PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE

A G E N D A

January 9, 2012 - 12:00 Noon - City Hall Conference Room - City Hall - City of Dover

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. Review of Silver Lake Boating Regulations *(Recommendation of the Silver Lake Commission)*

2. Proposed Amendments to Community Development Block Grant (CDBG) Procedure

3. Statistics Regarding Jobs and Businesses Gained and Lost in the City of Dover Since July 2011

4. Updates
   A. Planning and Funding for New Library
   B. CDBG Program
   C. Housing and Recovery Act of 2008 Funds (Neighborhood Stabilization Fund)
   D. Schutte Park Space - Boys and Girls Club
   E. Youth Advisory Committee

/tm
S:\AGENDAS & MINUTES\Committee-Agendas\2012\01-09-2012 PR&CE.wpd

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.

Silver Lake Commission
December 14, 2011
Draft Regulation Suggested Changes
Boating, Water Skiing and Fines

Dover, Delaware – Code of Ordinances

Part II. Chapter 74. Article I. – In General

Sec. 74-49. Liability of city.

The recreation facilities operated by the city are governmental functions of the city. All persons using recreation facilities at any time do so at their own risk. (Ord. of 12-8-1975, § 2(21-20.1); Code 1981, § 15-49)

Sec. 74-50. Violations—Surrender of permit.

Any person who shall be found guilty of violating any of the regulations in this chapter shall, upon demand made by the director, immediately surrender to the director any permit granted to him under the provisions of these regulations. Thereafter, no similar permits shall be issued to the person until the director is satisfied that the person will not violate similar provisions of this chapter in the future.
(Ord. of 12-8-1975, § 2(21-12); Code 1981, § 15-50)

Sec. 74-51. Same—Fine.

Any person who shall violate any of the sections of this chapter, or who shall fail to comply therewith or with any of the requirements thereof, shall be subject to a fine not to exceed $100.00, and not less than $10.00. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount. (Code 1981, § 15-51; Ord. of 7-28-1986; Ord. of 9-22-2003)

Sec. 74-52. Vessel Operation.

<The operator of any non-permitted motorboat operated on Silver Lake shall be subject to a fine not to exceed $200.00, and not less than $100.00. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.>

Secs. 74-~~52~~ <53>- —74-80. Reserved.

ARTICLE II. PERMIT FOR USE OF FACILITIES AND PROPERTY

Section 74-81 to 74-120 No Changes

ARTICLE III. SILVER LAKE AREA

Sec. 74-121. Scope.

The provisions of this article shall apply to Silver Lake and the area around it.
(Code 1981, § 15-96)

Sec. 74-122. Boating.

~~Boats~~ <Vessels> and boating at Silver Lake shall be governed by the following provisions < which are subject to fines as outlined in Dover, Delaware Code of Ordinances Part II Chapter 74 Article I Section 74.51>:

(1) Generally. Silver Lake shall be governed by the laws of 23 Del C. §2101 et seq., and the regulations issued pursuant to this law by the state unless, changed or modified by ordinance as allowed in 23 Del. C § 2121.

(2) Permit Required. Before any person shall operate any ~~boat~~ <vessel> upon Silver Lake, he shall obtain a permit for each ~~boat~~ <vessel> from ~~Administrative Services~~ <Customer Services Department> located at 5 East Reed Street. The ~~boat~~ <vessel> shall be registered in the name of the owner with ~~Administrative Services~~ <Customer Services Department> at the time of the application for a permit. Thereafter, the owner shall be responsible for the operation of the ~~boat~~ <vessel> on Silver Lake and shall be responsible for compliance with the terms of this chapter, whether or not the owner is the operator of the ~~boat~~ <vessel>.

(3) Permit fee. For each permit issued pursuant to subsection (2) of this section the ~~Administrative Services Department~~ <Customer Services Department> shall collect an annual fee specified by the city council.

(4) Motorboats. It shall be unlawful for any person to operate a motorboat in excess of eighteen (18) feel in length or of one hundred fifteen (115) horsepower based on factory specifications as related to ~~boat~~ <vessel> outboard certification (OBC) rating. Older vessels or home built vessels shall be related as near as possible in accordance with similar vessels with factory horsepower recommendations.

~~(5) Jet skis. It shall be unlawful for any person to operate jet skis or other similar devices upon Silver Lake.~~

(5) Personal Watercraft (PWC). It shall be unlawful for any person to operate PWC or other similar devices upon Silver Lake. Personal watercraft are defined as motorboats less than 16 feet in length that are powered by jet pumps, not propellers, where the persons stand, kneel, or sit on, rather than inside the vessel. PWCs are operated by one person, and often have seating space for others. Some models have seating for up to four riders (including the operator).

(6) Airboat. It shall be unlawful for any person to operate an airboat or other similar devices upon Silver Lake. An airboat, also known as a fanboat, is a flat-bottomed vessel (jon boat) propelled in a forward direction by an aircraft-type propeller and powered by either an internal combustion or electric engine.

(7) Hovercraft. It shall be unlawful for any person to operate a hovercraft or other similar devices upon Silver Lake. A hovercraft (air-cushion vehicle, ACV) is a craft capable of traveling over surfaces while supported by a cushion of slow moving, high-pressure air which is ejected against the surface below and contained within a "skirt."

~~(6)~~ <(8)> Display of permit number. Every ~~boat~~ <vessel> operated upon Silver Lake shall clearly display the permit required in subsection (2) of this section on the right side of ~~the transom~~ <vessel stern and on the right side of the trailer near the tongue. Permits must be clearly visible at all times>.

~~(7)~~ <(9)> Direction of vessels. As a general rule, and whenever practical, all vessels traveling around Silver Lake shall proceed in a counter-clockwise direction.

~~(8)~~ <(10)> Overtaking, passing or meeting another vessel. The U.S. Coast Guard Inland Rules of the Road regarding the overtaking, passing or meeting of vessels shall apply to ~~Boat~~ <vessels> upon Silver Lake.

~~(9)~~ <(11)> Passing under Silver Lake Bridge. In passing under the Silver Lake Bridge all ~~boat~~ <vessels> shall use the arch to the right and no ~~boat~~ <vessel> at any time shall use the center arch. Speed under the bridge and within seventy-five (75) feet of the bridge shall be at a "no wake speed" (4 m.p.h.).

~~(10)~~ <(12)> Operating distance from shore or bridge. No power ~~boat~~ <vessel> shall operate less than seventy-five (75) feet from any shore line, swimming area pier or dock except when launching and landing, nor shall any power ~~boat~~ <vessel> operate closer than seventy-five (75) feet to the Silver Lake Bridge except when that ~~boat~~ <vessel> is intending to pass under the bridge, nor shall any power vessel operate closer than fifty (50) feet to any other power or nonpower ~~boat~~ <vessel>.

~~(11)~~ <(13)> ~~Boat~~ <Vessel> racing. Vessel racing is prohibited upon Silver Lake.

~~(12)~~ <(14)> Operating vessel in swimming area. At no time shall any vessel be operated within any designated swimming area.

~~(13)~~ <(15)> Mufflers for motorboats. All vessels which are mechanically propelled shall at all times maintain, as part of its equipment, a standard manufactures muffler for the type of engine used.

~~(14)~~ <(16)> ~~Boat~~ <Vessel> operated after sundown. All nonpower vessels operating after sundown shall be equipped with lights satisfying the U.S. Coast Guard Requirements on Inland Rules, and shall keep those lights in constant operation so long as the vessel is being operated and shall not operate at speed in excess of four (4) miles per hour. The operation of power vessels on Silver Lake shall be permitted from sunrise to sunset. Between sunrise and 10:00 a.m. (local time) power vessels shall be operated at "no wake speed" (four (4) miles per hour).

~~(15)~~ <(17)> Lowering, placing and removing vessels with vehicle. No person other than the motor vehicle operator shall occupy any motor vehicle being used for the purpose of lowering, placing or removing any vessel at the ramps provided for this purpose at the Silver Lake site. <The only vehicle accessible vessel ramp facility is located next to the dam and accessed from the Kings Highway park entrance.>

~~(16)~~ <(18)> Garbage, litter and other waste. Garbage, litter or other waste shall not be dropped or thrown from vessels or from shore into park waters, but shall be disposed of on shore designated locations in the prescribed manner.

< (19) Kayak, Canoe and other small craft launching. Kayaks, canoes and other small water craft that can be launched without the assistance of a motor vehicle, may utilize the identified small craft launching area adjacent to the swimming beach accessed by the Washington St. park entrance. Craft may not be left in the launch area for any duration longer than necessary to access the lake. >

~~(17)~~ <(20)> Beaching. Beaching of ~~boats~~ <vessels> in locations other than designated areas is prohibited, except in an emergency <or Parks and Recreation Department Director approved special events>.

(18) <(21)> Horseplay. Any horseplay in vessels or changing from one vessel to another on the water strictly prohibited.

(19) <(22)> Storms. In all storm conditions, vessels must return to the docks.

(20) <(23)> Accidents and injuries. Report all accidents or injuries to the police.

(21) <(24)> Limiting <or expanding> ~~boat~~ <vessel> operations. The Director of Parks and Recreation and the Parks, Recreation and Community Enhancement Committee shall have the authority to limit <or expand> ~~boat~~ <vessel> operation in certain areas of the lake to facilitate operation of nonpower ~~boats~~ <watercraft or special events>.
(Ord. of 12-8-1975, § 2(21-10.1(c)); Code 1981, §15-97; Ord. of 4-11-1988; Ord. of 9-10-1990, §§ 1, 2; Ord. of 2-26-1996)

Sec. 74-123 Water skiing.

(a) Where prohibited. No person shall engage in water skiing within seventy-five (75) feet of any shoreline or within seventy-five (75) feet of any designated swimming area.

(b) Prohibited devices. The use of ski ramps, parachutes and other similar devices <that are designed to propel the rider, passenger or participant into the air> shall be prohibited on Silver Lake.

(c) Number of skiers. ~~Boats~~ <vessels> shall pull no more than two (2) skiers on weekdays, and no more than one skier on weekends and holidays.

(d) Observer. When a ~~boat~~ <vessel> is engaged in pulling a skier, a person at least twelve (12) years of age, other than the ~~boat~~ <vessel> operator, shall be in the ~~boat~~ <vessel> to observe the skier and to notify the driver of the ~~boat~~ <vessel> if the skier should at any time be in distress or in need of assistance.

(e) Boat operator. No person under the age of sixteen (16) shall operate a ~~boat~~ <vessel> towing a skier or any device.

(f) Flotation. No person shall water ski upon Silver Lake unless he is wearing a life jacket or some other ample form of flotation gear <that is approved for the activity by the United States Coast Guard>.

(g) Bridge. No person shall water ski under Silver Lake Bridge.
(Ord. of 12-8-1975, § 2(21-10.1(d)); Code 1981, § 15-98; Ord. of 4-11-1988)

ACTION FORM

PROCEEDING: Parks, Recreation & Community Enhancement Committee
DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: January 3, 2012
PREPARED BY: Ann Marie Townshend, AICP, Director of Planning & Inspections
SUBJECT: Change of Subgrant Procedures for CDBG
REFERENCE: CDBG Program Guidelines
RELATED PROJECT: N/A
REVIEWED BY: Scott D. Koenig, P.E., City Manager
EXHIBITS: Letter to Nadab Bynum from Ann Marie Townshend, December 9, 2011; Letter from Nadab Bynum to Ann Marie Townshend, December 21, 2011; CDBG Program Guidelines
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**:
TIME TIMETABLE: Recommend that the proposed change be implemented with upcoming grant cycle.
RECOMMENDED ACTION: Staff recommends that the Committee forward a recommendation to City Council in favor of the proposed change to the subgrant procedure as outlined below.

BACKGROUND AND ANALYSIS

The City of Dover is an entitlement community under the federal Community Development Block Grant (CDBG) program. Each year, we receive an allocation of funds directly from HUD to support low and moderate income areas. Each year, the Parks, Recreation and Community Enhancement Committee evaluates applications submitted by City departments, non-profits, and private property owners, and allocates available funds according to funding priorities and the quality of the applications. Twenty percent of the grant allocation plus program income can be utilized for grant administration. As the City's grant allocation declines and City funds are scarce, the City needs to look for efficiencies in program administration.

One area where we intend to reduce the administrative burden of the CDBG program is to solicit subgrantees for multiple years. Under this proposal, subgrantees selected in the upcoming round of applications would be eligible for funds, depending on availability, for the next three funding cycles. After this period of time, the subgrantees would be selected to coincide with the length of the Consolidated Plan. This change to the program was presented to HUD and accepted by them, as demonstrated in the attached letter. If the Committee and City Council concur with this approach, an amendment to the Consolidated Plan will be developed with the upcoming round of funding allocation, and the program guidelines will be revised and brought to the Committee for review.

City of Dover

December 9, 2011

Nadab O. Bynum
U.S. Department of Housing and Urban Development
Office of Community Planning and Development
The Wanamaker Building
100 Penn Square East, 12th Floor
Philadelphia. PA 19107

RE: City of Dover CDBG Program

Dear Mr. Bynum:

Thank you for taking the time to talk to me about various options for how the City of Dover can administer our CDBG Program in the future. As we have discussed, the City is evaluating operations city-wide to identify changes we can make to gain efficiency in our operations while maintaining levels of service. As our CDBG allocation continues to decline and the administrative costs of the program rise, we are looking at how we can run this program more efficiently to reduce the staff time involved in managing the program.

One area that we identified as consuming a disproportionate amount of staff time is the process of subgranting funds. Each year the City solicits subgrant applications for CDBG funding. As funds become increasingly scarce, the amount of time required to solicit and evaluate subgrant proposals, interview applicants, rank proposals, and ultimately monitor the subgrants becomes disproportionate to the amount of funds the City has to allocate. In recent years, we have funded some well-performing subgrantees who provide necessary services to our low and moderate income population. For this reason, we would like to consider options for maintaining a subgrant program while reducing the administrative workload associated with this program.

With this in mind, I plan to make the following proposal to the Dover City Council for the subgranting of funds to non-City entities for the remainder of the Consolidated Plan period (until 2014). Prior to formally presenting this recommendation to City Council, I would like to ensure that there is concurrence from HUD that this change is acceptable and receive guidance on what process to follow to implement the proposed change. The proposal is as follows:

1. The City would solicit proposals for subgrantees to submit a grant application for a three year period. A generalized budget would be required, but funding would be allocated each year based on the City's allocation and priorities. This would be incorporated as an amendment to the Consolidated Plan.
2. City would continue to fund City-managed projects, including but not limited to down payment assistance, housing rehabilitation, infrastructure, and accessibility improvements as needed.

3. Each year, projects would be ranked and funding would be allocated among City-managed projects and the approved subgrant projects. This would follow the same process currently followed, where the Parks, Recreation and Community Enhancement Committee recommends the funding to City Council. All required time frames for advertisement would continue to be followed, as well as all other OMB and HUD requirements.

I would like to formally propose this change to City Council, through the Parks, Recreation and Community Enhancement Committee at their meeting on January 9, 2011, so that these changes could be implemented for the upcoming funding cycle when the Federal Fiscal Year 2012 funds are available.

If you have any questions or would like to discuss this matter further, please contact me either by phone at (302) 736-7196 or e-mail at atownshend@dover.de.us. I appreciate your assistance in this matter.

Sincerely,



Ann Marie Townshend, AICP
Director, Planning & Community Development

cc: Tracey Harvey, Community Development Manager
Scott D. Koenig, P.E., City Manager
Donna Mitchell, CPA, City Controller

U.S. Department of Housing and Urban Development

Pennsylvania State Office
The Wanamaker Building
100 Penn Square East
Philadelphia, Pennsylvania 19107-3380

DEC 21 2011

RECEIVED
DEC 23 2011
CITY OF DOVER
PLANNING & INSPECTIONS

Ms. Ann Marie Townshend, AICP
Planning & Community Development Director
City of Dover
P.O. Box 475
Dover, DE 19903

Dear Ms. Townshend:

SUBJECT: City of Dover CDBG Program

This letter is to inform you that our Office is in receipt of the City of Dover's December 9, 2011 proposal for subgranting CDBG funding to non-City entities for the remainder of the Consolidation Plan until 2014. We concur that you can proceed with three-year subgranting agreements with non-City entities. However, please ensure that you include language in the agreements that explains the conditional availability of CDBG Federal funding for program years two and three, as well as include all the agreement provisions required in 24 CFR 570.506. Also, please follow the appropriate amendment procedure for the consolidated plan if the amendment rises to the level of a substantial amendment.

If you have any questions about how to proceed on your grant, please contact Ms. Iris M. McCray, Community Planning and Development Representative, at (215) 861-7673, or via electronic mail at *Iris M McCray@hud gov*. This Office may be reached via text telephone (TTY), by dialing (215) 656-3452. We look forward to continue working with you.

Sincerely,

for Nadab O. Bynum
Director
Office of Community Planning
and Development

cc.
Ms. Tracey Harvey, Community Development Manager
Mr Scott D Koenig, P.E., City Manager
Ms. Donna Mitchell, CPA, City Controller

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. See Attachment "A" to these Program Guideline for the most recent figures dated 3/20/07).

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

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.

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 2005-2010 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. Actives 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.

B. Program Performance Period

All applications for current year 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

Each non-city eligible applicant may make only one application for funds in each program year. A subgrantee awarded funds from the previous program year where at least fifty percent of program funds have not been expended by the application period

will not be eligible to apply for a new grant. Subgrantees will be required to expend 25% of the grant for each quarter from the initial date of their signed contract. All subgrantees will be required to submit monthly reports documenting the status of their projects. Program activities must be located in the boundaries of the City of Dover.

Personnel of the City of Dover that manage city programs will also be required to complete a grant application.

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 each fiscal year 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. (See attached application and addendum).

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 Inspections. If the Director of Planning and Inspections 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. See Attachment C for grant application review sheet. 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 2005 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 all the applications received and a descriptive summary 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 Inspections 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.

Economic Development Office
101 W Loockerman St, 1A
Dover DE 19904

CITY OF DOVER TOP EMPLOYERS

COMPANY	# EMPLOYEES BY DATE		
	12/31/2010	6/30/2011	12/15/2011
Bayhealth-Kent General & Milford 640 S. State St Dover DE 19901 (302) 674-4700 Mr. Terry Murphy	2937	3002	3000
Dover Downs, Inc. 1131 N. DuPont Hwy Dover DE 19901 (302) 674-4600 Ms. Janie Libby	Hotel & Casino-1491 Speedway – 63	Hotel & Casino-1475 Speedway – 60	Hotel & Casino-1490 Speedway – 58
Dover Air Force Base (302) 677-3372 Public Affairs Office www.dover.af.mil	Active -3491 Reserve – 1909 Civilian - 837	Active -3900 Reserve – 1500 Civilian - 1000	Active -3900 Reserve – 1500 Civilian - 1000
State of Delaware Office of Mgmt & Budget Laura Simmons	Est. 4500-5000	Est. 4500-5000	Est. 4500-5000
Delaware State University 1200 N. DuPont Hwy Dover DE 19901 (302) 857-7027 Dr. Phyllis Edamatsu	FT – 733 PT - 189	FT – 733 PT - 189	FT – 770 PT - 188
Energizer (Playtex Products) P.O. Box 7016 Dover DE 19903-7016 (302) 678-6176 Ms. Gina Sullivan	545	509	495
Kraft Foods 1250 W. North St Dover DE 19903-0600 (302) 734-6100 Mr. Bruce Robinson (HR)	Hourly & Salaried – 570 Contract - 60	Hourly & Salaried – 570 Contract - 60	Hourly & Salaried – 544 Contract – 60+

Comcast Cable 5729 W. Denney's Rd Dover DE 19901 (302) 672-5936 Mr. Tom Worley	140 – Dover Only	140 – Dover Only	130 – Dover Only
Delaware Technical & Community College 100 Campus Dr Dover DE 19901 (302) 857-1000 Dan Simpson	294 (Adjunct faculty not included in year-end numbers)	294	FT 185 Temp/PT 200 includes Adjunct Faculty
Proctor & Gamble P.O. Box 7010C Dover DE 19903 (302) 678-2600 x2189 Ms. Teresa Dean	P&G 202 Contract - 187	P&G 202 Contract - 187	P&G 196 Contract - 187
Wal-Mart 1574 N. DuPont Hwy Dover DE 19901 (302) 674-2159 Ms. Tammy Reynolds	252	275	400 (Includes Temporary Help)
Wesley College 120 N. State St Dover DE 19901 (302) 736-2300 Dr. William Johnston	FT – 95 Faculty-68 Aramark –FT 75 PT-43	FT – 95 Faculty-68 Aramark - FT 75 PT-43	FT – 92 Faculty-75 Aramark - 80 Aramark to be replaced by National Management Inc. on 1/15/12
Sam's Club 1572 N. DuPont Hwy Dover DE 19901 (302) 678-4220 Mr. Steven Bromley	FT – 103 PT - 79	FT – 99 PT - 81	198
Hirsh Industries 1525 McKee Rd Dover DE 19904 (302) 678-3454 Ms. Meg Shivone	175	175	190

Status of FY-11 CDBG Projects

Monthly statistics for the month of December 2011

CDBG FY11 Projects

Homeownership Assistance Program

Four families have purchased homes using the Dover First Start Program and one family is mortgage ready.

Homeowner Rehabilitation Program

Three homes are underway for housing repairs and completion is expected at the end of December.

Dover Interfaith Mission to the Homeless

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

Emergency Home Repair Project

RC & D is now under the stewardship of Milford Housing Development Corporation. The Home Repair Project will continue to complete emergency homes repairs in the city. Emergency repairs have been completed in 3 homes.

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 (for sale)

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	$39,504	$18,663
*Housing Rehabilitation Program FY10	3 homes are presently underway	$54,087	$38,007	$16,080
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	$60,081	$0
Housing Rehabilitation Program	3 homes will be rehabbed	$38,000	$38,000	$0
Total		$287,814	$190,556	$97,258

*rehab projects - please note that $54,087 has been rolled over to program year FY-11

806 Forest Street

122 Davis Circle

839 Paul Street