SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

A Special Parks, Recreation, and Community Enhancement Committee meeting was held on March 18, 2013, at 12:00 p.m. with Chairman Bonar presiding. Members present were Mrs. Horsey and Mr. Lewis. Mr. Dixon and Mr. Anderson were absent. Councilman Perza was also present.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Community Development Block Grant (CDBG) Application Review

Mrs. Tracey Harvey, Planner I, noted that since the City had converted to multi-year Community Development Block Grant (CDBG) projects, the annual review process would consist of funding the previously approved multi-year projects for the Action Plan through 2014, when the current Consolidated Plan would end.

Members were provided a revised listing of CDBG Federal Resources Available for Use 7/01/13 - 6/30/14 ***(Attachment #1)***. Mrs. Harvey advised members that the total amount of grant funds available for activities was $178,850 and explained the grant allocation requirements as follows:

CDBG Funds Allocation	$215,009
Anticipated Program Income	$ 8,554
Total Grant Allocation	$223,563
20% of the grant must be allocated for Program Administration	$223,563 x.20
	$ 44,713
Public Service activities cannot exceed 15% of the Grant	$223,563 x.15
	$ 33,535
Total grant Funds Available for Activities	$178,850
Total Grant Request	$236,500

Mrs. Harvey explained that 20% ($44,713) was to be allocated for program administration and funds awarded for public service activities could not exceed 15% of the total grant allocation ($33,535) *(City Clerk's Office Note: A rounding error in the calculation for the public service activities allocation in the amount of $1 was subsequently discovered and will be corrected in the final action plan prior to City Council approval)*. She reviewed the grant application requests, as follows:

Applicant	Amount Requested
Dover Interfaith Mission for Housing	$27,500
Milford Housing Development Corp. (Rehab)	$60,000
Milford Housing Development Corp. (Emer.)	$40,000
NCALL	$9,000
Elizabeth W. Murphey School	$60,000
Homeownership Assistance Program	$40,000

Mrs. Harvey provided an outline of the amounts granted to the CDBG applicants during the previous year **(*Attachment #2*)** for ease of reference while reviewing the current requests.

In response to Mr. Bonar concerning the allocation of funds, Mrs. Harvey explained that the federal government dictates the percentages for public service activities (15%) and program administration (20%). She noted that funds could be transferred from one group to another (public service vs. non-public service activities); however, public service allocations were capped at 15% and funds allocated could not exceed $178,850.

Mrs. Harvey reviewed the funding request from Dover Interfaith Mission for Housing (DIMH), advising members that this organization had been a grantee for several years and was seeking $27,500 in funding.

Mrs. Harvey reminded members that DIMH and the National Council on Agricultural Life and Labor (NCALL) were public service organizations; therefore, funding for these organizations could not exceed 15% of the grant. Other groups were not restricted. In addition, she stated that funding for the DIMH could not exceed the $27,500 that was requested.

Mr. Lewis moved to recommend fully funding the Dover Interfaith Mission for Housing request at $27,500, with the remaining $6,035 of public service funds to be given to the National Council on Agricultural Life and Labor (NCALL). The motion was seconded by Mrs. Horsey.

Mrs. Horsey asked if DIMH was aware that additional funds (in excess of $27,500) might be available. Responding, Mrs. Harvey stated that the DIMH realized that there had been a reduction in funding and limited their request to $27,500. She noted that in the past they had requested and received a $60,000 rehabilitation grant (not a public service request); however, CDBG funds were now being used only for operational costs.

On a call for the question, the motion to recommend fully funding the Dover Interfaith Mission for Housing (DIMH) request at $27,500, with the remaining $6,035 of public service funds to be given to the National Council on Life and Labor (NCALL) was unanimously carried.

Mrs. Harvey reviewed the request submitted by the Milford Housing Development Corporation (MHDC) Rehabilitation Program.

Responding to Mr. Bonar, Mrs. Harvey stated that all of MHDC's properties in this program were located within the City of Dover and they were currently working on four (4) properties.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded the Committee that the MHDC Rehabilitation Program was formerly managed by the City. At that time, homeowners applied for housing rehabilitation funds and the City bid out the work, developed specifications, hired contractors, etc. She indicated that MHDC was now performing these functions and the City receives and pays related invoices. Responding to Mr. Bonar, Mrs. Townshend advised that the City still oversees the program.

In response to Mr. Lewis, Mrs. Harvey stated that approximately $50,000 in funding ($40,000 plus an additional $10,000 reallocated from American Disability Act (ADA) funding) was granted to the MHDC Rehabilitation Program last year; however, none of these funds were depleted due to issues with the waiting list. Clarifying, Mrs. Townshend explained that these issues were related to problems qualifying the individuals on the waiting list for the program and that this had now been resolved.

Responding to Mrs. Horsey, Mrs. Harvey stated she believed that MHDC would be able to expend the funds since the waiting list had been opened and many of the previous concerns had been resolved. She noted that the organization would be expected to expend all of the funds previously granted, as well as current funds, within the one (1) year time frame. Mrs. Harvey also clarified that the MHDC Emergency Home Repair Program had spent the allocated funds.

In response to Mr. Bonar, Mrs. Harvey advised members that there was a continuing need for these services, noting that she receives calls daily for housing assistance.

Responding to Mrs. Horsey, Mrs. Harvey indicated that the applications reviewed today were the only applications being considered and that Serenity Place (which was funded last year) did not reapply.

Mrs. Horsey moved to recommend funding the Milford Housing Development Corporation (MHDC) Rehabilitation Program with $60,000. The motion failed for lack of a second.

At the suggestion of Mrs. Harvey, members agreed to review the other applications and return to this program before making a decision.

Mrs. Harvey reviewed the application from the Milford Housing Development Corporation (MHDC) Emergency Home Repair Program.

Mr. Lewis moved to recommend fully funding the Milford Housing Development Corporation (MHDC) Emergency Home Repair Program with $40,000. The motion was seconded by Mrs. Horsey.

Mrs. Horsey questioned why more money had not been allocated to the MHDC Emergency Home Repair Program, since these funds could be expended faster. Responding, Mrs. Harvey stated that the MHDC Rehabilitation Program was more costly due to the type of renovations. Mrs. Horsey suggested waiting to make a decision on this program and perhaps allocate additional funds to the program; however, Mrs. Harvey indicated that the allocation of funds could not exceed the requested amount.

Mrs. Townshend reminded members that $236,500 in funding had been requested; however, only $178,850 was available for allocation among the applicants.

On a call for the question, the motion to recommend fully funding the Milford Housing Development Corporation (MHDC) Emergency Home Repair Program at $40,000 was unanimously carried.

Mrs. Harvey reviewed the request from the Elizabeth W. Murphey School for $60,000 for replacement of windows in existing buildings. Responding to Mr. Bonar, Mrs. Harvey stated that although the school had undertaken a window replacement program, a number of windows remained due to the high replacement cost related to the age of the buildings.

In response to Mr. Lewis, Mrs. Harvey stated that $60,000 would cover the cost of replacing 49 of 90 windows. She noted that these buildings were in the Historic District and must comply with certain specifications. Mrs. Townshend indicated that the school was required to bid the window replacement project competitively.

Mrs. Horsey suggested delaying a decision on Murphey School until after the Homeownership Assistance Program was reviewed.

Mrs. Harvey explained there was great demand for the Homeownership Assistance Program, noting that funds allocated last year were depleted as of February 2013. She advised members that the Homeownership Assistance Program did not have the same limitations as the Neighborhood Stabilization Program (NSP) and that any home could be purchased under the program, including new construction anywhere within the City of Dover.

Mrs. Horsey moved to recommend fully funding the Homeownership Assistance Program at $40,000, seconded by Mr. Bonar and unanimously carried.

Mr. Lewis suggested splitting the remaining unallocated funds ($65,315) equally to the two (2) remaining programs, the MHDC Rehabilitation program and the Elizabeth W. Murphey School, which would equate to $32,657.50 each.

Mr. Lewis moved to recommend dividing the remaining $65,315 in available funds equally between Milford Housing Development Corporation (MHDC) Rehabilitation Program and the Elizabeth W. Murphey School, with each organization receiving $32,657.50. The motion was seconded by Mrs. Horsey.

In response to Mr. Perza, Mrs. Harvey advised that although spending for each house was capped at $15,000, not every home would require the maximum funding.

On a call for question, the motion to recommend dividing the remaining $65,315 in available funds equally between Milford Housing Development Corporation (MHDC) Rehabilitation Program and the Elizabeth W. Murphey School, with each organization receiving $32,657.50 was unanimously carried.

Mr. Bonar requested that the Committee be provided assistance in the way of recommendations regarding priorities for the various applications when this process takes place next year, so that it could be determined if any cuts could be made or if additional funding could be sought.

Mrs. Harvey reminded members that in 2015 they would be reviewing a new CDBG Consolidated Plan.

Mrs. Harvey summarized the Committee's CDBG funding recommendations for FY13, as follows:

Applicant	Amount Requested	Amount Recommended
Dover Interfaith Mission for Housing	$27,500	$27,500.00
Milford Housing Development Corp. (Rehab)	$60,000	$32,657.50
Milford Housing Development Corp. (Emer.)	$40,000	$40,000.00
NCALL	$ 9,000	$6,035.00
Elizabeth W. Murphey School	$60,000	$32,657.50
Homeownership Assistance Program	$40,000	$40,000.00

By unanimous consent, the meeting adjourned at 12:25 P.M.

David L. Bonar
Chairman

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Attachments
Attachment #1 - CDBG Federal Resources Available for Use 7/01/13 - 6/30/14
Attachment #2 - Amounts Granted to CDBG Applicants - FY12

CDBG FEDERAL RESOURCES AVAILABLE FOR USE
7/01/13 – 6/30/14

CDBG Funds Allocation	$215,009
Anticipated Program Income	$ 8,554
Total Grant Allocation	$223,563
20% of the grant must be allocated for Program Administration	$223,563 x.20 $ 44,713
Public Service activities cannot exceed 15% of the grant.	$223,563 x.15 $ 33,535
Total grant available for activities	$178,850.00
Total grant request	$236,500.00

I.8 Proposed Activities to be Undertaken

The total grant allotment for Fiscal Year 2012 is $235,357 including program income. Twenty Percent (20%) of the grant will be used for Program Administration to manage the Community Development Block Grant Program.

The following activities are projects that are proposed to be funded by the City of Dover's Community Development Office Community Development Block Grant

Project 12-1: Homeownership Assistance Program

The City will provide settlement assistance to assist low to moderate income persons that are first time homebuyers purchase homes in the City of Dover.

Total Funding $30,000.00

Project 12-2: CDBG Program Administration

CDBG Funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover.

Total Funding $47,071.00

Project 12-3: Dover Interfaith Mission to the Homeless

CDBG funds will be used for operations costs for the building that will include utility, maintenance, and lease cost.

Total Funding $27,500.00

Project 12-4: NCALL Research Inc.

CDBG Funds will be used for foreclosure prevention and pre-purchase homeownership counseling services relevant to Dover residents.

Total Funding $7,803.00

Project 12-5: Milford Housing Home Repair Project

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards in the City of Dover.

Total Funding $35,000.00

Project 12-6: Serenity Place

CDBG funds will be used to address rebuilding a permanent treatment facility for persons who suffer from substance abuse that was destroyed in a fire.

Total Funding $27,983.00

Project 12-7: Milford Housing Homeowner Rehabilitation Program

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's Housing Code.

Total Funding $40,000.00

Project 12-8: Elizabeth W. Murphey School

CDBG funds will be used to install a geothermal heating system in one of the facilities that services children that are at risk for homelessness.

Total Funding $20,000.00

Total Funding $235,357.00