YOUNG CONAWAY STARGATT & TAYLOR, LLP
Attorneys at Law

WILMINGTON
GEORGETOWN
MIDDLETOWN
NEW YORK

Stephanie L. Hansen
P 302.571.6733
F 302.576.3519
shansen@ycst.com

September 21, 2015

ELECTRONIC TRANSMISSION AND FEDERAL EXPRESS OVERNIGHT
Ms. Barbara Delaney
(Barbara.R.Delaney@hud.gov)
Office of Fair Housing and Equal Opportunity
Philadelphia Center Director
100 Penn Square East - Wanamaker Building,
10th Floor
Philadelphia, PA 19107

Lori Wagner, Esq.
(Lori.Wagner@usdoj.gov)
Chief
Attn: DJ #175-15-46
Housing and Civil Enforcement Section
Civil Rights Division
United States Department of Justice
1800 G Street NW
Washington, DC 20006

Re: Sussex County Interim Compliance Report Under the Sussex County Voluntary Compliance Agreement (HUD) and Consent Decree (USDOJ)

Dear Ms. Delaney and Ms. Wagner:

The purpose of this correspondence is to forward to you the training certificates from the third annual in-person training of certain County employees as well as the County's Limited English Proficiency ("LEP") Plan requested by you in your correspondence to Sussex County dated July 30, 2015 (the "July HUD Letter"). Additionally, the County is also including within this report information relating to its second annual homebuyer fair as required within the County's Affirmative and Fair Housing Marketing Plan.

A. Training Certificates:

In-person training is required under the Consent Decree ("CD") executed between Sussex County and the U.S. Department of Justice ("USDOJ") on November 28, 2012, entered

by the Court on December 19, 2012, and in Section III (1) of the Voluntary Compliance Agreement ("VCA") executed between Sussex County and the U.S. Department of Housing and Urban Development ("HUD") on November 28, 2012. Section VI(21) of the CD requires the County to provide in-person training on the requirements of the CD and of the Fair Housing Act to all County officers, elected and appointed officials, or employees who have duties related to the planning, zoning, permitting, construction, or occupancy of residential housing and Section VI(23) requires the submission of training certificates as proof of the training.

The County's third annual in-person training (the "2015 Training") was held on July 23, 2015 with a trainer approved by USDOJ[1] and with materials meeting the approval of USDOJ.[2] The training was video-recorded and each participant received a copy of the CD and a copy of the training materials, and each participant executed the certification of training at the conclusion of the training session. The certificates are attached hereto as **Exhibit A**.

Prior to the 2015 Training, provisions were agreed to between USDOJ and the County in which any elected, appointed, or hired individual who, for good cause, could not attend the annual in-person training could satisfy the training requirement by viewing the videotape of the training, provided that any person who completes the video training in lieu of live training will report the reason on his/her training certification form (Attachment B of the CD) that will be submitted to USDOJ. This includes the situation wherein the in-person training required by the CD would cause any given County department to operate with less than 25% of its regular employees for the duration of the training, then up to 25% of that department's staff may be considered to have good cause to be trained by video instead of in-person, provided that no individual asserts this basis for good cause in any two consecutive years.[3] As a result, the County was able to train all persons required under the CD. In total, 72 persons attended the in-person training or viewed the videotaped presentation. The Certificates from all 72 attendees are attached hereto within **Exhibit A**.[4]

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[1] Email from Lori Wagner, USDOJ, to Stephanie Hansen, dated May 4, 2015.

[2] Email from Lori Wagner, USDOJ, to Stephanie Hansen, dated July 1, 2015.

[3] Emails from Chris Fregiato, USDOJ, to Stephanie Hansen, dated December 12, 2012, and January 30, 2013.

[4] You will note on the training certificate supplied by County employee Guillermo Montalvo that he checked "Other" as the reason he did not attend the 2015 Training. Although Mr. Montalvo had been hired by the County and previously viewed the videotape of the second annual in-person training (see the County's Fifth Semi-Annual Compliance Report), he was out of work at the time of the 2015 Training awaiting the renewal of his Employment Authorization Card. As a result, he viewed the videotape of the 2015 Training once his card was renewed. We believe this meets the definition of good cause.

With this correspondence, the County believes that it has fulfilled the requirements of Sections VI(21) and (23) of the CD and Section III(1) of the VCA regarding the third annual in-person training and submission of training certificates.

B. LEP Plan:

As you requested at our meeting on July 16, 2015, and within the July HUD Letter to address HUD Recommendation #6, attached as **Exhibit B** is the County's draft LEP Plan. We believe this plan will be finalized shortly, but would appreciate HUD's comments as we reach the finish line. As mentioned in the July HUD Letter, HUD's comments, if any, will not become a part of the approval of the Priority Plan, but rather will be for the purpose of technical assistance to the County.

C. Homebuyer Fair Materials:

Within the County's Affordable and Fair Housing Marketing Plan, the County committed to providing an annual, free Sussex County Homebuyer Fair.[5] As reported in the County's Fourth Semi-Annual Compliance Report, the first homebuyer fair was held on September 27, 2014. The County is pleased to report that the second annual homebuyer fair is currently scheduled for September 26, 2015.

The Marketing Plan requires the County to hold the homebuyer fair including the following stakeholders: (i) Sussex County Association of Realtors; (ii) First State Community Action Agency; (iii) NCALL Research, Inc.; (iv) Milford Housing Development Corporation; (v) Sussex County Habitat for Humanity; (vi) Diamond State CLT; and (vii) the U.S. Department of Agriculture Rural Development Agency. In addition, marketing materials are to be posted and/or distributed to at least ten (10) major Sussex County employers employing a substantial low-and-moderate income workforce, as well as the rural Impacted Communities identified through the County's Strong Communities Initiative. Attached as **Exhibit C** are: (1) the Homebuyer Fair Poster and postcards (English and Spanish versions); (2) the Homebuyer Fair Marketing Details listing the entities to whom the County sent an invitation and/or the Homebuyer Fair flyer; and (3) the Homebuyer Fair booklet identifying the required stakeholders listed as either partners, sponsors, or exhibitors;. As you can see from these documents, again, the County went above and beyond the requirements in the Marketing Plan to generate interest and perform public outreach. As a result, the County believes it is in compliance with this requirement of the Marketing Plan.

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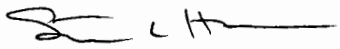
[5] *See* Sussex County Affordable and Fair Housing Marketing Plan, Section IV.A.1(i).

Lastly, the County is continuing to revise its Priority Plan to address the issues you raised in the July HUD Letter and anticipates forwarding the plan to you shortly. Please feel free to contact me with any questions or comments regarding this Interim Compliance Report.

Sincerely yours,



Stephanie L. Hansen

Ms. Alice Hung (via email at Alice.Hung@usdoj.gov)
Ms. Melody Taylor-Blancher (via email at Melody.C.TaylorBlancher@hud.gov)
Ms. Mary Jean Carabello (via email at MaryJean.Carabello@hud.gov)
Ms. Danielle.L.Sievers (via email at Danielle.L.Sievers@hud.gov)
Mr. Todd Lawson (via email at tlawson@sussexcountyde.gov)
Mr. Brad Whaley (via email at bwhaley@sussexcountyde.gov)
Ms. Brandy Nauman (via email at bnauman@sussexcountyde.gov)

Exhibit List

Exhibit A – Certificates of Training

Exhibit B – Sussex County's Limited English Proficiency Plan

Exhibit C - Materials from Sussex County's Second Annual Homebuyer Fair

Exhibit A

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7-27-15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Martin L. Roll

Print Name

7-27-15

Date

P + Z Commission

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

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On 23 July 15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Robert W Roth

Print Name

23 July 15

Date

PT Zoning Inspector

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

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On 7/25/15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

JEFFREY SAUERS
Print Name

7/25/15
Date

Assessor
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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On JAMES SHARP, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

James P. Sharp
Signature

JAMES P. SHARP
Print Name

7/23/15
Date

ASSISTANT COUNTY ATTORNEY
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Ryan Stuart
Print Name

JULY 23, 2015
Date

Constable
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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On JULY 23, 2015, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

MICHAEL VINCENT
Print Name

7/23/2015
Date

COUNTY COUNCIL
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Russell K. Warrington
Signature

RUSSELL WARRINGTON
Print Name

7/23/15
Date

PLANNING & ZONING
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Brad D Whaley

Print Name

7/23/15

Date

Director, SCADHD

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

JEFFREY W WHALEY
Print Name

23 JULY 2015
Date

Zoning Inspector
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Charles Wheatley
Signature

Charles Wheatley
Print Name

7-23-15
Date

Building Inspector
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

E Brent Workman
Signature

E BRENT WORKMAN
Print Name

7/23/15
Date

BOA
Position with Sussex County

[redacted]

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Anderson E. Wright
Print Name

7/23/15
Date

Chief of Building Code
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Dale McDowell
Signature

Dale McDowell
Print Name

7-23-15
Date

Rehab Specialist II
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Martha R. Miller
Signature

Martha R. Miller
Print Name

7/23/15
Date

Clerk IV
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

JOHN M. MILLS

Print Name

7/23/15

Date

BOARD OF ADJUSTMENTS MEMBER

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

J. EVERETT MOORE JR

Print Name

7/23/2015

Date

COUNTY ATTY

[redacted]

Home Street Address

[redacted]

C

[redacted]

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Brandy R. Nauman
Print Name

7/23/15
Date

Fair Housing Compliance officer
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Dean Pettyjohn

Print Name

7-23-15

Date

Planning & Zoning Inspector

[redacted]

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Norman C. Rickard

Print Name

7/25/15

Date

Board of Adj MEMBER

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Nicole Riddick

Signature

Nicole Riddick

Print Name

7/23/15

Date

Secretary II

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Vincent G. Robertson

Print Name

7/23/15

Date

Assistant Sussex County Attorney

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Stacie L Rogers
Signature

Stacie Rogers
Print Name

7-23-15
Date

Clerk
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Stephanie L. Hansen
Print Name

7/23/15
Date

Attorney
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Jeffrey Hudson
Signature

Jeffrey Hudson
Print Name

7/23/15
Date

Board of Adjustment
[redacted]

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On July 23, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Jennifer Jackson

Print Name

July 23 2015

Date

Permit Tech II

Position with Sussex County

[redacted]

Home Telephone Number

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7/23/2015, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Norman C Jackson III

Print Name

7/23/2015

Date

Assessor II

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Michael B. Johnson

Print Name

7/23/2015

Date

PZ Commissioner

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

William Mike Jones
Print Name

7-23-15
Date

Rehab. Specialist
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Christopher S. Keeler
Print Name

7/23/15
Date

Director of Assessment
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Dwayne Kilgo
Print Name

7/23/15
Date

Sr. IT Mgr
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Lawrence B. Lank

Print Name

July 23, 2015

Date

Director of Planning/Zoning

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Todd F. Lawson

Print Name

7/23/2015

Date

County Administrator

[redacted]

Home Telephone Number

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Christie Allen
Signature

Christie Allen
Print Name

7/23/15
Date

Assessor III
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

ROBERT B. ARLETT
Print Name

7/23/15
Date

COUNTY COUNCILMAN
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Melody Booker-Wilkins
Print Name

7/23/15
Date

Director of Economic Development
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

01:12731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Dale A. Callaway
Signature

DALE A. CALLAWAY
Print Name

July 23, 2015
Date

CHAIRMAN / BOA
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

George B. Cole
Print Name

7/23/15
Date

Councilmen – elected

[redacted]

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

SHERRY A Collins

Print Name

7/23/2015

Date

ASSESSOR II

Position with Sussex County

[redacted]

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Janelle M Cornwell
Signature

Janelle M Cornwell
Print Name

7/23/15
Date

Planning & Zoning Manager
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Henson Destine

Print Name

7-23-15

Date

Intern

P[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Jayne E. Dickerson
Signature

Jayne E. Dickerson
Print Name

7/23/15
Date

Director of Utility Permits
Position with Sussex County

[redacted]

[redacted]

Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

PETER R. Dikes Sr

Print Name

7-23-15

Date

CONSTABLE

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

HAL GODWIN
Print Name

7-23-15
Date

Deputy Administrator
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On July 23rd, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

William Godwin Jr.
Print Name

7/23/15
Date

Tax Assessor
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Robin A. Griffith

Print Name

7/23/15

Date

Clerk of the Council

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7-27-15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Steven D. Hickman

Print Name

7-27-15

Date

Zoning Inspector II

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

X Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:17731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7/29/2015 I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Daune M. Hinks

Print Name

July 29, 2015

Date

Code Enforcement Officer II

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

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I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

C.S. Holder Jr.
Signature

C.S. HOLDER JR.
Print Name

7/29/15
Date

Chairman
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

✓ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Michael A. Izzo, P.E.
Print Name

7/29/15
Date

County Engineer
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

X I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7/31/15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Dana N. Lathbury
Print Name

7/31/15
Date

Assessment Clerk I
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

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I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Danielle Lanes
Signature

Danielle Lanes
Print Name

7/29/15
Date

Permit Tech

[redacted]

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Steve Mitchell
Signature

Steve Mitchell
Print Name

7-29-15
Date

Inspector
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Kenneth A. Morley
Signature

Kenneth A. Morley
Print Name

7-29-15
Date

Building Code
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to: Vacation

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Jennifer Norwood

Print Name

7/29/15

Date

Clerk II

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:17731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7/27/15 I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Kelly Passwater
Signature

Kelly Passwaters
Print Name

7/27/15
Date

Zoning Inspector III
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

__X__ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:17751981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On July 29, 15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Carrie Patterson
Signature

Carrie Patterson
Print Name

July 29, 15
Date

Permit Tech I
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:17731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On July 27, 2015, ~~I attended~~ watched training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Jeff Shockley

Print Name

7-27-15

Date

Environmental Manager

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_X_ Traveling either out of State, or out of the Country

_____ Illness

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01:12731981-2

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I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

RODNEY W. SMITH
Print Name

July 29, 2015
Date

PLANNING & ZONING COMMISSION
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

✓ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:17731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Lewis Walls
Signature

Lewis Walls
Print Name

7-29-15
Date

Building code 11
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981:2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7/28/15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1871-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Robert C Wheatley

Print Name

7/28/15

Date

Chairman, Planning & Zoning Comm.

Position with Sussex County

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_X_ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731961.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On July 27 2015, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Kelly Willins
Signature

Kelly Willins
Print Name

7-27-15
Date

Assessment Specialist
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7/29/15, I attended/watched training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Joseph Wright
Signature

JOSEPH WRIGHT
Print Name

7/30/15
Date

ASS'T. COUNTY ENGINEER
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981-2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 8/1/2015 I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Joan R. Deaver

Print Name

Aug. 18, 2015

Date

Council member

Position with Sussex County

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

✓ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 8/11/15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Samuel R. Wilson, Jr.
Print Name

8/11/15
Date

Sussex County Councilman
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, ZIP

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_X_ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7/28+29/15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Michael J. Costello

Print Name

7/29/15

Date

Chief Constable

[redacted]

Home Street Address

[redacted]

City, State, Zip

[redacted]

Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

✓ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:17731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7/29/2015, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Angela M. Calio
Signature

Angela M. Calio
Print Name

7/29/2015
Date

Bldg Code Plan Reviewer
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On July 28, 2015, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Stacie Burton
Print Name

7/28/15
Date

Clerk III
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

_X_ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 7-30-15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

Irwin G. Burton
Print Name

7/30/15
Date

P & Z
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

✓ Traveling either out of State, or out of the Country

_____ Illness

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01:12731981.2

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CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Pauline Brown
Signature

Pauline Brown
Print Name

7/29/15
Date

Assessment - Supervisor/Building Permits
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

__X__ I was a member of the 25% of my department's staff that was required to report to work on the day of training. (AND HAD A death IN The family - mother - IN - LAW)

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On July 29 2015, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Dionne A Baker
Signature

Dionne L. Baker
Print Name

7/29/15
Date

Clerk IV
Position with Sussex County

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

✓ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

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I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Signature

John J. Ashman
Print Name

7-29-15
Date

Director of Utility Planning
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

__X__ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731987.2

ATTACHMENT B

CERTIFICATION OF TRAINING AND RECEIPT OF CONSENT DECREE

On 8/18/15, I attended training on the federal Fair Housing Act. I have had all of my questions concerning these topics answered to my satisfaction.

I also have been given and I have read a copy of the Consent Decree entered in United States v. Sussex County, Delaware, et al., Case No. 12-1591-MPT (D. Del.). I understand my legal responsibilities and will comply with those responsibilities. I further understand that the Court may impose sanctions on Sussex County or the Planning and Zoning Commission of Sussex County if I violate any provision of this Decree.

I declare under penalty of perjury under the laws of the United States of America that the foregoing is true and correct.

Guillermo Montalvo
Signature

Guillermo Eduardo Montalvo Merino
Print Name

8/18/2015
Date

Rehabilitation Specialist
Position with Sussex County

[redacted]
Home Street Address

[redacted]
City, State, Zip

[redacted]
Home Telephone Number

"I was unable to attend the live-training session due to:

_____ I was a member of the 25% of my department's staff that was required to report to work on the day of training.

_____ Traveling either out of State, or out of the Country

_____ Illness

_____ I was hired by the County, or transferred departments, after the date of the training."

01:12731981.2 X Other

Exhibit B

LIMITED ENGLISH PROFICIENCY PLAN

Sussex County, Delaware

Approved _____

Todd Lawson, County Administrator Date

SUSSEX COUNTY GOVERNMENT

LIMITED ENGLISH PROFICIENCY PLAN

A. Introduction

This Limited English Proficiency Plan has been prepared to address Sussex County's responsibilities as a recipient of federal financial assistance to take reasonable steps to provide Limited English Proficiency (LEP) individuals with meaningful access to County programs and services.

It is the policy of Sussex County Government to provide timely meaningful access for LEP persons to all County programs and activities. All personnel shall provide free language assistance services to LEP individuals whom they encounter or whenever an LEP person requests language assistance services. All personnel will inform members of the public that language assistance services are available free of charge to LEP persons and that the organization will provide these services to them.

B. Purpose

The purpose of this Plan is to establish effective guidelines, consistent with Title VI of the Civil Rights Act of 1964 and Executive Order 13166, for agency personnel to follow when providing services to, or interacting with, individuals who have limited English Proficiency. Further, Title VI regulations prohibit discrimination on the basis of race, color, or national origin. Following these guidelines is essential to the success of our mission to *promote public safety, well-being, prosperity and an enriched quality of life in a personal, professional and fiscally responsible manner for those who live, work and vacation in Sussex County*.

This Plan will assist Sussex County Government ("County") staff in providing meaningful access to County programs and activities by persons with Limited English Proficiency. The County is committed to complying with federal requirements in providing free, meaningful access for LEP individuals. No LEP individual will be denied access to a County program because the individual does not speak English or communicates in English on a limited basis.

In order to prepare this plan, the County used the four-factor LEP analysis which considers the following factors:

1. The number or proportion of LEP persons in the eligible service population.
2. The frequency with which LEP individuals come into contact with the County.
3. The nature and importance of the program, activity, or service to the LEP person.
4. The resources available to the County and the cost of providing various types of language services.

A summary of the results of the four-factor analysis is in the following section.

C. Meaningful Access: Four-Factor Analysis

1. **FACTOR 1: Number or proportion of LEP persons served or encountered in the eligible service area**

Language Group	Total number of persons 5 years and over speaking the language at home	LEP Persons: Speaks English less than "very well"
Spanish or Spanish Creole	**12,631**	**7,402**
Other Indo-European Languages	**3,879**	**1,715**
French	381	64
French Creole	1,090	811
Italian	435	99
German	557	71
Russian	245	167
Asian & Pacific Island Languages	**1,174**	**517**
Chinese	208	127
Korean	311	123
Vietnamese	168	80
Tagalog	373	113
Other Languages	**371**	**87**

Source: 2007-2011 American Community Survey 5-Year Estimates, Survey Tables B16001 & S1601

The above data demonstrates that 76 percent of Sussex County's LEP population is Spanish speaking and that no other language meets the 5 percent or 1,000-person threshold for requiring written translation of vital documents.

2. **FACTOR 2: The frequency with which the LEP persons come into contact with the program**

Based on a review of the Community Development & Housing Department's year-end reports from the last 5 years, approximately 5 percent of beneficiaries annually are Spanish-speaking LEP persons. Informal interviews with department staff were conducted to confirm how many LEP persons visited, called the office, or were program beneficiaries, and what has been their primary language. These interviews revealed that while there were several Spanish-speaking LEP persons contacting the department and receiving program benefits, there were no LEP persons who spoke languages other than Spanish.

3. **FACTOR 3: The nature and importance of the program, activity, or service provided by the program**

Sussex County provides direct assistance to project area beneficiaries related to affordable housing, water/sewer hookups, demolition, rehabilitation, and acquisition; therefore, the nature of the activity or service is of significant importance to Sussex County residents.

4. **FACTOR 4: The resources available and costs to Sussex County**

Translation of vital documents (written and oral) will be contracted by a certified third party. Sussex County will utilize any documents provided by the Delaware State Housing Authority and the U.S. Department of Housing & Urban Development in languages other than English. Further, Sussex County will retain professional interpretation services, to provide oral interpretation in languages other than Spanish, as needed.

When feasible, Sussex County will arrange for bilingual staff to receive proper training and certification for government translation and interpretation services. Until such certification is obtained, and pending work-load, translation of vital documents (written and oral) will be provided primarily through a contracted local and certified third-party agency.

As of February 2015, Sussex County has a contract with CTS Language Link to provide Interactive Voice Response interpretation service. At its immediate disposal, CTS has access to interpreters for more than 240 languages. County staff have quick reference guides at every phone to allow for a quick call to an interpreter in the event an LEP individual walks-in or calls for service. CTS provides "Point to Your Language" posters to aid staff in determining the language for which to interpret. This service is available 24 hours a day, 7 days a week, 365 days a year, and available to staff in the field.

D. Definitions

1. Effective Communication – Effective communication occurs when County staff has taken reasonable steps to provide meaningful access to an LEP individual. Effective communication also means that the LEP individual is able to provide and receive required or necessary information.
2. Interpretation – Interpretation means the oral or spoken transfer of one language into one or more other languages. Interpretation can take place in-person, through a telephonic interpreter, or via internet or video.
3. Language Assistance – Language assistance includes interpretation and translation. The County has the sole discretion to determine whether to provide the language assistance in the form of interpretation or translation.
4. Limited English Proficient (LEP) – A person who does not speak English as their primary language **and** who has a limited ability to read, write, speak or understand English may be LEP and be entitled to language assistance with respect to a particular program, benefit or right. The focus is on the client's lack of English proficiency. An individual who proficiently speaks English is not a LEP individual.
5. Meaningful Access – Meaningful access is free language assistance in compliance with federal requirements. The County's goal is to provide meaningful access to the County's programs and services by LEP persons in a manner that balances the following four factors:
    a. The number or proportion of LEP persons eligible to be served or likely to be encountered by the County.
    b. The frequency with which the County comes into contact with a particular language.
    c. The nature and importance of the program, activity, or service to the person's life. A compulsory activity is evidence of importance. For example, voluntary attendance at a

public meeting/hearing does not have the same importance as the application and contract process for rehabilitation assistance.

d. The County's resources and the cost of providing meaningful access. Reasonable steps may cease to be reasonable where the costs imposed substantially exceed the benefits. The County determines the budget for language assistance.

6. Translation – Translation means the written transfer of a message from one language into one or more other languages.
7. Vital Written Documents – Vital written documents include, but are not limited to, consent and complaint forms; intake and application forms with the potential for important consequences; written notices of rights; notices of denials, losses, or decreases in benefits or services; notice of disciplinary action; signs; and notices advising LEP individuals of free language assistance services.

E. Language Assistance

The Fair Housing Compliance Officer will serve as the County's Language Assistance Coordinator.

Contact:
Fair Housing Compliance Officer
Sussex County Community Development & Housing
22215 DuPont Boulevard, P.O. Box 589
Georgetown, DE 19947
Phone: (302) 855-7777
Fax: (302) 854-5397

1. Translation of Documents

Sussex County will translate critical documents into a language when 5 percent of Sussex County's population of persons eligible to be served or likely to be affected or encountered are LEP and all speak a common language other than English. Sussex County will translate critical documents for each eligible LEP language group meeting this threshold.

To date, the only LEP language group meeting the threshold for vital document translation is Spanish. Sussex County's Community Development & Housing office has already translated all vital documents and will continue to translate other important program documents. Attachment A-1 is a listing of all County documents currently translated.

Sussex County will contract with a local certified agency to provide translation (written and oral) of vital documents. To support this effort, the County will seek proper training and certification for government translation and interpretation services for existing bilingual County staff.

2. Use of Interpreters

A contracted interpreter is considered a formal interpreter. Formal interpreters are to be used whenever an LEP individual signs a legally-binding document which includes, but is not limited to, Neighborhood Stabilization Program settlements and the signing of Rehabilitation/Demolition Liens and Contracts. If

available, a certified Spanish-speaking bilingual County staff person may also provide formal interpretation services for Spanish-speaking individuals.

As of February 2015, Sussex County has a contract with CTS Language Link to provide Interactive Voice Response interpretation service. At its immediate disposal, CTS has access to interpreters for more than 240 languages. County staff have quick reference guides at every phone to allow for a quick call to an interpreter in the event an LEP individual walks-in or calls for service. CTS provides "Point to Your Language" posters to aid staff in determining the language for which to interpret. This service is available 24 hours a day, 7 days a week, 365 days a year, and available to staff in the field.

Informal interpreters may be family members, friends, legal guardians, service representatives or advocates of the LEP individual. Informal interpreters may be appropriate depending upon the circumstances and subject matter. However in many circumstances, informal interpreters, especially children, are not competent to provide quality and accurate interpretations. There may be issues of confidentiality, competency or conflict of interest.

An LEP person may use an informal interpreter of their own choosing and expense in place of or as a supplement to the free language assistance offered by Sussex County. If possible, Sussex County should accommodate a LEP individual's request to have an informal interpreter. In these cases the individual and interpreter should sign a waiver of free interpreter services.

An outside resource may be community volunteers, members of the faith-based community, or representatives from non-profit or state agencies. Outside resources may be used for interpretive services at public or informal meetings or events.

In an emergency situation, Sussex County may use any interpreter available. Sussex County should first respond to the emergency and follow-up with language assistance as appropriate.

3. Contracts

Interpreters and Translators working for Sussex County will sign a "Data Privacy Statement" form (Attachment A-2) as part of the contract documents.

F. Sussex County Staff Training

1. Sussex County will make the Title VI Policy and LEP Plan available to staff.
2. Sussex County will inform existing and new employees of the County's duty to offer free language assistance in compliance with federal requirements.
3. Sussex County will post the LEP Plan on the County's Intranet, as well as the County's Affordable & Fair Housing website.
4. Sussex County will provide all departments and divisions copies of 'I Speak' cards, as well as contact information for sign language and language interpreter services available.

G. Guidelines for Staff Using an Interpreter

1. State the purpose of your communication and describe the type of information you may convey.
2. Speak in short sentences, expressing one idea at a time and allow the information to be interpreted.
3. Speak to the LEP individual and not to the interpreter.
4. Avoid using slang and acronyms. If you must do so, please explain their meaning.
5. Provide brief explanations of technical terms or terms of art, such as household income, recertification, etc.
6. Occasionally ask if the interpreter understands the information or if you should slow down or speed up your speech. If the interpreter is confused, the individual may also be confused.
7. Occasionally ask if the LEP individual understands the information. You may have to repeat or clarify some information by saying it in a different way.
8. Be patient and thank the interpreter.

H. Notice of Free Language Assistance for Sussex County Business

The County will post a sign in the lobby of the Administration Building and the West Complex Administrative Offices Building informing the public of the availability of the Interactive Voice Response (CTS Language Link) Service at any County department or division.

Community Development & Housing will publish all public meetings and pre-bid meetings for contractors in at least one Hispanic paper and/or website. When appropriate those, advertisements will also be provided in both English and Spanish.

The County's website will provide a notice in every public meeting event regarding the availability of sign language and language interpreters in both English and Spanish.

I. Reporting

Sussex County staff will document in the LEP individual's file or record when an interpreter is used for the application or contract signing of a Sussex County program, or when an interpreter is used for an LEP client's public hearing for a proposed subdivision, change of zoning, conditional use, or variance.

J. Monitoring

Periodically, Sussex County will review the LEP Plan. The review will include a summary report of the number of Sussex County individuals accessing federally-assisted programs who are LEP. The summary will also include a listing of the languages used by LEP individuals. When reasonably available, the report will also include data regarding Sussex County individuals accessing County programs and resources not assisted by federal funding.

Sussex County will also determine whether 5 percent of Sussex County's assisted individuals speak a specific language requiring the translation of vital documents as provided in E-1 above.

The Language Assistance Coordinator will do a periodic assessment to ensure that all departments and divisions have access to the LEP Plan and tools, as well as sufficient 'I Speak' cards.

K. Distribution and Public Posting

The County Administrator will notify all existing and new employees of the Policy and the location of the LEP Plan and other language-related resources on the County's internal Intranet. In addition, the LEP Plan, quick-reference phone stickers, and 'Point to your language' posters will be distributed to all Department and Division heads.

The LEP Plan will be available to the public on the County's Affordable & Fair Housing website. The public may also view a copy of the Plan in the Human Resources Department and the Community Development & Housing Department.

L. Standard of Care

The LEP Plan does not create a standard of care, a covenant of habitability or any rights to third parties or Sussex County assisted individuals. The Policy does not enlarge Sussex County's duty under any law, regulation, or ordinance. In cases of conflict, the applicable law, regulation or ordinance shall prevail. The Policy is a general guideline as to a standard of care to which Sussex County aspires.

ATTACHMENT A-1

SUSSEX COUNTY SPANISH DOCUMENTS & PROGRAMS

Name of Document/Program	Department/Division	Date Translated/Reviewed/Updated
Condado de Sussex Reclamación Por Discriminación en el Acceso a la Vivienda (Sussex County Housing Discrimination Complaint Intake Form)	Community Development & Housing	February 5, 2014
Política de Igualdad de Acceso a la Vivienda (Fair Housing Policy)	Community Development & Housing	February 5, 2014
Contrato de Construcción (Construction Conract)	Community Development & Housing	February 5, 2014
Acuerdo (Lien Agreement)	Community Development & Housing	February 5, 2014
Aplicación de Reparaciones (Rehabilitation Application)	Community Development & Housing	July 8, 2014
Estudio de las Comunidades Afectadas del Condado de Sussex (Sussex County Impacted Communities Study Explanation)	Community Development & Housing	July 8, 2014
Estudio de las Comunidades Afectadas del Condado de Sussex (Sussex County Impacted Communities Study Survey)	Community Development & Housing	July 8, 2014
Alojamientos Públicos de Reunión (Public Meeting Accommodations Notice)	Sussex County Government	July 28, 2014
Solicitud de Subsidio Para Alcantarillado Sanitario del Condado de Sussex (Sussex County Sewer Assistance Program)	Billing	August 8, 2014
Feria de la Vivienda (Sussex County Homebuyer Fair Flyer)	Community Development & Housing	September 4, 2014
Formulario de la Feria de la Vivienda (Homebuyer Fair Online Registration Form)	Community Development & Housing	September 4, 2014
Sabía Que… El Condado de Sussex (Sussex County Information Rack Card)	Community Development & Housing	October 1, 2014

Capítulo 96: Mejoras a la Comunidad de Sussex (Chapter 96: Sussex County Improvements)	Engineering	March 26, 2015
Programa de Mejoras a la Comunidad de Sussex en virtud del Capítulo 96 del Código de Sussex County (Chapter 96 of the Sussex County Code - Sussex Community Improvement Program)	Engineering	March 26, 2015
Capítulo 96 del Código de Sussex County Programa de Mejoras a la Comunidad de Sussex Sinopsis del programa (Chapter 96 of the Sussex County Code - Sussex Community Improvement Program - Program Synopsis)	Engineering	March 26, 2015
Formulario de queja por unidad en alquiler (Rental Unit Complaint Form)	Constable	September 10, 2015

ATTACHMENT A-2

INTERPRETER DATA PRIVACY STATEMENT

DATA PRIVACY POLICY

Interpreters working for Sussex County Government (the "County") will have access to various types of confidential information. This includes, but is not limited to, personal and financial information acquired from homeowners and homebuyers applying for County programs. One of the most important responsibilities of the County is to ensure that this information remains confidential.

To that end, no Interpreter may knowingly divulge or disclose confidential information obtained while performing interpreting duties unless the County has given its prior written consent or the Interpreter is complying with a valid legal request. Interpreters must treat confidential information in a professional manner so as to avoid disclosure to unauthorized persons.

The obligation of the Interpreter to protect confidential information is an ongoing obligation and shall survive the termination of the Interpreters' employment or relationship with the County.

I have read, and understand the above privacy statement and agree to ensure the confidentiality of any information obtained during the providing of interpreting services on behalf of the Sussex County Government.

INTERPRETER

Signed Name: _____

Printed Name: _____

Date: _____

SUSSEX COUNTY GOVERNMENT

Signed Name: _____

Printed Name & Title: _____

Date: _____

DATA PRIVACY POLICY

Translators working for Sussex County Government (the "County") will have access to various types of confidential information. This includes, but is not limited to, personal and financial information acquired from homeowners and homebuyers applying for County programs. One of the most important responsibilities of the County is to ensure that this information remains confidential.

To that end, no Translator may knowingly divulge or disclose confidential information obtained while performing translation duties unless the County has given its prior written consent or the Translator is complying with a valid legal request. Translators must treat confidential information in a professional manner so as to avoid disclosure to unauthorized persons.

The obligation of the Translator to protect confidential information is an ongoing obligation and shall survive the termination of the Translator's employment or relationship with the County.

I have read, and understand the above privacy statement and agree to ensure the confidentiality of any information obtained during the providing of translating services on behalf of the Sussex County Government.

TRANSLATOR

Signed Name: _____

Printed Name: _____

Date: _____

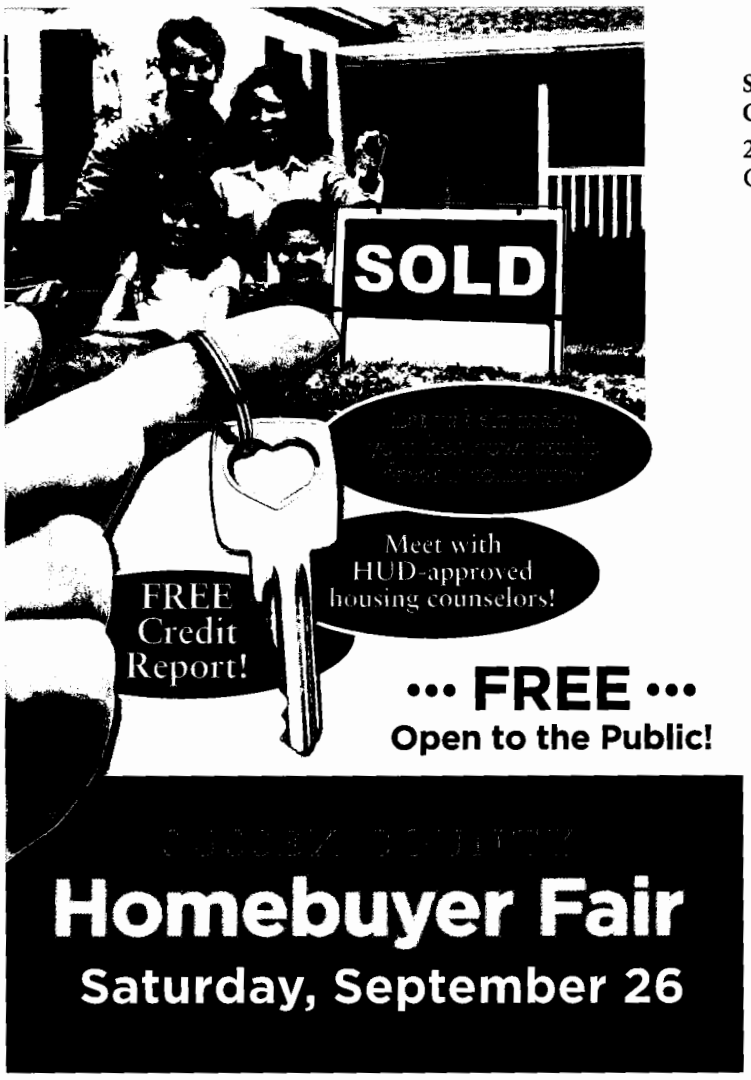
SUSSEX COUNTY GOVERNMENT

Signed Name: _____

Printed Name & Title: _____

Date: _____

Exhibit C



Sussex County
Community Development & Housing
22215 DuPont Boulevard, P.O. Box 589
Georgetown, DE 19947

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID
GEORGETOWN, DE
PERMIT NO. 26

<FRONT>

Homebuyer Fair

Get the keys to home ownership!

Saturday, September 26

9am - 1pm • Delaware Tech, Owens Campus
Carter Partnership Center • Georgetown, DE

Learn the "keys to home ownership," regardless of your current and/or past situation. These include:

- **Financial planning tools**
- **Programs and products that are available to YOU**
- **How to locate and work with a qualified REALTOR®**
- **Visit with Inspectors, Settlement Attorneys, Homeowners Insurance Agents and More!**

••• FREE •••
Open to the Public!

Pre-registration recommended. Visit [illegible] or call 302-[illegible]-7779

This is a joint event sponsored by Sussex County Government, Delaware State Housing Authority, Sussex County Association of REALTORS®, First State Community Action Agency and NCALL Research, Inc.

<BACK>

Feria de la vivienda

¡Conozca las claves para acceder a una vivienda!

Sábado, 26 de septiembre

De 9 a. m. a 1 p. m. • Delaware Tech, Owens Campus
Carter Partnership Center • Georgetown, DE

Conozca las claves para acceder a una vivienda, independientemente de su situación pasada o presente. Esto incluye lo siguiente:

- **Herramientas de planificación financiera**
- **Programas y productos a su disposición**
- **Cómo encontrar y trabajar con un agente inmobiliario cualificado**
- **¡Reúnase con inspectores, abogados especializados, agentes de seguros de vivienda y más!**

••• GRATIS •••

¡Abierto al público!

Este es un evento patrocinado de manera conjunta por el Gobierno de Sussex County, la Autoridad de la Vivienda del Estado de Delaware (DSHA), la Sussex County Association of REALTORS®, First State Community Action Agency y NCALL

Sussex County Homebuyer Fair
26-Sep-15
Marketing Details

County

1	County Administration Building	2 The Circle	Georgetown	DE	19947	Flyers 8/20/15
2	West Complex Administrative Building	22215 DuPont Blvd.	Georgetown	DE	19947	Flyers 8/20/15
3	County's Website	Homepage Banner and CD&H News & Events Section				Posted 9/1/15
4	Social Media	Facebook, Twitter, Google +				9/9/2015, 9/15/2015
5	County Staff	Email Alert				Sent 9/10/15
6	Press Release					Released 9/9/15
7	Delmarva Broadcasting	Delaware 105.9, Eagle 97.7, Cat Country 97.5, La Exitosa 104.1				224 commercials spanning 2 weeks from 9/14/15 to 9/23/15
8	Pandora					72,000+ commercials from 9/1-9/26/15 for all Sussex County listeners between the ages of 21-39.
9	Hoy en Delaware					Spanish Ad in August Print Edition & Event Listing (English & Spanish Links) on the online calendar
10	The Scene					Advertised in the County's employee newsletter on 9/10/15
11	Mass Email Distribution					Sent 8/5/15

Libraries

*The following libraries received an interoffice memo from Brandy Nauman on 8/19/15 with twenty (20) English/Spanish fair postcard flyers to post in visible locations of each library.

1	Bridgeville	600 S. Cannon St.	Bridgeville	DE	19933
2	Delmar	101 N. Bi-State Blvd.	Delmar	DE	19940
3	Frankford	8 Main St.	Frankford	DE	19945
4	Georgetown	123 W. Pine St.	Georgetown	DE	19947
5	Greenwood	100 Mill St.	Greenwood	DE	19950
6	Laurel	101 E. 4th St.	Laurel	DE	19956
7	Lewes	111 Adams St.	Lewes	DE	19958
8	Milford	11 S. E. Front St.	Milford	DE	19963
9	Millsboro	217 W. State St.	Millsboro	DE	19966
10	Milton	121 Union St.	Milton	DE	19968
11	Rehoboth Beach	226 Rehoboth Ave.	Rehoboth Beach	DE	19971
12	Seaford	600 N. Market St. Ext.	Seaford	DE	19973
13	Selbyville	11 Main & McCabe St.	Selbyville	DE	19975

14	South Coastal	43 Ken Ave.	Bethany Beach DE 19930

Towns

*The following mayors and town/city managers received an email from Brandy Nauman on 8/19/15 with a letter and both English and Spanish flyers attached.

1	Town of Bethany Beach	Jack Gordon, Mayor	n/a
2	Town of Bethany Beach	Cliff Graviet, Town Manager	admin@townofbethanybeach.com
3	Bethel	Jeff Hastings, President	jeffsgreenhouses@comcast.net
4	Town of Blades	Michael Smith, Mayor	mayor@bladesde.com
5	Town of Blades	Vikki Prettyman, Town Manager	vikkiprettyman@bladesde.com
6	Town of Bridgeville	Patricia Correll, President	pmcbridgeville@gmail.com
7	Town of Bridgeville	Jesse Savage, Town Manager	jsbridgeville@gmail.com
8	Town of Dagsboro	Brad Connor, Mayor	n/a
9	Town of Dagsboro	Stacey Long, Town Manager	townadministrator@townofdagsboro.com
10	Town of Delmar	Michael Houlihan, Mayor	mike.countryestates@baylandhomes.com
11	Town of Delmar	Sarah Bynum-King	townmgr.delmar@verizon.net
12	Town of Dewey Beach	Diane Hanson, Mayor	dianehanson@townofdeweybeach.com
13	Town of Dewey Beach	Marc Applebaum, Town Manager	townmanager@townofdeweybeach.com
14	Town of Ellendale	Kim Hughes, Mayor	kimhughes.ellendale@comcast.net
15	Fenwick Island	Audrey Serio, President	audrey@theserios.com
16	Fenwick Island	Merritt Burke, Town Manager	townmgr@fenwickisland.org
17	Frankford	Jesse Truitt, President	n/a
18	Frankford	Terry Truitt, Town Administrator	frankfordtownhall@mchsi.com
19	Town of Georgetown	Bill West, Mayor	bwest@georgetowndel.com
20	Town of Georgetown	Eugene Dvornick, Town Manager	gdvornick@georgetowndel.com
21	Town of Greenwood	Donald Donovan, Mayor	ddonovan@townofgreenwood.us
22	Town of Greenwood	John McDonnell, Town Manager	jmcdonnell@townofgreenwood.us
23	Henlopen Acres	Thomas Roth, Town Manager	townhall@henlopenacres.com
24	Town of Laurel	John Shwed, Mayor	jjshwed@verizon.net
25	Town of Laurel	Jamie Smith, Town Manager	laureltm@comcast.net
26	City of Lewes	Ted Becker, Mayor	tbecker@ci.lewes.de.us
27	City of Lewes	Paul Eckrich, City Manager	peckrich@ci.lewes.de.us
28	City of Milford	Bryan Shupe, Mayor	mayor@milford-de.gov
29	City of Milford	Richard Carmean, City Manager	citymanager@milford-de.gov
30	Town of Millsboro	Robert Bryan, Mayor	n/a
31	Town of Millsboro	Faye Lingo, Town Manager	town@millsboro.org
32	Town of Millville	Gerald Hocker, Mayor	millville@mchsi.com
33	Town of Millville	Deborah Botchie, Town Manager	mvtownmgr@mchsi.com
34	Town of Milton	Marion Jones, Mayor	mayorjones@ci.milton.de.us
35	Town of Milton	Kristy Rogers, Town Clerk	krogers@ci.milton.de.us
36	Ocean View	Walter Curran, Mayor	townofov@oceanviewde.gov
37	Ocean View	Diane Vogel, Town Manager	townmgrtov@oceanviewde.gov

38	City of Rehoboth Beach	Samuel Cooper, Mayor	scooper@cityofrehoboth.com
39	City of Rehoboth Beach	Sharon Lynn, City Manager	information@cityofrehoboth.com
40	City of Seaford	David Genshaw, Mayor	dgenshaw@comcast.net
41	City of Seaford	Delores Slatcher, City Manager	dslatcher@seafordde.com
42	Town of Selbyville	Clifton Murray, Mayor	n/a
43	Town of Selbyville	Robert Dickerson, Town Manager	tmselbyville@mchsi.com
44	Slaughter Beach	Bill Krause, Mayor	townofslaughterbeach@comcast.net
45	Town of South Bethany	Pat Voveris, Mayor	mayorsouthbethany@hotmail.com
46	Town of South Bethany	Melvin Cusick, Town Manager	townmanager@southbethany.org

Employers

*The following companies were sent a mailed letter invitation from Brandy Nauman on 8/20/15 with English and/or Spanish postcard flyers to post in visible locations to employees. Additional flyers were sent to companies with satellite locations.

	Company Name	Address	City	State	Zip	Type of Industry	Method
1	Mountaire Farms, Inc.	29005 John J. Williams Hwy.	Millsboro	DE	19966	Manufacturing	Mail
2	Allen Harim Foods, LLC	126 N. Shipley St.	Seaford	DE	19973	Manufacturing	Mail
3	BJ's Wholesale Club, Inc.	26676 Centerview Dr.	Millsboro	DE	19966	Retail	Mail
4	Eastern Shore Poultry Company, Inc.	21724 Broad Creek Ave.	Georgetown	DE	19947	Manufacturing	Mail
5	Perdue Farms, Inc.	200 Savannah Dr.	Georgetown	DE	19947	Manufacturing	Mail
6	Kent-Sussex Industries	301 N. Rehoboth Blvd.	Milford	DE	19963	Health Care & Social Services	Mail
7	WAL-MART Stores, Inc.	4 College Park Ln.	Georgetown	DE	19947	Retail	Mail
8	WAL-MART Stores, Inc.	939 DuPont Blvd.	Milford	DE	19963	Retail	Mail
9	WAL-MART Stores, Inc.	22899 Sussex Hwy.	Seaford	DE	19973	Retail	Mail
10	WAL-MART Stores, Inc.	18922 Rehoboth Mall Blvd.	Rehoboth Beach	DE	19971	Retail	Mail
11	Intervet, Inc.	29160 Intervet Ln.	Millsboro	DE	19966	Manufacturing	Mail
12	Lowe's Home Centers, Inc.	26688 Centerview Dr.	Millsboro	DE	19966	Retail	Mail
13	Lowe's Home Centers, Inc.	20364 Plantations Rd.	Lewes	DE	19958	Retail	Mail
14	Lowe's Home Centers, Inc.	22880 Sussex Hwy.	Seaford	DE	19973	Retail	Mail
15	PATS Aircraft Systems Integration	21583 Baltimore Ave.	Georgetown	DE	19947	Manufacturing	Mail
16	Seawatch International, Ltd.	242 S. Rehoboth Blvd.	Milford	DE	19963	Manufacturing	Mail
17	Genesis Eldercare National Centers, Inc.	1100 Norman Eskridge Hwy.	Seaford	DE	19973	Health Care & Social Services	Mail
18	Beebe Medical Center	424 Savannah Rd.	Lewes	DE	19958	Health Care & Social Services	Mail
19	Bayhealth Medical Center, Inc.	21 W. Clarke Ave.	Milford	DE	19963	Health Care & Social Services	Mail
20	Harbor Healthcare & Rehabilitation Center	301 Ocean View Blvd.	Lewes	DE	19958	Health Care & Social Services	Mail
21	Nanticoke Health Services	801 Middleford Rd.	Seaford	DE	19973	Health Care & Social Services	Mail

Organizations & Non-Profits

*The following organizations were sent a mailed letter invitation from Brandy Nauman with English and/or Spanish postcard flyers to post in visible locations to employees or hand-delivered.

Additional flyers were sent to organizations with satellite locations.

	Company Name	Address	City	State	Zip	Type	Contact Name	Email	Method
1	First State Community Action Agency	308 N. Railroad Ave.	Georgetown	DE	19947	Housing Counseling & Community Service	Kaneisha Trott	ktrott@fscaa.org	Email & Hand-Delivered 8/21
2	NCALL Research, Inc.	110 S. Bedford St.	Georgetown	DE	19947	Housing Counseling & Community Development	Lucia Campos	lcampos@ncall.org	Email & Hand-Delivered 8/20
3	La Esperanza	216 N. Race St.	Georgetown	DE	19947	Community Service & Education	Crystal Timmons-Underwo	cunderwood@laesperanza.org	Email & Mailed 8/20
4	Delaware Housing Coalition	P.O. Box 1633	Dover	DE	19903	Housing Advocacy	Trish Kelleher	dhc@housingforall.org	Email & Mailed 8/20
5	Delaware State Housing Authority	18 The Green	Dover	DE	19901	Housing Authority	Christina Hardin	christina@destatehousing.com	Email & Mailed 8/20
6	Sussex County Habitat for Humanity	P.O. Box 759	Georgetown	DE	19947	Affordable Housing Developer	Kevin Gilmore	kevin@sussexcountyhabitat.org	Email & Hand-Delivered 8/20
7	Milford Housing Development Corporation	977 E. Masten Cir.	Milford	DE	19963	Affordable Housing Developer	Ashley Hoban	ahoban@milfordhousing.com	Email & Mailed 8/20
8	Diamond State Community Land Trust	P.O. Box 1484	Dover	DE	19903	Affordable Housing Developer	Jo Ann Zorb	joannzorb@diamondstateclt.org	Email & Mailed 8/20
9	West Rehoboth Community Land Trust	P.O. Box 633	Rehoboth Beach	DE	19971	Affordable Housing Developer	Beth Doty	bethdoty42@gmail.com	Email & Mailed 8/20
10	Delaware Office of Human Relations	546 S. Bedford St.	Georgetown	DE	19947	Education & Enforcment	Romona Fullman & Claudia Sosa-Ducote	romona.fullman@state.de.us	Email & Mailed 8/20
11	Discover Bank	P.O. Box 2003	Greenwood	DE	19950	CRA	Amy Walls	amywalls@discoverbank.com	Email & Mailed 8/20
12	Sussex County Association of REALTORS	23407 Park Avenue	Georgetown	DE	19947	Realtors	Angela Emerson	angela@scaor.com	Email & Hand-Delivered 8/20
13	Delaware Financial Literacy Institute	3301 Green Street	Claymont	DE	19703	Education & Financial Literacy	Ronni Cohen	ronni@dfli.org	Email & Mailed 8/20

Impacted Communities

*Residents of properties in the impacted communities listed below were direct mailed a postcard flyer on September 3, 2015.

1 Lucas Development
2 Pinetown
3 New Hope/S. Old State Road
4 West Rehoboth
5 Polly Branch
6 Dog Patch
7 Mount Joy
8 Concord
9 Possum Point/Riverview
10 Coverdale Crossroads
11 Diamond Acres
12 Cool Spring
13 Cedar Creek
14 Greentop

2015 Sussex County Homebuyer Fair

Get the keys to homeownership!

Saturday, September 26, 2015

9 a.m. to 1 p.m.

Delaware Technical & Community College, Jack F. Owens Campus, Carter Partnership Center

https://www.sussexcountyde.gov/2015-homebuyer-fair

Welcome from **County Administrator Todd Lawson**

Dear Attendees,

On behalf of the Sussex County Council, it is my pleasure to welcome you to our second annual Sussex County Homebuyer Fair.

It's hard to believe that just one year ago, the Sussex County Government launched this initiative with several partners to bring together housing resources and would-be buyers. That inaugural event was a tremendous success, putting 75 families on the path to home ownership. Given those results, the fantastic turnout and positive feedback, it was clear then that the Homebuyer Fair could easily become an annual event. So here we are to help a new round of home-buyers on their path to home ownership!

Buying a home can be intimidating for first-time homebuyers, many of whom have plenty of questions, especially about what kinds of programs are available to make the process less daunting. That's where the Sussex County Homebuyer Fair can be a valuable tool, to help any homebuyer, but new owners especially, wade through the process in their quest to realize the American Dream.

Quality, affordable housing is the key to strengthening an economy and making for a more successful community. That can be a challenge for any locale, and Sussex County is no different. The Delaware Housing Needs Assessment released in 2014 identified major and distinctive housing needs in Sussex County. We can work through those challenges, though. It is my hope that this year's fair results in the further creation of a solid network of government, non-profits, and private sector organizations dedicated to creating homeownership opportunities for Sussex County residents. Not one of us alone can provide housing to our residents. Instead, it takes cooperation and coordination across all sectors.

I truly appreciate your willingness to take the first step to housing. We look forward to providing a venue for years to come where potential homebuyers can come to learn about all of the various resources and opportunities available to them from organizations and businesses across the state.

Homebuyer Fair Booklet

Welcome from **Community Development & Housing Director Brad Whaley**

Dear Partners and Attendees,

Welcome to the 2015 Sussex County Homebuyer Fair!

We are excited to bring together organizations from the public, private, and non-profit sectors in Sussex County to provide potential homebuyers will all the resources necessary to attain homeownership. We look forward to doing this every year!

I hope that you find this event to be educational, and that you connect with the resources you need to make homeownership a reality.

Last year's inaugural event was a great success, and I would like to thank all of our hardworking partners. We could not do this without you!

I want to extend my sincere thanks to Anas Ben Addi, Director of the Delaware State Housing Authority, Ruth Briggs King, Executive Vice President of the Sussex County Association of REALTORS®, Bernice Edwards, Executive Director of First State Community Action, and Joe Myer, Executive Director of NCALL Research for helping us make this event possible in Sussex County. I would also like to thank the many staff members from these organizations. Their efforts were well above and beyond anything we could have hoped for. Thank you so much.

KISS YOUR LANDLORD GOODBYE!

- LOW, FIXED MORTGAGE RATES
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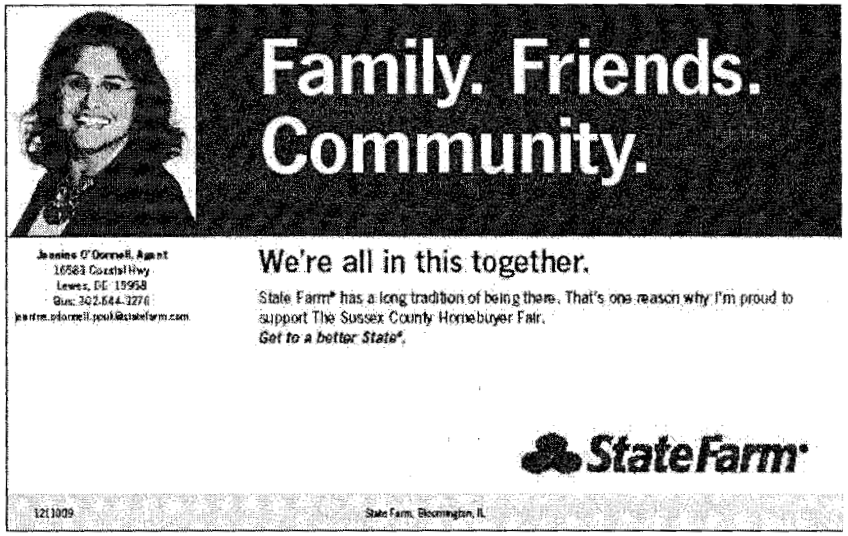

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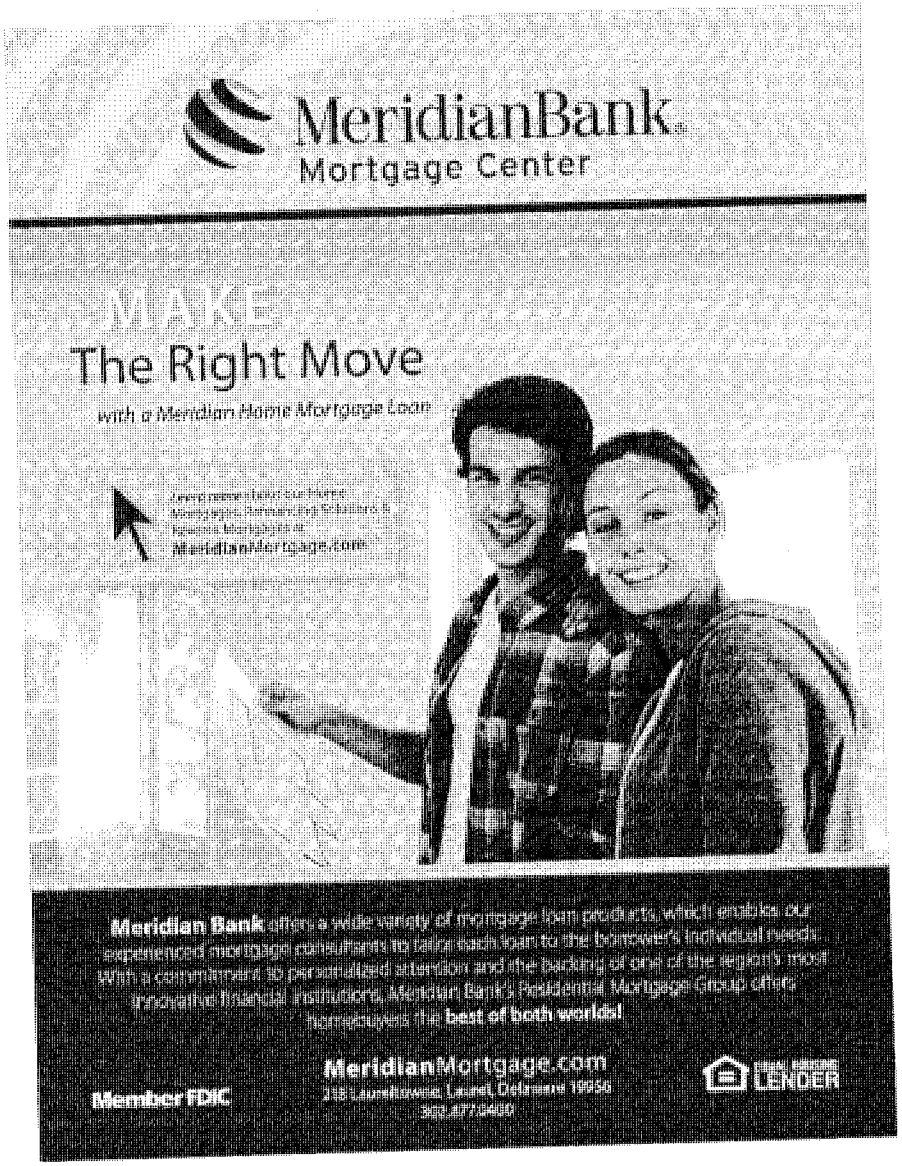
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Raffle

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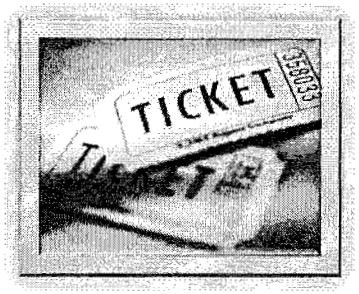
19	20	21	22	23	24
25	26	27	28	29	30



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- First-Time Home Buyer Seminars
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For more info call Toll Free 800-372-2240 or visit www.FirstStateCAA.org

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THANK YOU!

For information on next year's fair, as well as affordable and fair housing resources please visit the Sussex County Community Development & Housing website:

www.sussexcountyde.gov/community-development-housing

EQUAL HOUSING OPPORTUNITY

Contact Information:
Brandy Nauman, Sussex County Housing Coordinator & Fair Housing Compliance Officer
22215 DuPont Boulevard, P.O. Box 589
Georgetown, DE 19947
(302) 855-7779
bnauman@sussexcountyde.gov