



CDBG APPLICATION INSTRUCTIONS

CITY OF DOVER, NH COMMUNITY DEVELOPMENT BLOCK GRANT FY2020

The City of Dover has begun the process of developing an Annual Action Plan for fiscal year 2020. When final, the Action Plan identifies projects that will receive CDBG funding from the City of Dover.

To be considered for funding, an application must be completed in its entirety and the activity must comply with statutory program goals, meet a CDBG National Objective, and be an eligible activity.

SUBMISSION REQUIREMENTS:

- Please submit **one electronic copy and one original paper** application to the Planning and Community Development Department at:
City of Dover
Planning and Community Development Department
288 Central Ave.
Dover, NH 03820
- Mark exterior of envelope "CDBG Application"
- Electronic copies must be e-mailed to d.carpenter@dover.nh.gov
- All required documents and the electronic copy of the APPLICATION must be received no later than 4:00 p.m. on November 19, 2018 at the location identified above. The City of Dover reserves the right to reject any requests that are found incomplete or not received by the required deadline.

If you have questions or would like guidance in developing the application, contact the Planning and Community Development Department at 603-516-6008. We will be pleased to assist you.

Initial: _____

Date: _____

REQUIRED SUBMISSION MATERIAL:

- APPLICATION: Pages 1-8 completed in entirety & Signed/Dated.
- CDBG APPLICATION INSTRUCTIONS: Initialed and dated at bottom of each page.
- CDBG APPLICATION OVERVIEW & SCORING: Initialed and dated at bottom of each page.
- Written quotes. Quotes are required for proposed purchase of items exceeding \$3,000.00. Quotes are also required for all Public Facility projects (i.e. building expansion, new roof, replacement of windows, etc.).
- Most recent financial audit with management letter and, if applicable, corrective action plan must be included with the application. Please do not omit the management letter; your application is not complete without this key element of your annual audit.
- *if new applicant and filing as a 501(c)(3) organization - IRS determination of 501(c)(3) status.*

DO NOT SUBMIT THE FOLLOWING WITH YOUR PROPOSAL:

- Letters of support, resumes, brochures, newspaper articles, or other marketing materials.

MONITORING AND ASSESSMENT:

HUD requires recipients of federal funding to assess the outcomes and productivity of programs and activities. The information requested in the application will help the City assess and report your accomplishments.

DEFINITIONS/DESCRIPTIONS:

The following definitions/descriptions are for the questions found in the Application. Please call the Planning and Community Development Department at 603-516-6008 if you have any questions.

Beneficiaries: The number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity.

Narrative – Public Services Activity Only: Detailed description of the Activity, for which you are seeking assistance. Do not provide information about the Organization.

Narrative – Public Facilities Project Only: Detailed description of the Project for which you are seeking assistance. Do not provide information about the Organization. Include:

Performance Outcome Measures: Please provide the *Outcome* proposed and the method of *Measurement* proposed to measure the Outcome. You may list multiple Outcomes/Measures. Please be realistic and specific when proposing Outcomes and method of Measurement.

Description of Organization: Please provide a description for the Organization. This does not need to be extensive.

Funding Sources: Provide a listing of all funding sources to be used for the activity or project. Provide the financial amount proposed for each source. Also indicate how much of the funding is secured, and how much is proposed, at the time of this application. The category of “Other” can be used for activities such as Capital Campaigns or other fund raising efforts

Organizational Commitment: For Public Facility projects (construction/physical improvement projects) only. Indicate how much of the project cost the organization will be providing toward the project.

Initial: _____

Date: _____

APPLICATION SCHEDULE: FY2020 DOVER ANNUAL ACTION PLAN PROCESS

The Annual Action Plan is created through a public process. The first phase of this process is receipt of applications for funding for FY2020. Complete applications are due by the date and time provided in Table 1, below.

TABLE 1 APPLICATION SCHEDULE

Date & Time	Subject	Purpose	Location
October 4, 2018	Applications Available	Solicit requests for funding	Community Development Department, Media and Online
October 15 – November 19, 2018	Technical Assistance	Assistance in completing the CDBG application: Call or email the Community Development Department, Dave Carpenter, at 603-516-6008 / d.carpenter@dover.nh.gov to discuss or schedule a meeting.	-
October 18, 2018: 10:30 a.m. & 6:00 p.m.	Workshops	Opportunity for Q&A with staff regarding the City's revised application format, submission requirements and timeline. Applicants are encouraged but not required to attend.	McConnell Center Room 306 61 Locust St. Dover, NH
November 19, 2018 @ 4:00 p.m.	Application Deadline	Deadline to submit a completed APPLICATION and other required documents. The City of Dover is not required to consider applications delivered, mailed or emailed, but not received, prior to the deadline or at the location indicated.	Planning and Community Development Department 288 Central Ave Dover, NH 03820

PLANNING BOARD AND CITY COUNCIL REVIEW

As indicated above, the Annual Action Plan is created through a public process. The Planning Board will review all complete applications that are received by the deadline at the location identified in Table 1 above. After conducting a public hearing, the Planning Board will make a recommendation to the City Council. The City Council will then hold a public hearing to review and approve an Annual Action Plan. After the required public notices and comment periods, the locally approved Annual Action Plan will then be provided to Housing and Urban Development (HUD) for final review and approval.

The Planning Board and City Council meetings are open to the public and televised.

Proposed Planning Board and City Council meeting dates for review of the proposed Annual Action Plan will be announced on or around December 20, 2018.

Initial: _____

Date: _____