



CDBG APPLICATION INSTRUCTIONS

CITY OF DOVER, NH COMMUNITY DEVELOPMENT BLOCK GRANT FY2018

The City of Dover is in the process of developing an Annual Action Plan for fiscal year 2018. 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 your 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
- Submit no later than 4:00 p.m. November 16, 2016. Both the electronic copy and the original paper applications must arrive at the Planning and Community Development Department by the deadline. Those postmarked, but not received, by the deadline at the Planning and Community Development Department, will not be considered for funding.

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.

REQUIRED SUBMISSION MATERIAL:

- Application pages 1-8 completed in entirety.
- Written quotes. Quotes are required for proposed purchase of items exceeding \$3,000.00. They 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 descriptions are for the questions found in the application. Please also call the Planning and Community Development Department at 603-516-6008 if you have any questions.

Proposed Schedule of Project Implementation: For Public facility projects (construction/physical improvement projects) only. You are expected to have a good handle on the nature of the project and the timeline for undertaking and completing the project. In this section of the application you are asked to list the major tasks/steps along the project timeline and the anticipated date for completion of that task.

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

Activity/Project Narrative: Please describe the activity or project, in detail, for which you are seeking assistance. Do not provide information about the Organization.

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.



CDBG APPLICATION

**CITY OF DOVER, NH
COMMUNITY DEVELOPMENT BLOCK GRANT
FY2018**

APPLICANT INFORMATION	
Organization	Tax ID
Name of Program	
Name of Executive Director	
Mailing Address	
Physical Address	
Contact Person	Phone
E-Mail	Website
Please Identify the Type of Organization Applying for Funds <i>(Note: More than one may apply)</i> <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> For-profit authorized under 570.201(o) <input type="checkbox"/> Unit of Government <input type="checkbox"/> Faith-based Organization <input type="checkbox"/> Institution of Higher Education <input type="checkbox"/> Other (Explain):	
Tax ID #	
*DUNS #	*SAM Expiration Date

* *Important notice regarding new mandatory federal reporting requirements:* The Federal Funding Accountability and Transparency Act requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number and complete or renew their registration in the System for Award Management (SAM). For information on how to obtain a DUNS number and register in SAM please visit <https://fedgov.dnb.com/webform> and <https://www.sam.gov/portal/SAM/##11>. Completing these registration processes is free, but may take up to 15 days to complete. The city will not commit funds without this information.

ACTIVITY or PROJECT INFORMATION

ACTIVITY OR PROJECT INFORMATION
Amount of Dover CDBG funds requested for activity/project: \$
Provide a very brief summary of the activity or project for which the funds are requested. Keep responses to one or two sentences (i.e. After School Care for K-4 th grade students. Repair of homeless shelter roof. Etc.)
Identify the Dover Consolidated Plan "Specific Objective" that will be met by the proposed activity/project (see page 3 of CDBG Application: Overview & Scoring: Goal and Objectives) Specific Objective (i.e. Removal of architectural barriers to allow increased handicapped accessibility)

PROJECT LOCATION
Location(s) where services will be provided or physical improvements will be made.

PROPOSED SCHEDULE OF PROJECT IMPLEMENTATION – PUBLIC FACILITIES ONLY (Construction Projects/Physical Improvements)	
For this section please identify the major tasks and dates that they will be achieved.	
TASK	DATE

BENEFICIARIES
<p>Beneficiaries:</p> <p>For FY2018 (7/1/17 – 6/30/18) please provide the <i>estimated</i> number of unduplicated Dover beneficiaries that will benefit from this CDBG funded activity or project, not necessarily your entire client population (Note: these numbers will be monitored during the funding year):</p> <p>For FY2016 (7/1/15 – 6/30/16) please provide the number of unduplicated Dover beneficiaries that benefited from this activity or program, not necessarily your entire client population:</p> <p>Were Dover CDBG funds used to fund this activity or program in FY2017 (7/1/16 – 6/30/17):</p> <p style="padding-left: 40px;">If so, how much?</p>
<p>Beneficiary type: <input type="checkbox"/> Elderly <input type="checkbox"/> Family <input type="checkbox"/> Disabled <input type="checkbox"/> Homeless <input type="checkbox"/> Persons living with AIDS</p> <p style="padding-left: 40px;"><input type="checkbox"/> Other (specify):</p>

ACTIVITY/PROJECT NARRATIVE

Please provide a detailed description for the proposed activity/project. (*note: not the organization*) This section should describe the use of funds and explain why the funds are needed. Please relate how the CDBG funds will ultimately benefit Dover low-moderate income individuals.

Please indicate who prepared the overall cost estimate for the activity or project.

For this application, written quotes are required for proposed purchase of items exceeding \$3,000.00 or for physical improvements (i.e. building expansion, new roof, replacement of windows, etc.). Please attach quotes you have obtained.

PERFORMANCE OUTCOME MEASURES

Provide the outcomes proposed and the method of measurement. You may list multiple outcomes.

Outcome	Measurement
Ex. Decrease in number of "latch-key kids" Ex. Decreased dependence on emergency care facilities for non-emergency care of low/mod adults	Ex. # of children who participate in afterschool program Ex. Increase in number of low/mod income residents that seek care from health program.

ORGANIZATION

DESCRIPTION OF ORGANIZATION

Please provide a description for the Organization that is undertaking the activity/project.

AUDIT AND EVALUATION

Does your organization have an annual CPA Audit?

If yes, please submit most recent Audit.

Is your organization evaluated by outside agencies or programs?

If yes, please note the agency/program and how often the evaluation occurs.

BUDGET

Use box A or B below to provide a budget for the proposed *Public Service (A.)* or *Public Facility (B.)*. Include all proposed expenses.

A. Public Services (Non-Construction Projects)			
	A	B	A + B
	Dover CDBG Funds Requested	Other Funding	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

B. Public Facilities: Construction Projects/Physical Improvements			
	A	B	A + B
	Dover CDBG Funds Requested	Other Funding	Total Proposed Budget
Hard Costs <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are encouraged to obtain estimates that reflect wage rates estimates.			
Construction			
Other (list)			
<i>Total Hard Costs</i>			
Soft Costs			
Acquisition			
Appraisals			
Design/Engineering			
Other(list):			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:			

FUNDING SOURCES

Other Funding Sources - please indicate the source and amount of other funding committed, pending or proposed for this project, if any. *Do not include Dover CDBG amount requested.*

Funding Source: (Name(s) of funding source(s))	Total Amount (\$):	Committed, Pending or Proposed Amount (\$):	
Federal:		Committed Pending Proposed	
State:		Committed Pending Proposed	
Local:		Committed Pending Proposed	
Private:		Committed Pending Proposed	
Portsmouth CDBG:		Committed Pending Proposed	
Rochester CDBG:		Committed Pending Proposed	
Other:		Committed Pending Proposed	
Total:		Committed Pending Proposed	

Organizational Commitment: For Public Facility Projects (building addition, new roof, replacement windows, etc.) – indicate the amount of funds that the organization will be contributing to the project.

Funding Source: (Name of Parent Organization)	Total Amount (\$) to be Contributed by Parent Organization	Committed or Proposed Amount (\$)	
		Committed Proposed	
Total:			

AGENCY BUDGET

Please provide a breakdown of your organization's overall annual budget. Please indicate the dates of your budget period, i.e. July 1 to June 30 or January 1 to December 31.

Budget Period: from	to	Current Year	Next Year (projected)
REVENUES			
Federal Funds			
State Funds			
Foundations/Private Contributions			
United Way			
Fundraising or other income			
Other (describe)			
Community Dev. Block Grant (include anticipated request)			
TOTAL REVENUE			
EXPENSES			
Salaries			
Fringe Benefits			
Supplies (include printing/copying)			
Travel			
Training			
Communications			
Audit			
Property Maintenance			
Service Contracts			
Construction Supplies/Materials			
Other (describe)			
TOTAL EXPENSES			
NET (Income - Expenses)			

By signing below, the Authorized Official affirms: The organization's commitment to implement the proposed activity/project; that all information presented is true and accurate to the best of their knowledge; and he/she is authorized to submit this application;

Submitted by: _____
Authorized Official - signature

Date

Print Name

Print Title

Tentative Schedule for FY2018 Annual Action Plan Process

Please note, the Annual Action Plan is created through a public process. The Planning Board and City Council meetings are open to the public and televised. Applicants should participate in or view these meetings to stay informed. The Planning and Community Development Department is not responsible for providing ongoing updates to applicants.

NOTE: This schedule is subject to change. All public meetings are posted on the City's calendar located at <http://www.dover.nh.gov/>

Date & Time	What	Purpose	Location
October 12, 2016	Applications Available	Solicit requests for proposals	Community Development Department, Media and Online
October 12 – November 16, 2016	Technical Assistance	Assistance in completing the CDBG application. Call the Community Development Department, Dave Carpenter, at 603-516-6008 to schedule.	Community Development Department by Appointment
October 19, 2016 9:30 a.m. & 6:00 p.m.	Workshop	Opportunity for Q&A with staff regarding the City's revised application format, submission requirements and timeline.	Room 305 of the McConnell Center Applicants encouraged to attend
November 16, 2016 @ 4:00 p.m.	Application Deadline	Must be received by 4:00pm. Planning and Community Development Department not responsible for applications mailed and not received prior to deadline	Community Development Department
January 10, 2017 @ 7:00 pm	Planning Board Public Hearing	Opportunity for applicants and public to comment on proposals and Action Plan.	Council Chambers City Hall Applicants encouraged to attend
January 24, 2017 @ 7:00 pm	2018 Planning Board Deliberation and Recommendation	Planning Board will consider the applications and make funding recommendations to the City Council in the form of the Annual Action Plan.	City Hall Council Chambers Applicants encouraged to attend
February 8, 2017 @ 7:00 pm	City Council Public Hearing	Opportunity for applicants and public to comment on proposals and Action Plan.	City Hall Council Chambers Applicants encouraged to attend
February 22, 2017 @ 7:00 pm	City Council Decision on Action Plan	Decision by the City Council on the Action Plan.	City Hall Council Chambers Applicants encouraged to attend
March 1, 2017	30-Day Comment Period Begins	30-Day public comment period starts.	Comments are submitted to Community Development Department
March 30, 2017	30-Day Comment Period Ends	30-Day public comment period ends.	Community Development Department
No later than May 14, 2017	Action Plan and Comments to HUD	Action Plan and Comments received during 30-day comment period are submitted to HUD. HUD has 45 days to review	Community Development Department



CDBG APPLICATION OVERVIEW & SCORING

CITY OF DOVER, NH COMMUNITY DEVELOPMENT BLOCK GRANT FY2018

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 ultimately 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, the proposals are forwarded to the Planning Board who will hold a Public Hearing, gather public input, deliberate and make funding recommendations. The Planning Board recommendations are forwarded to the City Council who 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 Goals 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.

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

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 (normally in August), 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 labor related 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) should 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.
- 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. These are typically updated in February or March. The most recent income Limits for Dover are listed below:

2016 HUD Income Limits (based on household size) for City of Dover, New Hampshire

Household Size		30% Median Income	50% Median Income	80% Median Income
1		\$0 - \$17,500	\$17,501 - \$29,200	\$29,201 - \$46,000
2		\$0 - \$20,000	\$20,001 - \$33,400	\$33,401 - \$52,600
3		\$0 - \$22,500	\$22,501 - \$37,550	\$37,551 - \$59,150
4		\$0 - \$25,000	\$25,001 - \$41,700	\$41,701 - \$65,700
5		\$0 - \$28,440	\$28,441 - \$45,050	\$45,051 - \$71,000
6		\$0 - \$32,580	\$32,581 - \$48,400	\$48,401 - \$76,250
7		\$0 - \$36,730	\$36,731 - \$51,750	\$51,751 - \$81,500
8		\$0 - \$40,890	\$40,891 - \$55,050	\$55,051 - \$86,750

Effective March, 2016

Goal and Objectives

The *City of Dover's FY2015-2019 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.