PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE
A G E N D A

FEBRUARY 13, 2012 - 12:00 NOON

CITY HALL CONFERENCE ROOM
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at CityClerk@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. Accounting of Summer Program Revenues

2. Proposed Revisions to Community Development Block Grant (CDBG) Guidelines

3. Updates
   A. Planning and Funding for New Library
   B. CDBG Program
   C. Housing and Recovery Act of 2008 Funds (Neighborhood Stabilization Fund)
   D. Youth Advisory Committee

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

City of Dover
Substance Abuse Program
Revenue and Expense Report
Fiscal Year 2011

Beginning Budget Balance:	$ 10,710.52
Revenues:	
Grants:	
Grant In Aid	$ 22,900.00
State Grant- Youth Connections	$ 11,812.85
State Grant- 21st Century - Cap School District	$ 60,329.33
	$ 95,042.18
Participants receipts:	
Youth Connections program	$ 6,041.70
Camp Small Wonder program	$ 38,250.00
	$ 44,291.70
Total Revenues:	$ 139,333.88
Expenditures:	
Personnel Costs (Temp. help, taxes, wcomp)	$ 49,867.43
Program Supplies (Materials & Supplies)	$ 83,851.33
Total Expenditures:	$ 133,718.76
Ending Budget Balance:	$ 16,325.64

Purpose

To improve community alcohol, tobacco and other drug prevention programming in the City of Dover by providing a multi-level program addressing the contribution and needs Of individuals, families, communities, and culture as they relate to the problem of Alcohol, tobacco and other drug abuse, school violence and teen pregnancy. To provide services for 100 at-risk youth

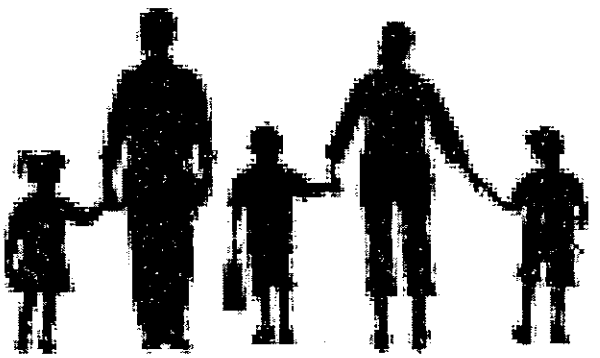
How the program works?

After-school program- Registration and recruitment is done at Towne Point Elementary School. The building supervisor accepts applications. All paying students are accepted within the capacity for the State of Delaware license. If capacity is reached we start a waiting list. Homeless students are given first priority and are accepted at all times. The grant funds help supplement, activities, staff, supplies, and workshops.
(See attached After-school booklet). Everyone has to pay, however the State of Delaware pays for those families who qualify for purchase of care. The families are paying for after-school care. Once the grant funds from 21st Century Community Learning Center were completed parts of the sustainability efforts were to charge participants.

Camp SmallWonder – Enrollment is accepted on a fist come basis. Parents must fill out the registration form and pay for the camp (we accept all applications until slots are filled for each group) – funding is used to supplement supplies, trips and other activities. Everyone is required to pay for this camp. The families are paying for summer camp.

The partnership with Capital School District is part of their award as a 21st Century Community Learning Center Grant from the United States and Delaware Departments of Education. This collaborative partnership encompasses the City of Dover Parks and Recreation to provide a myriad of age and socially appropriate contractual recreational services to students in grades 7 – 12th (Central Middle School and Dover High School). Students are recruited through presentations of the program to the faculty, students and parents /guardians. The funds are reimbursable and invoices are rendered on a monthly basis.

Youth Connections Parent/Student Handbook



Welcome to Youth Connections!

The staff would like to welcome you and your child. Our goal is to provide a warm, safe place for your child to learn and play in stress free environment. We will encourage your child to think, question and experiment. We will provide activities for your child to choose from that promote social, academic and physical development. We will encourage and demonstrate sounds health, safety and nutrition habits. We will respect and help your child appreciate cultural diversity. We will help your child develop initiative and decision making skills. We will foster independence and a positive attitude toward learning. We will offer family nights and information updates so that we may become partners in your child's education. Most of all, the staff will strive to increase your child's self esteem and make him or her feel loved and important. Let's make it a great year!

Youth Development Strategy

Club programs and services promote and enhance the development of boys & girls by installing:

A SENCE OF COMPETENCE- the feelings there is something boys and girls can do and do well.

A SENCE OF USEFULNESS- the opportunity to do something of value for other people.

A SENCE OF BELONGING- a setting where an individual known's he or she has a place and where he or she "fits" and is accepted.

A SENCE OF POWER OR INFLENCE- a chance to be heard and to influence decisions.

THE SCHOOL AGED PROGRAM ASPECTS

The Youth Connection School Aged programs enhances the lives of the children that we serve by development their values, skills, and self-esteem. In looking at our program the following aspect can be identified:

VALUE DEVELOMENT

- Provide opportunities for democratic decisions making
- Reinforces honesty and truthfulness
- Encourages respect for people and property
- Fosters kindness/tolerance
- Provide a multi-cultural experience

SKILLS DEVELOPMET

- **Physical**- Eye-hand coordination, sports, health awareness
- **Creative**- Arts, music, writing, dance, imagination
- **Social**- Conflict resolution, communication, grooming, leadership, teamwork.
- **Personal**- Self-assessment, decision-making, goal setting, safety, values clarification.
- **Education**-Reading, math, critical thinking, comprehension

SELF ESTEEM ENHANCEMNT

- Emphasizes positive attitude
- Provides equal opportunities for success and participation
- Recognizes cultural differences
- Encourages self-expression
- Allows member to voice and resolve grievances
- Enforces consistent rules and regulations
- Addresses individual needs
- Treats males and females equally
- Encourages positive views of the future
- Helps member set and achieve goals

CHILD CARE DEFINITIONS AND PRINCIPLES

DEFINITONS

The school –Aged program offer a safe setting; provides caring adults; provides challenging, interesting, and structured activities and a sense of belonging during non-school hours.

PRINCIPLES

- Are established in local elementary school and at the main site.
- Follow the operating and program standards prepared by the State of DE office of Child Care Licensing.
- Are staffed by professional and volunteer adults.
- Are open to all school age youth during defined non-school hours.
- Have dedicated space for program participants.
- Offer a range of activities that are free or nominal cost that meet child's needs.
- Have opportunities for participants to increase their academic proficiencies in the areas of math, science, and reading.
- Provide participants with a daily nutritious snack or meal.

- Offer opportunities for family involvement in various activities and social events.
- Have evaluation methods/processes in place, which will measure meaningful outcomes in area of social competence, academic achievements, health and nutrition, recreation and family support.

Program Operation

Upon Entering the Cafeteria
Children are responsible for arriving to the program on their own. They are expected to arrive at the program directly after walkers are dismissed. A staff member will check off the children's names on an attendance sheet.

Meals and Snacks
Youth Connections will meet child's nutritional needs by providing an afternoon snacks or meal. The snacks or meal will consist of prepackaged food from at least two foods groups.

Parents/guardians of children, who require special diets for religious, philosophical or health reasons, will be asked to supplement their child's meals. Please notify staff immediately of any of your child's food allergies.

Arrivals and Departments
An adult, upon their child's departure from the program MUST sign out the child. Children are never to sign themselves out of the program.

Transportation
Transportation home via the school bus is available for students that reside in the Towne Point attendance area. Parents wishing to pick up their children must do so by 6:00.

Late pickups
There is a late charge of $10.00 for [redacted] each child picked up after closing. The fee is too paid in the next week's fee.

Youth Connections Requirements
In order to communicate important news and events, parents are encouraged to read the Youth Connections the bulletin board.

Clothing
Due to the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Please send jackets, gloves and hats needed.

Toys
Please do not allow your child to bring toys from home to Youth Connections. We provide plenty of fun and productive activities for your child.

Candy and Gum
Please do not allow your child to bring these items to Youth Connections.

Damage
If a child damages Youth Connections or its property in any way, the parents will be responsible for paying for the damages.

Welfare
Youth Connections is required by law to report any suspected or alleged incident of child abuse.

Rates

Weekly Fees
$35/week

Membership Fees
All children signed up our program are required to pay $35.00/year registration fee.

Late Fees
Fees are due and payable in full 6:00p.m. the Friday **BEFORE** your child is schedule to be here. Parents must pay for the entire week regardless of absenteeism. Any fees not paid will incur a $5.00 late fee, with an additional $1/day fee every additional day of nonpayment. **THERE ARE ABSOLUTELY NO TUITION REIMBURSEMENTS.** Any and all accounts that are not at a zero balance will receive a late fee. Any accounts that are past due by two weeks will suspend from the program immediately until all fees are paid. Should any account become past due, parents/guardians must contact their Site Director to make payment arrangements. Failure to do so will result in the termination of your child's enrollment in the program.

A $25.00 fee is charged for any check returned by the bank. If a second check is returned money order will be required for all future payments.

Vacation
Parents must notify the site director **IN WRITING** of any vacations days in order to avoid paying childcare during that time.

Holidays/Closing
Youth Connections will be closed whenever Towne Point Elementary is closed. This includes holidays, school vacations, and early or full closings due to inclement weather.

Release of Children
Your child will only be released to people that have been identified on the registration applications and who have appropriate picture identification. It is the parent/guardian's responsibility to notify the Youth Connections programs of any changes.

Termination of Contact

A one week written notice must be given when any parents withdraws a child from Youth Connections. Parents wishing to withdraw a child, but who fail to provide a one week notice will still be liable for the last week's tuition. If Youth Connections experiences a problem with a child or parent that cannot be resolved, your contact will be immediately terminated.

Health and Safety

Physical

Youth Connections is required by State regulations to maintain a current health appraisal and immunization record for each child.

Medication

Medication will not be administered by program or staff. Parents of children who require afternoon doses of medication should arrange to have the medication administration by the school nurse prior to dismissal from school.

Illness

If your child has symptoms of illnesses specified below, he/she may not be admitted or allowed to remain in the program. Written documentation from a licensed physician or verbal approval with written follow-up must state the child had been diagnosed and does not pose a serious health risk to the child or the other children.

The parent, legal guardian, or person authorized by the parent shall be notified immediately when a child has a sign or symptom required exclusion from the Youth Connections program.

The symptoms of illness for possible exclusion shall include, but is not limited to the following:

- Fever
- Diarrhea
- Vomiting
- Mouth sores
- Unexplained rash
- Pink eye
- Scabies
- Head lice or other infestation
- Strep throat
- Chicken pox
- Uncontrolled cough
- Excessive runny nose
- Irritability
- Persistent crying (unusual)
- Lethargy

If your child develops any of these symptoms during the day, you will be notified as soon as possible to come get your child. If you cannot be reached at work, we will call your home and cell phones, and the phone for emergency contact on your child's emergency card. The child will be removed for the well children to the nurses' room.

Communicable Diseases
Written documentation from the child's licensed physician stating that child has been evaluated and present no risk to child or others must be received by the Youth Connections before any child with the following is allowed to be admitted.

The following are considered communicable diseases:

- Diphtheria
- German measles
- Homophiles influenza disease
- Measles (Rubella)
- Bacterial (spinal) or Viral Meningitis
- Mumps
- Pertussis (whooping cough)
- Rubella
- Tuberculosis
- Giardiasis
- Hepatitis A
- Salmonellosis
- Shigellosis

Emergencies
Many of the program staff is first aid and CPR certified. Parents will be informed of all injuries that require treatment on the day of the injury. We consider an injury something other than a scrape from falling. The staff will report injuries on a minor injury form, which will be given to the parents/guardians. Minor injuries such as scrapes, cuts, bumps, and bruises will be treated accordingly on site. All head injures no matter how minor will be reported immediately to the parents/guardians.

- In the event of more serious injury or illness, the staff will make every attempt to reach the parents/guardians and the child will be transported to the local hospital.
- Please be sure to list all allergies and health problems, such as asthma and febrile seizures on the registration form as well as making the staff verbally aware.

SITE POILCY STATEMENT

TELEPHONE USAGE

Telephones (including personal cell phones) are to be used for business only any should be restricted to emergencies only. Youth using the phone should also do so on an emergency only basis. Long distance calls are prohibited.

PERSONAL APPERANCE

All staff is expected to be prepared to carry out the activities of the day. Sandals and shoes without socks are not permitted. Clothing must be appropriate in size and ensure that all body parts and under garments are complete covered.

APPERRANCE OF PROGRAM AREAS

Everyone is responsible for the cleanliness of the program areas. The appearance of our areas and our public image require a team effort. Only with the help of **ALL** staff and children can we keep our areas clean.

CARE OF EQUIPMENT AND FACILITES

No area/or equipment are to be used unless a staff person is present to supervise. Staff is responsible for lost or broken equipment resulting from lack of supervision. If you see an area being used without proper supervision, close down the area and report it to Site Director. All areas should be kept neat and orderly. Please report any broken or damaged equipment.

RADIOS, I PODS, ELECTRONIC EQUIPMENT

Members or staff in program areas where music is not necessary part of the program does not permit the playing of radios (I pods, or other electronic equipment). The Site Director must give permission.

JOB DESCRIPTION

Each employee will have a job description, which will outline the basic responsibilities of that position. It is responsibility of each staff to understand their job responsibilities. The Site Director and Program Director are responsible to explain the job description to each new employee.

TIME SHEETS

Staff must complete their time sheets daily time sheets are kept with the Site Director, and/or Program Director.

DISCIPLINE AND GUIDANCE

Students attending Youth Connections are subject to the Kindergarten-grade 6 student Code of Conduct for the Capital School District.

ACCIDENTS TO PATRONS/PARTICIPANTS

When a serious accident occurs, the Emergency Rescue Squad (911) should be called immediately. **NOTIFY THE PARENTS AT ONCE**; and as soon as possible, notify the Site and Program Directors and School Principal. Staff **SHOULD NEVER ASSUME THE RESPONSIBILITY** of transporting an injured child in a private car, nor should the staff call a local doctor. Parents will be charged for services rendered by the hospital.

When a child is sent home because of an injury or if he becomes ill at a site, one of the staff **MUST** stay with the child until they are turned over to a parent, or a designated person who will be responsible for the child. **DO NOT ALLOW AN INJURED CHILD TO WALK HOME ALONE!**

POLITICAL ACTIVITY

Staff is not to engage in any sort of political activity during work time or on the premises. This includes but is not limited to, passing out leaflets, buttons, campaign literature or posters, making political speeches, or promoting any candidate.

CENTER SUSPENSION

The Site Director, Program Director or Principal is the only staff that should suspend a child from the site. This allows that proper steps be followed such as:

- Notifying the parents
- Listing the child on the suspension list
- Telling the child when he/she is allowed to return

The suspension must **IMMEDIATELY** be given to the Principal.

SANITATION OF AREA AND EQUIPMENT

The school custodial staff shall wash and disinfect the area.

HANDWASHING

- Staff must wash their hands with soap and running water and use single service towels for drying hands:

- Before eating and handling food
- After coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body secretion.
- After caring for a child who may be sick.
- After cleaning.

WEAPONS POLICY

Children possessing a dangerous instrument or weapon will not be permitted in the program. A dangerous instrument is any article or substance, which under the circumstances in which it is used, attempted to be used or threatened to be used, is readily capable of causing death or serious physical injury. Weapons include firearms, bombs, knives or any sort (other than a normal pocket knife carried in the closed position with a blade not more than 3" in length), switch-blade knife, billy, blackjack, bludgeon, metal knuckles, slingshot, razor, bicycle chain, ice pick, or any dangerous instrument which is used or attempted to be used to be used to cause death or serious physical injury.

Children involved in other criminal offenses will also be subject to immediate disciplinary action per Capital School District Policy and the police will be called. Other criminal offenses or assault with intent to do bodily harm, extortion or theft, possession or use or sale of alcoholic beverages or illegal drugs, arson, sexual assault or gambling on Site property.

In all cases involving a weapon or other criminal offenses the parent/guardian will be notified immediately. If site staff is unable to personally contact the parent/guardian a written notification will be mailed the day of the incident explaining what has occurred and the action that has been taken.

If a weapon is known to exist with a child the following will be done per Capital School District policy.

EMERGENCY EVACUATION PROCEDURE

Fire Evacuation:

- Fire alarms do not signal automatically. If an alarm sounds it must be treated as if it were a fire.

- As part of their orientation to the program, the children will be taught to stop anything they are doing when they hear the fire alarm and meet their activity leader immediately at a particular place.
- Regardless of the apparent size of the fire or amount of smoke, staff will promptly lead the children out of the building using the closest and safest exit. **Staff and children will not stop to take clothing, toys, etc.** Staff and assigned groups of children will meet outside at the designated meeting area.
- Exits, hallways and other evacuation routes will be clear at all times to permit prompt and safe exit from the building.

TRAINING IN EVACUATION

During staff orientation the Site or Program Director will train all staff in emergency evacuation procedures for fire and other emergencies. The orientation will include individual staff responsibilities during all emergencies.

PRACTICING EVACUATION

- The Site Director/or assigned staff member will be responsible for conduction monthly fire drills.

OTHER EMERGENCIES (blizzard, power failure, national emergency)

- Children will maintain in the building whenever possible.

- If the Site Director determines that the building must be evacuated, the staff will take children in their assigned groups to the designated meeting area. The Site Director will meet staff at the main door of the school to notify parents of their child's whereabouts. If this is not possible, a note will be posted on the same door explaining the whereabouts of the children and staff.

- If a child is missing, the Site Director will first check, the entire building and playground, a call will be placed to the parent or other family contacts listed on the Parent Consent Form,

notifying them about the missing child. If the child cannot be located the Site Director will attempt to contact the Program Director and Principal. If they cannot be reached, the Site Director will contact the local Police Department to report the missing child.

SEIZURES/CONVULSIONS

- Seizures or convulsions are sudden often-violent involuntary contractions of groups of muscles, with accompanying decrease or loss of consciousness. They may involve many muscles of the arms, legs and head, or they may involve a few of these muscles. Children have been reported to have convulsions from high fevers and severe gastrointestinal illness usually associated with severe infectious disease. Other causes of seizures may include ingestion of toxins such as lead or carbon monoxide, or result from a head injury and trauma.

If you observe a child experiencing a change in their level of consciousness or becoming unconscious, they may be experiencing a seizure. Rolling of the eyes or a blank stare without response also may indicate the onset of a seizure. The appropriate first aid is as follows:

- Assist the child to a lying position on the floor.
- Loosen any tight clothing.
- Place something flat and soft such as a jacket or a hand under the child's head.
- Avoid restraining the child during the seizure.
- Do not force anything into the child's mouth.
- Turn head to provide an open airway.
- After the seizure subsides, reassure the child that he is all right, orient the child to the time and place and inform the child that he/she has had a seizure.
- Contact parent or other responsible family member and report the details of the incident on the appropriate forms.

Following the seizure, which may last 2-5 minutes, the child may appear drowsy, breath slowly, may be difficult to arouse, and may complain of headache or muscle soreness or muscle weakness. This confused state may last 5-10 minutes. Keep the child comfortable and resting during this time.

YOUTH CONNECTIONS

MISSION

Youth Connections provides a safe, drug free after school experience for children. The school-based provides children with nutritious meals; extensive academic supported, and fun recreational and social activities. Parents will have opportunities to network and attend valuable family centered workshops.

ADMINISTRATIVE TEAM

Crystal Thompkins, Site Coordinator
Towne Point Elementary School
629 Buckson Drive
Dover, DE 19901
(302) 672-1590

Sherwanda Rachal-Speaks, Program Coordinator
P.O. Box 475
Dover, De 19903

Gene Capers, Principal
Towne Point Elementary
629 Buckson Drive
Dover, DE 19901
(302) 672-1590

Tonya Guinn, project Director
Capital School District
945 Forest Drive
Dover, DE 19904
(302) 672-1766

A Final Word

We welcome your comments and suggestions. If you have any concerns or complaints, please address them directly with administration staff below. Our goal is provide the best possible care for your child.
Youth Connections programs admit children regardless of race, religion, nationality, social or economic background.

EMERGENCY/HOTLINE NUMBERS

Building Emergencies – Sherwanda Speaks 242-5303
Crystal Thompkins 331-4550

Gene Capers 672-1590/Cell 632-6314

Police Department – 911

Fire & Medical – 911 be ready to describe the problem. Medical Help will come from a rescue squad or a paramedic Unit.

Abuse – Child Protective Services 1-800-292-9582

Alcohol & Drugs – 1-800-427-3784

Burns – A.I. DuPont Hospital for Children 651-4186

Poison Center – 1-800-722-7112

ACKNOWLEDGEMENT OF RECEIPT

I received a copy of the Youth Connections Employee Handbook. I understand that it is my responsibility to read the policies contained in the Handbook and to fully understand them. I also understand I can ask questions about any policy that I do not understand.

I understand that this Handbook provides guidelines and information regarding my employment but that this Handbook is not, nor is it intended to constitute an employment contract of any kind. I further understand that the Handbook and this Acknowledgement Form do not vary or modify the at-will employment relationship between Youth Connections and myself.

SIGNED_____

DATE_____

WITNESSED BY_____

YOUTH CONNECTIONS
HONOR STATEMENT
REGARDING DRUG-FREE WORKPLACE

Youth Connections is strongly opposed to the illegal use of drugs and alcohol in the workplace and in our community. Youth Connections places a high priority on providing a safe and healthy work environment for employees and for members. We expect our staff to be role models for the children.

Youth Connections policies require employees to report to work free of influence of alcohol or illegal drugs or narcotics. The possession, use, purchase, sale or transfer of alcohol or illegal drugs while at work or on Capital School District or City of Dover property is strictly prohibited. Staff is expected not to support in any way illegal drug or alcohol use by members.

To that end, Youth Connections is committed to a program of drug testing for prospective and/or current employees as well as appropriate employee assistance programming.

I agree with the Youth Connection's position on the importance of a Drug-Free Workplace, and I pledge to comply with the Club's policies in the interest of members, my co-workers, and the Youth Connection community.

_____

Signed

_____

Date

ACTION FORM

PROCEEDING: Parks, Recreation & Community Enhancement Committee
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: February 3, 2012
PREPARED BY: Tracey Harvey, Community Development Manager and Ann Marie Townshend, AICP, Director of Planning & Community Development
SUBJECT: Update of CDBG Program Guidelines
REFERENCE: CDBG Program Guidelines
RELATED PROJECT: Change of Subgrant Procedures for CDBG considered by Parks, Recreation & Community Enhancement Committee on January 9, 2012
REVIEWED BY: N/A
EXHIBITS: Proposed Updated CDBG Program Guidelines
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**:
TIME TIMETABLE: Recommend that the proposed changes to the procedure be implemented with upcoming grant cycle.
RECOMMENDED ACTION: Staff recommends that the Committee forward a recommendation to City Council in favor of approving the revised CDBG Program Guidelines.

BACKGROUND AND ANALYSIS

On January 9, 2012, the Parks, Recreation and Community Enhancement Committee voted to recommend that Council approve a change to the Community Development Block Grant subgrant procedure to have applicants apply for multi-year funding, concurrent with the Community Development Consolidated Plan. Council approved this recommendation on consent agenda on January 23, 2012. At the Committee meeting on January 9th, staff committed to coming back to the Committee with revised Program Guidelines for consideration, which would include the multi-year subgrant process.

The attached proposed update to the CDBG Program Guidelines integrates the multi-year subgrant process. The areas where substantive changes have been made to the Guidelines are highlighted to help the Committee focus their review. In the proposed Guidelines, subrecipients (non-City entities) would apply for eligibility for funding on multi-year cycles. In this application, they would provide the information necessary to evaluate the proposal according to the criteria. In this revision, staff has indicated that City projects and programs that would be eligible for funding would be specified in the Consolidated Plan and not be required to submit a formal application. City programs would be required to submit the annual funding request with a budget and program description, just as the approved subgrantees would be required. The Guidelines have also been drafted to allow the Director of Planning and Community Development to bring forward additional potential subgrantees under special circumstances. This ensures that if something unanticipated comes up during the Consolidated Plan period, it could be considered for funding by the Committee.

CITY OF DOVER

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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.

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. Eligible activities must service an area where the population includes 51% of low to moderate income persons. The exception to this policy would be ADA improvements. The Consolidated Plan would specify activities in the city that would be eligible. No formal application would be required for eligible city activities and recommended funding requests would be submitted to the review panel on an annual basis.

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 applicable city, state, and local codes in order to be considered for a grant.

B. Program Performance Period

All applications for current year and multi-year subgrants funds shall be to finance CDBG eligible activities that shall be initiated no sooner than July1st 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 multi–year Consolidated Plan year. Those applicants selected will be eligible to receive grant funding on an annual basis until the end of the Consolidated Plan period. Selected applicants will only need to submit a budget 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.

If special circumstances arise where applicants not selected during the Consolidated Plan period, a potential sub-recipient may become eligible to apply for funds within the Consolidated Plan year. 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 for multi-year and annual budget requests 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 each multi-year Consolidated Plan year of when the City of Dover will be accepting grant applications for the CDBG Program. Selected multi-year applicants will be notified by mail of the timeframe to submit their annual budget request. One signed original and eight copies of the application must be submitted each program year.

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 ineligible. 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.

Status of FY-11 CDBG Projects

Monthly statistics for the month of January 2012

CDBG FY11 Projects

Homeownership Assistance Program

Four families have purchased homes using the Dover First Start Program and two families are scheduled to close at the end of the month.

Homeowner Rehabilitation Program

One home has been completed and two are scheduled to be completed early February.

Dover Interfaith Mission to the Homeless

CDBG funds have been utilized to cover the operation cost for the shelter.

Emergency Home Repair Project

Emergency repairs have been completed on four properties.

Neighborhood Stabilization Program (NSP)

The city was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $1,249,467 has been expended on the acquisition and renovations for 8 properties. One property has been purchased with program income and is for sale. The remaining balance of $177,272 will be utilized for renovations and acquisition. Three properties have been sold, four are for sale, one is a lease purchase and one is a rental that serves persons with disabilities. The city has partnered with Central Delaware Habitat for Humanity as an NSP partner.

218 Ann Avenue (sold)

343 Mimosa Avenue (sold)

907 Woodcrest Avenue (lease purchase)

1430 S. Hancock (group home rental)

1415 S. Hancock (for sale)

337 N. Governors Avenue (for sale)

254 Green Blade Drive (sold)

302 Stonebrook Place (for sale)

11 Westover Drive (under contract)

Status of FY10-11 Program Funds Spent - Fiscal Year 7/1/11- 6/30/12

2011 Grant Projects	Project Details	Total Grant	Funds Expended	Unencumbered Balance
Homeownership Assistance Program FY10 & 11	Four families have purchased homes in the City of Dover	$58,167	$42,061	$16,106
*Housing Rehabilitation Program FY10	3 homes are presently underway 1 completed	$25,275	$24,046	$1,229
Dover Interfaith Mission to Homeless	Funding for utility and lease cost	$34,479	$7,079	$27,400
Connections Comm. Support	motel vouchers for homeless underway	$5,000	$5,000	$0
RC & D	Emergency home repairs underway	$38,000	$2,885	$35,115
Streets Project	Street repairs on S. New Street	$60,081	$0	$60,081
Housing Rehabilitation Program	3 homes will be rehabbed	$38,000	$0	$38,000
Total		$259,002	$81,071	$177,931

*rehab projects - please note that $25,275 has been rolled over to program year FY-11

806 Forest Street completed

122 Davis Circle

839 Paul Street