

CITY OF DOVER
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CFDA 14.218

PROGRAM GUIDELINES

I. GENERAL

A. Scope and Applicability

These Program Guidelines describe the Community Development Block Grant (CDBG) Program for the City of Dover. Funds for this program, when appropriated by the U. S. Congress, are provided in a block grant to the city by the U. S. Department of Housing and Urban Development (HUD) pursuant to Section 106 of the Housing and Community Development Act of 1974, as amended by the Housing and Community Act of 1992, and in accordance with HUD rules, regulations and program memoranda.

The CDBG Entitlement Grants Program provides grants to metropolitan cities and urban counties which must submit certain certifications and a one year action plan as to how they propose to use the funds for community development activities. The grant amount is determined by the higher of two formulas that consider community's population, poverty level, extent of overcrowded housing, age of housing, and growth lag.

B. Administration

The Community Development Manager administers the CDBG Program for the city. The purpose for this grant is to provide affordable, decent, safe and sanitary housing to low and moderate income persons.

C. Program Design and National Objectives

The CDBG Program has been designed to:

1. to give maximum feasibility priority to activities which will benefit low and moderate income families; and
2. to aid in the prevention of slums and/or blight; and
3. to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs;

Each CDBG activity must be an eligible activity, and it must comply with one of the above three national objectives. Subgrantees shall ensure that the following records are maintained and kept up to date: 1.) records demonstrating that the activity undertaken meets one of the national objectives: and 2.) a full description of each activity carried out (or being carried out) in whole or in part with CDBG funds including the nature and the purpose of the activity, its location and the amount of CDBG funds budgeted, obligated and expended for the activity.

D. Low and Moderate–Income Definition

1. Low and moderate income persons are those persons whose incomes do not exceed the income limits for lower income families pursuant to Section 8 of the United States Housing Act of 1937 as amended and provided to the State of Delaware by HUD in a table of income limits and set forth by dollar amount and family size. (These income limits are periodically revised by HUD and are made available by the City of Dover to all units of local government and counties in Delaware eligible for this program.
2. Low and moderate income households are all persons occupying the same housing unit, regardless of their relationship to each other, whose combined incomes do not exceed the income limits described in the paragraph above.

E. Documentation of National Objectives and Low/ Mod Income Benefit

1. Documentation of National Objectives
 - a. Eligible Activities/Applicant Requirements

Housing rehabilitation and direct homeownership activities are direct benefit activities which require subgrantees to document individual household incomes at 100% low to moderate income.

Public facilities and improvements, demolition, public service and economic development activities are considered activities that benefit an area or a limited clientele and will require subgrantees to document that at least 51% of the area or the limited clientele that will be served is low to moderate income.

Public Service activities cannot exceed 15% of the total grant allocation including program income.

Applicants will be required to submit monthly progress reports documenting the status of their projects. All projects must be located within the boundaries of the City of Dover.

F. Program Outcome Performance Measurements

On June 10, 2005, HUD published in the Federal Register a “Notice of Draft Outcome Performance Measurements System for Community Planning and Development Formula Grant Programs.” This Notice or a forthcoming “Final” Notice on Performance Measurements is to be followed in establishing and reporting outcome performance measures for each activity for future program years. Subgrantees are required to provide proposed outcome /objective statements for each activity in their CDBG applications, and actual outcome/objective statements with indicators in their monthly and closeout reports.

G. Consolidated Plan

The City of Dover develops a Consolidated Plan which is updated every five years through a public process that involves the residents of the community. The Consolidated Plan is submitted to the Department of Housing and Urban Development and guides the use of CDBG funds within the city. The current Consolidated Plan is the 2010-2014 Consolidated Plan. In order to be included in the annual Community Development Action Plan, a funding proposal must be consistent with the Consolidated Plan. The annual Action Plan must be submitted to HUD by May 15th of each calendar year.

II. General Information for Applicants

A. Eligible Applicants

Eligible applicants for CDBG funds fall in the following categories:

1. City Departments and Programs – These include any departments of city government. In order for a city project to be eligible, the service area for the project must include at least 51% low to moderate income persons. The exception to this is ADA improvements to public facilities.
2. Subgrantees – These include other public or non-profit entities. Activities funded in these categories must also service at least 51% low to moderate income persons to be eligible for funds.
3. Private Property Owners and For-Profit Corporations – In order for these entities to be eligible, the activity must also service at least 51% low to moderate income persons. An example of this activity would be the rehabilitation of privately-owned rental housing that would be limited to low to moderate income tenants.
4. All subgrantees must be in compliance with all city, state, and local codes in order to be considered for a grant.

5. The City will provide each subgrantee selected with the Catalog of Federal Domestic Assistance (CFDA) number from the Department of Housing and Urban Development for entitlements on the subgrantee grant agreement.

B. Program Performance Period

All applications for current year funds shall be to finance CDBG eligible activities that shall be initiated no sooner than July 1st and completed no later than June 30th of each fiscal year.

C. Number and Type of Applications

Applicants may only submit one application during the beginning of the Consolidated Plan year. Those applicants selected will continue to receive grant funding on an annual basis until the end of the Consolidated Plan period. Selected applicants will only need to submit a grant request and activity description annually for the remainder of the Consolidated Plan period. Selected applicants will be required to follow all policies and procedures set forth in the CDBG Program Guidelines. Special consideration may be given to applicants not selected during the Consolidated Plan period. This determination will be made by the Planning and Community Development Director and submitted to the Parks, Recreation and Community Enhancement Committee for recommendations.

III Application Submission

a. Submission Date

Applications for the city's CDBG Program must be received each fiscal year by the deadline and must be received by 5:00 PM on the closing date to the City of Dover's Community Development Office. Applicants will be given 30 days to complete their applications. Interested Parties will be notified via email and a Request for Proposals will be advertised in the Delaware State News and on the city's website of the initial Consolidated Plan year of when the City of Dover will be accepting grant applications for the CDBG Program. One signed original and eight copies of the application must be submitted.

b. Application Content and Format

Applications for CDBG funds must be made on such forms and in accordance with such instructions as are prescribed by the city, and include all forms and questionnaires as may be applicable to the specific proposed activity.

IV. Application Review

A. City of Dover Staff

1. The Community Development Manager will review all applications for completeness and determine whether the applications meet the minimum threshold requirements for all applications.
2. If the assessment by the Community Development Manager indicates that an application fails to meet any of the applicable threshold requirements, and the applicant has not provided the requested information to make the application complete, The Community Development Manager will prepare a report on each such application and submit it to the Director of Planning and Community Development. If the Director of Planning and Community Development agrees with the assessment by the Community Development Manager, the application will be considered unresponsive. Such applications will not be forwarded to the review panel referred to below, but will be returned to the applicant with a reason for the rejection.
3. Staff Reports

The Community Development Manager shall provide the review panel with a separate staff report on each application including projects managed by the city that will at a minimum include the following:

- a. Certification that the application/applicant has met all applicable threshold requirements, including evaluation of low and moderate income benefit.
- b. Certification that the proposed budget represents a realistic/ reasonable budget which confirms to all applicable instructions and policies.
- c. The conformance of the proposed activities to the goals and objectives of the City of Dover Consolidated Plan.
- d. An evaluation of the applicant's capacity, and past performance under the CDBG Program.

B. Review Panel

1. The review panel is composed of members of the Parks, Recreation and Community Enhancement Committee. Each proposed activity will be based on the criteria listed below. A maximum total of 100 points may be received by a subgrantee and city program applications. Any applicant scoring below 70 points will not be considered for a CDBG grant.

Description and Demonstrated Need for Proposed Program (10 points possible)

- Provide an adequate description of the scope of activities proposed and how it will benefit low to moderate income persons.
- Explain the type of service deficiency your project will fulfill and the population that has been affected by this deficiency.
- Does the proposed activity directly address the community need identified?

Management Capacity (25 points possible)

Each applicant's management capacity for each of the activities proposed will be evaluated on the basis of the most recent monitoring report, current or proposed staff qualifications, progress achieved in completing its current CDBG Program (if applicable), and most recent audit reports(s) (if applicable).

Cost Effectiveness (15 points possible)

Is the cost per person served or the area being served reasonable for the project?

Work Plan (20 points possible)

Will the applicants proposed scope of work be completed within the next fiscal year? Does the applicant effectively outline in the application the completion of milestones of the activity?

Goals and Objectives (15 points possible)

- Are the goals and objectives of this project consistent with the goals and objectives outlined in the 2010-2014 Consolidated Plan ?
- What steps will be utilized to implement your program (the process for reaching program goals)?

Performance Measurements (15 points possible)

- Does the project effectively describe the outcome?
- Is the project consistent with the objective?

An oral presentation by the applicant and city personnel to the review panel will supplement the application scores and serves as a factor in the panel's final decision.

2. Review Panel Recommendations

The Community Development Manager will prepare a summary evaluation of the review panel's recommended priorities for funding which will be available at the Public Hearing that will be scheduled before the submission of the Action Plan to HUD.

C. City Council

City Council will make the final decisions on allocating CDBG funds, based upon the review panel recommendations and any other additional relevant information obtained subsequent to those recommendations. Such additional information will only be considered if it reflects a substantive change in the application review criteria.

C. Waivers of Policy

The Director of Planning and Community Development may waive any requirement of these policies not required by Federal/State law or Federal regulation, whenever it is determined that undue hardship will result from applying the requirement or where application of the requirement would adversely affect the purposes of the City of Dover CDBG Program. Waivers shall be made in writing, citing the policy provision to be waived, the authority for the waiver, and be supported by documentation of the pertinent facts. Where only a portion of the policy provision is to be waived, the waiver must expressively limit itself to that portion.