



CDBG APPLICATION OVERVIEW & SCORING

CITY OF DOVER, NH COMMUNITY DEVELOPMENT BLOCK GRANT FY2020

INTRODUCTION

The City of Dover is an Entitlement Community that receives Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD). CDBG funds may be used to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development and providing improved community facilities and services. Organizations are invited to apply to the City of Dover for CDBG funding to support activities and projects that achieve these outcomes.

CONSOLIDATED PLAN

Proposals selected for funding must support the needs identified in Dover's Consolidated Plan. The Consolidated Plan identifies a Goal and Specific Objectives that benefit the community.

SCORING CONSIDERATIONS

All proposals must meet one of HUD's *National Objectives*:

- benefit low and moderate income persons;
- activities that aid in the prevention of slums or blight; or
- other community development needs having a particular urgency.

The Planning and Community Development Department will review proposals closely to determine if they meet one of these National Objectives. Once eligibility is determined and applications determined complete, the proposals are forwarded to the Planning Board that will hold a Public Hearing, gather public input, deliberate and make funding recommendations. The Planning Board recommendations are forwarded to the City Council. The City Council will hold a Public Hearing and render a final decision on the requests in the form of a Final Annual Action Plan.

When determining funding allocations, priority will be given to organizations and activities or projects that:

1. Best address the Goal and Specific Objectives found in the Strategic Plan portion of the Consolidated Plan. See "Goal and Objectives" below.
2. Demonstrate capacity to comply with all HUD related grant requirements.
3. For Public Facilities Projects, have a high likelihood of beginning within the year and being completed within two years.

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Please note that at a minimum, 51% of the beneficiaries of the activity or project must be low/moderate income. Additionally, activities or projects that serve "Presumed Benefit" clientele automatically comply with the 51% requirement. The following groups are considered by HUD as Presumed Benefit clientele:

1. Abused children
2. Elderly persons
3. Battered spouses
4. Homeless persons
5. Severely disabled adults
6. Illiterate adults
7. Persons with AIDS
8. Migrant Farm Workers

MULTIPLE APPLICATIONS

Interested parties may submit an application for the Public Service category and an application for the Public Facilities category. Certain restrictions apply. Contact Dave Carpenter at the address below or attend one of the workshops for details.

PROGRAM REQUIREMENTS

All CDBG Subrecipients are required to adhere to HUD and City requirements. Some of the key requirements are outlined below. This section serves to familiarize you with the general procedures, rules and regulations. Greater detail regarding requirements is available and will be provided to successful applicants as a provision of accepting grant funds:

- Funding decisions are made by the City Council following review, deliberation and recommendation by the Planning Board. This is a public process.
- Funds are not considered committed until the City has received the Congressional award from HUD followed by the execution of a Subrecipient Agreement.
- Successful applicants must sign a Subrecipient Agreement with the City of Dover. The agreement details the responsibilities, requirements, scope of service and budget for the CDBG-funded activity.
- Contact the Planning and Community Development Department prior to expending/committing funds for physical projects. An Environmental Review must be completed before incurring costs or commencing activities.
- The project may be subject to Davis Bacon and/or other Federal requirements.
- CDBG programs are administered on a reimbursable basis. Prepayments are not allowed.
- Subrecipients must adhere to 24 CFR 84, OMB circular A-133 and 2 CFR Part 200.
- Agencies must keep client files for individuals served by CDBG funded programs. Client files must contain income verification/documentation, family size, address or location and race and ethnicity. Client information must be made available to HUD and the Planning and Community Development Department upon request.
- Procurement procedures must be followed on all purchases made with CDBG funds. At a minimum, three bids (price quotes) must be secured for all purchases. Subrecipients choosing to accomplish their funded activity using subcontractors must contact the Planning and Community Development Department as only those contracts that have been procured and carried out under the department's supervision will be reimbursed.
- The City of Dover will provide technical assistance training to all Subrecipients. Technical Assistance sessions may be mandatory.

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- The City of Dover is required to monitor all Subrecipients. Monitoring can include performance reports; review of reimbursement requests; supervision of all activities related to job specification, bid process, contractor selection and performance; construction site inspections; and ongoing informal communication with the subrecipient.
- For purposes of determining income eligibility, HUD’s annual income limits are used. The most recent Income Limits for Dover are listed below:

2018 HUD Income Limits (based on household size) for the City of Dover, New Hampshire

Family Size	30% Median Income (Very Low)	50% Median Income (Low)	80% of Median Income (Mod)
1	\$20,850	\$34,750	\$50,350
2	\$23,800	\$39,700	\$57,550
3	\$26,800	\$44,650	\$64,750
4	\$29,750	\$49,600	\$71,900
5	\$32,150	\$53,600	\$77,700
6	\$34,550	\$57,550	\$83,450
7	\$38,060	\$61,550	\$89,200
8	\$42,380	\$65,500	\$94,950

Effective June 1, 2018

Goal and Objectives

The *City of Dover’s FFY2015-2019 Consolidated Plan* provides the Goal and Specific Objectives listed below. In order to be eligible for funding, the activity or project must address the Goal and at least one of the Specific Objectives:

Goal Statement:

The City of Dover has articulated a goal of creating a viable urban environment through the improvement of housing and employment opportunities for low and very low income people and through improving and/or expanding public facilities and services.

Specific Objectives:

1. To provide increased opportunities to residents of the City who require education, health, recreation, housing and related human services.
2. To weatherize and improve the older housing stock of the City, especially for persons of low and very low income.
3. To plan and construct public improvements in areas populated by or used predominately by low and very low income persons.
4. To provide increased employment opportunities for low and very low income persons, with a focus on access to transportation.
5. Removal of architectural barriers to allow increased handicapped accessibility.

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