



**Wilmington Neighborhood Conservancy Land Bank**

**Meeting of the Board of Directors**

**April 5, 2023**

**8-9:00 a.m.**

**AGENDA**

**Call to Order**

**Review/Approval of the March 1, 2023, Board of Directors Minutes**

**Finance Committee Report**

**Governance Committee Report – Cancelled this Month**

**Technical Advisory Committee Report**

**Marketing Committee**

**Fundraising Report/Community Outreach**

**Inventory Report**

132 Lots and 140 Structures

**Project and Progress Status Report**

- ARPA Updates
- Hilltop Update
- 1200 W 2<sup>nd</sup> Street

**Executive Session (BOARD MEMBERS ONLY)**

- Chairman's Update
- Dispositions

**Meeting Adjourned**



**The Wilmington Neighborhood Conservancy Land Bank  
Board of Directors Meeting Minutes  
March 1, 2023**

Rick Gessner, called the regular Wilmington Neighborhood Conservancy Land Bank meeting to order at 9:10 a.m. via Zoom conference call. All in attendance and constituting a quorum were:

**Present:** Rick Gessner, Hal Schneikert, Bob Weir, Tom Ogden, Ray Fitzgerald, Tim Lucas, Cassandra Marshall, David Ross, Van Hampton, Chris Johnson, Kevin Smith

**Absent:** Trippi Congo, Susan Frank, Raheemah Jabbar Bey, Maria Cabrera

**Staff:** Natalie DiCostanza, Ray Saccomandi, Bud Freel

**MOTION by R. Gessner:** Move to approve the minutes of the February 2023 WNCLB Board meeting.

*Seconded and carried unanimously.*

**Finance Committee Report**

H. Schneikert presented the report from the February 2023 Finance Committee meeting.

- SBA Loan of \$150,000 paid off.
- The City of Wilmington allocated an additional \$760,000 to the Land Bank to cover outstanding ARPA expenses and additional acquisitions. Will receive an \$81,000 admin fee.
- Property sales are behind with attorney and auditors have not yet sent the final bill.
- The NBBF funds of \$24,198 will be spent next month as the greening project has concluded.
- Property Outside Contractors line is higher due to large clean-outs.
- The \$41,000 acquisition cost represents a property purchased for Cornerstone West CDC and will be reimbursed by Cornerstone.

**MOTION by H. Schneikert:** Move to approve a policy in which the Land Bank will take an administration fee - a minimum of 10% of grant allocations and the maximum of what is permissible under the grant regulations.

*Seconded and carried unanimously.*

**Governance Committee Report**

H. Schneikert presented the report from the February 2023 Governance Committee meeting.

- Working with the staff for several months on a financial assistance job description. Received a proposal from Earl Jeter, however; he does not have the staff to assist.
- N. DiCostanza will reach out to contacts for financial help.
- Vacant Lot Policy: We currently have a side lot policy for adjacent neighbors, but there has also been significant interest in utilizing Land Bank vacant lots for development. The Land Bank needs to determine the best use of the lots to coincide with the City of Wilmington's Comprehensive Plan and work with the Planning Department. Dedensification is a priority.
  - Until an official detailed policy is created, the Land Bank will utilize the current application process which will include a detailed plan/drawings of the project



for those interested in developing on our vacant lots and will be decided by the Disposition Committee on a case-by-case basis.

**MOTION by H. Schneikert:** Move to utilize the Land Bank’s application and disposition processes for applicants interested in developing the Land Bank’s vacant lots and decide on a case-by-case basis until a formal policy is developed.

*Seconded and carried unanimously.*

#### **Technical Advisory Board Report**

K. Smith presented the report from the February 2023 meeting.

- Restarted the Greening Committee. Currently doing mapping and setting up a tour in Philadelphia. The City Wilmington and the Greening Committee completing a grant for workforce development.
- Continue to look out for the Labor Bill.
- Updates were presented from various nonprofits.

#### **Fundraising Report**

B. Freel provided the fundraising report.

- Met with New Castle County to discuss the \$500,000 grant.
- Submitted an application to M&T Bank for the Hilltop initiative.
- R. Gessner and B. Freel met with JPMorgan Chase to discuss grant funding.

#### **Community Outreach**

- B. Freel presented an overview of the Land Bank at the following meetings: West Side Neighborhood Association, 2<sup>nd</sup> District Planning Council, Triangle Neighborhood Association, and the community coffee.
- Toured the Hilltop initiative with council members.

#### **Inventory/Projects**

R. Saccomandi provided the inventory and project updates.

- Inventory: 142 structures and 130 lots.
- A majority of the inventory is being held for larger projects.
- 5 rehabs taking place on the East Side and passing off approx. 6 to Pitt Pass LLC.
- 1200 W 2<sup>nd</sup> Street: Project is complete, and the large streetlights will be turned on March 11<sup>th</sup>.

**MOTION by R. Gessner:** Move to go into Executive Session at 8:38 a.m. (Chairmans Update).

*Seconded and carried unanimously.*

**MOTION by R. Gessner:** Move to adjourn at 8:42 a.m.

*Seconded and carried unanimously.*



**The Wilmington Neighborhood Conservancy Land Bank  
Marketing and Outreach Committee  
March 10, 2023**

**Attendees:**

Maria Cabrera  
Ray Fitzgerald  
Van Hampton  
David Ross

**Staff:** Ray Saccomandi, Natalie DiCostanza

**Topics of Discussion**

- V. Hampton presented a draft of a marketing RFP for the Land Bank's marketing needs, after the board reviews, send to several local firms.
- Need a strategy including website and social media presence. Get separate pricing for each.
- Messaging and branding are the priority to counter negative images of the Land Bank.
- V. Hampton to present the marketing phases to the board.

**Adjourned**



## Technical Advisory Board Meeting Minutes

March 15, 2023

### Attendance:

K. Smith, Chair  
P. Zoltowski  
T. Ogden

R. Przywara  
R. Weir  
Britt Salen  
S. Lester

### Land Bank Updates

- Most of the inventory committed. Continue to get some strategic properties at Sheriff Sales.
- Preparing a budget for the 2<sup>nd</sup> installment of state funds. Changing the rehab model to pass on to qualified developers. Will stabilize the properties through the developer.
- Acquiring properties in the Hilltop and East Side neighborhoods. Pine Street demolition to take place.
- Significant demolition to occur on the East Side with opportunities for new construction.

### Greening Committee

- Working with John Herod and members of the community on a workforce development grant program with greening. Working with the City of Wilmington (Planning, Parks, Mayor's Office). Bi-weekly planning meetings.
- Created a vacant lot asset map including Land Bank lots. Utilizing for Healthy Communities of Delaware.
- Planning a new tour of existing greenspace and murals-tentatively June in Philadelphia. A full day.
- Next Greening Committee meeting is on March 24<sup>th</sup>.
- Habitat received a grant from DNREC and completed a rain garden on Route 9 last year. This year working in the Northeast in the 11<sup>th</sup> Street bridge area adding trees, plantings and fencing including parking area.

### Legislation

- Labor Bill: R. Saccomandi met with Council Member, Shane Darby. Apprentice partnership looks difficult. Told S. Darby to reach out to contractors to discuss. No updates.
- Federal Home Loan Bank of Pittsburgh- a developer roundtable being held. Delaware has not scored well on past applications and to discuss why and possible changes.

### Woodlawn Trustees

- Bennett Street: Out to bid. Phase 1 and soil testing moving forward. Break ground in July/August.

### Peter Zwoltoski

- 834 W 6<sup>th</sup> Street part of the pilot: Will be closing on this property end of the month as well as 4 others. Will be purchasing, rehabbing, and selling to homeowners.



### **City of Wilmington**

- Lots of activities in the East Side area.
- Sent out commitment letters for CDBG funding. Submission deadline pass. Panel made recommendations for funding. Homelessness is a priority. Supporting existing shelters and services.
- Advertising at the end of the month Real Estate and Housing annual plan.
- ARPA projects have a new construction manager.
- Federal environmental reviews – the city has a consultant. Contact the city to coordinate.

### **Habitat for Humanity**

- Finishing 5 homes on the 800 block of Bennett Street. Appraisals for 2 of the homes came in at \$210,000 and \$215,000 (3-bedroom homes). A year ago, WHP homes appraised for \$200,000-\$210,000 and much larger.
- Architectural plans done for the 900 block of Bennett Street. May 2023 start and working with the city and the Land Bank on the last 3 homes that need to be demolished.
- Swapping properties with the Land Bank to do a rent to own program.
- Continue to do repair work on the East Side – 90 last year and will do 50 this year.

### **Meeting adjourned**

- Next meeting is April 19th at 8:30 p.m.

**Wilmington Neighborhood Conservancy Land Bank  
Disposition Committee – March 2023**



**Property Application Review Checklist**

**APPLICANT**

Name:	<b>West Center City CDC and Swami Holdings</b>	
Property Address:	<b>1717 W 2<sup>nd</sup> Street</b>	Square Footage: 1175
Planned Use of Property:	<b>Homeownership</b>	
Rehab Funds Per Square Feet	<b>\$88</b>	
Purchase Price:	<b>\$2,000</b>	

**CHECKLIST**

Complete scope of work	<b>Rehab Cost: \$103,615</b>
Proof of financing (current statements, proof of subsidy)	<b>Bank Statement: \$150,000</b>
Outstanding City of Wilmington tax delinquency/code violations	<b>No</b>
Funds verified	<b>Yes</b>
Applicant sponsor (if available)	<b>NONE</b>
Bankruptcy within the last 3 years	<b>NONE</b>
Scope of Work is sufficient	<b>Yes</b>
City of Wilmington Resident	<b>No</b>
If LLC, need organizational docs and list of officers	<b>Yes</b>
<b>WNCLB Comments:</b> The applicant's scope of work and funding are good.	
<b>Disposition Committee Comments:</b>	
X	APPROVED FOR COMMITTEE REVIEW: Ray Saccomandi, Director of Operations
DISPOSITION COMMITTEE COMMENTS (Approve/Decline): <b>APPROVED</b>	

**Scorecard**

<b>Name</b>	West Center City CDC and Swami Holdings					
<b>Address</b>	1717 W 2nd Street March 2023					
<b>Foundation Components (Mark an "X" in the appropriate category)</b>	<b>Weight</b>	<b>Fair (1)</b>	<b>Good (5)</b>	<b>Excellent (10)</b>	<b>Total</b>	<b>Comments</b>
Available Funds	30			X	300	
Scope of Work	30		X		150	
Liquidity	10			X	100	
Application Completion	10			X	100	
<b>Total</b>					<b>650</b>	
<b>Program Preference (Mark an "X" in the appropriate category)</b>	<b>Weight</b>	<b>Rental (1)</b>	<b>Fix/Flip (5)</b>	<b>\$1 House (10)</b>		<b>Comments</b>
Ownership	20.0		X		100	
<b>Grand Total</b>	<b>100</b>				<b>750</b>	
<b>Additional Points (10 pt each)</b>	<b>Y/N</b>					<b>Comments</b>
Jump Start	N				0	
Delaware Resident	Y				10	
Wilmington Resident	N				0	
<b>Total Addtl'l Points</b>					<b>10</b>	
<b>Total for Applicant</b>					<b>760</b>	

**Definitions**

Available Funds: Does the proof of funds match the scope of work? Fair (Does not have the funds) Good (Funding matches scope) Excellent (Funding available exceeds scope) of work)  
 Scope of Work: Fair (Does not match renovations needed) Good (It matches renovations needed) Excellent (Very detailed included all renovations needed plus additional details)  
 Liquidity: Fair (Relying on all high interest credit sources and retirement accounts) Good (Hard money loan and 30% of funds) Excellent (Stocks, cash, home equity line of credit)  
 Application Completion: Fair (not complete) Good (addresses all fields) Excellent (Exceeds with detailed scope of work, estimates, architectural drawings).  
 Ownership: Fair (Affordable Rental) Good (Investor Rehab for Homeownership) Excellent ( Homestead)  
 JumpStart: Graduate of the JumpStart program. Y/N 10 pts  
 Delaware Resident: Y/N 10 pts

**Wilmington Resident: Y/N 10 pts City of Wilmington residents are a priority and will receive 10 pts for a Delaware resident and an additional 10 pts for City of Wilmington resident.**

**Wilmington Neighborhood Conservancy Land Bank  
Disposition Committee – March 2023**



**Property Application Review Checklist**

**APPLICANT**

Name:	<b>GHP Innovations LLC/Naughton Painting LLC</b>	
Property Address:	<b>903 Coleman St</b>	Square Footage: 750
Planned Use of Property:	<b>Rental</b>	
Rehab Funds Per Square Feet	<b>\$116</b>	
Purchase Price:	<b>\$2,000</b>	

**CHECKLIST**

Complete scope of work	<b>Rehab Cost: \$86,710</b>
Proof of financing (current statements, proof of subsidy)	<b>Bank Accounts: \$45,000 HELOC: \$71,000</b>
Outstanding City of Wilmington tax delinquency/code violations	
Funds verified	<b>Yes</b>
Applicant sponsor (if available)	<b>NONE</b>
Bankruptcy within the last 3 years	<b>NONE</b>
Scope of Work is sufficient	<b>Yes</b>
City of Wilmington Resident	<b>Yes</b>
If LLC, need organizational docs and list of officers	<b>Yes</b>
<b>WNCLB Comments:</b> The applicant has a good scope of work and funding. Has successfully completed a previous Land Bank home.	
<b>Disposition Committee Comments:</b>	
X	APPROVED FOR COMMITTEE REVIEW: Ray Saccomandi, Director of Operations
DISPOSITION COMMITTEE COMMENTS (Approve/Decline): <b>APPROVED</b>	

Scorecard						
Name	GHP Innovations LLC and Naughton Painting LLC					
Address	903 Coleman Street March 2023					
Foundation Components (Mark an "X" in the appropriate category)	Weight	Fair (1)	Good (5)	Excellent (10)	Total	Comments
Available Funds	30			X	300	
Scope of Work	30			X	300	
Liquidity	10		X		50	
Application Completion	10			X	100	
<b>Total</b>					<b>750</b>	
Program Preference (Mark an "X" in the appropriate category)	Weight	Rental (1)	Fix/Flip (5)	\$1 House (10)	Comments	Comments
Ownership	20.0	X			20	
<b>Grand Total</b>	<b>100</b>				<b>770</b>	
Additional Points (10 pt each)	Y/N					Comments
Jump Start	N				0	
Delaware Resident	Y				10	
Wilmington Resident	Y				10	
<b>Total Addtl' Points</b>					<b>20</b>	
<b>Total for Applicant</b>					<b>790</b>	

**Definitions**

Available Funds: Does the proof of funds match the scope of work? Fair (Does not have the funds) Good (Funding matches scope) Excellent (Funding available exceeds scope) of work)  
 Scope of Work: Fair (Does not match renovations needed) Good (It matches renovations needed) Excellent (Very detailed included all renovations needed plus additional details)  
 Liquidity: Fair (Relying on all high interest credit sources and retirement accounts) Good (Hard money loan and 30% of funds) Excellent (Stocks, cash, home equity line of credit)  
 Application Completion: Fair (not complete) Good (addresses all fields) Excellent (Exceeds with detailed scope of work, estimates, architectural drawings).  
 Ownership: Fair (Affordable Rental) Good (Investor Rehab for Homeownership) Excellent ( Homestead)

JumpStart: Graduate of the JumpStart program. Y/N 10 pts

Delaware Resident: Y/N 10 pts

**Wilmington Resident: Y/N 10 pts City of Wilmington residents are a priority and will receive 10 pts for a Delaware resident and an additional 10 pts for City of Wilmington resident.**

**Wilmington Neighborhood Conservancy Land Bank  
Disposition Committee – March 2023**



**Property Application Review Checklist**

**APPLICANT**

Name:	<b>Dr. Theodora Fynn</b>	
Property Address:	<b>1218 Lancaster Ave</b>	Square Footage: 750
Planned Use of Property:	<b>Affordable Rental</b>	
Rehab Funds Per Square Feet	<b>\$90</b>	
Purchase Price:	<b>\$4,000</b>	

**CHECKLIST**

Complete scope of work	<b>Rehab Cost: \$67,990</b>
Proof of financing (current statements, proof of subsidy)	<b>Retirement Account: \$356,511.87</b>
Outstanding City of Wilmington tax delinquency/code violations	<b>No</b>
Funds verified	<b>Yes</b>
Applicant sponsor (if available)	<b>NONE</b>
Bankruptcy within the last 3 years	<b>NONE</b>
Scope of Work is sufficient	<b>Yes</b>
City of Wilmington Resident	<b>No</b>
If LLC, need organizational docs and list of officers	<b>N/A</b>
<b>WNCLB Comments:</b> The applicant has a good scope of work and funding.	
<b>Disposition Committee Comments:</b>	
X	APPROVED FOR COMMITTEE REVIEW: Ray Saccomandi, Director of Operations
	DISPOSITION COMMITTEE COMMENTS (Approve/Decline): <b>APPROVED</b>

**Scorecard**

<b>Name</b>	Dr. Theodora Fynn				
<b>Address</b>	1218 Lancaster Ave March 2023				
<b>Foundation Components (Mark an "X" in the appropriate category)</b>	<b>Weight</b>	<b>Fair (1)</b>	<b>Good (5)</b>	<b>Excellent (10)</b>	<b>Total</b>
Available Funds	30		X		150
Scope of Work	30			X	300
Liquidity	10		X		50
Application Completion	10			X	100
<b>Total</b>					<b>600</b>
<b>Program Preference (Mark an "X" in the appropriate category)</b>	<b>Weight</b>	<b>Rental (1)</b>	<b>Fix/Flip (5)</b>	<b>\$1 House (10)</b>	<b>Comments</b>
Ownership	20.0	X			20
<b>Grand Total</b>	<b>100</b>				<b>620</b>
<b>Additional Points (10 pt each)</b>	<b>Y/N</b>				<b>Comments</b>
Jump Start	N				0
Delaware Resident	N				0
Wilmington Resident	N				0
<b>Total Addtl Points</b>					<b>0</b>
<b>Total for Applicant</b>					<b>620</b>

**Definitions**

Available Funds: Does the proof of funds match the scope of work? Fair (Does not have the funds) Good (Funding matches scope) Excellent (Funding available exceeds scope) of work)

Scope of Work: Fair (Does not match renovations needed) Good (It matches renovations needed) Excellent (Very detailed included all renovations needed plus additional details)

Liquidity: Fair (Relying on all high interest credit sources and retirement accounts) Good (Hard money loan and 30% of funds) Excellent (Stocks, cash, home equity line of credit)

Application Completion: Fair (not complete) Good (addresses all fields) Excellent (Exceeds with detailed scope of work, estimates, architectural drawings).

Ownership: Fair (Affordable Rental) Good (Investor Rehab for Homeownership) Excellent ( Homestead)

JumpStart: Graduate of the JumpStart program. Y/N 10 pts

Delaware Resident: Y/N 10 pts

**Wilmington Resident: Y/N 10 pts City of Wilmington residents are a priority and will receive 10 pts for a Delaware resident and an additional 10 pts for City of Wilmington resident.**

**Wilmington Neighborhood Conservancy Land Bank  
Disposition Committee – March 2023**



**Property Application Review Checklist**

**APPLICANT**

Name:	<b>Sister II Sister LLC</b>	
Property Address:	<b>213 N DuPont</b>	Square Footage: 1250
Planned Use of Property:	<b>Homeownership</b>	
Rehab Funds Per Square Feet	<b>\$94</b>	
Purchase Price:	<b>\$2,000</b>	

**CHECKLIST**

Complete scope of work	<b>Rehab Cost: \$118,000</b>
Proof of financing (current statements, proof of subsidy)	<b>Retirement Acct: \$61,000 Loan: \$120,250</b>
Outstanding City of Wilmington tax delinquency/code violations	<b>No</b>
Funds verified	<b>Yes</b>
Applicant sponsor (if available)	<b>NONE</b>
Bankruptcy within the last 3 years	<b>NONE</b>
Scope of Work is sufficient	<b>Yes</b>
City of Wilmington Resident	<b>No</b>
If LLC, need organizational docs and list of officers	<b>Yes</b>
<p><b>WNCLB Comments:</b> The applicant has a good scope of work, but light on funding. Has successfully completed 1 Land Bank rehab.</p> <p><b>Disposition Committee Comments:</b></p>	
X	APPROVED FOR COMMITTEE REVIEW: Ray Saccomandi, Director of Operations
	DISPOSITION COMMITTEE COMMENTS (Approve/Decline): <b>APPROVED</b>

Scorecard						
Name	Sister II Sister LLC					
Address	213 N DuPont Street March 2023					
Foundation Components (Mark an "X" in the appropriate category)	Weight	Fair (1)	Good (5)	Excellent (10)	Total	Comments
Available Funds	30			X	300	
Scope of Work	30			X	300	
Liquidity	10		X		50	
Application Completion	10			X	100	
<b>Total</b>					<b>750</b>	
Program Preference (Mark an "X" in the appropriate category)	Weight	Rental (1)	Fix/Flip (5)	\$1 House (10)	Comments	
Ownership	20.0		X		100	
<b>Grand Total</b>	<b>100</b>				<b>850</b>	
Additional Points (10 pt each)	Y/N					Comments
Jump Start	N				0	
Delaware Resident	Y				10	
Wilmington Resident	N				0	
<b>Total Add'l Points</b>					<b>10</b>	
<b>Total for Applicant</b>					<b>860</b>	

**Definitions**

Available Funds: Does the proof of funds match the scope of work? Fair (Does not have the funds) Good (Funding matches scope) Excellent (Funding available exceeds scope) of work)  
 Scope of Work: Fair (Does not match renovations needed) Good (It matches renovations needed) Excellent (Very detailed included all renovations needed plus additional details)  
 Liquidity: Fair (Relying on all high interest credit sources and retirement accounts) Good (Hard money loan and 30% of funds) Excellent (Stocks, cash, home equity line of credit)  
 Application Completion: Fair (not complete) Good (addresses all fields) Excellent (Exceeds with detailed scope of work, estimates, architectural drawings).  
 Ownership: Fair (Affordable Rental) Good (Investor Rehab for Homeownership) Excellent ( Homestead)  
 JumpStart: Graduate of the JumpStart program. Y/N 10 pts

Delaware Resident: Y/N 10 pts

**Wilmington Resident: Y/N 10 pts City of Wilmington residents are a priority and will receive 10 pts for a Delaware resident and an additional 10 pts for City of Wilmington resident.**

**Wilmington Neighborhood Conservancy Land Bank  
Disposition Committee – March 2023**



**Property Application Review Checklist**

**APPLICANT**

Name:	<b>Chris Fraser</b>
Property Address:	<b>1310 W 3<sup>rd</sup> Street</b>
Planned Use of Property:	<b>SIDE LOT</b>
Rehab Funds Per Square Feet	<b>N/A</b>
Purchase Price:	<b>\$100</b>

**CHECKLIST**

Complete scope of work	
Proof of financing (current statements, proof of subsidy)	
Outstanding City of Wilmington tax delinquency/code violations	<b>None</b>
Funds verified	
Applicant sponsor (if available)	
Bankruptcy within the last 3 years	
Scope of Work is sufficient	
City of Wilmington Resident	
If LLC, need organizational docs and list of officers	
<b>WNCLB Comments:</b> The applicant lives adjacent at 1308 W 3 <sup>rd</sup> Street.	
<b>Disposition Committee Comments:</b>	
X APPROVED FOR COMMITTEE REVIEW: Ray Saccomandi, Director of Operations	
DISPOSITION COMMITTEE COMMENTS (Approve/Decline):	<b>APPROVED</b>

**Wilmington Neighborhood Conservancy Land Bank  
Disposition Committee – March 2023**



**Property Application Review Checklist**

**APPLICANT**

Name:	<b>Theresa Kent</b>
Property Address:	<b>105 W 29<sup>th</sup> St</b>
Planned Use of Property:	<b>SIDE LOT</b>
Rehab Funds Per Square Feet	<b>N/A</b>
Purchase Price:	<b>\$100</b>

**CHECKLIST**

Complete scope of work	
Proof of financing (current statements, proof of subsidy)	
Outstanding City of Wilmington tax delinquency/code violations	<b>None</b>
Funds verified	
Applicant sponsor (if available)	
Bankruptcy within the last 3 years	
Scope of Work is sufficient	
City of Wilmington Resident	
If LLC, need organizational docs and list of officers	
<b>WNCLB Comments:</b> The applicant lives adjacent at 107 W 29 <sup>th</sup> Street.	
<b>Disposition Committee Comments:</b>	
X APPROVED FOR COMMITTEE REVIEW: Ray Saccomandi, Director of Operations	
DISPOSITION COMMITTEE COMMENTS (Approve/Decline):	<b>APPROVED</b>

**Wilmington Neighborhood Conservancy Land Bank  
Disposition Committee – March 2023**



**Property Application Review Checklist**

**APPLICANT**

Name: **Alex and Alexis Arlequin**

Property Address: **1226 W Street** Square Footage: 2100

Planned Use of Property: **Homestead**

Rehab Funds Per Square Feet **\$41.00**

Purchase Price: **\$1.00**

**CHECKLIST**

Complete scope of work	<b>Rehab Cost: \$85,560</b>
Proof of financing (current statements, proof of subsidy)	<b>Bank Accounts: \$37,044 Credit Cards: \$16,265</b>
Outstanding City of Wilmington tax delinquency/code violations	<b>No</b>
Funds verified	<b>Yes (Short funding)</b>
Applicant sponsor (if available)	<b>NONE</b>
Bankruptcy within the last 3 years	<b>NONE</b>
Scope of Work is sufficient	<b>Yes</b>
City of Wilmington Resident	<b>No</b>
If LLC, need organizational docs and list of officers	<b>N/A</b>

**WNCLB Comments:** The applicant has a good scope of work; however, he is short funding. Will refer the applicant to Cinnaire/Van Hampton for funding.

**Disposition Committee Comments: APPROVED CONTINGENT UPON PRESENTING ADDITIONAL FUNDING.**

X APPROVED FOR COMMITTEE REVIEW: Ray Saccomandi, Director of Operations

DISPOSITION COMMITTEE COMMENTS (Approve/Decline): APPROVED contingent on additional funding to support scope of work.

**Scorecard**

<b>Name</b>	Alex and Alexis Arlequin				
<b>Address</b>	1226 West 4th Street March 2023				
<b>Foundation Components (Mark an "X" in the appropriate category)</b>	<b>Weight</b>	<b>Fair (1)</b>	<b>Good (5)</b>	<b>Excellent (10)</b>	<b>Total</b>
Available Funds	30	X			30
Scope of Work	30		X		150
Liquidity	10	X			10
Application Completion	10			X	100
<b>Total</b>					<b>290</b>
<b>Program Preference (Mark an "X" in the appropriate category)</b>	<b>Weight</b>	<b>Rental (1)</b>	<b>Fix/Flip (5)</b>	<b>\$1 House (10)</b>	<b>Comments</b>
Ownership	20.0			X	200
<b>Grand Total</b>	<b>100</b>				<b>490</b>
<b>Additional Points (10 pt each)</b>	<b>Y/N</b>				<b>Comments</b>
Jump Start	N				0
Delaware Resident	Y				10
Wilmington Resident	N				0
<b>Total Add'l Points</b>					<b>10</b>
<b>Total for Applicant</b>					<b>500</b>

**Definitions**

Available Funds: Does the proof of funds match the scope of work? Fair (Does not have the funds) Good (Funding matches scope) Excellent (Funding available exceeds scope) of work)  
 Scope of Work: Fair (Does not match renovations needed) Good (It matches renovations needed) Excellent (Very detailed included all renovations needed plus additional details)  
 Liquidity: Fair (Relying on all high interest credit sources and retirement accounts) Good (Hard money loan and 30% of funds) Excellent (Stocks, cash, home equity line of credit)  
 Application Completion: Fair (not complete) Good (addresses all fields) Excellent (Exceeds with detailed scope of work, estimates, architectural drawings).  
 Ownership: Fair (Affordable Rental) Good (Investor Rehab for Homeownership) Excellent ( Homestead)  
 JumpStart: Graduate of the JumpStart program. Y/N 10 pts  
 Delaware Resident: Y/N 10 pts

**Wilmington Resident: Y/N 10 pts City of Wilmington residents are a priority and will receive 10 pts for a Delaware resident and an additional 10 pts for City of Wilmington resident.**



## Request for Proposal for Marketing, Communications and Public Relations Services

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Issued \_\_\_\_\_, 2023

Deadline for Submittal: \_\_\_\_\_, 2023

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The Wilmington Neighborhood Conservancy Land Bank (WNCLB) is seeking a qualified Consultant to provide marketing, communications and public relations services.

### Background

In 2016, the WLNCLB was created by state legislation and the City of Wilmington to return vacant, dilapidated, abandoned, and delinquent properties back to productive use. Delaware's first land bank, WNCLB works with the City of Wilmington, nonprofits, for-profits and community members to remove blight and foster neighborhood revitalization.

### Scope of Work

Proposals will be accepted from Consultants who have substantial experience with the following:

1. Providing professional, effective communication services
2. Assisting with the development of appropriate branding and messaging
3. Assisting with the development and implementation of marketing campaigns and promotions
4. Producing creative materials (such as, newsletters and brochures) and building the necessary dissemination infrastructure (such as, websites, social media, and email)
5. Producing quality graphic design and copywriting.
6. Proactively identifying opportunities for positive media coverage
7. Issuing press releases, as requested by WNCLB Staff
8. Other related duties as assigned

## **Suggested Qualifications**

Responses to this Request for Proposal must include, at minimum, the information below. A contract for the accepted proposal will be based upon the factors described in the following proposal criteria:

### **1. Statement of Qualifications**

- a) History and Organizational Structure of Consultant—Provide a description of the Consultant's history and organizational structure and staff capacity, including whether the consultant qualifies as a Small, Women-Owned, and/or Minority Business.
- b) Experience of Consultant—Provide a detailed description of the firm's experience providing similar services. Examples of past work may be included for review.
- c) Experience/Qualifications of Assigned Professionals—Provide a brief resume for individual who will be assigned to provide these services and designate the individual who would have primary responsibility for overseeing these services.

### **2. Scope-of-Services**

- a) Provide a description of the proposed services outlined in the scope-of-work section above. The scope-of-services should be separated into three phases:
  1. Phase I – Development of the WNCLB's Brand Identity (Who is the Landbank? What does it do? Who is its audience)
  2. Phase II – Development of the WNCLB's Marketing Strategy/Plan (How does the WNCLB's communicate its message?)
  3. Phase III – Development of WNCLB's Marketing Materials (logo, brochures/flyers, social media graphics, social media platforms, website, etc.)

### **3. References**

- a) Provide at least three (3) references, all of which have knowledge of your experiences and expertise providing the requested services.

### **4. Disclosure of Potential Conflict of Interest**

- a) Provide a statement regarding any current or, to the extent possible, potential conflict of interest issues that the firm or individual staff assigned to this project might have or encounter in taking on this engagement.

### **5. Price**

- a) The Consultant's proposed pricing and terms should be submitted, as part of the Consultant's response and should include the billable rate for all services, proposed retainer fees, and any other associated costs. The costs of the three phases, outlined in the scope-of-services section above, should be priced separately. Note: Price will not be the sole determining factor in the award of a contract.

## **Process for Selecting a Consultant**

The WNCLB will thoroughly evaluate each proposal received and select a Consultant that it deems the most qualified to facilitate this strategic planning process. The WNCLB reserves the

right to request additional information from the Consultant, after the proposal is received and may require an interview.

Consultants should contact Natalie DiConstanz, Contract Manager at 302-746-6009, or at [ndicostanza@wilmingtonlandbank.org](mailto:ndicostanza@wilmingtonlandbank.org) if they have questions, regarding this RFP.

DRAFT