Introduction and Acknowledgements

The University of Delaware Institute for Public Administration (IPA) is pleased to provide an updated 2005 edition of the Delaware State Assistance Handbook for Local Governments. The handbook is an excellent resource for Delaware local governments that are seeking funding assistance in the form of grants, loans, technical assistance, and advisory services.

Originally authored by Alexander M. Settles and issued by the Office of State Planning Coordination as a service to local governments and state agencies, the handbook was subsequently updated in August 2000. The challenge has been to keep the information on programs, which provide financial assistance to local governments, current and accessible. The first two editions were issued in hard-copy format and distributed to each local government. The 2005 edition is being issued and made available in portable document format (PDF) on the IPA website (www.ipa.udel/resources/government.html) to provide instant access to local governments. The plan is to update the handbook annually and maintain it electronically. Because many financial assistance programs are subject to change based on federal or state legislation, appropriations, or budget allocation decisions, potential applicants are advised to call the respective contact person.

The handbook is organized into three sections. The first section contains information on state programs that are providing funding or technical assistance, the eligibility requirements, and contact information. The second section contains federal program descriptions and related information. The federal programs listed are those that operate in Delaware or traditionally have provided funding opportunities to Delaware local governments. For more comprehensive information on federal funding opportunities, please refer to the online Catalog for Federal Domestic Assistance (www.cfda.gov). Grants.gov is another website that allows organizations to find and apply for competitive-grant opportunities from all federal grant-making agencies.

IPA would like to acknowledge and thank all the agency contacts who graciously aided in the production of this edition by reviewing the previous version and providing updated or revised information. The 2005 edition of the Delaware State Assistance Handbook for Local Governments was prepared by IPA graduate assistant Garrett Wozniak and IPA local government specialist Marcia Scott. IPA undergraduate assistants Valesha Turner and Steven Herst, under the guidance of IPA office manager Nelcenia Downer, also assisted in the production of the document. Thanks go to IPA director Jerome Lewis and IPA senior planner Martin Wollaston, who allocated staffing resources to the project. Special thanks goes to IPA policy specialist Mark Deshon, who edited and helped format the document and provided design and technical assistance.
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## Delaware Land and Water Conservation Trust Fund

### State Agency

Department of Natural Resources and Environmental Control, Division of Parks and Recreation

### Authorization

Title 7, Delaware Code, Chapter 47

### Objectives

The Delaware Land and Water Conservation Trust Fund provides funds to eligible applicants for park and greenway land acquisition and outdoor recreation facility development projects.

### Types of Assistance

The Delaware Land and Water Conservation Trust Fund provides up to 50 percent matching grants for eligible recipients.

### Program Description

The Delaware Land and Water Conservation Trust Fund was created in 1986 as a matching grant program. The income generated from the fund is granted to municipalities and local governments to provide funds for planning and acquisition of lands and waterfronts to protect our natural heritage and provide expanded opportunities for public outdoor recreation. All state, county, municipal governments, and local park districts are eligible to apply for matching assistance. Local governments are able to apply for up to 50-percent funding. There are “strings” attached to the funding from the Conservation Trust Fund. The most important requirement is that the land must be operated as either a park or public open space in perpetuity.

Eligible projects include areas to be used for developing local parks and greenways, natural or wildlife areas that are open to the public, land adjacent to current parks or wildlife areas, or parkland that provides structured outdoor activities.

### Eligibility Requirements

Municipalities, counties, and other state agencies are eligible for funding under the Land and Water Conservation Trust Fund.

### How to Apply

The initial step in the application process is to submit a Letter of Intent to the Division of Parks and Recreation. The Administrator of the Trust Fund and division staff then works with the local government or state agency to develop the project. The administrator will aid the applicant to shape the project to meet the requirements of the law. The application includes: location of the site, number of acres; proposed use, anticipated source of local funding, approximate cost of the project, land ownership, and other details as appropriate. After the initial approval of the Letter of Intent, the Conservation Trust Fund Administrator at the Division of Parks and Recreation works with the applicant to complete the application forms and project specification reports. The application is then evaluated and ranked for disbursement of funding. Once the application is accepted and funded, the local government and the Trust Fund Administrator develops and signs a Project Agreement, which specifies when the funding will be made available and the timeline for completion of the project.
**Application Process**

The annual grant cycle starts in the winter with a mailing from the Division of Parks and Recreation to all eligible applicants. The Letters of Intent are received in the late spring and early summer from prospective eligible sponsors. The application forms are due June and November for evaluation.

**Contact Person**

Robert Ehemann  
Grants and Community Assistance Coordinator  
Division of Parks and Recreation  
Department of Natural Resources and Environmental Control  
89 Kings Highway  
Dover, DE  19901

Phone:  (302) 739-5285 / Fax:  (302) 739-3817 / E-mail:  robert.ehemann@state.de.us
# Division of Parks and Recreation Technical Assistance

**State Agency**

Department of Natural Resources and Environmental Control, Division of Parks and Recreation

**Authorization**

Not applicable

**Objectives**

The Division of Parks and Recreation has the charge to provide park, recreation, and conservation planning and recreation–related technical assistance to municipalities, counties, and the private sector.

**Types of Assistance**

- Staff assistance

**Program Description**

**Land and Preservation and Conservation**

The division, through the Office of Nature Preserves, offers information and assistance regarding land preservation techniques such as conservation easements, land donations, bargain sales, and preservation through life estates and trusts. The office also offers environmentally sensitive land-management assistance and information.

**Outdoor Recreation Planning**

The division is charged with the developing and updating of the State Comprehensive Outdoor Recreation Plan (SCORP). The plan determines outdoor recreation patterns and demands and is used in the formulation of policy, guidelines, and financial recommendations that meet outdoor-recreation needs. As part of the plan, a complete statewide inventory of parks and recreation facilities has been assembled and is updated annually.

The division also reviews development plans for appropriate recreational amenities and facilities within residential developments. The division will provide information concerning the criteria for review of development plans.

**Park, Greenway, and Recreational Facilities Development**

Through the Delaware Land and Water Conservation Trust Fund, the division assists local governments and park districts to achieve their recreational needs by providing 50/50 matching grants for land acquisition and park development. Park and greenway planning and guidance are available from division staff.

**Education**

The Division assists local governments and organizations in planning educational seminars regarding land-protection techniques and community-based park planning. Information on a variety of recreation-related topics such as appropriate trail use is available.
**Eligibility Requirements**

Municipalities, counties, organizations, and private individuals are welcome to inquire about division assistance.

**How to Apply**

Contact the Grants and Community Assistance Administrator for information concerning the technical assistance provided by the division.

**Application Process**

Not applicable

**Contact Person**

Robert Ehemann  
Grants and Community Assistance Coordinator  
Division of Parks and Recreation  
Department of Natural Resources and Environmental Control  
89 Kings Highway  
Dover, DE 19901

Phone: (302) 739-5285 / Fax: (302) 739-3817 / E-mail: robert.ehemann@state.de.us
Delaware Water Pollution Control Revolving Fund

State Agency

Department of Natural Resources and Environmental Control, Division of Water Resources, Financial Assistance Branch

Authorization

Title 29, Delaware Code, Chapter 80, Section 8003(12)

Objectives

The purpose of the Delaware Water Pollution Control Revolving Fund is to provide eligible applicants with financial assistance for wastewater-facility improvement projects.

Types of Assistance

Low-interest loans

Program Description

The Delaware Water Pollution Control Revolving Fund (SRF) is authorized by Title VI of the federal Clean Water Act as amended by the Water Quality Act of 1987 and Title 29, Delaware Code, Chapter 47, Section 8003. The SRF program provides loans to municipalities, inter-municipal organizations, interstate agencies, or state agencies for the construction of publicly owned wastewater-treatment works. The SRF also provides financial assistance for implementing non-point-source pollution-control management programs and for developing and implementing estuary conservation and management plans.

After achieving a position on the Project Priority List, the local government may apply for financial assistance for any device or system used in the storage, treatment, recycling, reclamation, or separation of municipal wastewater, an interceptor or outfall sewer, a waste-collection system, any facility that will be an integral part of a treatment process, any facility used for the ultimate disposal of residues resulting from a treatment process, and the acquisition of land used for the site for the wastewater-treatment facility.

Eligibility Requirements

Municipalities, inter-municipal, interstate, or state agencies are eligible to receive funding when their project is on the current Project Priority List.

How to Apply

Contact the Department of Natural Resources and Environmental Control (DNREC), Division of Water Resources (DWR), Financial Assistance Branch (FAB).

Application Process

1. Respond to the DNREC/DWR/FAB request for Notices of Intent to apply for SRF financing.
2. When notified of placement on the current Project Priority List, complete a loan-application package and submit to the FAB.
3. Hearing before the Wastewater Facilities Council.
4. Complete the loan agreement with the FAB.
### Contact Person

Alan Farling, P.E.
Financial Assistance Branch
Division of Water Resources
Department of Natural Resources and Environmental Control
5 East Reed Street, Suite 200
Dover, DE 19901

Phone: (302) 739-5081 / Fax: (302) 739-2137
Tax Ditch Program

**State Agency**

Department of Natural Resources and Environmental Control, Division of Soil and Water Conservation

**Authorization**

Title 7, Delaware Code, Chapter 41

**Objectives**

The Tax Ditch Law provides for a uniform system and water management, called a tax ditch, for establishing, financing, administering, and maintaining drainage organizations in Delaware.

**Types of Assistance**

Technical assistance to establish a tax ditch

**Program Description**

The Tax Ditch Law allows groups of landowners to request assistance for water management. When a tax ditch is formed, the benefits from the tax ditch to individual landowners are determined, and each landowner is assessed a proportionate share of the cost of the tax-ditch improvements. Tax ditch associations only affect the lands held by their members.

**Eligibility Requirements**

Landowners are eligible to apply for tax-ditch consideration.

**How to Apply**

One or more landowners may petition the Conservation District of the county in which all or the major portion of the area to be drained or protected from flooding is located.

**Application Process**

If one or more landowners want their land to be drained or protected from flooding, they may present a petition for the formation of a tax ditch to the Conservation District for the county in which all or the major portion of the area to be drained or protected from flooding is located. The Division of Soil and Water Conservation of the Department of Natural Resources and Environmental Control and the Conservation District review the petition and, if appropriate, forward it to Superior Court. Before the petition is filed in the prothonotary’s office, the petitioners must deposit a specific sum with the Conservation District to cover filing fees, mailing, and other necessary expenses. Superior Court then orders the tax-ditch commissioners to “go upon the lands,” and, with the assistance from the Division of Soil and Water Conservation, the tax-ditch planning process begins. The costs and benefits of the tax ditch to each landowner are determined so that each may pay a proportionate share of the costs involved. Hearings are scheduled to give landowners the opportunity to ask questions and express their views concerning the tax-ditch system.
Contact Person

Frank Piorko
Division of Soil and Water Conservation
Department of Natural Resources and Environmental Control
89 Kings Highway
Dover, DE 19903

Phone: (302) 739-4411 / Fax: (302) 739-6724

or

P.O. Box 567
408 N. Dupont Highway
Georgetown, DE 19947

Phone: (302) 739-4411 for New Castle and Kent Counties, (302) 856-5488 for Sussex County
Delaware Coastal Management Program

State Agency

Department of Natural Resources and Environmental Control, Division of Soil and Water Conservation

Authorization

Federal Coastal Zone Management Act

Objectives

The purpose of the Delaware Coastal Management Program is to provide a systematic approach to decisions regarding the use of Delaware’s resources, which will provide for rational growth and development while conserving and protecting our irreplaceable natural resources.

Types of Assistance

Technical assistance, educational opportunities, and limited financial assistance

Program Description

The Delaware Coastal Management Program has been designed to achieve the following four goals:

1. Develop methods to evaluate coastal land and water uses so that informed decisions can be made.
2. Identify and give special attention to those geographic areas whose characteristics or impending use are of particular concern to the state.
3. Develop a system of standards, guidelines, and controls to manage coastal land and water uses of more than local significance.
4. Develop a system to coordinate coastal-management functions of state concern in the executive branch of state government.

Eligibility Requirements

All state agencies, municipalities, local governments, and nonprofit organizations are eligible to compete for financial assistance. Grants must be matched dollar-for-dollar with non-federal support. Availability of funding varies from year to year based upon U.S. Congress appropriations.

How to Apply

Contact the Delaware Coastal Management Program to be placed on the mailing list to receive the request for grant-proposal notices, or go to www.dnrec.state.de.us/dnrec2000.

Application Process

The requests-for-proposals cycle begins around September with awards allocated in December.

Contact Person

Sarah W. Cooksey, Administrator
Delaware Coastal Programs
Division of Soil and Water Conservation
Department of Natural Resources and Environmental Control
89 Kings Highway
Dover, DE 19901

Phone: (302) 739-3451 / Fax: (302) 739-2048 / E-mail: sarah.cooksey@state.de.us
HSCA Mixed Funding and Brownfields Grants

State Agency

Department of Natural Resources and Environmental Control (DNREC)

Authorization

Hazardous Sites Cleanup Act

Objectives

The purpose of the HSCA Mixed Funding and Brownfields Grants is to provide the Department of Natural Resources and Environmental Control, Site Investigation and Restoration Branch (SIRB), with mixed-funding and brownfield-grant opportunities for the purpose of financially assisting any eligible party for “reasonable remedial costs incurred in responding to hazardous substance remedy…” (7 Del. C. Section 9113(c)(4)).

Types of Assistance

Financial Assistance

Program Description

The HSCA Mixed Funding program allows a maximum grant of $1,000,000. Brownfields grants can amount to no more than $50,000, $40,000 of which can be used for reimbursement of allowable costs and $10,000 of which can be used to offset DNREC oversight costs.

Eligibility Requirements

Owners and prospective purchasers are eligible to apply for mixed funding if the following conditions are met:

1. The applicant must be a state agency or entity, county or local government, a 503(c) nonprofit organization, or a redevelopment authority.
2. The applicant must affirmatively demonstrate that they/it did not cause or contribute to the actual release(s) of hazardous substances.
3. The applicant is in full compliance with all other environmental requirements in Delaware.
4. The applicant must not be a chronic violator.
5. The applicant must not be subject to any current enforcement action from any state or federal environmental agency unless such enforcement action is, in the opinion of the Secretary of DNREC, adequately resolved with the applicable agency.

Owners or prospective purchasers are eligible to apply for brownfields-grant funding under the following conditions:

1. The property must be certified as a Brownfield pursuant to Section 14.5 of The Regulations Governing Hazardous Substance Cleanup. Certification may be applied for in conjunction with the application for funding.
2. The applicant must affirmatively demonstrate that they/it did not cause or contribute to the actual release(s) of hazardous substance(s).
3. The applicant is in full compliance with all other environmental requirements in Delaware.
4. The applicant must not be a chronic violator.
5. The applicant must not be subject to any current enforcement action from any state or federal environmental agency unless such enforcement action is, in the opinion of the Secretary of DNREC, adequately resolved with the applicable agency.

**How to Apply**

Interested parties should contact DNREC to obtain the *Delaware Hazardous Substance Cleanup Act Mixed Funding and Brownfield Grant/Certification Application*.

**Application Process**

Applicants only need to fill out the sections applicable to the specific funding request. Applicants should either return the original signed application plus two additional copies, or submit the application electronically. Submissions should be addressed to the contact person listed below.

**Contact Person**

Marcus Henry  
Brownfields Coordinator  
Delaware Department of Natural Resources and Environmental Control  
89 Kings Highway  
Dover, DE 19901  

Phone: (302) 739-4403 / Fax: (302) 739-2048
Hazardous Substance Site Cleanup Loan Program

State Agency

Department of Natural Resources and Environmental Control (DNREC)

Authorization

Hazardous Sites Cleanup Act

Objectives

This program aims to provide financing to viable businesses to initiate and conduct environmental investigations and the clean-up of brownfield sites.

Types of Assistance

Financial Assistance

Program Description

The funds must be used to improve, restore, or protect groundwater, surface water or sediment quality.

Eligibility Requirements

Small businesses and nonprofit organizations that are potentially responsible parties and have entered into a consent decree with DNREC are eligible for the loan. Only owners or prospective purchasers who have entered into an agreement with DNREC are eligible for loans.

How to Apply

Interested parties can obtain applications in person at DNREC’s Site Investigation and Restoration Branch at 391 Lukens Drive, New Castle, DE 19720, or by calling (302) 395-2600.

Application Process

The annual deadline for loan applications is June 30.

Contact Person

Marcus Henry
Brownfields Coordinator
Delaware Department of Natural Resources and Environmental Control
89 Kings Highway
Dover, DE 19901

Phone: (302) 739-4403 / Fax: (302) 739-2048
**Brownfields Environmental Assessment Program**

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<th><strong>State Agency</strong></th>
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<tr>
<td>Department of Natural Resources and Environmental Control (DNREC)</td>
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<td>Hazardous Sites Cleanup Act</td>
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<th><strong>Objectives</strong></th>
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<td>This program provides Phase I and Phase II site investigations for brownfields.</td>
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<th><strong>Types of Assistance</strong></th>
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<td>Financial assistance</td>
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<th><strong>Program Description</strong></th>
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<td>Funds from the program are to be directed towards sites with high developer interest or development potential. The funds can be used for sampling, laboratory analysis or samples, and soil borings. Grants of between $35,000 and $100,000 are available from state and federal funds to conduct the various environmental studies.</td>
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<th><strong>Eligibility Requirements</strong></th>
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<td>Municipalities and the general public can nominate properties for the program.</td>
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<th><strong>How to Apply</strong></th>
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<td>Site selection is made by DNREC/SIRB based on availability of funds.</td>
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<th><strong>Application Process</strong></th>
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<td>Subject to agency discretion</td>
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<tr>
<th><strong>Contact Person</strong></th>
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</table>
| Marcus Henry  
Brownfields Coordinator  
Delaware Department of Natural Resources and Environmental Control  
89 Kings Highway  
Dover, DE 19901 |

Phone: (302) 739-4403 / Fax: (302) 739-2048
FIRST (Fund for the Inability to Rehabilitate Storage Tanks) Fund

**State Agency**

Department of Natural Resources and Environmental Control, Tank Management Branch (TMB)

**Authorization**

Not applicable

**Objectives**

This statewide initiative seeks to address the issue of abandoned or underutilized underground storage tank (UST) sites in both urban and rural settings.

**Types of Assistance**

Financial assistance

**Program Description**

Provide financial assistance for the removal of orphaned or abandoned USTs and cleanup of the site. FIRST Funds may be used to remove or abandon USTs containing products regulated under 7 Del. C., Chapter 74 (petroleum or hazardous substances), investigate or assess contaminated UST sites, remediate soil and/or water contamination resulting from a release from a UST system, restore or replace potable water supplies, or respond to emergencies and mitigate initial site hazards at UST sites.

**Eligibility Requirements**

To qualify for the FIRST Fund, a UST site must meet one of the criteria:  (1) The previous owner of the UST is unknown or cannot be found, or (2) The current owner is known but financially unable to pay. Both commercial and residential sites are eligible for the program.

**How to Apply**

For information regarding the FIRST Fund or to determine if a site is eligible for the program, contact the TMB at (302) 395-2500.

**Application Process**

Once a site is deemed eligible for FIRST Fund money, the TMB hires a contractor to perform the necessary site-specific work.

**Contact Person**

Jill Williams Hall
Department of Natural Resources and Environmental Control
Division of Air and Water Management – Tank Management Branch
391 Lukens Drive
New Castle, DE 19720

Phone: (302) 395-2500 / Fax: (302) 395-2555 / E-mail: jill.hall@state.de.us
Program Loans for Underground Storage Tank Systems (PLUS)

State Agency

Department of Natural Resources and Environmental Control, Tank Management Branch (TMB)

Authorization

Not applicable

Objectives

To provide assistance in cleaning underground storage tank (UST) sites

Types of Assistance

Financial assistance

Program Description

The PLUS grant provides low-interest (3%) loans for projects related to UST systems. The loans must be paid back over a time period not to exceed ten years.

Eligibility Requirements

Financing is available for the following projects:
- Removal or abandonment of existing underground storage tank systems
- Installation of spill containment, overfill protection, and leak detection equipment for existing UST systems
- Remediation of contamination resulting from a release from a UST
- Installation of corrosion protection on existing UST systems

Financing is NOT available for the following projects:
- New tank system installations for new or existing UST facilities
- Vapor recovery equipment, Stage I or Stage II

How to Apply

Application forms are available online at www.dnrec.state.de.us/dnrec2000/Divisions/AWM/UST.

Application Process

The first step is to complete a PLUS loan application and return the complete it with a non-refundable fee of $250 to the TMB. Applications can be obtained via the web or by calling the TMB.

Contact Person

Jill Williams Hall
Department of Natural Resources and Environmental Control
Division of Air and Waste Management – Tank Management Branch
391 Lukens Drive
New Castle, DE 19720

Phone: (302) 395-2500 / Fax: (302) 395-2555 / E-mail: jill.hall@state.de.us
Transportation Enhancement Program

**Agency**

Delaware Department of Transportation

**Authorization**

Transportation Efficiency Act (TEA-21) for the 21st Century of 1998

**Objectives**

The Transportation Enhancement (TE) Program was developed to provide funding on a reimbursement basis for projects that enhance the travel experience and increase the quality of life in American communities.

**Types of Assistance**

Projects are funded through a mix of federal and state funds. Local matching funds are required. When Delaware Transportation Trust Funds are used the project must serve a transportation purpose. The provision and administration of projects are handled by DelDOT.

**Program Description**

The Transportation Enhancement Program provides federal highway funds for projects that strengthen the cultural, aesthetic, or environmental value of our transportation infrastructure. Transportation Enhancement funds are available only for special or additional activities not normally required on a transportation project. They cannot be used for routine or customary elements of construction and maintenance, or for required mitigation.

Project applications must meet several requirements in order to be considered eligible for funding. The project must be related to surface transportation, be dedicated to public use, and fit into one of the 12 categories listed below.

- Pedestrian or bicycle facilities
- Pedestrian and bicycle safety and education activities
- Acquisition of scenic or historic easement sites
- Scenic or historic highway programs, including tourist and welcome centers
- Landscaping and other scenic beautification
- Historic preservation
- Rehabilitation and operation of historic transportation buildings, structures or facilities (including historic railroad facilities and canals)
- Preservation of abandoned railway corridors (including conversion for use as bicycle or pedestrian trails)
- Control and removal of outdoor advertising
- Archaeological planning and research
- Mitigation of highway runoff and provision of wildlife undercrossing
- Establishment of transportation museums

**Eligibility Requirements**

All county and municipal governments, other state agencies, and private nonprofit organizations are eligible sponsors. All non-government agency applicants are required to secure an appropriate government agency as a co-sponsor. All federal TE projects must meet the following three criteria:

- Have a relationship to surface transportation
• Dedicated to public use
• Fit into at least one of the 12 eligible categories listed on DelDot’s website at www.deldot.net/static/Community_programs_services/trans_enhance/index.htm

How to Apply

Potential project sponsors should contact or submit a letter of inquiry to the state TE program coordinator to discuss the possible project. DelDOT will arrange a meeting with all potential project sponsors on site to discuss project limits and constraints and to develop concepts and cost estimates.

Application Process

Project sponsors need to complete the Transportation Enhancement Project application form and provide the information required in as much detail as possible within the space provided. They may attach additional materials that will support their request. Proposals for TE projects will be accepted continually and evaluated as quickly as possible. DelDOT will give all applicants a written answer. Any proposed project using federal funds will be shared with the relevant Metropolitan Planning Organizations. DelDOT will determine whether a project will succeed best by having either DelDOT or the sponsor act as the administrator. All DelDOT-administered projects, both within and outside of DelDOT’s right-of-way (ROW), will proceed in accordance with the required plan format and standards. Sponsor-administered projects will require the sponsoring agency to carry out these activities on their own behalf, with oversight and assistance from DelDOT. All sponsor-administered projects, both inside and outside of DelDOT’s ROW, must follow the sponsor’s plan format and standards and comply with all federal and state laws.

Contact Person

Jeff Niezgoda, Program Coordinator
Division of Planning, Office of Statewide and Regional Planning
Delaware Department of Transportation
800 Bay Road
P.O. Box 778
Dover, DE 19903

Phone: (302) 760-2178 / Fax: (302) 739-2251 / E-mail: jniezgoda@mail.dot.state.de.us
Community Transportation Fund

**State Agency**

Delaware Department of Transportation

**Authorization**

Authorized each year in the Bond and Capital Improvement Act

**Objectives**

To provide for maintenance and limited construction of transportation thruways, which include repairs to streets, curbs, walkways and/or sidewalks, bike paths, drainage, signage, landscaping, signals, transportation enhancement projects, and safety projects.

**Types of Assistance**

Direct grants and in-kind service

**Program Description**

The Community Transportation Fund was created to provide state legislators with an account of transportation funds that is to be used for repairing state maintained streets and other transportation related projects. Each legislator receives transportation funds, which are held in an account by the Department of Transportation. When a state legislator designates a project, the Department of Transportation reviews the project request to ensure that the request meets the eligibility requirements. Funds are to be used for transportation-related projects or facilities dedicated to public use.

**Eligibility Requirements**

All municipalities, counties, state agencies, and conservation districts that have either municipal-maintained or state-maintained roads may apply.

**How to Apply**

A municipality or local government that requests Community Transportation funding will first develop a statement or plan that explains the project to be considered. The local government then contacts the local state legislator to review the project.

The state legislator prioritizes the project and decides which projects to submit for DelDOT review. DelDOT will review and provide a cost estimate to the legislator. Based on this estimate, the municipality can consider if it can complete the project at a lower cost than DelDOT. If the municipality uses its own resources, the state legislator will need to submit the municipality’s estimate.

**Application Process**

State legislators maintain their Community Transportation accounts; therefore, an eligible recipient will need to contact their local state legislator to apply for funds. The state legislator, eligible recipient, and DelDOT work together to review the project to ensure conformity to the code. Once the project has been approved and fully funded, it is either placed in a DelDOT construction and maintenance program or the funds are granted to the local government via an agreement drawn between the entities for project completion. If DelDOT is to do the project, it is placed on a work schedule that is bid upon and completed by DelDOT contractors. The typical requests include paving and curbing, fixing drainage problems associated with runoff from state-maintained roads, signs that aid in transportation flow, and emergency-vehicle signal-control switches.
Contact Person

Questions or additional information regarding specific concerns to a municipality should be directed to:

Earle Timpson
Assistant Director
Delaware Department of Transportation
P.O. Box 778
Dover, DE 19903

Phone: (302) 760-2678 / Fax: (302) 739-3447
Municipal Street Aid

State Agency

Delaware Department of Transportation

Authorization

Authorized each year in the Bond and Capital Improvement Act

Objectives

Provides for the maintenance and construction of municipal streets

Types of Assistance

Direct grants and in-kind service

Program Description

The Municipal Street Aid Program provides assistance to municipalities for the maintenance and reconstruction of streets within their jurisdictions. The amount of funding provided is based on a formula that includes the population, and the amount and mileage of roads maintained by the jurisdiction.

Eligibility Requirements

Municipalities are eligible for the funding. The Program Coordinator can provide information concerning a municipality's current funding level.

How to Apply

The Municipal Street Aid Program provides funding to all eligible municipalities. Municipalities are contacted by the program coordinator at the beginning of the funding cycle concerning the level of expected funding and the current program requirements.

Application Process

Any inquiries or questions can be directed to the Program Coordinator.

Contact Person

D. Steven Smith
Municipal Street Aid Program Compliance Coordinator
Delaware Department of Transportation
P.O. Box 778
Dover, DE 19903

Phone: (302) 760-2456 / Fax: (302) 739-2251 / E-mail: ssmith@mail.dot.state.de.us
Delaware Health Statistics Center Technical Assistance

**State Agency**

Department of Health and Social Services, Division of Public Health, Bureau of Health Planning and Resources Management, Delaware Health Statistics Center.

**Authorization**

Not applicable.

**Objectives**

The Delaware Health Statistics Center mission includes providing population statistics, analysis of population statistics, demographic data and health statistics data to counties and municipalities. The Center provides data at the census tract level and limited geographic information systems mapping of statistical data.

**Types of Assistance**

The Center provides demographic data and other in-kind services to local governments.

**Program Description**

The Delaware Health Statistics Center (DHSC) provides a series of data sources that local governments can use for projecting service needs, developing growth management policies, and developing comprehensive plan components that depend on demographics and population projections. DHSC provides census profiles for the state, counties, municipalities, zip codes, and census-tract geographic areas. These profiles are available in hard copy or electronic format (as Microsoft Word files). Documentation is provided explaining terms and definitions.

The following is a sample of the data that are included in these census profiles:

- Population
- Age/race/sex demographics
- Household type and household facilities
- Family demographics
- Education and employment status
- Labor-force statistics
- Income
- Poverty status
- Vehicle availability

In addition to providing population data on a geographic basis, the Center can map census data. Mapping demographic data can aid local governments in making location decisions for service districts, public transportation, community redevelopment, and planning for the provision of municipal services. Population projections, which are provided by the Center in conjunction with the Delaware Population Consortium, can be used by local governments as a tool for planning for future needs and development of the municipality or county.
Eligibility Requirements

All municipalities and county governments are eligible for technical assistance from the Delaware Health Statistics Center. Analysis of data will be provided on a staff-availability basis. Processed data will be provided on a first-come, first-served basis. Limited special studies are possible.

How to Apply

The municipality or county can access the data resources of the Center by calling (302) 744-4704.

Application Process

The local government will need to contact the Manager of Statistics and Research at the Delaware Health Statistics Center. The request will be filled on the basis of available resources. Data that have been processed can be requested from the Center as they become available. In addition, select information is available at www.dehealthdata.org.

Contact Person

Denese Welsh
Manager Statistics and Research
Jesse Cooper Building
P.O. Box 637
Dover, DE  19903

Phone: (302) 744-4541 / Fax: (302) 739-4784 / E-mail: denese.welsh@state.de.us
Contracts with Public Library System *(Currently Under Review)*

**State Agency**

Department of State, Division of Libraries

**Authorization**

Title 29, *Delaware Code*, Chapter 66, Sections 6601 to 6605

**Objectives**

The policy of the state, as part of its provision for public education, is to promote the establishment and development of public library service throughout the state and its political subdivisions.

**Types of Assistance**

Grants, based on local funding level, population of service area, and geographic size of service area, are provided for operation expenditures.

**Program Description**

The Division of Libraries seeks to encourage the maintenance and development of proper standards, including personnel standards, hours of operation, library materials, collection standards and interlibrary resource sharing, and provide for the development of statewide public library service, contracts with any public library that qualifies under standards established by the Division, to provide library services. Public libraries or public library systems contracting with the Division must meet, or provide evidence of an attempt to meet, minimum standards of operations as established by the Division and approved by the Council.

The Division publishes guidelines for the disposition of library materials purchased with state funds and for the eligibility requirements and standards of operation of libraries receiving state funding. One requirement is that the local library or library system match the funding provided by the state. Therefore, for services received, the Division will not pay a greater amount than expended by the political subdivision receiving the assistance.

**Eligibility Requirements**

Public libraries and public library systems may be eligible for funding. Interested public libraries should contact the Division of Libraries for current eligibility requirements and funding possibilities.

**How to Apply**

Applicants need to contact the Division of Libraries for information on the current funding cycle. The Division will provide the necessary information concerning the assistance contracts and the proportion and type of non-state aid needed for approval of state aid.

**Application Process**

Contact the Division of Libraries.
Contact Person

John Phillos
Administrative Librarian
Division of Libraries
Department of State
43 South DuPont Highway
Edgehill Shopping Center
Dover, DE  19903

Phone:  (302) 739-4748  /  Fax:  (302) 739-6787
Delaware Public Library Construction Assistance Act *(Currently Under Review)*

**State Agency**

Department of State, Division of Libraries

**Authorization**

Title 29, Delaware Code Chapter 66A, Sections 6601A to 6604A

**Objectives**

The policy of the state, as part of its provision for public education, is to promote the establishment and development of public library service throughout the state and its political subdivisions. The purpose of the Delaware Public Library Assistance Act is to provide funding for construction of libraries to implement this state library policy.

**Types of Assistance**

Matching capital grants

**Program Description**

The Delaware Public Library Construction Assistance Act provides funding for the capital formation for public libraries throughout the state and its political subdivisions. “Library construction” includes, but is not limited to, the acquisition, construction, reconstruction, alteration, remodeling, or enlargement of library buildings; the acquisition of apparatus or equipment or land required as sites for such buildings, including the land or rights in land needed to provide access to sites and the grading or other improvements of such sites, land, or rights in land (including the construction of sidewalks authorized by law or any sewers or water mains needed to connect such buildings to any public-owned sewer system or water system). The following items are not considered to be included within the definition of “library construction”: supplies, furniture, and equipment not attached to the building, computers, debt service on loans, maintenance items, and operating costs.

The program requires a non-state match for each capital proposal. Non-state share of the proposal includes money from sources other than state funds, the fair market value of land to be used for new “library construction” and the fair market value of an existing facility not currently used as a library. The state provides a 40-percent match to the non-state share for the “library construction.”

**Eligibility Requirements**

Any public library, including privately incorporated public libraries, the Dover Public Library (established pursuant to Chapter 158 of Part 1 Volume 60 Laws of Delaware) and public library systems (established pursuant to Chapter 8 of Title 9 of the Delaware Code), may be eligible for state assistance in library construction costs. State funding of library construction may be requested in phases and could be authorized over more than one fiscal year.

**How to Apply**

The initial step in the application process is to contact the Division of Libraries at the Department of State and inquire about the current funding cycle and current requirements for application format. The Division of Libraries provides the necessary information concerning which aspects of the capital library project will be covered by the Assistance Act and the proportion and type of non-state aid needed for approval of the capital project. Once the proposal is developed with the Division of Libraries, the proposal will be added to the capital budget request.
Application Process

The Department of State, upon receipt of a request for state assistance, shall refer each proposal to the Division of Libraries and the Delaware Council on Libraries for their comments. The Division of Libraries and the Delaware Council on Libraries shall provide the Department of State with their comments on each proposal within 30 days of receipt of the proposal. The Department of State shall forward all proposals and comments to the Delaware Economic Development Office. The Delaware Economic Development Office shall review all proposals for funding and include all proposals for funding as part of the annual capital budget. This review includes a determination of need of the project, scope of the project, total cost of the project, and the availability of non-state share of support.

Contact Person

John Phillos
Administrative Librarian
Division of Libraries
Department of State
43 South DuPont Highway
Edgehill Shopping Center
Dover, DE 19903

Phone: (302) 739-4748 / Fax: (302) 739-6787
Division of the Arts

State Agency

Department of State, Division of the Arts

Authorization

Not applicable

Objectives

The Delaware Division of the Arts (DDOA) is a state agency dedicated to nurturing and supporting the arts to enhance the quality of life for all Delawareans.

Types of Assistance

DDOA provides grants and services to nonprofit arts organizations, artists, and community groups involved and interested in the arts.

Program Description

One of the most important goals of DDOA is to ensure that all Delaware citizens have access to a wide range of quality arts experiences. Through a multi-faceted approach, grant initiatives bring new arts programs to communities throughout the state.

Eligibility Requirements

DDOA awards grants to individual artists, nonprofit organizations chartered in Delaware, government agencies, and schools in support of arts projects and programs.

How to Apply

All of DDOA’s grant information and applications are available at its website, www.artsdel.org. Periodically, the Division sponsors grant-writing workshops that are designed to aid organizations seeking grants from the DDOA. Applicants should check DDOA’s website for information.

Once the application has been received by DDOA, it is reviewed by DDOA’s staff for completeness. The applications are reviewed by citizen-comprised grant-review panels, which make recommendations to the Delaware State Arts Council.

Application Process

The application process varies from program to program. Periodically, prospective applicants should check the DDOA website for application forms and deadlines.

Contact Person

Laura Scanlan
Delaware Division of the Arts
Carvel State Office Building
820 North French Street
Wilmington, DE 19801

Phone: (302) 577-8278 or (302) 739-5304 / Fax: (302) 577-6561 / E-mail: delarts@artswire.org
### Local Government Records Management Improvement Fund

**State Agency**

Department of State, Division of Historical and Cultural Affairs, Delaware State Archives

**Authorization**

Title 29, *Delaware Code*, Section 525(b)

**Objectives**

The objective of the Local Government Records Management Improvement Fund is to provide aid, advice, and assistance to all local governments of this state concerning the proper management and preservation of the public record in their custody or care.

**Types of Assistance**

The Fund supports administrative and other costs associated with the provision of consultative and technical services, including, but not limited to, educational programming, micrographics services, and ongoing storage and preservation of those local government records that have been transferred into the custody of the State Archives. The fund also supports a competitive-grants program to assist local governments in managing and preserving public records in their custody.

**Program Description**

Depending on the availability of funds to the Local Government Records Management Improvement Fund, the Local Records Commission, through the Local Government Records Management Program of the Delaware State Archives, periodically announces the availability of a competitive-grant award program to all local governments in Delaware. Grants are awarded for amounts up to $2,500 to address specific local-government records-management and -preservation needs. The Fund also supports an ongoing program of consultative and technical assistance to Delaware local governments for all aspects of public-records management and preservation.

**Eligibility Requirements**

“Local Governments” as defined by Title 29, *Delaware Code*, Section 502(c) are eligible to apply for grants or request consultative and technical services as defined in Title 29, *Delaware Code*, Section 502(b).

**How to Apply**

Contact the State Archivist and Records Administrator at the Delaware Public Archives for current application procedures.

**Contact Person**

Marylisa Carey  
Information Resource Specialist II  
Delaware Public Archives  
121 Duke of York Street  
Dover, DE 19901  

Phone: (302) 744-5045 / Fax: (302) 739-2578 / E-mail: marylisa.carey@state.de.us
Delaware State Museums Technical Assistance

**State Agency**

Department of State, Division of Historical and Cultural Affairs, Delaware State Museums

**Authorization**

Not applicable

**Objectives**

The Delaware State Museums mission is to collect, conserve, display, and interpret objects that reflect Delaware’s heritage for the education and enjoyment of its citizens and visitors.

**Types of Assistance**

Technical assistance

**Program Description**

Delaware State Museums curators and staff provide technical advice in the following areas:

**Collections Management:** Train curators and others with the responsibility for collections management on proper methods of maintaining museum collections records that meet professional standards.

**Collection Conservation:** Advise on the care and handling of antiques and provide sources for conservator services.

**Exhibits Techniques:** Instruct exhibitors in the basics of what can be displayed safely, how, and where.

**Historical Societies / Local Museums:** Advise local historical societies and local museums on exhibit methods, approaches, materials, and sources as well as museum administration, organization and operation.

**State Portrait Collection:** Maintain the state’s portrait collection currently on display in Legislative Hall, state office buildings, and select courthouses. Oversee moving and repairing the collection and provide general supervision and advice.

**Museum Education / Historic Research:** Develop and present teacher in-service programs as well as tours to museums and historic sites for children and adults. Advise teachers on sources for educational materials and provide training in methods of historic research.

**Eligibility Requirements**

State and local government and nonprofit organizations, societies, and museums associated with Delaware history and heritage are eligible to receive information and technical assistance from Delaware State Museums.

**How to Apply**

Agencies may contact the State Museums administrators or curators. Delaware State Museums staff includes curators specializing in collections, registration, historic buildings, landscape, archaeology,
education, and exhibits. An initial contact by telephone is recommended with a follow-up letter containing specific details of the inquiry or issue of concern. Meetings will be arranged, if necessary.

**Application Process**

Not applicable

**Contact Person**

James A. Stewart, Administrator
Delaware State Museums
102 S. State Street
Dover, DE 19901

Phone: (302) 739-5316 / Fax: (302) 739-6712 / E-mail: jim.stewart@state.de.us
Delaware Historic Preservation Fund Grant Program

**State Agency**

Department of State, Division of Historical and Cultural Affairs, Delaware State Historic Preservation Office (DE SHPO)

**Authorization**

National Historic Preservation Act of 1966, as amended

**Objectives**

The objective of the Delaware Historic Preservation Fund Grant Program is to provide funds for projects aiding the preservation of districts, sites, buildings, structures, and objects significant in American history, architecture, archaeology, engineering, and culture. Funding for the state program derives from federal funding allocated in the National Historic Preservation Act of 1966.

**Types of Assistance**

Because funding from the federal Historic Preservation Fund has remained static for the past several years, grants are currently available only to state or local agencies to support the employment of preservation planners.

**Program Description**

The Delaware Historic Preservation Fund Grant Program provides matching federal-grant funding for planning projects relating to the preservation of historic sites and districts in the state. The Division of Historical and Cultural Affairs operates this grant program in accordance with federal guidelines and the Delaware Comprehensive Historic Preservation Plan. In Fiscal Year 2005 the program will sub-grant approximately $95,000 to eligible applicants. It is a reimbursable matching-grant program. Reimbursements occur on a quarterly basis.

Funds are currently limited to preservation-planner programs, which assist the State Historic Preservation Officer to meet the preservation-related technical-assistance needs of constituents within the state by providing financial support for Historic Preservation Planner positions in New Castle, Kent, and Sussex Counties, as well as the City of Wilmington and Department of Natural Resources and Environmental Control.

**Eligibility Requirements**

State agencies, local governments, and certified local governments (CLG), are eligible to apply for Historic Preservation Fund Survey and Planning Grants. All activities must meet the Secretary of the Interior’s applicable standards and guidelines.

**How to Apply**

Interested applicants should contact the Delaware Historic Preservation Office for current application and documentation.

**Application Process**

Applicants should contact the Delaware State Historic Preservation Office staff for current application process and application.
Contact Person

Joan Larrivee
Deputy State Historic Preservation Officer
State Historic Preservation Office
15 The Green
Dover, DE 19901-3611

Phone: (302) 739-5685 / Fax: (302) 739-5660 / E-mail: joan.larrivee@state.de.us
Delaware State Historic Preservation Office Technical Assistance

**State Agency**

Department of State, Division of Historical and Cultural Affairs, Delaware State Historic Preservation Office (DE SHPO)

**Authorization**

The National Historic Preservation Act of 1966, as amended, governs some aspects of the technical-assistance activities administered by the DE SHPO. The Unmarked Human Remains Act of 1987 governs the treatment and disposition of unmarked human remains discovered on public or private lands in Delaware.

**Objectives**

Locate, study, and record historic properties that reflect Delaware’s heritage; assist all levels of government, concerned citizens, preservation organizations, academic institutions, the professional community, etc., in developing preservation strategies for the broad range of historic properties that are present within the state; and provide for the appropriate study and respectful disposition of human remains.

**Types of Assistance**

Technical assistance

**Program Description**

DE SHPO offers technical assistance through the variety of programs that it administers:

- **National Register of Historic Places** - DE SHPO assists in the process of listing eligible Delaware properties on the National Register of Historic Places, which is the nation’s official list of cultural resources worthy of preservation. DE SHPO provides guidance on which properties qualify for the National Register, prepares nominations, funds the preparation of nominations through grants, and reviews nomination prepared by others for adherence to its Registration Standards and Guidance.

- **Protection of Historic Properties**
  
  **Planning for Federal and State Projects** - Under Section 106 of the National Historic Preservation Act, as amended, DE SHPO participates in federal project planning to advocate for the protection of Delaware properties that may be affected by a federal, federally assisted or federally licensed project. DE SHPO assists the federal agencies and/or project applicants in determining which properties within a project area are National Register–listed or –eligible; consults with them regarding appropriate mitigation measures; and maintains a list of consultants who can assist a federal agency in carrying out their responsibilities under this section of the Act. DE SHPO reviews and comments on the State of Delaware, Department of Administrative Services, Division of Facilities Management projects that affect specific state-owned properties listed, or eligible for listing, in the National Register.

  **Tax Incentives for Rehabilitation of Historic Properties** - DE SHPO oversees the application process for historic-preservation tax credits for the rehabilitation of Delaware properties listed on the National Register for Historic Places or for contributing buildings within a historic district listed on the National Register. Eligible buildings may be income-producing or owner-occupied. The credits reduce state-tax liability and are transferable. All rehabilitation
work is required to comply with the Secretary of the Interior’s Standards for Rehabilitation. Similar federal tax incentives are available for income-producing properties only.

- **Preservation Planning** - DE SHPO coordinates with the statewide preservation-planning efforts, consulting with all sectors of the public in Delaware to establish goals, set priorities, and recommend actions encouraging the protection of historic properties. The resulting Delaware Comprehensive Historic Preservation Plan guides preservation activities for five years, after which a new plan is developed. DE SHPO assists local governments by reviewing and commenting on the preservation component of their comprehensive plan.

- **Protection of Unmarked Human Remains**
  When unmarked human remains are discovered, DE SHPO assists the landowner or developer to comply with laws regarding provision of public notices to seek descendants, with advice on appropriate archaeological removal of the remains, and with help to determine the appropriate disposition of the remains.

- **Education and Public Outreach**
  
  **Local Government Program** - DE SHPO works with local governments that wish to improve their historic preservation programs. In addition, DE SHPO will assist those governments interested in applying for Certified Local Government status, which is accorded to those jurisdictions that have their own preservation commissions and that meet specific federal guidelines and state requirements. Major local governments have professional Preservation Planners on their staffs that are funded in part through grants from DE SHPO.

  **Outreach for the General Public** - DE SHPO and local government preservation planners provide guidance and information on a variety of historic preservation topics, including appropriate rehabilitation techniques and researching the history of Delaware’s built environment or individual properties. DE SHPO staff members are available to nonprofit groups to provide programs on Delaware’s history, architecture, archaeology, and historic preservation.

  **Research Room** – Information is available on all properties over 50 years old in the State.

**Eligibility Requirements**

Not applicable

**How to Apply**

Interested municipalities, counties, citizens, or nonprofit groups should contact DE SHPO for information on these programs and their requirements.

**Application Process**

Not applicable

**Contact Person**

Delaware State Historic Preservation Office
21 The Green, Suite A
Dover, DE 19901

Phone: (302) 739-5685 / Fax: (302) 739-5660

Joan Larrivee Section 106 Project Review, State Tax Credit Program Grants Manager
<table>
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<tr>
<th>Name</th>
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<tr>
<td>Robin Bodo</td>
<td>National Register, Local Governments and Architectural Surveys</td>
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<td>Alice Guerrant</td>
<td>Outreach, Data Management, Research Room</td>
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<td>Gwen Davis</td>
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<td>Faye Stocum</td>
<td>Section 106 Project Review and Staff Liaison for Unmarked Human Remains Legislation</td>
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<td>Craig Lukezic</td>
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<td>Anne McCleave</td>
<td>Section 106 Project Review, Federal Tax Credit Program, Planning</td>
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State Homeland Security Grant Program (SHSGP)

State Agency

Delaware Emergency Management Agency (DEMA)

Authorization

Department of Homeland Security (DHS) Appropriations Act of 2005

Objectives

The FY 2005 Homeland Security Grant Program (HSGP) integrates the State Homeland Security Program (SHSP), Law Enforcement Terrorism Prevention Program (LETPP), Emergency Management Performance Grants (EMPG), Urban Areas Security Initiative (UASI), Metropolitan Medical Response program (MMRS), and Citizen Corps Program (CCP) into a single application for funding. Funding from this combined program will significantly enhance the ability of state and local agencies to prevent, deter, respond to, and recover from threats and incidents of terrorism. The State Homeland Security Grant Program (SHSGP) is a pass-through by the state of the federal HSGP. The State of Delaware’s FY 2005 HSGP allocation totals $14,983,784 and excludes funding for UASI and MMRS programs.

Types of Assistance

Grant funding

Program Description

The State of Delaware has received FY 2005 HSGP grant funding under four of the six funding allocation categories:

SHSP provides financial assistance to prevent, respond to, and recover from acts of terrorism. SHSP supports the implementation of the State Homeland Security Strategy to address the identified planning, equipment, training, and exercise needs of eligible jurisdictions.

LETPP provides law-enforcement communities with funds to support the following prevention activities: information-sharing to preempt terrorist attacks, target-hardening to reduce vulnerability of selected high-value targets, recognition and mapping of potential or developing threats, counterterrorism and security planning, interoperable communications, and interdiction of terrorists before they can execute a threat. These funds may be used for planning, organization, training, exercises, and equipment.

CCP funds are designated to actively involve all citizens in hometown security through preparedness, training, and volunteer service. CCP funds will be used to support Citizen Corps Councils with efforts to engage citizens in preventing, preparing for, and responding to all hazards, including planning and evaluation, public education, and communication.

EMPG funds will be used to support comprehensive emergency management at the state and local levels to encourage the improvement of mitigation, preparedness, response, and recovery capabilities for all hazards. Funds may also be used to support activities that contribute to the capability to manage consequences of acts of terrorism.

Eligibility Requirements

The governor has designated DEMA as the State of Delaware’s State Administrative Agency (SAA). Delaware’s SAA is the only agency eligible to apply for the federal HSGP funding and is responsible for obligating SHSGP funds to local units of government and other designated recipients. Each state is
required to obligate not less than 80 percent of the total grant award to local government units within 60 days of their award of grant funding. The grant-award period for the FY 2005 HSGP is 30 months (October 1, 2004–March 31, 2007).

**How to Apply**

Local government representatives should contact SHSGP Program Manager Joseph Wessels for more information.

**Application Process**

The SHSGP funds are allocated in response to projects within emergency-response disciplines that fulfill state goals and objectives. The allocation of SHSP funding is coordinated through a Working Group comprising representatives from the ten emergency-response disciplines. Local governments may submit requests for funding, during the designated application period, among the ten emergency response disciplines and priorities identified by the Working Group.

**Contact Person**

Joe Wessels
SHSGP Program Manager

Phone: 302-659-2248 / E-mail: Joe Wessels
SHSGP Program Manager

Phone: 302-659-2248 / E-mail: joseph.wessels@state.de.us
Delaware Main Street Program

State Agency

Delaware Economic Development Office

Authorization

Not applicable

Objectives

The program is intended to help communities start up, organize and sustain an effective downtown-revitalization strategy, based on the National Main Street Center’s four-point approach to revitalization. It is designed to help communities retain and expand local businesses while improving the appearance, function, and image of the downtown, using preservation of historic resources as a basis.

Types of Assistance

The Delaware Economic Development Office coordinates the development of the Delaware Main Street Program. In previous years the state has funded contracts for training with the National Main Street Center and with qualified local consultants.

Program Description

In a collaborative venture, the Development Office and the National Main Street Center have developed a program to provide Delaware’s historic communities with technical assistance and training in downtown revitalization techniques based on historic preservation.

The Development Office coordinates the program at the state level and contracts directly with the National Main Street Center to provide services to selected Delaware communities. Services include technical assistance and training in topics such as planning and work-plan development, fundraising, historic preservation, organization building, downtown design, attracting new business and supporting existing businesses through promotional initiatives.

The Delaware Economic Development Office:

1. Coordinates the selection process according to the criteria established by the National Trust’s National Main Street Center.

2. Coordinates technical and training visits from National Main Street Center and qualified local consultants with local communities.

3. Serves as a statewide resource center for Main Street information.

4. Serves as a liaison between Main Street organizations and other state agencies that provide assistance in preservation and revitalization initiatives.

5. Contracts with National Trust and qualified local consultants to provide a variety of services to all participating Main Street communities.

6. Tracks activities and accomplishments for participating Delaware Main Street Communities.

7. Coordinates Speakers Bureau on Main Street topics.

8. Promotes progress of participating Main Street Communities through a variety of media.
The National Main Street Center, in collaboration with the Delaware Main Street Program, provides assistance to rebuild and strengthen the historic sections of the community. Together, they provide technical assistance to participants in the program to educate communities on the process of developing master plans for historic preservation; they work with participants to develop plans for community participation, financing the project, site plans, business-development strategies, and a Main Street marketing program; in addition, they provide technical aid to the municipality for selecting and hiring a Main Street Program Manager of the town. The Program Manager, in collaboration with the program board of directors, oversees the marketing strategy, develops fundraising operations, and implements the strategy for revitalizing the Main Street area.

**Eligibility Requirements**

Communities with a population of 50,000 or fewer, or neighborhoods within an urban area (such as the City of Wilmington) that possess a traditional downtown commercial district are eligible. The downtown district must have some historic building stock.

**How to Apply**

Seven towns are participating in the program during the current fiscal year. Future applications will be accepted based upon the availability of funding; the level of interest of municipalities in the state, and the towns’ readiness to launch a successful local Main Street Initiative. The Delaware Economic Development Office coordinates the statewide operations of the Main Street Program. The state has provided limited funding to contract with the National Trust for Historic Preservation and qualified local consultants to provide the technical assistance to the communities selected by the Delaware Economic Development Office.

**Application Process**

The application process has not been set for the next cycle of awards for technical assistance and training. Municipalities should contact the Delaware Economic Development Office for further information on how they can become a part of the Main Street Program.

The Development Office will consider the following criteria when making a selection of a community to participate in the Main Street Program.

- Potential to build broad-based community support
- Potential to build broad-based, secure financial support for an ongoing program
- Cooperative attitude among development organizations
- Some historic building stock in a downtown commercial district or neighborhood (in the case of an urban area) and a commitment to the preservation of historic resources (buildings etc…)
- Market potential
- Commitment and determination from both public and private sectors
- Ability to fund a full-time manager, part-time if population is less than 5,000

**Contact Person**

Diane Laird
Program Associate, Delaware Main Street Program
Delaware Economic Development Office
99 Kings Highway
Dover, DE 19903

Phone: (302) 739-4271 / Fax: (302) 739-2028
Delaware Economic Development Office Technical Assistance

**State Agency**

Delaware Economic Development Office

**Authorization**

Not applicable

**Objectives**

The mission of the Delaware Economic Development Office is to enhance the quality of life for all Delawareans by facilitating the creation and retention of quality jobs.

**Types of Assistance**

Technical assistance

**Program Description**

The Development Office is divided into seven units which specialize in the following areas:

**Business Development** - Works with existing businesses to encourage retention and expansion. Recruits quality firms to expand and diversify our economic and employment base. Provides support for the creation of new businesses. Assists Delaware businesses with identifying international markets and exporting their products. Coordinates the small-business efforts of the various organizations statewide that serve small-businesspersons. Business Development representatives also provide assistance with permitting and regulatory issues.

**Workforce Development** - Coordinates resources to provide an appropriately skilled workforce to meet the needs of business and industry. This division assists employers with recruitment, develops and underwrites training programs, and provides information regarding the labor market, community resources and wages.

**Business Finance** - Offers several special financing programs to assist businesses that will add to Delaware’s employment base. Financing representatives can assist businesses in processing applications and entire financing can be closed within nine weeks when the borrowers’ needs are not unusual.

**Business Research** - Collects, analyzes, and distributes statistical data on the state’s economy and business climate and develops research that responds to client concerns. Administers the Delaware Business Connection Program, a service to create purchasing relationships among Delaware companies. Serves as lead agency in the State Data Center and the Business and Industry Data Center programs.

**Policy and Planning** - Responsible for policy development, strategic planning, interagency coordination, cooperation between state and local governments, and legislative relations.

**Communications** - Coordinates the Development Office’s media and public relations and supports the office’s in-state and out-of-state marketing efforts.

**Tourism** - Develops and implements statewide, regional, national, and international tourism-marketing programs to promote Delaware as a tourist destination. Offers technical assistance to new and existing tourism-related businesses. Coordinates and implements media-relations programs for tourism. Produces and distributes tourism-related publications.
Delaware Economic Development Office and Local Government Interaction

The Development Office handles a wide range of issues relating to community, economic, and industrial development. The Development Office is involved in the permitting and regulatory process, development of industrial infrastructure, downtown revitalization, and capital projects associated with economic development.

**Eligibility Requirements**

Municipalities, counties, local economic-development organizations, and tourism-development organizations are eligible to receive information and technical assistance from the Delaware Economic Development Office.

**How to Apply**

Local governments should contact the Delaware Economic Development Office for information concerning how to access the technical assistance and information resources.

**Application Process**

A local government can receive assistance from the Development Office in the form of information and technical assistance. The Development Office can provide a statistical overview of the state, census data, geographic information systems maps and data, and information to aid in the development of tourism.

**Contact Person**

Rob Propes, Business Development Representative
Delaware Economic Development Office
820 N. Front Street, 10th Floor
Dover, DE 19903
Phone: (302) 577-8708 / Fax: (302) 577-8499 / E-mail: rob.propes@state.de.us
Brownfields Assistance Matching Grant Program

State Agency

Delaware Economic Development Office (DEDO)

Authorization

Hazardous Substance Cleanup Act

Objectives

This program is designed to assist owners and developers of environmentally distressed sites within the state through matching grants for conducting environmental investigations at brownfield sites.

Types of Assistance

Matching reimbursable grant

Program Description

This program is linked with DNREC’s brownfield-assistance program and offers the lesser of up to $100,000 or 50 percent of the costs associated with the investigation and remediation of a brownfield site. Phase I costs are excluded from the program, and, unlike DNREC’s program, each project must have an employment impact of a minimum of five permanent, full-time jobs.

Eligibility Requirements

Grant monies must be used for environmental investigation at brownfield sites beyond the Phase II stage. Investigations must not have occurred before July 1, 1995, and may not be routine environmental assessments being conducted as part of a routine real estate transaction.

How to Apply

Developers and businesses that own the brownfield site must first obtain a Brownfield Certification through the Department of Natural Resources and Environmental Control, thus recognizing the site as a brownfield. Once certification has been obtained, applications can be sent to DEDO for evaluation and processing.

Application Process

For a copy of the Brownfield Assistance application, please contact Lee Porter at (302) 739-4271 or lee.porter@state.de.us. The application will be released when the applicant has provided DEDO with a copy of the Brownfield Certification letter issued by DNREC.

Contact Person

Dan McNulty
Delaware Economic Development Office
99 Kings Highway or 820 North French Street
Dover, DE 19901 Wilmington, DE 19880

Phone: (302) 672-6818 / E-mail: dan.mcnutly@state.de.us
### Brownfields Tax Credit Program

**State Agency**

Delaware Economic Development Office (DEDO)

**Authorization**

Brownfields development bill

**Objectives**

Provide tax incentives for taxpayers who invest in a qualified brownfield facility or companies that locate in a brownfield.

**Types of Assistance**

- Tax credits

**Program Description**

Tax payers who invest $200,000 in a qualified brownfield facility and who have hired at least five qualified employees during any taxable year, beginning on or before January 1, 1995, are eligible. Companies that locate in a brownfield are eligible to receive tax credits for (1) new employees ($650 for each new employee), (2) capital investment ($650 per each $100,000 of investment), (3) a 15-year, graduated gross-receipts tax credit. Credits for employees and investment are enhanced by $250 if the business is located in a targeted area.

**Eligibility Requirements**

Eligible persons include any taxpayer who invests $200,000 in a qualified brownfield facility and who has hired at least five qualified employees during any taxable year beginning on or after January 1, 1995.

**How to Apply**

For a copy of the tax-credit program application, please contact Dan McNulty.

**Application Process**

The application will be released upon receipt of a copy of the DNREC Brownfield Certification letter.

**Contact Person**

Dan McNulty  
Delaware Economic Development Office  
99 Kings Highway  
Dover, DE 19901  
or  
820 North French Street  
Wilmington, DE 198801

Phone: (302) 672-6818 / E-mail: dan.mcnulty@state.de.us
Emergency Shelter Grants Program

State Agency

Delaware State Housing Authority

Authorization

Steward B. McKinney Homeless Assistance Act

Objectives

Provide funding for existing emergency housing shelters in Kent and Sussex counties.

Types of Assistance

Grants are provided by the Emergency Shelter Grants (ESG) Program.

Program Description

The ESG Program provides annual allocations for maintenance and homeless prevention activities.

Eligibility Requirements

Local and county governments and nonprofit organizations interested in providing assistance for emergency matters are eligible for grants under the ESG program.

How to Apply

The municipality or county government should contact the DSHA for application information and grant information for the current year.

Application Process

Interested groups will need to contact the Planning and Community Development Office for information on the current year application process.

Contact Person

Paula Voshell
Planning and Community Development
Delaware State Housing Authority
18 The Green
Dover, DE  19901

Phone:  (302) 739-4263 / Fax:  (302) 739-2416
Community Development Block Grant (CDBG) Program

State Agency

Delaware State Housing Authority (DSHA)

Authorization

Title I of the Housing and Community Development Act of 1974, as amended

Objectives

The objective of the CDBG Program is to provide financial assistance to aid in the development of communities through improvements in housing and public infrastructure. The CDBG Program is funded by federal funds that are managed by the state.

Types of Assistance

Grants are provided by the CDBG Program.

Program Description

CDBG provides annual allocations to communities in Kent and Sussex Counties to help finance a variety of activities designed to improve housing conditions and public infrastructure in support of housing development that serves low- and moderate-income persons. CDBG is a federally funded, state-managed pass-through program. Projects funded by the CDBG Program must meet all applicable federal guidelines. The CDBG program provides funding for housing rehabilitations, wastewater and water-utility improvements, and the construction or rehabilitation of emergency or transitional housing.

Eligibility Requirements

Activities must meet federal and state regulations. DSHA-managed programs serve municipalities and county governments in Kent and Sussex Counties only, excluding the City of Dover.

How to Apply

The initial application process starts at either the municipal or county government. Applications and the interview process are available from the municipal or county government.

Application Process

The community or communities interested in accessing the CDBG Program should first contact the municipality or county government. DSHA provides technical assistance to develop CDBG projects. Communities, municipalities, or county governments should contact DSHA to receive information on the current application process and regulations involving the CDBG Program.

Contact Person

Andrew Lorenz
Planning and Community Development
Delaware State Housing Authority
18 The Green
Dover, DE 19901

Phone: (302) 739-4263 / Fax: (302) 739-2416
Office of State Planning Coordination Technical Assistance

**State Agency**
Office of State Planning Coordination, Executive Department

**Authorization**
Title 29, Delaware Code, Chapters 91 and 92

**Objectives**
The Office of State Planning Coordination (OSPC) supports the efforts of the Cabinet Committee on State Planning Issues and the Livable Delaware Advisory Council. The Cabinet Committee and OSPC address issues including farmland preservation, open-space retention, revitalization of communities and neighborhoods, re-use of aging industrial sites, and developing Delaware’s transportation, water, and wastewater systems.

**Types of Assistance**
OSPC provides limited technical, informational, and advisory assistance to municipalities, counties, and local governments. OSPC also has the responsibility to coordinate and provide state government review and comments to local governments on land-use actions, adoption of local comprehensive plans or amendments to local plans, and municipal annexations.

**Program Description**
The Office of State Planning Coordination offers technical assistance to local governments to assist in the implementation of the goals and guidelines set forth in the Governor’s Livable Delaware Program.
The issues addressed by the Office of State Planning Coordination include:

- Municipal-development strategies
- Comprehensive planning
- Zoning Ordinance and Subdivision Ordinance review
- Farmland preservation
- Historical and cultural preservation
- Demographics and service needs of the population
- Coordination of state planning activities
- Coordination of the Preliminary Land Use Services (PLUS) comment process
- GIS and mapping

**Eligibility Requirements**
All municipalities, counties, and state agencies are eligible for technical assistance from OSPC.

**How to Apply**
Interested organizations or individuals should contact Dorothy L. Morris, OSPC, for availability of services.

**Application Process**
Not applicable
Contact Person

Dorothy L. Morris  
Office of State Planning Coordination  
Third Floor, Thomas Collins Building  
540 S. Dupont Highway  
Dover, DE 19901

Phone: (302) 739-3090 / Fax: (302) 739-6958 / E-mail: dorothy.morris@state.de.us
Office of State Planning Livable Delaware Grant Funding

**State Agency**

Office of State Planning

**Authorization**

Not applicable

**Objectives**

The Livable Delaware Grant Funding is dedicated to helping local governments come into compliance with requirements set forth under Title 29, Delaware Code, Chapters 91 & 92.

**Types of Assistance**

The Livable Delaware Grant provides matching grants of up to $10,000 to municipal and county governments.

**Program Description**

The Livable Delaware Grant funding is a 50-percent matching grant of up to $10,000 to be used by county and local governments for:

- The development of comprehensive municipal and county plans including annexation plans
- Zoning and land use ordinances
- Mapping and GIS data updates

The Office of State Planning Coordination is the administrator of the Livable Delaware Grant Fund.

**Eligibility Requirements**

Local governments working to comply with Title 29, Delaware Code, Chapter 91 & 92

**How to Apply**

Municipalities and counties should contact the Office of State Planning Coordination for current information concerning the status of the grant program.

**Application Process**

The application process and grant criteria for the Livable Delaware Fund require that a municipality submit an application to the Office of State Planning Coordination.

**Contact Person**

Dorothy L. Morris  
Planner  
Office of State Planning Coordination  
Third Floor, Thomas Collins Building  
540 S. Dupont Highway  
Dover, DE 19901

Phone: (302) 739-3090 / Fax: (302) 739-6958 / E-mail: dorothy.morris@state.de.us
Infrastructure Planning Fund

State Agency

Cabinet Committee on State Planning Issues, staffed by the State Planning Coordinator and the Department of Natural Resources and Environmental Control, Division of Water Resources

Authorization

Title 29, Delaware Code, Chapter 6210A (g)

Objectives

The Infrastructure Planning Fund shall be dedicated to the development of comprehensive municipal and county plans. Such plans shall include municipalities’ and counties’ needs for water and wastewater facilities. Preference will be given to applicants that intend to develop comprehensive plans for municipalities and coordinate such plans with their counties’ plan and state development policies.

Types of Assistance

The Infrastructure Planning Fund provides matching planning grants to municipal and county governments.

Program Description

The Infrastructure Planning Fund is a 50-percent-matching planning-grant program enacted by the 138th Delaware General Assembly and signed into law in July 1995. Grants awarded from the Infrastructure Planning Fund are to be used for development of comprehensive municipal and county plans, which include the need for water and wastewater facilities. Grants are to be issued pursuant to guidelines and procedures developed by the Cabinet Committee on State Planning Issues. The guidelines and procedures shall give preference to applicants that intend to develop comprehensive municipal plans.

The Department of Natural Resources and Environmental Control’s Division of Water Resources is the administrator of the Infrastructure Planning Fund.

Eligibility Requirements

Municipalities and county governments are eligible for grants from the Infrastructure Planning Fund.

How to Apply

Municipalities and counties should contact the Cabinet Committee on State Planning Issues through the Office of State Planning Coordination for current information concerning the status of the grant program.

Application Process

The application process and grant criteria for the Infrastructure Planning Fund requires that a municipality submit an application to the Cabinet Committee c/o the Office of State Planning Coordination.
Contact Person

Al Farling
Financial Assistance Branch
Department of Natural Resources and Environmental Control
89 Kings Highway
Dover, DE 19901

Phone: (302) 739-5081 / Fax: (302) 739-2137 / E-mail: al.farling@state.de.us
Wastewater Infrastructure Planning Account of the Twenty-First Century Fund

State Agency

Department of Natural Resources and Environmental Control, Division of Water Resources, Financial Assistance Branch

Authorization

Title 29, Delaware Code, Chapter 6102A(g)(2)

Objectives

The objective of the Infrastructure Planning Account is to provide financial assistance for the development of comprehensive municipal and county wastewater-facility plans.

Types of Assistance

Matching grants

Program Description

The Infrastructure Planning Account is authorized in Title 29, Delaware Code, Chapter 61, Section 6102A(g)(2). The Infrastructure Planning Account provides 50-50 matching grants to municipalities and counties for the development of comprehensive municipal and county wastewater-facility plans.

A municipality or county may apply for matching grants as follow:

1. General wastewater-facility plan for extension of service, maintenance, and upgrades of existing and future facilities for a portion of a community or service area or for technical plans for upgrading or expanding collection, transmission, treatment, disposal, and/or residuals management facilities. Matching grant not to exceed $12,000.
2. Long-range wastewater-facility plan for extension of service, maintenance, and upgrades of existing and future facilities for an individual company or service area. Matching grant not to exceed $20,000.
3. Regional wastewater-facility plan for extension of service, maintenance, and upgrades of existing and future facilities for multiple communities or service areas. Matching grant not to exceed $100,000.

Eligibility Requirements

Municipalities and counties that want to develop comprehensive wastewater-facility plans.

How to Apply

Contact the Department of Natural Resources and Environmental Control (DNREC), Division of Water Resources (DWR), Financial Assistance Branch (FAB).

Application Process

1. Complete a grant application.
2. Hearing before the Wastewater Facilities Council.
3. Sign the grant agreement.
Contact Person

Alan Farling, P.E.
Financial Assistance Branch
Division of Water Resources
Department of Natural Resources and Environmental Control
5 East Reed Street, Suite 200
Dover, DE 19901

Phone: (302) 739-5081 / Fax: (302) 739-2137
Wastewater Management Account of the Twenty-First Century Fund

State Agency

Department of Natural Resources and Environmental Control (DNREC), Division of Water Resources, Financial Assistance Branch

Authorization

Title 29, Delaware Code, Chapter 6102A(g)(3)

Objectives

The objective of the Wastewater Management Account is to enhance and supplement public and private wastewater-facility-improvement financing.

Types of Assistance

Loans and/or grants

Program Description

The Wastewater Management Account is authorized in Title 29, Delaware Code, Chapter 61, Section 6102A(g)(3). The Wastewater Management Account provides a state revolving-loan/grant management account to enhance and supplement public and private wastewater financing.

After achieving a position on the Project Priority List, the wastewater facility may apply for financial assistance for any device or system used in the storage, treatment, recycling, reclamation, or separation of municipal wastewater, an interceptor or outfall sewer, a waste collection system, any facility that will be an integral part of the treatment process, any facility used for the ultimate disposal of residues resulting from the treatment process, or the acquisition of land used for the site for the wastewater-treatment facility.

Eligibility Requirements

Wastewater facilities are eligible for funding when project is on the current Project Priority List.

How to Apply

Contact DNREC’s Division of Water Resources (DWR), Financial Assistance Branch (FAB).

Application Process

1. Complete a grant application.
2. Hearing before the Wastewater Facilities Council.
3. Sign the grant agreement.

Contact Person

Alan Farling, P.E.
Financial Assistance Branch
Division of Water Resources
Department of Natural Resources and Environmental Control
5 East Reed Street, Suite 200
Dover, DE 19901

Phone: (302) 739-5081 / Fax: (302) 739-2137
Drinking Water State Revolving Fund of the Twenty-First Century Fund

**State Agency**

Delaware Health & Social Services, Division of Public Health

**Authorization**

Title 29, *Delaware Code*, Chapter 79, Section 7903a  
Title 29, *Delaware Code*, Chapter 61, Section 6102a

**Objectives**

The Drinking Water Management Account provides funds to eligible applicants in order to ensure safe, affordable drinking water.

**Types of Assistance**

Low-interest loans and grants

**Program Description**

The Drinking Water Management Account (DWMA) provides low- or no-interest loans and grants to public water systems for infrastructure-improvement projects to ensure safe and affordable drinking water is provided to consumers. The program also places an emphasis on small and disadvantaged communities and on programs that emphasize prevention as a tool for ensuring safe drinking water.

**Eligibility Requirements**

Both publicly and privately owned community water systems and nonprofit, non-community water systems are eligible for funding under the program. Federally owned and state-owned systems are not eligible.

**How to Apply**

The Office of Drinking Water annually solicits infrastructure projects for upcoming federal grants. Pre-application forms are mailed to all eligible public water systems in the state. Contact the Office of Drinking Water for more information.

**Application Process**

The Office of Drinking Water reviews and ranks all project applications received prior to the submittal deadline. If a project is deemed eligible for funding and listed above the funding line, a Full Application Form will be sent to the system. Upon receipt of the completed Full Application Form, the Office of Drinking Water will send the application for plan review, financial review, environmental review, and capacity-development review. Once the project has met all federal and state criteria, the Office of Drinking Water will take the project to the Cabinet Committee on State Planning Issues for final approval. Loan closing for the project should occur within 150 days of approval from the Cabinet Committee.
Contact Person

Edward Hallock
Program Administrator
Office of Drinking Water
Blue Hen Corporate Center Suite 203
655 Bay Road
Dover, DE 19901

Phone: (302) 739-5410 / Fax: (302) 739-8388 / E-mail: edward.hallock@state.de.us
Resource Conservation and Development Fund

State Agency

Department of Natural Resources and Environmental Control (DNREC), Division of Soil and Water Conservation

Authorization

Title 29, Chapter 6210A (h) of the Delaware Code as amended by Volume 70 Chapter 210, Laws of Delaware

Objectives

Resource Conservation and Development Fund is dedicated to improving the health of communities by addressing a variety of state-wide watershed and drainage issues consistent with the policies of the Cabinet Committee on State Planning Issues.

Types of Assistance

Matching capital-project grants

Program Description

The Resource Conservation and Development Fund is a matching-capital-grant program enacted by the 138th Delaware General Assembly and signed into law by then Governor Thomas R. Carper in July 1995. Grants awarded from the Resource Conservation and Development Fund are to be used for the resource and conservation development programs designed to improve the health of communities.

The Resource Conservation and Development Fund grants are awarded by the Joint Legislative Committee on Capital Improvement Programs. The Fund is administered by the Division of Soil and Water Conservation, Department of Natural Resources and Environmental Control. The Division of Soil and Water Conservation and the local conservation districts have been directed to establish an application process and prioritize and recommend a list of projects to the Joint Legislative Committee on Capital Improvement Programs.

Eligibility Requirements

County, local governments, conservation districts, private and tax-ditch contributions can match state funds for Resource Conservation and Development Fund projects.

How to Apply

Interested applicants should contact the Division of Soil and Water Conservation to apply for the Resource Conservation and Development Fund grants.

Application Process

The Division of Soil and Water Conservation and the local conservation district will investigate the drainage and watershed issues following notification of a problem. This investigation is to evaluate project eligibility for funding. The list of eligible projects shall be identified and maintained by the Division of Soil and Water Conservation and the local conservation districts. Once a potential project is evaluated, a recommendation is formulated. The recommendations are sent to the Joint Legislative Committee on Capital Improvement Programs for potential funding.
Contact Person

Frank Piorko
Division of Soil and Water Conservation
Department of Natural Resources and Environmental Control
89 Kings Highway
Dover, DE 19903

Phone: (302) 739-4411 / Fax: (302) 739-6724
Federal Brownfields Economic Redevelopment Initiative (BERI)

Federal Agency

U.S. Environmental Protection Agency

Authorization

Amendment to CERCLA

Objectives

Expand the EPA’s current brownfields program by authorizing funding for assessment and cleanup of brownfields properties, and revolving-loan fund grants.

Types of Assistance

Financial assistance

Program Description

The initiative authorizes up to $200 million per year for brownfields assessment and cleanup. Grants of up to $200,000 per site are available to eligible entities for inventory, characterize, assess and conduct planning at brownfield sites. Grants of up to $1 million are available to capitalize revolving-loan funds to clean up brownfields and establish a program to provide training, research, and technical assistance to facilitate brownfields assessment and cleanup.

Eligibility Requirements

Eligible entities include states, tribes, local governments, land-clearance authorities, regional councils, redevelopment agencies, and other quasi-governmental entities created by states or local governments.

How to Apply

Applications and guidelines are available at www.epa.gov/brownfields/applicat.htm.

Application Process

Brownfields Grants are awarded on a competitive basis. Evaluation panels consisting of EPA staff and other federal agency representatives assess how well the proposals meet the threshold and ranking criteria outlined in the Proposal Guidelines for Brownfields Assessment, Revolving Loan Fund, and Cleanup Grants. Final selections are made by EPA senior management after considering the ranking of proposals by the evaluation panels. Responses to threshold criteria are evaluated on a pass/fail basis. If the proposal does not meet the threshold criteria, the proposal will not be evaluated. Please note, in some circumstances, EPA may seek additional information.

Contact Person

Tom Stolle
U.S. Environmental Protection Agency, Region III
1650 Arch Street
Philadelphia, PA 19103

Phone: (215) 814-3129 / E-mail: stolle.tom@epa.gov
Resource Conservation and Recovery Act (RCRA) Brownfield Pilots

**Federal Agency**

U.S. Environmental Protection Agency (EPA)

**Authorization**

Resource Conservation and Recovery Act (RCRA)

**Objectives**

The initiative is designed to prevent future contamination and encourage reuse of facilities regulated by the RCRA program.

**Types of Assistance**

Financial assistance

**Program Description**

Resource Conservation and Recovery Act (RCRA) gives EPA the authority to control hazardous waste from the generation, transportation, treatment, storage, and disposal of hazardous waste. RCRA also set forth a framework for the management of non-hazardous wastes. The 1986 amendments to RCRA enabled EPA to address environmental problems that could result from underground tanks storing petroleum and other hazardous substances.

**Eligibility Requirements**

RCRA focuses only on active and future facilities and does not address abandoned or historical sites.

**How to Apply**

Interested parties should visit www.epa.gov/brownfields.

**Application Process**

For application information, visit www.epa.gov/brownfields.

**Contact Person**

Alison Evans  
Outreach and Special Project Staff  
U.S. Environmental Protection Agency, Region III

Phone: (202) 566-2744
Brownfields Economic Development Initiative (BEDI)

**Federal Agency**

U.S. Department of Housing and Urban Development (HUD)

**Authorization**

Section 108(q) of the Housing and Community Development Act of 1974

**Objectives:**

Competitive-grant program intended to stimulate and promote economic and community development

**Types of Assistance**

Financial assistance

**Program Description**

BEDI projects must increase economic opportunity for low- and moderate-income people or stimulate and retain businesses and jobs leading to economic revitalization.

**Eligibility Requirements**

Eligible parties include cities, towns, townships, and counties. This program is not for applicants focusing on site acquisition and/or remediation where there is no planned redevelopment. BEDI funds must be used to enhance security or to improve the viability of a project financed with a new section 108–guaranteed loan commitment. Community Development Block Grant (CDBG) communities are entitled to receive loan guarantees. The maximum grant amount is $2 million.

**How to Apply**


**Application Process**

The application deadline is usually 90-120 days after the notice of funding availability is published. After applications are submitted, a panel is convened to review and rank applicants. Approved applicants are informed of decisions around the end of September.

**Contact Person**

William Seedyke  
BEDI Program Coordinator  
HUD’s Office of Economic Development

Phone: (202) 708-3484 ext. 4445 / E-mail: william_seedyke@hud.gov
Public Works Program

**Federal Agency**

U.S. Department of Commerce, Economic Development Administration (EDA)

**Authorization**

The Public Works and Economic Development Act of 1965

**Objectives**

Empower distressed communities to revitalize, expand, and upgrade their physical infrastructure to attract new industry, encourage businesses expansion, diversify local economies, and generate or retain long-term, private-sector jobs and investment.

**Types of Assistance**

Financial assistance

**Program Description**

The EDA offers grant assistance for the construction or expansion of projects that will: improve opportunities for the establishment or expansion of commercial and industrial plants and facilities; create and/or retain permanent private-sector jobs; alleviate the impacts of long-term distress; and provide benefits for the long-term unemployed and the poor.

**Eligibility Requirements**

Economic-development districts, state, cities, or other political subdivisions of a state, Indian tribes, institutions of higher learning, or a consortium of such institutions, or a public or private nonprofit organization or association acting in cooperation with officials of a political subdivision of a state are all eligible to apply.

**How to Apply**

Interested parties should visit [www.eda.gov](http://www.eda.gov) for application information.

**Contact Person**

Neal Noyes
U.S. Economic Development Administration

Phone: (804) 771-2061 / E-mail: nnoyes@eda.doc.gov
National Technical Assistance (NTA), Training, Research and Evaluation

**Federal Agency**

U.S. Department of Commerce, Economic Development Administration (EDA)

**Authorization**


**Objectives**

The mission of EDA is to lead the federal economic-development agenda by promoting innovation and competitiveness, preparing American regions for growth and success in the worldwide economy. Through the NTA Program, EDA will work towards fulfilling its mission by funding research and technical assistance projects to promote competitiveness and innovation in urban and rural regions throughout the United States and its territories. By working in conjunction with its research partners, EDA will help states, local governments, and community-based organizations to achieve their highest economic potential.

**Types of Assistance**

Financial assistance

**Program Description**

Grants support feasibility studies on potential economic-development projects, such as industrial parks and business incubators.

**Eligibility Requirements**

Economic-development districts, state, cities, or other political subdivisions of a state, Indian tribes, institutions of higher learning or a consortium of such institutions, or a public or private nonprofit organization or association acting in cooperation with officials of a political subdivision of a state are all eligible to apply.

**How to Apply**

Paper applications may be downloaded from the EDA website at [www.eda.gov](http://www.eda.gov). For agency contacts, addresses and phone numbers, see Section VII below.

**Application Process**

To apply for an award under this notice, an eligible applicant must first submit a proposal in accordance with the guidelines set forth at [www.eda.gov/xp/EDAPublic/InvestmentsGrants/Investments.xml](http://www.eda.gov/xp/EDAPublic/InvestmentsGrants/Investments.xml).

**Contact Person**

Neal Noyes  
U.S. Economic Development Administration  
Phone: (804) 771-2061 / E-mail: nnoyes@eda.doc.gov
Business and Industrial (B&I) Loan Guarantee Program

**Federal Agency**

U.S. Department of Agriculture

**Authorization**

Not applicable

**Objectives**

Guarantee of for-profit business/commercial loans that will create or save jobs in rural communities and counties.

**Types of Assistance**

The Business and Industrial Loan Guarantee Program (B&I Program) provides loans to businesses and commercial establishments for acquisitions, construction, expansion and land development, equipment and machinery, leasehold improvements, pollution control and abatement, and limited financing of agricultural production when part of an integrated processing and/or marketing operation. Loans for hotels, motels, bed and breakfasts and other tourism and recreation facilities, start-up costs, working capital, aquaculture, commercial fishing, commercial nurseries, mushrooms, hydroponics, education/training facilities. The refinancing of outstanding debt and financing of housing developments are available under special circumstances.

**Program Description**

The B&I Program provides guarantees to commercial lenders in order to encourage the financing of rural businesses. The maximum loan amount for a project is $10 million and the maximum loan guarantee for a project is 80 percent up to $5 million, 70 percent for loans of $5–10 million, and 60 percent for loans of $10–25 million. Other financial considerations are available from the Rural Development office.

**Eligibility Requirements**

Most businesses, including nonprofits not eligible under other Rural Development programs can apply for B&I financial assistance. The project must save or create jobs. Applicants must be unable to obtain credit from private or other sources at reasonable rates and terms.

**How to Apply**

The Rural Development Office in Delaware can provide the necessary application and current program information to businesses and nonprofits. An interested business or nonprofit organization should contact the Rural Development office to determine the eligibility of the project and the types of financing available for the project.

**Application Process**

The business or nonprofit organization should contact the Rural Development office for the initial interview and application materials. Rural Development will provide technical assistance to develop the project. Processing generally takes 30 to 60 days. Bank loan documents must be approved by Rural Development prior to closing.
Contact Person

James E. Waters, Business & Community Programs Director  
United States Department of Agriculture - Rural Development  
4607 South DuPont Highway  
P.O. Box 400  
Camden, Delaware 19934

Phone:  (302) 697-4324 / Fax:  (302) 697-4388 / TTY:  (302) 697-4303 / Web: www.rurdev.usda.gov
Community Facility Programs

**Federal Agency**

USDA Rural Development

**Authorization**

Not applicable

**Objectives**

To construct, enlarge, extend, or otherwise improve essential community facilities providing vital services primarily to rural residents.

**Types of Assistance**

Rural Development (RD) provides loans under the Community Facilities Program (CF) to eligible applicants. RD also guarantees CF loans made by other lenders and limited grant funds are available.

**Program Description**

The Community Facilities Program provides funds to organizations that provide essential community services that are needed for the orderly development of rural areas.

Some examples of eligible projects are:

1) Community center  
2) Educational facilities  
3) Hospital  
4) Nursing home  
5) Day care center  
6) Town halls  
7) Correctional facilities  
8) Libraries  
9) Fire and rescue facilities

**Eligibility Requirements**

Eligible applicants include towns, counties, districts, authorities or other political subdivisions of the state, Indian tribes, and nonprofit organizations or associations. Projects must:

- Be located in rural areas and towns of a population of 20,000 or fewer.
- Be unable to obtain needed funds from other sources at reasonable rates and terms.
- Have legal authority to borrow and repay loans, pledge security for loans, and construct, operate, and maintain the facilities or services.
- Be financially sound and able to organize and manage the facility effectively.

**How to Apply**

The Rural Development Office in Delaware can provide the necessary application and current program information. An interested local government or organization should contact the RD office to determine the eligibility of the project and the types of financing available for the project.
Application Process

The prospective applicant should contact the RD office for the initial interview and application materials. RD will provide technical assistance and guidance for the development of the project.

Contact Person

James Waters, Business & Community Programs Director
United States Department of Agriculture – Rural Development
4607 South DuPont Highway
P.O. Box 400
Camden, Delaware 19934

Phone: (302) 697-4324 / Fax: (302) 697-4388 / TTY: (302) 697-4303 / Web: www.rurdev.usda.gov
### Intermediary Re-Lending Program (IRP)

<table>
<thead>
<tr>
<th><strong>Federal Agency</strong></th>
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<tbody>
<tr>
<td>USDA Rural Development</td>
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<table>
<thead>
<tr>
<th><strong>Authorization</strong></th>
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<tbody>
<tr>
<td>Not applicable</td>
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<table>
<thead>
<tr>
<th><strong>Objectives</strong></th>
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<tbody>
<tr>
<td>The purpose of the program is to alleviate poverty and increase economic activity and employment in rural communities. Emphasis is given to disadvantaged and remote communities that finance small and emerging businesses in partnership with other public and private resources. The mission is achieved by loans made to Intermediaries. The intermediary establishes a Revolving Loan Fund and advances credit to Ultimate Recipients for business facilities and community development in rural areas.</td>
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<tr>
<th><strong>Types of Assistance</strong></th>
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<td>IRP provides loans to an intermediary to fund a revolving-loan fund.</td>
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<tr>
<th><strong>Program Description</strong></th>
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<tr>
<td>IRP funds the creation of revolving-loan funds that the local or state government or nonprofit organization operates to encourage rural business, industry, and community development. Eligible projects and expenses include: business acquisition and expansion, land, buildings, equipment, leasehold improvements, pollution abatement, aquaculture, forestry, hydroponics, start-up costs, working capital, refinancing, feasibly studies, and professional fees. Ineligible loan purposes include: charitable institutions, agricultural production, golf courses, and any administrative expenses associated with running the re-lending program.</td>
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<tr>
<td>Maximum Loan: $150,000 maximum per ultimate recipient loan up to 75 percent of the total project cost.</td>
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<tr>
<td>Rates and Terms: Rural Development lends money to the intermediary at a 1 percent annual interest rate. The intermediary sets the interest rate charged to ultimate recipients. The maximum term is 30 years, with principal deferral for up to 3 years available.</td>
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<th><strong>Eligibility Requirements</strong></th>
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<tr>
<td>The borrower must be a state or local government or private nonprofit organization with the legal authority to perform the lending function and have a proven record of successfully assisting rural business and industry.</td>
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<tr>
<th><strong>How to Apply</strong></th>
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<tr>
<td>The Rural Development office in Delaware can provide the necessary application and current program information. An interested local government or organization should contact the Rural Development office to determine the eligibility of the project and the types of financing available.</td>
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</tbody>
</table>
Application Process

Potential applicants should contact the Rural Development office for the initial interview and application materials. Rural Development can provide technical assistance for project development.

Contact Person

James Waters, Business & Community Programs Director
United States Department of Agriculture – Rural Development
4607 South DuPont Highway
P.O. Box 400
Camden, Delaware 19934

Phone: (302) 697-4324 / Fax: (302) 697-4388 / TTY: (302) 697-4303 / Web: www.rurdev.usda.gov
**Rural Business Enterprise Grant Program**

**Federal Agency**

USDA Rural Development

**Authorization**

Not applicable

**Objectives**

The Rural Development office provides grants to public bodies, nonprofit corporations, and cooperatives to finance and facilitate development of small and emerging private business enterprises in rural areas with cities of populations up to 50,000 persons.

**Types of Assistance:**

Grants are provided for the development of rural-enterprise activities.

**Program Description:**

Rural Development makes grants to public bodies and nonprofit corporations to finance and facilitate development of small and emerging private business enterprises in rural areas with cities of populations up to 50,000 persons. Priority application is given to projects in open country, rural communities and towns of 25,000 and smaller, and economically distressed communities.

Funds may be used to provide technical assistance, establish a revolving-loan fund, or support infrastructure and facility development benefiting small, rural businesses. Costs that may be paid from grant funds include the acquisition and development of land, the construction of buildings, plants, equipment, access streets and roads, parking areas, utility and service extensions, refinancing, technical assistance, start-up operating costs, and working capital. Grants cannot be used for:

1. Production of agricultural products through growing, cultivating, and harvesting (either directly or through horizontally integrated livestock operations), except for commercial nurseries or timber operations.
2. Comprehensive planning of rural areas.
3. Loans by grantees when the rates, terms, and charges for those loans are not reasonable.
4. Development of a proposal that may result in the transfer of jobs or business activity from one area to another. This provision does not prohibit establishment of a new branch or subsidiary.
5. Development of a proposal that may result in an increase of goods, materials, commodities, services or facilities in an area where there is not sufficient demand.

**Eligibility Requirements**

Projects must be located in rural areas with a population of 20,000 or fewer. Eligibility is limited to public bodies and private nonprofit corporations. Eligible public bodies include incorporated towns and villages, boroughs, townships, counties, states, authorities, districts, and Indian tribes on federal and state reservations, and other federally recognized Indian tribal groups in rural areas.

Priority is given when the project:

- is located in a community where the unemployment rate exceeds that of the state.
• Is located in a community that has a median household income that is less than that of the state.
• Includes a commitment of funds from non-federal sources.
• Includes a firm commitment from a business to locate or expand within the community, thereby creating jobs.

How to Apply

Applicants should contact the Rural Development office and request current application materials. Applicants are required to submit to Rural Development supporting data before the formal application is made. After determining funding priorities, Rural Development will tentatively determine eligibility and request applicants to assemble and submit formal applications.

Application Process

Rural Development will work with the applicant to develop the formal grant application. After determining that applicable administrative actions and required work of the applicant has been completed, Rural Development will deliver the grant funds by treasury check.

Contact Person

James Waters, Business & Community Programs Director
United States Department of Agriculture – Rural Development
4607 South DuPont Highway
P.O. Box 400
Camden, Delaware 19934

Phone: (302) 697-4324 / Fax: (302) 697-4388 / TTY: (302) 697-4303 / Web: www.rurdev.usda.gov
Rural Emergency Responders Initiative

**Federal Agency**

USDA Rural Development

**Authorization**

Not applicable

**Objectives**

The purpose of the Rural Emergency Responders Initiative is to strengthen the ability of rural communities to respond to local emergencies.

**Types of Assistance**

The Rural Emergency Responders Initiative program provides funding, through its community-facilities program, to nonprofit organizations, public bodies, and recognized Indian tribes to finance equipment, vehicles, and/or buildings.

**Program Description**

The Rural Emergency Responders Initiative program provides funds to support rural emergency-responder efforts by financing needed equipment and services. The funds can be used for the following types of projects:

- Fire protection
- Rescue/ambulance
- Law enforcement
- Civil defense/early warning systems
- Mobile/stationary communications
- Emergency responders
- Training facilities
- Hospitals
- Outpatient care
- Physician’s clinics
- Migrant health centers
- Healthcare office buildings
- County health department offices
- Food preparation/distribution centers
- Animal shelters

**Eligibility Requirements**

Public bodies and nonprofit organizations that respond to local emergencies in rural areas are eligible. Eligibility for grant is based upon the median household income and population of the service area of the project. The ability to repay a loan is also a factor in determining grant eligibility. Projects must be located in rural areas and towns of a population of 20,000 or fewer.

**How to Apply**

The Rural Development (RD) Office in Delaware can provide the necessary application and current program information.

**Application Process**

Contact the RD office for the initial interview and application materials.
Contact Person

James Waters, Business & Community Programs Director
United States Department of Agriculture – Rural Development
4607 South DuPont Highway
P.O. Box 400
Camden, Delaware 19934

Phone: (302) 697-4324 / Fax: (302) 697-4388 / TTY: (302) 697-4303 / Web: www.rurdev.usda.gov
Rural Rental Housing Loans

Agency

USDA Rural Development

Authorization

Not applicable.

Objectives

Loans for rental housing in rural areas are available from Rural Development to provide living units for persons with very low and moderate incomes, and for those 62 years of age and older. Loans may be made for housing in rural areas and for communities with up to 20,000 people.

Types of Assistance

Loans for the construction of rental housing units

Program Description

Rental housing loans are made through Rural Development to help provide decent homes in suitable living environments. Good rental units give a balanced housing program to a rural community and make it a more desirable place to live. The program raises living standards, creates a healthier environment for family life, and makes rural communities an attractive location for development and expansion of industries.

Loans are primarily made to build, purchase, or repair apartment-style housing, usually consisting of duplexes, garden-type, or similar multi-unit dwellings. The housing must be modest in size, design, and cost, but adequate to meet the tenants’ needs.

Funds may be used to:

- Buy or improve the land on which the buildings are to be located.
- Provide streets and water and wastewater disposal.
- Supply appropriate recreation and service facilities.
- Install laundry facilities and equipment.
- Landscape, including lawn seeding, shrubbery and tree planting, or other measures to make the housing an attractive addition to the community.
- Pay legal, architectural, and other related costs associated with the development of the project.

Eligibility Requirements

Rental housing loans can be made to individuals, trusts, associations, partnerships, limited partnerships, state or local public agencies, consumer cooperatives, and nonprofit corporations.

How to Apply

Rural Development staff will provide information on how to complete and file applications.

Applicants must furnish:

- Complete financial information.
- Preliminary plans, specifications, and cost estimates.
- A budget of anticipated income and expenses.
- Market information supporting the need for housing in the area.
**Application Process**

To obtain information about completing the application process, contact the Rural Development office in Camden, Delaware. Rural Development staff will work with the applicant to complete the application process.

**Contact Person**

Pat Baker, Multi-Family Housing Coordinator  
USDA Rural Development  
United States Department of Agriculture  
4607 S. DuPont Highway  
P.O. Box 400  
Camden, Delaware 19934  

Phone: (302) 697-4300 / Fax: (302) 697-4390 / TTY: (302) 697-4303
Water and Waste Water Program

**Federal Agency**

USDA Rural Development

**Authorization**

Not applicable

**Objectives**

Provide basic human amenities, alleviate health hazards, and promote the orderly growth of the rural areas of the nation by meeting the need for new and improved rural water and waste-disposal facilities, including solid-waste disposal and storm drainage.

**Types of Assistance**

Loan and grant funds are available to construct, enlarge, extend, or otherwise improve community water or wastewater facilities. Water and waste-disposal facilities include water supply, storage, and distribution.

**Program Description**

Funds may be used for the installation, repair, improvement, or expansion of rural water facility including distribution lines, well-pumping facilities, and the installation, repair, improvement, or expansion of a rural waste-disposal facility, including the collection and treatment of sanitary, storm, or solid-waste disposal.

**Eligibility Requirements**

Municipalities, counties, and other political subdivisions of the state are eligible. Facilities shall primarily serve rural residents and rural businesses. Service area shall not include any area in any city or town having a population in excess of 10,000.

**How to Apply**

The Rural Development office in Delaware can provide the necessary application and current program information to the municipality, county, or special district. An interested local government should contact the Rural Development office to determine the eligibility of the project and the types of financing available.

**Application Process**

The municipality or county Rural Development government should contact the Rural Development office for the initial interview and application materials. Rural Development can provide technical assistance in the development of the project.

**Contact Person**

James Waters, Business & Community Programs Director
United States Department of Agriculture – Rural Development
4607 South DuPont Highway
P.O. Box 400
Camden, Delaware 19934

Phone: (302) 697-4324 / Fax: (302) 697-4388 / TTY: (302) 697-4303 / Web: www.rurdev.usda.gov
Local Law Enforcement Block Grant (LLEBG) Program

**Federal Agency**

Bureau of Justice Assistance (BJA), U.S. Department of Justice

**Authorization**


**Objectives**

The Local Law Enforcement Block Grants Program (LLEBG) provides funds to units of local government to underwrite projects that reduce crime and improve public safety. The LLEBG Program emphasizes local decision-making and encourages communities to craft their own responses to local crime and drug problems.

**Types of Assistance**

Funds are allocated by a formula based on Part I Violent Crimes as reported to the Federal Bureau of Investigation Uniform Crime Reports. The Bureau of Justice makes one aggregate award to the State Administering Agency (SAA) that then distributes funds to the state police departments that provide service to units of local government and/or those units of local government whose allotment is less than $10,000. BJA may make direct awards to units of local government when amounts are greater than $10,000.

**Program Description**

LLEBG Program funds must be spent in accordance with one or more of the following seven purpose areas:

1. Supporting law enforcement:
   - Hiring, training and employing additional law enforcement officers and necessary support personnel on a continuing basis.
   - Paying overtime to currently employed law enforcement officers and necessary support personnel to increase the number of hours worked by such personnel.
   - Procuring equipment, technology, and other material directly related to basic law enforcement functions.

2. Enhancing security measures in and around schools and other facilities or locations that the unit of local government considers special risks for incidents of crime.

3. Establishing or supporting drug courts.

4. Enhancing the adjudication of cases involving violent offenders, including cases involving violent juvenile offenders.

5. Establishing a multi-jurisdictional task force, particularly in rural areas, composed of law-enforcement officials representing units of local government. This task force must work with federal law-enforcement officials to prevent and control crime.

6. Establishing crime-prevention programs involving cooperation between community residents and law-enforcement personnel to control, detect, or investigate crime or to prosecute criminals.
7. Defraying the cost of indemnification insurance for law-enforcement officers.

**Eligibility Requirements**

Units of local government are eligible to apply for an award. Units of local government are counties, towns, and townships, villages, and cities. Each state receives funds that remain after the amounts of direct local awards are determined.

**How to Apply**

When allocations have been determined, BJA notifies each SAA and every unit of local government eligible to apply for an award of $10,000 or more.

**Application Process**

In general, LLEBG solicitation opens on the Internet-based Grants Management System (GMS) in early June and has a six-week application period, which ends in July. Awards are made by August.

**Contact Person**

Charles Pugh  
Delaware Criminal Justice Council  

Phone: (302) 856-5310 / Fax: (302) 854-6955 / E-mail: charles.pugh@state.de.us
Enhancement of Community Policing Programs

Federal Agency

COPS (Community Oriented Policing Services) Office, U.S. Department of Justice

Authorization

Not applicable

Objectives

COPS funding helps law-enforcement agencies meet an ever-increasing range of challenges with community policing.

Types of Assistance

The COPS Office distributes funding through a wide range of programs, both as grants and cooperative agreements.

Program Description

Special projects often focus on implementing community policing strategies to solve specific crime, disorder, and quality-of-life issues. Other programs fund hiring (TRGP, UHP) technology (MORE) and school-safety (COPS in Schools) grants.

Eligibility Requirements

Interested parties should contact the COPS Office Response Center to receive eligibility information.

How to Apply

Interested parties may contact the COPS Office Response Center by e-mail or telephone. Response Center Technical Assistance Representatives can work with you to determine what funding opportunities meet your agency’s needs. Applicants may also visit www.cops.usdoj.gov. This site posts new funding opportunities as they become available. We recommend that you visit the COPS site frequently to stay abreast of new information.

The COPS Office Response Center also offers callers the ability to receive grant and funding information via fax through the Fax-on-Demand service. This service is available 24 hours a day, 7 days a week. To utilize this service, call the COPS Office Response Center at (800) 421-6770 and choose option 1. (Grant applications are not available by Fax-on-Demand)

Application Process

Deadline for submitting a Notice of Intent to Apply is in the beginning of June. The deadline for applications is the end of June.

Contact Person

U.S. Department of Justice Response Center
1100 Vermont Avenue NW
Washington, DC 20530

Phone: (800) 421-6770 / Fax: (202) 514-9407 / E-mail: askcopsrc@usdoj.gov
Institute for Public Administration, University of Delaware

Agency

Institute for Public Administration, College of Human Services, Education & Public Policy, University of Delaware

Authorization

Not applicable

Objectives

The mission of the Institute for Public Administration is to provide professional assistance that improves the performance of government through a wide range of services including direct staff support, contracts for specific projects, training programs, applied research projects, and policy forums.

Types of Assistance

The Institute for Public Administration provides staffing assistance, contract services, in-depth research, and training programs.

Program Description

The Institute for Public Administration responds to specific needs of state and local governments in town planning, management of human and fiscal resources, and quality-improvement initiatives. The specific services that the Institute can provide include comprehensive planning, zoning and subdivision ordinance review, charter revision, assistance with grant writing, public-participation workshops, conflict-resolution training, civic needs surveys, and personnel policy development. In addition, the Institute provides training through the Municipal Clerks Certification, Academy for Excellence in Local Government Leadership Certification, and Women’s Leadership Development Programs, as well as through sponsorship of the annual Delaware Institute for Local Government Leaders.

Eligibility Requirements

Municipalities, counties, and other state agencies are encouraged to contact the Institute for Public Administration to discuss possible technical assistance.

How to Apply

Contact the Institute for Public Administration for further information.

Application Process

Not applicable

Contact Person

Jerome R. Lewis, Director (or Nell Downer, IPA Office Manager)
Institute for Public Administration
180 Graham Hall
University of Delaware
Newark, DE 19716

Phone: (302) 831-8971 / Fax: (302) 831-3488 / Email: jlewis@udel.edu (or ndowner@udel.edu)
The Institute for Public Administration (IPA) is a public service, education and research center that links the resource capacities of the University of Delaware with the complex public policy and management needs of governments and related nonprofit and private organizations. IPA provides direct staff assistance, research, policy analysis, training, and forums while contributing to the scholarly body of knowledge. Program areas include civic education, conflict resolution, healthcare policy, land use planning, organizational development, school leadership, state and local management, water resources planning, and women’s leadership. IPA supports and enhances the educational experiences of students through the effective integration of applied research, professional development opportunities, and internships. Jerome Lewis is the director of the Institute and can be reached at 302-831-8971.