien, CPFO

Community Development Manager

Planning Department

City of Dover

15 Loockerman Plaza

Dover DE 19901

(P) 302-736-7175

(F) 302-736-4217

dobrien@dover.de.us

From: O'Brien, Debbie
Sent: Wednesday, December 31, 2025 4:17 PM
Cc: Duca, Sharon <SDUCA@DOVER.DE.US>
Subject: City of Dover CDBG grant application

Good afternoon,

Attached, you will find the application for CDBG funds for Plan Year 2026. Please complete

and return the application by January 30th for the upcoming year's CDBG allocation. Please let me know if you have any questions or concerns, and please forward this to anyone in your organization that needs to be aware. Thank you!

Sincerely,

Debbie O'Brien, CPFO

Community Development Manager

City of Dover

15 Loockerman Plaza

Dover DE 19901

(302) 736-4239

From: G. D. Hodge, Ph.D.
To: O"Brien, Debbie
Subject: EXTERNAL: Community Development Block Grant
Date: Tuesday, February 17, 2026 8:34:18 AM
Attachments: 2026-2027 Application.pdf
Hodge CV.pdf
PCC Determination Letter.pdf

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Debbie,

Attached hereto are:

- Sub-Recipient Grant Application;
- Hodge Curriculum Vitae; and
- IRS Determination Letter.

Thank you for your patience!

Derrick

G. D. Hodge

President of the Board of Directors,

People's Community Center

CITY OF DOVER
PY 2025-2029 Multi-Year
CDBG GRANT APPLICATION FORM
PY2026

1. General Applicant Information

A. Name of Organization: People's Community Center

Address: 46 South Bradford

Phone Number: 674.4178

B. Name, position and signature of person submitting application:



G. D. Hodge
President of the Board of Directors

Name and position of authorizing official:

G. D. Hodge
President of the Board of Directors

C. Name, address and phone number of Contact Person (if different from B above):

Not applicable.

D. Activity: Workforce Development and Neighbors in Need

Amount Requested: $77,300

Source of Matching Funds: Grant-in-Aid; private individual community donations

2. Low/Moderate-Income Benefit:

The amount of benefit to low-and-moderate-income persons must be calculated for each activity as described below. May be estimated as long as at least 51% of the population being served is low to moderate income.

Activity	2. Total Persons Served	3. L/M Persons Served	4. % L/M Persons Served	5. Amount Requested	6. Amount L/M Benefit
A. Free Store	2400	2400	100%	$14,500	$14,500
B. Vocational Rehabilitation	140	140	100%	$40,000	$40,000
C. Case Management	300	300	100%	$22,800	$22,800

Source of Data: All data is collected by scanning barcodes into our new software system called Charity Tracker. The numbers in the chart above are 12-month extrapolations based on the numbers served in the first ten weeks of the shelter season, as detailed below.

A. Vocational Rehabilitation: Of the 151 men whom we housed from 1 December 2025 until 15 February 2026, 73 (almost half) expressed a desire to return to the formal workforce. (Persons with untreated mental illness or active substance use were not offered entry into the Workforce Development program). Of those 73, 11 need general equivalency diplomas, 17 need expungements, 19 financial literacy, 8 want computer training, and 58 want specific job training and placement.

B. Free Store: We serve 20 persons per day, 3 days per week, for 40 weeks per year. We thus distribute groceries, clothing, and household items to 2,400 families per year. From 1 December 2025 until 15 February 2026, we distributed $10,878 to 161 distinct persons, 19 of whom were children and 28 of whom were elderly.

C. Case management: From 1 December 2025 until 15 February 2026, we have housed 151 distinct men, 30 of whom were elderly. 41 of these – or approximately 1/3, were current or past users of illicit substances. Another 36 were persons with a history of mental illness or cognitive disability (or both). Thus, over half of our guest need case management services to help them get into stable housing, medical treatment, and employment.

3. Management Capacity

A. List the person to be responsible for administering the CDBG Project:

Sub-Recipient Personnel	Title(s)
G. Derrick Hodge	President, Board of Directors

B. Attach resumes, audits, 501(c)(3) status and other supporting documentation for the organization which establishes the capacity of the personnel above to effectively manage a CDBG sub-recipient project.

4. Application Work Plan

Each proposed program activity must address each of the following areas through plan year 2026. Items C through H will only need to be completed for the current fiscal year. Attach a mission statement and purpose of your organization.

A. Each program activity must be addressed separately. Program activities must be listed in order of priority with the program activity of highest priority first. This order of priority for program activities must be followed on all forms contained in this application.

B. Each program's activity must be fully described. For rehabilitation programs, this description must include the number of units to be rehabilitated, rental properties to be rehabilitated, any special population groups the rehabilitation program will address, the target area, and the need for the rehabilitation activity.

C. Provide a timetable showing monthly milestones for completion of each activity.

D. Attach drawings plans or other documentation necessary to describe program activities.

E. Describe each activity's conformance with the goals and objectives of the City's Consolidated Plan.

Activity A. The Free Store. Priority Need 1 – HP1 and 2: Homelessness Prevention. As the need for food and shelter has exploded over the past few years, so has the demand for groceries and clothing. We receive massive donations of clothing and dry goods, but our capacity to process and distribute these donations is limited by our physical plan and by the lack of volunteers. Since the clothing and grocery distribution programs are unfunded, we have relied exclusively on volunteer labor.

About eighteen months ago, we were becoming overwhelmed with the volumes of both the donations and the demand. We could not process the donations fast enough, and the dark space we had dedicated to the clothing pantry was stuffed beyond capacity. So we decided to convert a new space, on the main floor of the building and with bright windows, into the "Free Store." We wanted people to feel good when they come to get what they need, and we needed a more organized system. The Free Store organizes everything just like a retail sore: merchandise is neat, sorted, and hung on racks. The atmosphere is pleasant, so shoppers don't mind spending time. The space contains of one large room with groceries, household items, and adult clothing, and a smaller room with children's clothing, shoes, and toys.

Every day that we re open, we distribute approximately $500 of clothing, groceries, and kitchen goods (primarily) to housed women and children in the neighborhood.

Providing decent clothing and groceries to neighborhood families will relieve a small amount of pressure on their household budgets, thus enabling them to pay rent and utilities with less stress. In this way, our work supports the City's Consolidated Plan commitment to help people with very low incomes from becoming homeless or returning to homelessness (AP-65 Homeless and Other Special Needs Activities – 91.220(i)). Further provision for this type of assistance is described on page 110 of the Consolidated Plan, in the paragraph titled "Actions planned to reduce the number of poverty-level families".

What we urgently need is a store manager. Our volunteer base is overwhelmed and ill equipped for the management task. We need a paid position to organize, staff, and supervise the store operations. This position will pay $15 per hour for 20 hours per week, for forty-five weeks per year. Thus, the annual cost will be $13,500 plus $1,000 for payroll taxes. Unrestricted, individual donations to the Community Center will pay rent and utilities for the Free Store, if CDBG pays the personnel cost of $14,500.

The grant review committee needs to know that the Free Store manager will be one of our clients. Part of our program model is that we help people get back on their feet and into more stable housing and employment. Ten of our twelve staff members are formerly or currently homeless, or addicts in early recovery. Those guests and volunteers who prove to be responsible and capable are given duties of increasing responsibility. Thus, the pay that the manager will receive is not only to organize the store so that neighborhood can stay escape the risk of homeless, but that position itself will contribute to our workforce development goal.

Activity B. Vocational Rehabilitation. Priority Need 1 – PF 4: Facility Improvements. We seek not only to keep people alive, but to contribute to the wellbeing of the entire neighborhood. We have noticed that about a third of our over-night guests are currently employed, so we built new showers, washer-dryers, and toilets so they could go to work fresh each day. Perhaps another third of our guests would like to get back into the workforce, but they need help. We are in process of forming partnerships with the Delaware Department of Labor, NeighborGood Partners, and various area non-profit organizations, to improve the employability of our guests. The Department has an excellent program for identifying skills and deficits, and ushering people back to work; NeighborGood Partners will provide financial literacy training; the Apex Program will provide expungements; and the technical school district will provide GEDs.

We want our guests to connect to that help, because we believe that this would reduce the number of people who are homeless and whose presence frustrates business who look forward to a revitalized downtown. But some folks need an additional bridge, before they can plug-into formal State programs. We want to offer a satellite site to provide a pleasant and nearby place for our guests to connect to personnel and programs to help them become employable.

We feel that the Consolidated Plan understates the problem, and overstates resources currently available to help (e.g., MA-30 Homeless Facilities and Services – 91.210(c) and MA-35 Special Needs Facilities and Services – 91.210(d)). People's Community Center offers its expertise in the community, the trust of its most marginalized residence that we have earned over the years, and its significant physical plant, to the City's planners to aid in its downtown revitalization work.

To do this work, we need to continue to renovate our space. A sub-recipient grant in the 2025 cycle allowed us to complete led-paint abatement, a Tier One environmental study, and some of the building renovations. But we need to continue this renovation work, and our HVAC system failed in February 2026.

Architectural and engineering plans from Becker Morgan are attached hereto, as is a pricing document (bed) from Delmarva Veteran Builders. Since all four floors of the building will benefit from the new HVAC system but the enter for Workforce Development only occupies the basement, we believe that only 5% of the total estimated cost ($40,000) be provided by CDBG. We will provide 95% of the cost from other sources.

In summary: This activity draws upon two significant existing assets – our experience with the chronically underemployed and homeless populations, and the States's programs in vocational rehabilitation (via the Department of Labor and Delaware Technical and Community College) – to enable the City to

proceed with its consolidated plan with less unemployable people in the streets and less reliance on the underground economy for survival. We request 5% of the estimated cost, or $40,000.

Activity C. Case Management. Priority Need 1 – HP1 and 2: Homelessness Services and Prevention. As stated above, we want to do more than merely keep people alive; we want to help them move into a better place, with stable housing, financial literacy, health care, and addiction treatment (when appropriate). To do that, we need professional case workers. Some service provision is being done by our current Peer Counselor, but we need a more broadly trained psychiatric nurse practitioner.

At the beginning of the2025-2026 shelter season, we noticed a significant shift as compared to previous years: a smaller portion of our nightly guests are substance abusers, and a larger portion are persons with other mental illnesses. There is an urgent need for counseling, case management, and psychiatric medical care.

This work would enable very low-income neighborhood residents to connect with job training, get social security numbers and Medicaid, addiction counseling, financial literacy, or anything else they need in order to get our of homeless or avoid becoming homeless. This work is consistent with the goals articulated by AP-65 Homeless and Other Special Needs Activities – 91.220(i).

We have begun a conversation with Delaware State University about providing a training site for MSW students. If CDBG will support part-time stipends for one social work stupent, the University will provide the supervision. In this way, the funds will not only help the very-low income people we work with, but also DSU students. We envision stipends for 20 hours per week, paid at $16 per hour, for 40 weeks per year. The total stipend would be $12,800 per year.

The psychiatric nurse practitioner, who is already working with us, is able to bill Medicaid for her services. For those guests who do not yet have Medicaid, we would need to pay her at the rate of $50 per session. Five sessions per week for 40 weeks would cost a total of $10,000 (as a contract payment, there would be no employer FICA expense). Through Grant-in-Aid and unrestricted individual donations, People's Community Center will provide the office space if CDBG will pay the contract cost.

5. Each application should also describe any efforts to coordinate with businesses regarding the development of the community as it affects low/moderate-income residents of the area.

Our model is collaborative; we do not have the expertise in-house to best utilize grant funds and serve the needs of those who struggle. Hence, our goal is to connect to others who do have experience and expertise. We build partnerships with other non-profits, governmental bodies, and local donors, to make downtown a more pleasant and livable space.

In addition to the partnerships already noted, Dr. Hodge sits on the Steering Committee of Restoring Central Dover, an initiative of NeighborGood Partners. Two members of the Delaware House of Representatives and two members of the Dover City Council sit on the Board of Directors. Finally, two members of our Board of Directors are key members of the downtown property owners group, who meet regularly to discuss the problems of homeowners in a distressed neighborhood and how we can, collaboratively, improve the quality of life for renters, homeowners, and homeless.

6. Have you received a sub-recipient grant from the previous funding year? Yes.

If yes, give the total amount $66,700.

From: O"Brien, Debbie
To: "G. D. Hodge, Ph.D."
Subject: RE: EXTERNAL: Community Development Block Grant
Date: Friday, February 20, 2026 2:53:00 PM
Attachments: image002.png

Good morning, Dr. Hodge,

Thank you again for submitting the PY2026 CDBG application and for the impactful work your organization is doing in the community. As I work through the review process, I've identified a few areas where some additional detail or supporting documentation would be helpful to ensure the application meets HUD requirements. To make this as easy as possible, I've outlined these items below as a checklist that we can attach to the application. Speaking of attachments, I will need the engineering plans showing what percentage of the building will be used for each activity and the pricing document from Delmarva Veteran Builders that were mentioned in the application.

Items Requested for Clarification / Attachment:

1. Low/Moderate-Income (LMI) Documentation

- Brief description of how income eligibility is determined and documented for program participants
- Any intake forms, tracking methods, or tools used to verify LMI status
- Estimate which programs the participants will use and how many times throughout the year

2. Budget Detail and Cost Allocation

- A basic line-item breakdown for each activity (personnel, contracts, and other direct service delivery costs)
- Clarification of how shared costs (such as HVAC improvements) are allocated to CDBG-eligible activities – specific goals and costs identified
- Provide a timetable with monthly milestones for completion of each activity

3. Free Store – Staffing and Operations

- A simple breakdown of the store manager's weekly responsibilities (including time spent on preparation, inventory, and volunteer coordination outside open hours)
- Clarification of the difference between operating weeks (40) and requested staffing weeks (45)

4. Case Management – Services and Tracking

- A short outline of the specific case management services provided (e.g., housing placement, benefits enrollment, coordination of care, etc.)
- Description of how participant progress and outcomes are tracked
- Clarification of the type of client data collected (e.g., income status, demographics, housing status) and the system used for reporting

5. Vocational Rehabilitation – Program Structure

- A short outline of the specific vocational rehabilitation services provided
- Clarification on how participants will be reached and engaged outside of the shelter season

(December–March)

- Additional detail on how services will be delivered year-round

Please bear in mind that CDBG funds may support only those costs that are a **direct service delivery cost** of a public service activity in accordance with 24 CFR 570.201(e), apart from your renovation plans.

I'm happy to discuss any of the above if it would be helpful. Please don't hesitate to reach out.

Sincerely,

Debbie O'Brien, CPFO
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Tuesday, February 17, 2026 8:32 AM
To: O'Brien, Debbie <dobrien@dover.de.us>
Subject: EXTERNAL: Community Development Block Grant

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Debbie,

Attached hereto are:

- Sub-Recipient Grant Application;
- Hodge Curriculum Vitae; and
- IRS Determination Letter.

Thank you for your patience!

From: G. Derrick Hodge
To: Duca, Sharon
Cc: Anderson, David; O"Brien, Debbie
Subject: EXTERNAL: Renovations at People"s Community Center
Date: Monday, April 6, 2026 2:33:07 PM

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Duca,

The governor's office has funded a renovation project in the basement of People's Church, in order to convert one large space into private offices and a conference room, for training and case management,

Becker-Morgan has drawn the architectural plans for the new space, and lead-paint abatement and a tier-one environmental review have already been accomplished. Thus, we are almost ready-to-go. But before we even apply for a construction permit, the City Councilor of our neighborhood, David Anderson, recommended that we have a meeting with you and with our developer, to ensure that we are compliant in all other respects.

When would be a convenient time for us to meet?

Thank you,

_____

G. D. Hodge, Ph.D.
President of the Board of Directors
People's Community Center

From: O"Brien, Deborah
To: "G. D. Hodge, Ph.D."
Cc: Duca, Sharon; Lewis, Phillip
Subject: 5/26/26 meeting follow up
Date: Wednesday, May 27, 2026 12:56:00 PM
Attachments: image003.png
image004.png

Good afternoon, Dr. Hodge,

To follow up on our discussion yesterday, I wanted to summarize the key points that were discussed regarding the ARPA and CDBG-funded activities involving People's Church of Dover (PCD) and People's Community Center (PCC).

Project chart copied from my 4/28 email for ease of reference:

Project #	Project Description	Beginning Balance	Paid	Current Balance	Activity / Scope of Service
1	ARPA Round 1 Peoples Church	153,978.00	153,978.00	-	Renovations of areas in an existing church that will be utilized as a shelter for the homeless
2	ARPA Round 2 Peoples Church	63,288.00	63,288.00	-	Support staff to meet the needs of the shelter, maintenance and utility cost for shelter operations, and the purchase of meals
3	ARPA Round 2 GKCC_c/o_PCC	60,675.45	12,038.00	48,637.45	Staffing for social and prevention services for at risk persons, emergency shelter, beds and lockers, and transportation for homeless persons in the city limits
4	PY25/FY26 People's Comm. Ctr. Shelter Operations	22,700.00	-	22,700.00	Operating cost for maintenance & utilities for the shelter
5	PY25/FY26 People's Comm. Ctr. Renovations	40,000.00	-	40,000.00	Renovations of a facility that services the homeless
		TOTAL	**229,304.00**	**111,337.45**	

These items are not necessarily listed in the order discussed but are organized by project for clarity.

Project 3 – ARPA funding – Staffing, Beds/Lockers, Transportation related to the shelter
PCC may continue to seek reimbursement for eligible costs as outlined in the approved scope of services.
I also wanted to clarify the reimbursement timelines and fiscal year limitations:

- Invoices and payroll submitted at this time may only be reimbursed back to July 1, 2025, which represents the beginning of the City's current fiscal year.
- After 6/30/26, we can only continue reimbursing for the period starting 7/1/26.
- Going forward, invoices and supporting documentation should be submitted between July 1, 2026 and December 15, 2026, to allow adequate processing time prior to the federal expenditure deadline.
- ARPA reimbursements cannot be processed after December 31, 2026.

Project 4 – CDBG – Shelter Operations
During our discussion, we reviewed several compliance and documentation requirements associated with federal grant funding:

- All future invoices, payment requests, and reports involving federal funding must include the required certification language pursuant to 2 CFR 200.415(b).
- Expenses should be separated by project and tracked through a fund accounting system that clearly identifies each funding source and related expenditures.
- We discussed indirect costs as a potentially eligible expense; however, indirect costs must be supported by documentation, a reasonable allocation methodology, and inclusion within the executed agreement.
- We discussed the possibility of amending the agreement to allow reimbursement of eligible workforce development-related operations or the free meal program in place of overnight shelter operations due to zoning and operational limitations. However, you indicated that PCC does not wish to pursue amendments to the existing agreements at this time, as you anticipate having sufficient eligible expenditures under the current approved scope of services to fully utilize the remaining funding.
- I also noted that eligible maintenance and utility expenses associated with shelter operations may be reimbursed through April 1, 2026 at 8:00 a.m., when overnight shelter operations ceased.

Additional items discussed included:

- The Memorandum of Understanding dated September 1, 2025 regarding occupancy and utility costs associated with PCC's use of PCD space. For future reference, any MOU submitted as supporting documentation should be notarized.
- The need to determine the percentage of building space utilized for shelter activities in order to establish an appropriate allocation methodology for rent and utility reimbursement. All costs must be "necessary, reasonable, and allocable."
- Amazon and similar invoices must clearly identify the products purchased and their relationship to eligible grant activities. Where supplies are used across multiple PCC activities, an allocation methodology may be necessary unless supplies are separately dedicated to shelter operations.
- Payroll documentation, including pay stubs or equivalent records supporting case management salaries dating back to December, will need to be submitted.
- Employees working across multiple activities or funding sources, including the Center Director position, must maintain timesheets and activity documentation in compliance with 2 CFR 200.430(i).

Project 5 – CDBG – Renovations for the Workforce Development Program
We discussed the following next steps regarding the proposed workforce development renovation project:

- PCC will provide the contractor's quote reflecting the total renovation cost for the workforce development area, so the required public notice process may begin.
- Please note that procurement must follow the City's policy, found here: https://www.cityofdover.gov/media/Purchasing/Policy/Purchasing%20Policy%20Final%2005-23-2022.pdf and records may be requested for purchases over $10,000. See the purchasing flow chart on page 3.
- Following completion of the 7-day public comment period, I will submit the Request for Release of Funds/Authority to Use Grant Funds documentation to HUD for review in connection with the environmental review process completed through HEROS by AZ-RI.
- Once HUD authorization is received, reimbursement activity may begin.
- PCC will also provide invoices from Kario Environmental and Harvard Environmental associated with lead-based paint testing, mitigation activities, and the Phase I Environmental Assessment totaling $17,100.

Regarding previously submitted invoices for dishwasher equipment, supplies, and shower repairs, eligibility for reimbursement under the current grant agreements do not allow for reimbursement of these expenses. Please note that all reimbursements remain subject to review for eligibility, completeness of documentation, compliance with applicable federal regulations, and availability of grant funds.

Please let me know if I missed anything discussed during the meeting or if you have any questions regarding the documentation requirements moving forward.

Here is what 2 CFR 200.415(b) says:

> *Subrecipients under the Federal award must certify to the pass-through entity whenever applying for funds, requesting payment, and submitting financial reports: "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812."*

Sincerely,
Debbie O'Brien, CPFO, MBA
Community Development Manager
Planning Department
City of Dover
15 Loockerman Plaza
Dover DE 19901
(P) 302-736-7175
(F) 302-736-4217
dobrien@dover.de.us



From: G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
Sent: Tuesday, May 26, 2026 10:20 AM
To: O'Brien, Deborah <dobrien@dover.de.us>
Subject: Re: EXTERNAL:

Let's meet today at 3:45 ish.

On 05/26/2026 8:25 AM, O'Brien, Deborah wrote:

> Good morning, Dr. Hodge,
>
> I'm available today and tomorrow, 8 – 4:30, except I have a meeting tomorrow at 9:00, that'll be about an hour long. I'll be out of town Thursday and Friday. Let me know what works for you.
>
> Sincerely,
> *Debbie O'Brien, CPFO, MBA*
> Community Development Manager
> Planning Department
> City of Dover
> 15 Loockerman Plaza
> Dover DE 19901
> (P) 302-736-7175
> (F) 302-736-4217
> dobrien@dover.de.us
>
> 
>
>
> ---
>
> **From:** G. D. Hodge, Ph.D. <gdhodge@pcc-dover.org>
> **Sent:** Saturday, May 23, 2026 12:19 PM
> **To:** O'Brien, Deborah <dobrien@dover.de.us>
> **Subject:** EXTERNAL:
>
> **WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**
> Thank you for calling!
>
> I would like to come see you, at your earliest convenience, so I can try to rap my head around the requirements and barriers. When could I come over?
>
> Derrick
>
> _____
> G. D. Hodge, Ph.D.
> President of the Board of Directors
> People's Community Center

--
_____ G. D. Hodge, Ph.D. President of the Board of Directors People's Community Center

CITY OF DOVER, DELAWARE
ACTION FORM

PROCEEDING: Council Committee of the Whole- Legislative, Finance, and Administration Committee
DEPARTMENT OF ORIGIN: Planning, Inspections, and Community Development- Code Enforcement
DATE SUBMITTED: October 1, 2026
PREPARED BY: Eddie Kopp, CCEO, Chief Code Enforcement Officer
SUBJECT: Amendments to the Dover Code of Ordinances
REFERENCE: Chapter 42- Environment
RELATED PROJECT: N/A
REVIEWED BY: Sharon J. Duca, P.E., ICMA-CM, Jason A. Lyon, P.E., Assistant City Manager/Interim Director of Planning, Inspections, and Community Development
EXHIBITS: Ordinance 2026-15
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: 10/13/2026 -Introduction to Council Committee of the Whole 10/26/2026 -First Reading at City Council 11/09/2026 -Final Reading at City Council
STAFF RECOMMENDATION: Approve the text amendments to the ordinance.

BACKGROUND AND ANALYSIS

- The proposed amendments aim to establish a light pollution ordinance.
- Light pollution is an increasing concern that causes distress among residents.
- The additions will create enforceable regulations regarding light pollution.

This proposed ordinance establishes standards for exterior lighting within the City of Dover to address excessive or unreasonable lighting, glare, illumination, and light trespass. The ordinance requires exterior lighting to be installed, maintained, and operated in a manner that minimizes impacts on adjacent properties and public rights-of-way. These amendments provide a specific regulatory framework for addressing lighting-related complaints and violations while establishing standards intended to prevent excessive lighting, glare, and light trespass from adversely affecting neighboring properties.

City of Dover

PROPOSED ORDINANCE #2026-15

BE ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 42 –Environment, be amended by inserting the text indicated in bold, blue, italics, and deleting the text indicated in red strikethrough as follows:

Sec. 42-3. Lighting

(a) *Generally.* It shall be unlawful for any person to install, maintain, operate, or cause to be installed, maintained, or operated, any excessive, unreasonable, or unusually bright lighting, glare, or illumination that annoys, disturbs, injures, or endangers the comfort, repose, health, peace, or safety of others, or creates a risk thereof, within the limits of the city.

(b) *Exterior Lighting.* All exterior lighting shall be installed, maintained, and operated to minimize light trespass onto adjacent properties. The type, height, location, intensity, and shielding of exterior lighting fixtures shall be designed and maintained so that light is directed onto the subject property and does not unnecessarily shine, glare, or reflect onto adjacent buildings or properties.

(c) *Light Trespass.* Exterior lighting shall not be installed or operated in a manner that causes excessive or unreasonable illumination, glare, or light trespass onto adjacent properties or public rights-of-way.

(d) *Shielding.* Where necessary to prevent excessive glare or light trespass, exterior lighting fixtures shall be appropriately shielded, redirected, or adjusted to confine illumination to the subject property.

(e) Notice. Where a violation of this section is identified, the property owner shall be notified of the violation and, when applicable, any complaint received concerning the violation. The property owner shall take all reasonable and necessary action to correct the violation and bring the premises into compliance with this section.

(f) Violations; penalties. Any property that violates any provision of this section shall be subject to the fines and penalties provided in Appendix F—Fees and Fines.

APPENDIX F - FEES AND FINES

Chapter 42-3.- Lighting

Chapter 42.Environment	
Sec. 42-3. Lighting	
Subsec. (f) Violations; penalties, Initial Notice	**$0.00**
Subsec. (f) Violations; penalties, Second Notice	**$100.00**

DRAFT

Subsec. (f) Violations; penalties, Third Notice	**$200.00**
Subsec. (f) Violations; penalties, Fourth Notice	**$300.00**
Subsec. (f) Violations; penalties, Fifth Notice	**$500.00**
Subsec. (f) Violations; penalties, Sixth and Subsequent Notice	**$1000.00**

ADOPTED: *

SYNOPSIS

This proposed ordinance establishes standards for exterior lighting within the City of Dover to address excessive or unreasonable lighting, glare, illumination, and light trespass. The ordinance requires exterior lighting to be installed, maintained, and operated in a manner that minimizes impacts on adjacent properties and public rights-of-way. These amendments provide a specific regulatory framework for addressing lighting-related complaints and violations while establishing standards intended to prevent excessive lighting, glare, and light trespass from adversely affecting neighboring properties.

(SPONSORS: ROCHA & DUCA)

Actions History

10/13/2026 - Scheduled for Introduction - Legislative, Finance, and Administration Committee

DRAFT

ALDERMAN'S COURT AD HOC COMMITTEE MEETING

The Alderman's Court Ad Hoc Committee was held on Tuesday, July 21, 2026, at 3:00 p.m. with Mr. Anderson presiding. The members present were Mr. Neil, Mr. Rocha, Mr. Lewis, Mr. Garfinkel, Ms. Smack, Mr. Witham (out at 4:40 p.m.), Ms. Gibbs (out at 3:43 p.m.), Dr. Halpern, Mr. Wilson, Dr. Hoff and Ms. Mejia (via Webex).

Staff members present were Ms. Duca, Ms. Wheeler, and Ms. Martin.

ADOPTION OF THE AGENDA

Mr. Neil moved for approval of the agenda, seconded by Mr. Garfinkel, and unanimously carried.

INTRODUCTION – COUNCIL PRESIDENT NEIL

Chairman Anderson introduced Council President Neil, who stated that the Committee's work originated from concerns expressed by Dover residents and business owners regarding recurring quality-of-life issues affecting the community. He described those concerns as a "cry for help" from citizens seeking additional tools to address behaviors associated with addiction, mental illness, and other circumstances that continue to impact neighborhoods and local businesses.

Mr. Neil emphasized that the Committee's purpose was not to create a court intended to generate municipal revenue. Rather, he stated that any Alderman's Court should provide an appropriate legal framework through which individuals struggling with addiction, mental illness, and similar challenges could be held accountable while also being connected with treatment and supportive services when available. He observed that many individuals experiencing these challenges are not acting rationally and often require judicial accountability to obtain assistance. At the same time, he noted that residents and business owners deserve meaningful protection from repeated quality-of-life offenses that diminish public safety and community well-being.

Mr. Neil further stated that many lower-level offenses historically intended to preserve public order are no longer consistently enforced because of the demands placed upon the criminal justice system. As a result, communities are left with fewer effective tools to address recurring disruptive behavior while individuals in crisis often fail to receive the intervention they need.

Mr. Neil shared a personal experience involving a close family member whose addiction began following injuries sustained in an automobile accident. He explained that the progression from prescription medication dependency to illicit drug use ultimately resulted in the loss of that family member. He stated that the experience reinforced his belief that accountability and treatment should work together rather than independently. Drawing upon more than two decades of professional experience with the Maryland Division of Vocational Rehabilitation, Mr. Neil described working alongside rehabilitation professionals who assisted individuals living with blindness, mental illness, physical disabilities, and other significant challenges in preparing for employment and independent living. He also observed that individuals who discontinue necessary treatment or medication often experience setbacks that significantly affect their ability to remain stable and productive.

Mr. Neil acknowledged that some members of the public may have concerns regarding the potential for an Alderman's Court to disproportionately affect minority populations or other vulnerable individuals. He stated that those concerns should be taken seriously and emphasized that it would be the Committee's responsibility to ensure that any future recommendations promote fairness, equal treatment under the law, and appropriate judicial oversight. He concluded his remarks by reiterating that individuals who knowingly violate traffic laws and other enforceable offenses provide an existing source of legitimate court activity. However, he emphasized that the financial operation of a municipal court should never depend upon individuals who lack the ability to pay fines. Instead, he stated that the Committee's responsibility is to carefully evaluate whether an Alderman's Court can improve public safety, strengthen accountability, and better serve both the community and individuals in need of assistance.

GUEST PRESENTATION – ALDERMAN'S COURT 40 – TERRI CONOVER, CLERK OF THE COURT

Ms. Terri Conover presented information regarding the Alderman's Court 40, located in Newark, DE. She gave information regarding day-to-day operations, personnel, and the variety of cases they see.

Responding to Mr. Lewis, Ms. Conover explained that the operating budget for Alderman's Court 40 is funded through the City of Newark's annual budget process. As the department head, she prepares and presents the Court's annual budget request to the Mayor and City Council for consideration during the City's budget hearings. Ms. Conover explained that the Court also receives revenue through the statewide Court Security Fund. Those monies are used primarily to support courtroom security operations, including compensation for court bailiffs. She advised that the Court's operating budget includes the purchase and replacement of equipment required for court security personnel, including firearms, conducted electrical weapons (tasers), ballistic vests, and uniforms. While certain equipment, such as firearms and tasers, may be reassigned when staffing changes occur, uniforms and fitted protective vests must generally be replaced with newly hired personnel. She further noted that ballistic vests require replacement at regular intervals in accordance with manufacturer safety standards. Ms. Conover described the allocation of fines, court costs, and statutory assessments collected by the Court. Using a traffic citation as an example, she explained that, in addition to the base fine and court costs, various assessments are imposed pursuant to State law, including court security fees, police funds, victim compensation assessments, and technology related fees. She stated that the Court submits those statutory assessments to the appropriate State agencies on a quarterly basis. Revenue associated with municipal fines, court costs, court security fees, and alcohol-related assessments remains with the City of Newark in accordance with applicable law and municipal budgeting practices.

Committee members discussed the complexity of administering the Court's financial responsibilities and acknowledged that court operations involve substantially more than the collection of fines. Ms. Conover noted that the Court maintains detailed financial records and regularly processes payments to multiple State entities while also administering municipal revenues.

Responding to Mr. Garfinkel, Ms. Conover explained that Alderman's Court 40 conducts proceedings throughout the week and manages a variety of court calendars based upon the type of

case being heard. She stated that officer availability plays a significant role in scheduling criminal and traffic trials. Court staff coordinate closely with the Newark Police Department to account for officer work schedules, training assignments, vacations, and other scheduling conflicts before trial dates are established. She stated that the Court generally schedules between 15 and 20 trials during a trial session to ensure that cases can be heard efficiently while providing adequate time for attorneys, defendants, and witnesses. Ms. Conover explained that arraignment calendars fluctuate considerably depending upon filing volume. Some sessions include approximately ten arraignments, while others may exceed twenty matters. She further stated that court sessions involving prosecutors or the Public Defender's Office require additional coordination because those calendars frequently involve more complex criminal matters, attorney conferences, and pretrial proceedings. Ms. Conover noted that defendants who are incarcerated may appear before the Court either in person or through video proceedings, depending upon the circumstances. Coordination with correctional facilities is therefore an important component of the Court's daily operations.

Committee members observed that the Court's scheduling process requires significant administrative planning and coordination among court personnel, law enforcement officers, prosecutors, defense counsel, correctional officials, and the judiciary.

Responding to Mr. Garfinkel, Ms. Conover stated that trial dates for police officers had historically been scheduled approximately two months in advance. She explained that recent changes to the Newark Police Department's twelve-hour shift schedule have made scheduling somewhat more challenging because officer availability now varies more significantly throughout the calendar year. Despite those challenges, Ms. Conover stated that the Court continues to manage its caseload effectively. At the time of the meeting, trial calendars were being scheduled into October and November, which she indicated compared favorably with scheduling timeframes experienced by other Delaware courts.

Responding to Ms. Gibbs, Ms. Conover stated the relationship between the police department and the court did not raise any issues as they only saw police officers during certain time frames and cases.

Responding to Dr. Hoff, Ms. Conover stated that she could not explain the statistical comparison without reviewing the methodology used to calculate the reported figures he stated. She noted, however, that Newark's Court handles a broader range of cases than several other municipal courts throughout the State and conducts its own criminal and traffic trials rather than transferring those matters to another court. Ms. Conover explained that numerous factors contribute to delays in resolving cases, including continuances requested by defendants or attorneys, failures of defendants to appear for scheduled proceedings, and circumstances in which defendants become incarcerated after a hearing has been scheduled. She stated that the Court continues to manage older pending cases while scheduling new matters as efficiently as possible.

She further stated that Newark Police officers consistently appear for scheduled trial dates and noted that officer attendance has not presented a significant operational challenge for the Court. Ms. Conover contrasted that experience with other jurisdictions that occasionally encounter difficulties securing officer appearances for scheduled trials. Although unable to explain the

reported clearance rate, Ms. Conover expressed confidence in the Court's day-to-day operations and stated that court personnel continue to process cases efficiently while accommodating the unique circumstances associated with each matter. She stated that Newark's Alderman's Court exercises broader jurisdiction than many of Delaware's other municipal courts, including authority over misdemeanor criminal offenses and driving under the influence cases. She noted that several beach communities primarily handle parking and traffic violations, making direct statistical comparisons difficult.

Dr. Hoff shifted the discussion to the City of Dover's judicial needs. He stated that the Justice of the Peace Court 16 processed approximately 10,000 cases during Fiscal Year 2025, a caseload substantially greater than that handled by Newark's Alderman's Court. He noted that any future Alderman's Court established in Dover would therefore require careful evaluation of anticipated staffing, operational costs, and judicial resources. He summarized the Committee's work by identifying what he considered the three principal questions before the Committee: whether establishing an Alderman's Court is legally permissible, whether an Alderman's Court is necessary to address the City's needs, and whether creation of the Court is politically feasible. In his opinion, the first two questions could likely be answered in the affirmative, while acknowledging that the third question would not. He further observed that civil filings in Justice of the Peace Court 16 had increased approximately 117 percent between Fiscal Years 2021 and 2025. He clarified, however, that those civil cases were not the focus of the Committee's work and would not become part of the proposed jurisdiction of a Dover Alderman's Court.

Mr. Neil reiterated that the Committee's primary concern involves recurring quality-of-life issues affecting individuals who struggle with addiction, mental illness, and other conditions that impair their ability to care for themselves or comply with the law. He stated that the Committee's objective is to examine whether a municipal court could provide a legal framework that encourages accountability while connecting appropriate individuals with treatment and supportive services. He emphasized that the Committee's intent is not to create a court for the purpose of generating municipal revenue or replacing the existing responsibilities of the Justice of the Peace Court. Rather, he stated that revenue associated with traffic violations and other municipal offenses would simply help support court operations while allowing the City to focus on addressing behaviors that negatively affect neighborhoods, businesses, and the community.

Responding to Chairman Anderson, Ms. Conover clarified how traffic and criminal matters are treated under Delaware law. Ms. Conover explained that individuals who receive Probation Before Judgment for a traffic offense continue to have the underlying citation reflected in court records; however, the disposition is not considered a conviction and is not reported to the Delaware Division of Motor Vehicles as a conviction. She noted that while the record remains available for judicial review when determining eligibility for future probation before judgment, it does not carry the same legal consequences as a conviction. With respect to criminal matters, Ms. Conover explained that eligibility for probation before judgment is determined by reviewing the defendant's criminal history.

Using University of Delaware student violations as an example, she stated that an individual who previously received probation before judgment for a qualifying criminal offense within the preceding five years would generally be ineligible to receive the benefit again during that period.

Ms. Conover further explained that criminal offenses resolved through Probation Before Judgment may later be eligible for expungement upon successful completion of probation, provided the individual otherwise qualifies under Delaware law. In contrast, she advised that traffic offenses are not eligible for expungement, and certain civil violations likewise remain part of the court record. She emphasized that Probation Before Judgment is not a conviction, but that the underlying court record remains available. She also noted that the University of Delaware receives copies of the Court's docket involving student cases and independently determines whether any disciplinary action is warranted under University policies.

Responding to Ms. Smack, Chairman Anderson acknowledged the concern and stated that security, prisoner transport, and facility design would be addressed during future discussions as the Committee considered operational requirements associated with establishing an Alderman's Court.

Responding to Mr. Witham, Ms. Conover stated that the Court routinely considers motions filed by attorneys in appropriate criminal cases, including motions involving DUI prosecutions and evidentiary issues. She explained that attorneys regularly file pretrial motions and that those matters are resolved as part of the Court's normal criminal case process.

Responding to Mr. Witham, Ms. Conover explained that, unlike many Justice of the Peace Court cases, matters heard by Alderman's Court 40 generally remain within the Court unless specific statutory requirements for appeal are met. She advised that appeals are limited primarily to cases in which the base fine exceeds $100, exclusive of court costs and statutory assessments. She further explained that individuals appealing an eligible case must file the appropriate appeal with the Court of Common Pleas and pay the required filing fee. According to Ms. Conover, relatively few cases are appealed, with most criminal and traffic matters being fully resolved in Alderman's Court. Ms. Conover also discussed appeals involving DUI Court. She explained that defendants eligible for the Court of Common Pleas DUI Court program may, following the appropriate evaluation and acceptance into the program, complete the required appeal process so that the matter may proceed within the specialty court. She noted that these cases occur infrequently and involve coordination among the Court, the Attorney General's Office, and the Court of Common Pleas.

Responding to Mr. Witham, Ms. Conover stated that the Court does possess sentencing authority within the limits established by Delaware law. She explained that the Court may impose terms of probation, sentence individuals to periods of incarceration when authorized, and supervise violations of probation through coordination with the Delaware Department of Correction. Ms. Conover stated that defendants may receive suspended periods of Level V incarceration followed by probation, depending upon the circumstances of the offense and the applicable sentencing provisions. She noted that the Court also hears violations of probation and enforces the conditions imposed as part of those sentences.

Ms. Conover also stated that Alderman's Court 40 hears appeals involving municipal code enforcement citations, including violations of high grass, property maintenance, and parking-related offenses. Ms. Conover stated that the City of Newark recently amended its procedures so that only the property owner or landlord may appeal municipal code citations issued against rental properties. She explained that tenants are no longer permitted to file appeals on their own behalf. While this change has reduced the number of appeals filed by tenants, she noted that it has also

created situations in which tenants correct violations within the required timeframe but remain responsible for fees assessed by their landlords because no appeal is pursued. She also mentioned the City's recently adopted chronic nuisance property ordinance, which authorizes substantial fines for property owners who repeatedly fail to address ongoing code violations. According to Ms. Conover, those matters are likewise adjudicated through Alderman's Court 40.

Responding to Mr. Witham, Ms. Conover advised that additional legal issues would likely arise should the City of Dover pursue the establishment of an Alderman's Court. She observed that questions concerning the applicability of State statutes versus municipal ordinances, charging authority, and court jurisdiction would require guidance from the City's legal counsel. She offered to assist the Committee in the future and indicated that Newark's City Solicitor could also serve as a resource regarding legal and operational considerations.

Responding to Chairman Anderson, Ms. Conover also recalled that, more than a decade earlier, the City of Newark had successfully opposed efforts to eliminate its Alderman's Court and transfer its jurisdiction to the State court system. She stated that the experience demonstrated both the value of maintaining a local court and the importance of clearly establishing its purpose and benefits. Ms. Conover stated that Newark's close working relationship with the Police Department contributes significantly to the Court's effectiveness. Police officers can swear out warrants, address payment plans, participate in video proceedings for incarcerated defendants, and resolve numerous administrative matters without requiring a formal court appearance. She stated that, although Newark is a relatively small municipality, Alderman's Court 40 maintains a substantial workload and believes a Dover Alderman's Court would likely experience similar demands.

Responding to Mr. Rocha, Ms. Conover explained that Alderman's Court 40 utilizes holding facilities located within the adjoining Newark Police Department when necessary. She stated that defendants sentenced to incarceration are generally escorted by police personnel to the holding area pending transport and that use of the secured sally port is relatively infrequent. Ms. Conover advised that she has served as Clerk of Alderman's Court 40 for approximately ten years following a twenty-eight-year career as a probation officer. She credited the Court's success to the strong working relationships among court staff, the City administration, the Police Department, and the judiciary.

DISCUSSION

Chairman Anderson invited Committee members to discuss what additional information they would like to receive as the Committee continues evaluating the feasibility of establishing an Alderman's Court for the City of Dover.

Committee members expressed interest in hearing from representatives of additional Alderman's Courts throughout Delaware to compare operational practices and organizational structures. Although Alderman's Court 40 in Newark provided a valuable model, members agreed that presentations from other municipal courts could provide additional perspectives regarding court administration, jurisdiction, staffing, and best practices.

Chairman Anderson stated that future meeting agendas would be developed based upon the interests and recommendations of the Committee. He emphasized that, while he would initially

coordinate the meetings, the Committee itself would determine what information was necessary to make informed recommendations regarding the potential creation of an Alderman's Court.

Mr. Neil then discussed concerns that had been expressed by members of the public regarding the possible transfer of existing municipal appeal functions to a newly established court. He stated that, in his opinion, the Committee should focus on addressing the City's current needs rather than simply replicating existing processes or restructuring boards that are functioning effectively.

Mr. Neil reiterated that the Committee's primary objective is to identify lawful tools that would enable the City to more effectively address recurring quality-of-life issues affecting neighborhoods, businesses, and residents. He stated that many individuals' experiencing addiction, mental illness, or chronic behavioral issues repeatedly encounter law enforcement but often return to the community without meaningful intervention. He explained that the Committee is examining whether an Alderman's Court could provide an appropriate legal framework that promotes accountability while encouraging treatment, rehabilitation, and supportive services when appropriate. He emphasized that the proposal is intended to improve public safety and neighborhood quality of life rather than focus solely on traffic enforcement or revenue generation.

Mr. Neil further observed that traffic citations and related court costs would likely provide an important source of funding to support court operations. He stated, however, that the Committee's overall mission remains centered on addressing community concerns and improving the City's ability to respond to persistent quality-of-life issues in a fair and balanced manner.

Committee members also discussed whether additional municipal code provisions, including certain trespassing violations, could potentially fall within the jurisdiction of an Alderman's Court. Members acknowledged that questions regarding jurisdiction, municipal ordinances, and enforcement authority would require further legal review as the Committee's work progresses.

Dr. Halpern stated that he intended to approach the Committee's work with an open mind. He expressed support for continuing to examine how other Alderman's Courts operate while identifying the City's desired outcomes before determining whether a municipal court would be an appropriate solution. He emphasized that the City cannot continue relying solely on its current approach to addressing recurring community issues. He suggested that establishing common goals at the outset of the Committee's work would help members evaluate whether an Alderman's Court could effectively meet those objectives while addressing the concerns raised by both supporters and opponents of the proposal.

Chairman Anderson discussed the potential for future enabling legislation to authorize referrals to existing specialty court programs, including Veterans Treatment Court, Drug Court, and DUI Court, when appropriate. Committee members observed that connecting eligible individuals with specialty court programs could further the Committee's objective of addressing the underlying causes of recurring criminal behavior while promoting rehabilitation and accountability.

Mr. Witham shared observations based upon his experience in the Delaware court system and discussed the historical development of specialty courts. He noted that Delaware has expanded treatment-oriented court programs over time in recognition that many offenders benefit from

services addressing addiction, mental health concerns, and other underlying issues rather than traditional punitive measures alone. He also briefly discussed his military service and professional background before returning to the Committee's work.

Dr. Hoff stated his perspective regarding the Committee's ongoing evaluation of an Alderman's Court. He stated that his research indicates municipal courts have historically served a legitimate governmental purpose and noted that neighboring jurisdictions, including municipalities in Delaware and Pennsylvania, continue to utilize various forms of local courts. In his opinion; additional clarification is needed regarding the necessity for establishing an Alderman's Court in Dover. While acknowledging the significant increase in the caseload of Justice of the Peace Court 16, he observed that the Committee has also discussed using a municipal court to address quality-of-life issues, behavioral health concerns, and specialty court referrals. He suggested that clearly defining the Court's intended purpose would strengthen the Committee's future recommendations. He further stated that political feasibility remains an important consideration.

He recommended examining municipalities that have both retained and eliminated Alderman's Courts to better understand the advantages, challenges, and long-term operational impacts associated with those decisions. He also suggested that the Committee consider alternative approaches that may address similar community concerns while continuing to evaluate whether establishing an Alderman's Court represents the most effective solution. Dr. Hoff observed that any proposal should ultimately demonstrate measurable benefits to City residents and improve overall quality of life.

Mr. Witham discussed the increasing workload experienced by Justice of the Peace Court 16. He noted that recent legislative changes and increasing caseloads have placed additional demands upon the State court system and observed that discussions with representatives of the Justice of the Peace Court could provide valuable information regarding future Committee deliberations.

PUBLIC COMMENT

William Faust, Jr. 136 Orchard Avenue, expressed concern that afternoon meeting times may limit opportunities for public participation. The speaker encouraged the Committee to consider scheduling future meetings at times that would allow additional residents to attend and provide comments. He also raised concerns regarding parking availability, courthouse security, operational costs, and the financial sustainability of a municipal court. Additional comments focused on the potential costs associated with appeals, the need for adequate holding facilities and security personnel, and the importance of ensuring that any proposed Alderman's Court provides measurable value to City taxpayers.

Bobby Wilson, 32 W. Loockerman, encouraged the Committee to begin planning promptly, emphasizing that delays would only postpone efforts to address ongoing quality-of-life issues within the community.

Chairman Anderson stated that if the City elected to establish an Alderman's Court, implementation could occur incrementally. Rather than assuming jurisdiction over every eligible case type immediately, the Court could begin with a limited caseload and expand its jurisdiction over time as facilities, staffing, and operational capacity develop. Newark's recent addition of

marijuana-related cases was cited as an example of a phased approach. He acknowledged concerns regarding construction costs, available space, and long-term financial sustainability. It was noted that start-up costs would likely be significant and that revenues generated by the Court could fluctuate over time depending upon changes in case volume and the success of programs intended to reduce repeat offenses.

Ms. Smack, 1001 Whiteoak Rd, discussed whether fines imposed upon individuals experiencing homelessness, substance use disorders, or financial hardship would effectively address the underlying causes of recurring offenses.

Responding to Ms. Smack, Mr. Neil reiterated that the Committee's vision extends beyond the collection of fines. He explained that a municipal court could provide additional sentencing options, including community service, referrals to treatment programs, specialty courts, and other rehabilitative measures designed to encourage accountability while addressing underlying behavioral health issues. He emphasized that anticipated revenues supporting court operations would primarily derive from routine municipal traffic, parking, and similar violations rather than from quality-of-life offenses involving vulnerable individuals. He stated that the Committee's objective is to develop a balanced proposal that prioritizes public safety, rehabilitation, and responsible fiscal planning.

Chairman Anderson stated that the Committee's ongoing discussions are intended to develop a thoughtful and workable proposal before presenting any formal recommendation to the City Council. He expressed appreciation for the diverse viewpoints offered throughout the Committee's meetings and emphasized the importance of continued public participation as the process moves forward.

ADJOURNMENT

Chairman Anderson thanked Committee members, presenters, and members of the public for their participation.

The meeting adjourned at 5:03 p.m.

David Anderson
Chairman

AB/RM

ALDERMAN'S COURT AD HOC COMMITTEE MEETING

The Alderman's Court Ad Hoc Committee was held on October 1, 2026, at 3:30 p.m. with Mr. Anderson presiding. The members present were Mr. Lewis (via Webex), Ms. Smack, Mr. Witham, Ms. Gibbs, Dr. Halpern, and Dr. Hoff.

Staff members present were Ms. Marney and Ms. Martin.

ADOPTION OF AGENDA

Mr. Anderson stated that the scheduled guest was unable to attend and requested deletion of Item 3, Guest Presentation, from the agenda.

Dr. Hoff moved for adoption of the agenda, deleting Item 3, Guest Presentation, seconded by Dr. Halpern and unanimously carried.

ADOPTION OF MINUTES

Dr. Hoff moved for adoption of the minutes of the Alderman's Court Ad Hoc Committee Meeting of July 21, 2026, seconded by Ms. Smack and unanimously carried.

RECAP OF THE LAST MEETING AND QUESTIONS

Mr. Anderson reviewed the previous meeting, which included an extensive discussion with the Clerk of the Newark Alderman's Court regarding court operations and possible approaches for Dover. Responses from the Newark court to committee members' questions had been distributed. He stated that discussions with other jurisdictions would provide additional information regarding whether and how an Alderman's Court could operate in Dover.

Mr. Anderson explained that the committee's recommendation would be submitted to the Legislative, Finance, and Administration Committee, followed by City Council and State Legislature. He emphasized the importance of developing goals before determining the court's structure and obtaining broad community support for any proposed Charter change.

GOALS:

Committee members discussed the following proposed goals for an Alderman's Court.

1. Improve the quality of life for all, including residents and offenders.
2. Provide clear distinctions between matters handled by the Alderman's Court and matters handled by the State court system.
3. Establish the court's jurisdiction, including exclusive and joint jurisdiction.
4. Develop cost and revenue estimates and assess whether the court could be self-sustaining.
5. Ensure that the court is community-oriented and not driven solely by fines.
6. Include referrals to drug court and other specialty courts.
7. Retain a criminal focus and avoid affecting people's property through the court's jurisdiction.
8. Develop sentencing guidelines that include constructive community service.
9. Explore whether the court could serve as an entry point for individuals needing mental health assistance.
10. Explore probation before judgment as a mechanism for paid workforce training, soft skills development, and an assessment of individual needs.

Dr. Halpern stated the importance of focusing on improving the quality of life for both residents and offenders. He emphasized the need to determine whether a local court would provide an effective mechanism for achieving that goal.

Ms. Smack discussed establishing clear jurisdiction and providing guidance to law enforcement regarding matters that would be heard in the Alderman's Court and matters that would remain in the State court system.

Mr. Witham explained the distinction between exclusive and shared jurisdiction. Members also raised the importance of assessing legislative support for a proposed Charter change.

Mr. Witham stated that a proposed budget should identify operating costs and estimated annual revenue. Members discussed financial sustainability and the possible use of any surplus. Concern was expressed that financial needs should not influence findings of guilt or the assessment of fines and that the court should operate to help the community.

In response to questions regarding property and municipal code enforcement matters, Mr. Anderson stated that jurisdiction remained a question for the committee to determine. He noted that the City already had appeal boards for construction and other code matters and expressed support for retaining those processes. Mr. Witham explained that a court limited to criminal matters would not have jurisdiction over civil building code appeals.

Mr. Anderson proposed referrals to existing specialty courts, including drug court and veterans court, to provide early intervention and assistance. Members also discussed sentencing alternatives, including community service, to avoid placing additional financial burdens on individuals living in poverty.

Discussion included whether the court could provide an entry point for mental health evaluation and treatment.

Mr. Anderson stated that the proposed goals would be put in writing and distributed to members, including those who were absent, to allow additional input by email. The goals would be brought back for discussion in November, after the election.

COMMUNITY ENGAGEMENT STRATEGY

Committee members discussed online and paper surveys to solicit opinions on proposed goals, identify additional goals, and determine support for an Alderman's Court. Concerns were raised regarding whether survey responses would represent the community and whether participants would have sufficient information about the proposed court to provide informed responses. Members suggested providing educational information before requesting feedback.

Ms. Smack recommended holding more than one town hall and providing adequate advance notice explaining the purpose of the meetings and the issues to be discussed.

Dr. Halpern recommended surveys before and after town halls to assess participants' views and understanding. Members also discussed managing meetings to encourage constructive comments regarding problems and possible solutions.

Ms. Gibbs emphasized the importance of obtaining input from communities most likely to be affected by the court and ensuring that outreach reached more than those who routinely participated. Mr. Anderson discussed the possibility of an evening meeting to receive public comment once a proposal had been developed. He emphasized combining accountability with opportunities for rehabilitation and improving conditions throughout the City.

During concluding discussion, members raised the need for support at both the City and State levels. Mr. Anderson discussed the importance of community support for a Charter amendment and the possibility of seeking voter input if necessary.

Mr. Anderson proposed an additional goal of connecting eligible individuals with reentry services, paid job training, workforce development, and other assistance based on an assessment of their needs. He discussed probation before judgment as a possible mechanism for participation and cited a Wilmington program as an example of efforts to reduce crime and repeat offenses. Mr. Witham noted that rehabilitation programs could exceed the penalties associated with low-level offenses and that participant agreement would be necessary.

Dr. Halpern discussed barriers to employment, including a lack of identification and a mailing address, and the need to connect individuals with existing services. It was noted that social services could provide a mailing address for some individuals receiving assistance.

Mr. Witham recommended involving Finance, the Police Department, and the City Clerk's Office in developing projected costs, including administrative staffing, judges, citation preparation, and distribution. Members discussed potential volunteer assistance during startup, legislative funding, grants, and partnerships with service providers. A previously discussed startup estimate of approximately $500,000 was mentioned; it was not presented as a finalized budget.

Ms. Marney noted that costs would depend on staffing arrangements, including whether employees were part-time or full-time and whether benefits would be required. Possible startup assistance from the Department of Justice was suggested if the court reduced demands on the State system. Further financial analysis was needed.

Mr. Anderson stated that a Charter amendment would authorize the City to establish a court but would not immediately create or fund it. He estimated that securing a location, staff, and initial funding could require nine months to a year. Members discussed possible judicial nomination and approval procedures, the use of attorneys or lay judges, and the importance of legal experience for the chief judge. No appointment procedure was adopted.

Dr. Halpern requested information regarding traffic citations issued in Dover, the portion of fines and court costs distributed to the State, and actual revenue received by the City. Mr. Anderson stated that the information would be sought through the City Manager and Finance, with input from the Police Department. Mr. Witham noted the availability of State statistical information and the importance of distinguishing assessed fines from amounts collected.

Mr. Anderson discussed adopting municipal ordinances that mirrored certain State offenses to retain applicable revenue locally. Mr. Witham noted that municipal ordinances and changes to State statutes addressing jurisdiction would be needed. Mr. Anderson expressed a preference for addressing the proposed structure and jurisdiction as part of the authorization process.

The meeting adjourned at 4:41 p.m.

David Anderson
Chairman