**2013 TRACKING SPREADSHEET**

**FOR FOIA COORDINATORS**

*\* Denotes required field pursuant to §3.3.3 of policy*

| **Date Written Request Received By Agency\*** | **Requesting Party & Contact Information\*** | **Response Required By *[15 business days from date of request]*** | **Information Requested** | **Does the request seek non-custodial records from DTI, OMB or any other agency?\* If “yes,” include name of any person contacted in outside agency and date of contact.\* Include date of cost estimate provided by outside agency.** | **If non-custodial records were provided by another agency, provide the date of receipt by Agency.\*** | **Date of Agency’s Internal Review(s)\*** | **Internally Reviewed By\*** | **Date of Agency Response to Requesting Party Under §3.4 of Policy\*** | **Were all requested records provided on date of Agency’s response under §3.4? If “no,” state why.\*** | **If all requested records were not provided as of date of Agency response under §3.4, provide date upon which records provided.\*** | **Copying Fees *(Note-1st 20 pages free)*** | **Administrative Fees**  **(*Note-1st hour free)*** | **Date of Final Disposition\*** | **NOTES** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1/15/13 | Anthony Gambacorta  2100 Drummond Plaza  Bldg. 2  Newark, DE 19711  [agambacorta@pikecreekloans.com](mailto:agambacorta@pikecreekloans.com) | 1/29/13 | A List of SMAL recipients from 1/1/04 through 5/1/09. | Does not require Agency to collect non-custodial records |  | 1/15/13 | *Doug Croft, Christina Hardin* | 1/17/13 | No – Information requested is not subject to FOIA regulations. |  |  |  | 1/17/13 |  |
| 2/1/13 | Salima Tongo  Regional Housing Legal Services  c/o Margaret Henn  2 Easton Road  Glenside, PA 19038  [stongo@law.upenn.edu](mailto:stongo@law.upenn.edu) | 2/14/13 | A sample of the Land Use Restriction Agreement and the Extended Use Agreement for LIHTC | Does not require Agency to collect non-custodial records |  | 2/1/13 | *Doug Croft, Christina Hardin, Susan Eliason, Kathi McCoy* | 2/8/13 | Yes |  |  |  | 2/8/13 |  |
| 2/11/13 | Roberta Harden  810 East 8th  Wilmington, DE 19801  [Rharden@yahoo.com](mailto:Rharden@yahoo.com) | 2/22/13 | Reports filed against Arbor Management | Does not require Agency to collect non-custodial records |  | 2/11/13 | *Doug Croft, Christina Hardin, Susan Eliason, Kathi McCoy* | 2/20/13 | No, she requested to be contacted if this would cost more than $1.00, which it does. We gave her the option of either paying or providing clarification on what she is requesting. |  | $8.00 | $1,185.00 | 2/20/13 |  |
| 2/27/13 | Del Burks  [DBurks@sussexcfcu.com](mailto:DBurks@sussexcfcu.com) | 3/12/13 | The last application and supporting documents to receive tax credits for East Lake Gardens; last two years of annual reviews for this property; documentation that details what is required to receive tax credits by DSHA. | Does not require Agency to collect non-custodial records |  | 2/27/13 | *Christina Hardin, Kathi McCoy, Susan Eliason, Doug Croft* | 3/7/13 | No, DSHA is not required to produce any information that would identify specific tenants or units on the property. We did provide the compliance and inspection reports, the 2013 Qualified Allocation Plan, and the application and supporting documents associated with East Lake Gardens. |  |  |  | 3/7/13 |  |
| 3/13/13 | Kelleigh A. Donnelly  Developer Associate  Pax-Edwards, LLC  410 Severn Avenue  Suite B-413  Annapolis, MD 21403  [kelleighO@severndevelopment.com](mailto:kelleighO@severndevelopment.com) | 3/26/13 | Copy of the 2012 Delaware State Housing Authority (LIHTC) application that was submitted by Leon N. Weiner & Assoc. on behalf of Stoneybrook Preservation for the Stoneybrook Apartments Preservation Acquisition/Rehabilitation Family Project located at 114 Andrea Court, Claymont Delaware. | Does not require Agency to collect non-custodial records |  | 3/13/13 | *Christina Hardin, Susan Eliason, Doug Croft* | 3/21/13 | Not all. Some of the financial information is proprietary, and not subject to FOIA. |  |  |  | 3/31/13 |  |
| 3/22/13 | Michael P. Rausch, Esq.  Deasey, Mahoney, Valentini, and North, Ltd.  1601 Market Street  Suite 3400  Philadelphia, PA 19103  [mrausch@dmvnlaw.com](mailto:mrausch@dmvnlaw.com) | 4/4/13 | Any and all liability insurance coverage for DSHA for the period of July 13, 2008 through August 4, 2008. | Does not require Agency to collect non-custodial records |  | 3/22/13 | *Christina Hardin, Doug Croft* | 4/2/13 | Yes |  |  |  | 4/2/13 |  |
| 4/17/13 | James W. Owen  Two Righter Parkway  Suite 125  Wilmington, DE 19803  302-482-2469  [jowen@jwowenlaw.com](mailto:jowen@jwowenlaw.com) | 4/30/13 | All payment and/or performance bonds issued in connection with the Lincoln Towers project in the City of Wilmington at 1800 North DuPont Street. | Does not require Agency to collect non-custodial records |  | 4/17/13 | *Christina Hardin, Kathi McCoy* | 4/23/13 | No, we do not have a copy of the Performance Bond for Lincoln Towers. DSHA was not the lender on this construction project. The City of Wilmington issued the bonds, and we recommended that he contact The City of Wilmington. |  |  |  | 4/23/13 |  |
| 4/24/13 | John W. Paradee  Prickett, Jones, and Elliott  11 North State Street  Dover, DE 19901  302-674-3841  [JWParadee@prickett.com](mailto:JWParadee@prickett.com) | 5/13/13 | All records which evidence the amount and rate of annual increases in the rental rates charged by DSHA for every property which DSHA owns and leases to any individual for residential purposes for each of the last five calendar years. | No |  | 4/23/13 | *Anas Ben Addi, Christina Hardin, Chris Whaley, Matt Heckles, Doug Croft* | 5/3/13 | Yes |  |  |  | 5/3/13 |  |
| 5/3/13 | Laura Raymond 5047 Hazel Avenue Philadelphia, PA 19143 215-514-5584 lmeray@netscape.net | 5/23/13 | Confirmation there are no outstanding housing or building code violations at Bayside Mobile Home Park and a list of Certificates of Occupancy for common buildings at the site. | No |  | 5/3/13 | *Christina Hardin, Doug Croft, Kathi McCoy* | 5/6/13 | No, we do not provide code enforcement for the Millsboro jurisdiction. We recommended that she contact the Town of Millsboro. |  |  |  | 5/6/13 |  |
| 5/7/13 | Donna Lafleur  Document Management Supervisor  Embrace Home Loans, Inc.  25 Enterprise Center  Newport, RI 02842  401-846-3100  [donna@embracehomeloans.com](mailto:donna@embracehomeloans.com) | 5/28/13 | Copies of DSHA subordinate/second mortgages. | No |  | 5/7/13 | *Christina, Brian Rossello, Gary Hecker* | 5/9/13 | No, These records are publicly available through the Recorder of Deeds’ offices in Delaware. Therefore, they do not fall within the parameters of FOIA. Provided website addresses for these offices. |  |  |  | 5/9/13 |  |
| 5/10/13 | Ian McLaren  Housing Development Corporation MidAtlantic  439 East King Street  Lancaster, PA 17602  717-509-8043  [imclaren@hdcweb.com](mailto:imclaren@hdcweb.com) | 5/31/13 | A copy of a list that has contact information for the owner of each property listed in the Delaware Preservation Catalog. | No |  | 5/10/13 | *Christina Hardin, Susan Eliason, Doug Croft* | 5/15/13 | Yes |  |  |  | 5/15/13 |  |
| 5/16/13 | Phil Nussbaum  TCAM  186 Lincoln Street, 9th Floor  Boston, MA 02111  617-717-6022  [pnussbaum@tcamre.com](mailto:pnussbaum@tcamre.com) | 6/6/13 | A list of federal low income housing tax credit award recipients for the period of 1998-2004 from DSHA. | No |  | 5/16/13 | *Christina Hardin, Susan Eliason, Doug Croft, Kathi McCoy* | 5/23/13 | Yes |  |  |  | 5/23/13 |  |
| 5/18/13 | Margaretrose M. Zabeline  Apt. 444 Dunbar Building  135 Putnam Avenue  Whitneyville, CT 06517  (203) 407-0152  [margaretrosezabeline@gmail.com](mailto:margaretrosezabeline@gmail.com) |  | Housing Choice Voucher |  |  |  |  | 5/20/13 |  |  |  |  |  | Did not fall under the parameters of FOIA. Housing Info Mailed. |
| 6/9/13 | Tia Lee  1516 Newlin Avenue  Sharon Hill, PA 19079  (610) 809-2227  [tiareneelee@yahoo.com](mailto:tiareneelee@yahoo.com) |  | Housing Choice Voucher |  |  |  |  | 6/10/13 |  |  |  |  |  | Did not fall under the parameters of FOIA. Sent Housing Services Directory and DEHousingSearch.org card |
| 6/25/13 | Mark McGurney  708 Walnut Street  North Wales, PA 19454  (215) 661-3473  [MarkMcGurney620@yahoo.com](mailto:MarkMcGurney620@yahoo.com) | 6/25/13 | Housing |  |  |  |  | Responded Multiple Times 5/13-9/13 |  |  |  |  |  | Did not fall under the parameters of FOIA. |
| 7/15/13 | Minh Hoang Open Minds  163 York Street  Gettysburg, PA 17325  [foiamanager@openminds.com](mailto:foiamanager@openminds.com) | 7/29/13 | Contact information on the organization which is awarded the contract for the Statewide Housing Needs Assessment Services, contract award date, contract award period, contract award amount, and list of addition organizations which responded to the RFP. | No |  | 7/16/13 | *Christina Hardin, Kathi McCoy, Marlena Gibson, Mike Miles* | 8/5/13 | Yes |  |  |  | 8/5/13 |  |
| 7/23/13 | Marjorie Williams  Mullin & Lonergan Assoc.  800 Vinial Street, Suite B-414  Pittsburgh, PA 15212  412-323-1950  [marjoriew@mandl.net](mailto:marjoriew@mandl.net) | 8/12/13 | A copy of the scoring sheet for the Statewide Housing Needs Assessment contract. | No |  | 7/29/13 | *Christina Hardin, Marlena Gibson, Doug Croft* | 8/5/13 | Yes |  |  |  | 8/5/13 |  |
| 7/22/13 | Susie W. Ivy  WFN Consulting  145 Church Street, NW,  Suite 200  Marietta, GA 30060  770-420-5634  [sivy@wfnconsulting.com](mailto:sivy@wfnconsulting.com) | 8/9/13 | Final contract amount awarded for the Statewide Housing Needs Assessment and evaluation remarks from the selection committee. | No |  | 7/29/13 | *Christina Hardin, Marlena Gibson, Doug Croft* | 8/5/13 | Yes |  |  |  | 8/5/13 |  |
| 7/22/13 | Desiree Johnson  155 East Columbus Street  Suite 220  Pickerington, OH 43147  614-833-9300  [desireej@bowennational.com](mailto:desireej@bowennational.com) | 8/9/13 | Scoring results for the Statewide Housing Needs Assessment bidders and how many bidders responded. | No |  | 7/29/13 | *Christina Hardin, Marlena Gibson, Doug Croft* | 8/5/13 | Yes |  |  |  | 8/5/13 |  |
| 8/12/13 | Ericka Smith-Sowell  1218 S. 23rd Street  Philadelphia, PA 19146  (267) 338-5316  [Ersored7@yahoo.com](mailto:Ersored7@yahoo.com) |  | Housing Choice Voucher |  |  |  |  | 8/12/13 |  |  |  |  |  | Did not fall under the parameters of FOIA. Sent housing application and rental info. |
| 8/13/13 | Michael S. Reid  Tax Credit Group of Marcus and Millichap  (206) 826-5630 (p)  (206) 826-5810 (f)  [Michael.reid@tcg-mm.com](mailto:Michael.reid@tcg-mm.com) | 9/3/13 | Information of LIHTC properties in the State of Delaware that were placed in service between 2011 and 2013 or whose tax credits were allocated during the same period. | No |  | 8/13/13 | *Christina Hardin, Cindy Deakyne* | 8/14/13 | Yes |  |  |  | 8/14/13 |  |
| 9/4/13 | Erick Reyes  [Erick\_puma@live.com](mailto:Erick_puma@live.com)  (787) 600-4772 |  | Housing Choice Voucher |  |  |  |  | 9/5/13 |  |  |  |  |  | Did not fall under the parameters of FOIA. Gave rental information via e-mail. |
| 9/6/13 | John C. Badger  35 Dill Lane  Camden, DE 19934  [barbbadger@aol.com](mailto:barbbadger@aol.com) | 9/26/13 | 18 bi-monthly CPI-U figures used to calculate the 3-year average for the Delaware State Rent Justification Law enacted this year and effective 11/30/13. |  |  | 9/6/13 | *Christina Hardin, Kathi McCoy, Matt Heckles* | 9/16/13 | Yes |  |  |  | 9/16/13 |  |
| 9/20/13 | Charles Stringfield |  | Housing |  |  |  |  | 9/24/13 |  |  |  |  |  | Did not fall under the parameters of FOIA. Sent rental info via e-mail |
| 9/22/13 | Christina Dayton-Wall  [daytonwalldvm@gmail.com](mailto:daytonwalldvm@gmail.com) |  | First-time Homebuyers Info |  |  |  |  | 9/23/13 |  |  |  |  |  | Did not fall under the parameters of FOIA. E-Mailed Homeownership Info. |
| 10/3/13 | Wesley Espinoza | 10/23/13 | E-Mail addresses of all developers listed in our 2013 DSHA LIHTC applications as of 4/12/13 (only the 9% projects). |  |  | 10/3/13 | *Christina Hardin, Kathi McCoy, Susan Eliason* | 10/4/13 | Yes |  |  |  | 10/4/13 |  |
| 10/9/13 | Trista Slater  4000 Industrial Blvd.  Aliquippa, PA 15001  [Trista.slater@servicelinkfnf.com](mailto:Trista.slater@servicelinkfnf.com)  724-512-4339 |  | A list of the requirements DSHA will need to review to decide on a subordination DSHA’s lien to a Chase first mortgage. |  |  |  |  |  |  |  |  |  |  | Did not fall under the parameters of FOIA. Sent to Enid in Wilmington. Mr. Glass had an EHLP loan, and refinancing will have to go through HUD. |
| 10/18/13 | Amanda Gossom  The Humane Society of the U.S.  700 Professional Drive  Gaithersburg, MD 20879  [agossom@humanesociety.org](mailto:agossom@humanesociety.org)  301-258-3114 |  | The most recently updated list of all current 2013 licensed commercial dog kennels in the State of Delaware. |  |  |  |  |  |  |  |  |  |  | Request was send to DSHA by mistake. It was meant to be sent to DNREC. |
| 11/5/13 | Lisa Hanson  411 Hetherton Lane  New Castle, DE 19720 |  | A hard copy of the Housing Services Directory. |  |  |  |  |  |  |  |  |  |  | Did not fall under the parameters of FOIA. Sent a Housing Services Directory. |
| 11/12/13 | Dan Bachtle  300 MLK Blvd.  Suite 300  Wilmington, DE 19801  302-983-3190  [dan@edgecon.net](mailto:dan@edgecon.net) | 12/4/13 | All winning proposals, plans, and documents for 2013 LIHTC projects in Delaware. |  |  | 11/12/13 | *Christina Hardin, Susan Eliason* |  |  |  |  |  |  |  |
| 11/13/13 | Dan Bachtle  300 MLK Blvd.  Suite 300  Wilmington, DE 19801  302-983-3190  [dan@edgecon.net](mailto:dan@edgecon.net) | 12/5/13 | Revised Request - Requests to review at least three applications LIHTC at DSHA offices in person. |  |  | 11/13/13 | *Christina Hardin, Susan Eliason, Cindy Deakyne* |  |  |  |  |  |  |  |
| 12/23/13 | Elaine Griffith  2 Freedom Trail  New Castle, DE 19702 |  | Any Criminal Record |  |  |  |  |  |  |  |  |  |  | Did not fall under the parameters of FOIA. Sent an e-mail and called to discuss her request further. Request is vague. |