



*City of Warwick
Scott Avedisian, Mayor
Office of Housing & Community Development
3275 Post Road
Warwick, RI 02886*

Application Package

Community Development Block Grant Year 36

*Fiscal Year 2011
(July 1, 2010- June 30, 2011)*

Additional copies are available from:
Community Development Office
City Hall Annex
3275 Post Road
Warwick, RI 02886

401-738-2000 ext. 6376 * Fax 401-732-9522 * TDD 401-739-9150

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November 24, 2009

Dear Colleague:

Fiscal year 2011 will represent the 36th year that the City of Warwick has received Community Development Block Grant (CDBG) funds. While the CDBG program continues to enjoy widespread popularity in Congress, future program funding is always uncertain. For fiscal year 2011, we are *estimating* that we will receive approximately \$932,190 in CDBG funds.

Over the years, the residents of the City of Warwick have benefited in many ways from programs receiving CDBG funding, both programs operated by the City and those operated by non-governmental agencies. For more information regarding activities funded, you can request a copy of our most recent Consolidated Plan Action Plan.

A separate application must be completed for **each** project that you are proposing. Typically, demand for project funding exceeds the amount of funds that are available. Because of the competition for limited funds, many applicants cannot be recommended for funding and many are recommended for funding at less than the amounts they requested. Competition is most intense in the public service category.

Estimated amounts available are as follows:

Public Facilities & Site Improvement Projects	<u>\$123,190</u>
Public Service	<u>\$176,000</u>
Housing	<u>\$ 50,000</u>

The **deadline** for submission of applications is **Thursday, January 7, 2010 at 3:00 p.m.** Any application received in our office after the deadline may not be considered for funding in the upcoming year.

I encourage you to review the material in this package and call us if you have any questions about the application process or the administration of the CDBG program. Our staff will be glad to answer any questions or provide one-on-one technical assistance in discussing a particular funding proposal or in completing an application. Thank you for your interest in the City of Warwick's CDBG Program.

Sincerely,

Kevin Sullivan

Kevin Sullivan
Program Coordinator
Office of Housing & Community Development

GENERAL INFORMATION YEAR 36

SUBMISSION REQUIREMENTS:

Twelve copies of each application must be provided to the Community Development Office.

Applications will be accepted from November 24, 2009 to January 7, 2010, at 3:00 p.m. The January 7, 2010, 3:00 p.m. deadline will be adhered to without exception.

Applications deemed incomplete or unresponsive will be returned to the applicant with deficiencies noted; a five-day period to resubmit the application will be provided. If the applicant does not respond within the five-day period, the application will be considered null and void and terminated.

Please do not revise the application form, all applications must be submitted on the forms provided by the Community Development Office.

Applicants are encouraged to discuss their applications/proposals with Community Development staff prior to the January 7, 2010 submission.

PUBLIC FACILITIES & IMPROVEMENTS AND HOUSING APPLICATIONS:

All public facility and site improvement funds must be under contract within the fiscal year funds were awarded. Any funds not under contract will be recaptured by this office on June 15, 2011.

All applications for funding in the areas of housing, economic development, rehabilitation or construction of community/public facilities, public improvements and historic preservation must be **\$25,000.00** or greater in value. Applications for projects of less than **\$25,000.00** will not be accepted.

Applications will only be fully funded, there will be no partial funding considered.

There will be an estimated **\$123,190** available for public facilities & improvements and approximately **\$50,000** available for housing projects.

PUBLIC SERVICE GRANTS:

There will be an estimated **\$176,000** available for public service grants for administrative/operational support

All unexpended funding is recaptured at the completion of the fiscal year.

SCHEDULE:

November 24, 2009	2:00 pm Public Hearing Information Workshop (Application period begins).
January 7, 2010	3:00 pm Deadline for all applications.
February 3 & 4, 2010	Advisory Commission hearings begin, City Hall Lower Level Conference Room.

FACT SHEET
COMMUNITY DEVELOPMENT BLOCK GRANTS
YEAR 36
FISCAL YEAR 2011

Introduction

The City of Warwick is currently accepting applications for funding from the Community Development Block Grant (CDBG) program. The CDBG deadline for submitting a FY 2011 application is **Thursday, January 7, 2010**. Applications are to be submitted to:

Community Development Office
City Hall Annex
3275 Post Road
Warwick, RI 02886

CDBG Program

The CDBG program provides the City of Warwick with the opportunity to develop viable communities by funding activities that provide decent housing a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. Funds are awarded to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and the provision of improved community facilities and services. The program is funded by the U.S. Department of Housing and Urban Development (HUD).

If your organization is interested in improving or expanding the City's housing stock, providing needed public facilities, revitalizing a particular neighborhood, including economic development, or providing needed public services, especially in coordination with other housing and/or revitalization activities, a CDBG project may be appropriate.

Eligible Activities

While federal legislation and regulations have established rules that all CDBG funded activities must meet, the Community Development Office has developed its own CDBG funding policy and priorities.

The City must assure that all projects meet one of the two national objectives of the program. Each project must:

1. Benefit low and moderate income persons; or
2. Aid in the prevention of slums and blight.

For a project to meet the first national objective of benefiting low and moderate income persons, it must either have income eligibility requirements that limit the benefits of that project to low and moderate income persons or the project must be located in an area that is predominantly inhabited by residents who are persons of low and moderate income. Under the regulations for the CDBG program, facilities that serve the elderly or persons with disabilities are usually

considered to benefit low and moderate income persons.

HUD Income Limits*

Effective February 2009

<u>Family Size</u>	<u>Extremely Low</u> (30% of Median)	<u>Low</u> (50% of Median)	<u>Moderate</u> (80% of Median)
1	\$15,350	\$25,600	\$41,000
2	\$17,550	\$29,250	\$46,850
3	\$19,750	\$32,900	\$52,700
4	\$21,950	\$36,600	\$58,550
5	\$23,700	\$39,500	\$63,250
6	\$25,450	\$42,450	\$67,900
7	\$27,250	\$45,350	\$72,600
8	\$29,000	\$48,300	\$77,300

*All income figures have been rounded to the nearest \$50.

For a project to meet the second objective of removal of blight, it must be designed to address the conditions causing the slums and blight. Generally, areas of slums and blight are determined by the City, though activities designed to remove a specific blighting condition can be considered. Historic preservation projects involving rehabilitation can also be undertaken.

Activities that do not meet one of these two broad national objectives cannot be undertaken with CDBG funds.

Some of the specific projects that can be carried out with Block Grant funds include the acquisition of real property; relocation and demolition; rehabilitation of residential and non-residential structures; removal of architectural barriers that restrict the mobility and accessibility of elderly or handicapped persons; provision of public facilities and improvements such as water and sewer facilities, streets, and neighborhood facilities; and the conversion of schools for eligible purposes. The CDBG program can also provide assistance to carry out economic development activities, including job creation and improvements to business districts. In addition, Block Grant funds may be used to pay for public services and for projects relating to energy conservation and renewable energy resources.

The Community Development Office has also established a CDBG Funding Policy under which each application will be considered. This policy identifies a number of general and activity-specific objectives that must be met in order for an application to receive further consideration.

The CDBG Funding Policy also makes clear that, while the Federal CDBG regulations allow up to 15% of the annual grant to be allocated to public service programs, the City will devote 15% of its annual grant, based on current funding priorities. Public services include but are not limited to those programs concerned with employment, crime prevention, child care, day care, health care, drug abuse prevention, education, mental health, energy conservation, welfare, or

recreation.

Certain types of projects are ineligible for assistance from the CDBG program. The following types of activities are ineligible:

1. Construction of or improvements to general government buildings and schools.
2. Routine operation, maintenance, and repair activities for public facilities and services.
3. Assistance to churches or church-affiliated organizations are not eligible, unless a clear separation of purpose, mission, and organizational relationship can be established between the church and the CDBG-funded projects.
4. Any costs already incurred by an organization prior to receiving a signed agreement from the City.

Selection Process

All applications will be reviewed by staff of the Community Development Office to determine eligibility and, in the case of CDBG funds, conformance with the Department's CDBG Funding Policy. Applications then will be reviewed by the Community Development Advisory Committee (CDAC) for CDBG. All CDBG applicants will be invited to make a fifteen minute presentation on the project at an Advisory Committee meeting in January or February. Applicants will be informed of the time and place.

Priority will be given to projects that:

- * have a high benefit to low and moderate income persons;
- * have a detailed plan for permanent funding;
- * require a one-time only infusion of funds;
- * are likely to achieve their objectives and be successful;
- * use other public and private sources to the greatest extent possible;
- * support or coordinate with other community development efforts;
- * document substantial neighborhood or public support;
- * present a reasonable, sound budget; and
- * are to be implemented by organizations with a solid track record.

Both the Community Development Office and the Advisory Committee will recommend CDBG projects for funding to the Mayor, who will then make final recommendations.

Projects proposed this winter will be funded in the City's next budget year, starting July 1, 2010. Due to HUD restrictions and clearances that must be obtained, some public facility projects cannot commence until September 1, 2010. Projects are required to terminate at the end of the City's Fiscal Year June 30, 2011.

All funding is limited, and these programs cannot be considered as ongoing, multi-year funding sources. Applications submitted for funding should be either for a one-time expenditure, such as a renovation project, or for a new and needed service. For a new service, the funds should be used to test the effectiveness of the service; permanent funding should come from another source. Funding of a project for more than one year is not guaranteed. Most service projects proposed for funding should be designed so as to be able to complete their task in approximately one year.

Contractual Requirements

Under City and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

1. Except for economic development projects and certain types of housing projects, applicants must demonstrate that they are a private, non-profit or governmental agency. If non-profit, they must be incorporated under state law and have/or have applied for 501 © (3) status.
2. After an application is approved for funding, an agreement will be prepared and sent by the City to the person identified by the applicant as the authorized official for signature. The agreement will specify the amount of the award, the period for which the project is approved, duration dates, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries. Forms for these reports will be provided.
3. Grantees will be required to obtain adequate insurance covering workman's compensation, bodily injury, property damage, or automobile liability, depending on the nature of the project. Grantees will be responsible for obtaining any necessary licenses and for complying with all applicable federal, state, and municipal laws, codes, and regulations. You can include the costs of insurance and licenses for the project in the proposed budget.
4. As part of any grant, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING POLICY AND EVALUATION CRITERIA

A. GENERAL POLICY STATEMENT: Use of Funds

1. Community Development Block Grant (CDBG) funds will be used to carry out a wide range of community development activities directed towards neighborhood revitalization, economic development, and the provision of improved community facilities and services which benefit low and moderate income persons. Generally, not more than 15 percent of the City's discretionary CDBG funds will be allocated for public service activities. Funded activities will be directed towards meeting the following objectives (in no particular order):
 - a. Elimination of slums and blight and prevention of blighting influences.
 - b. Elimination of conditions detrimental to health, safety and public welfare.
 - c. Stimulation of economic growth, development, and employment opportunities which will principally benefit persons of low and moderate income.
 - d. Conservation and expansion of the City's housing stock for low and moderate income households.
 - e. Restoration and preservation of properties of special value.
 - f. Development and improvement of public facilities which contribute to the livability of residential areas.

B. APPLICATIONS REVIEW AND RECOMMENDATIONS

1. CDBG applications are accepted by the Community Development Office on an annual, cyclical basis, generally during December. The deadline date for submission of applications varies slightly from year to year. Projects submitted after the deadline will not be considered for review unless it can be demonstrated that the application is for funding of an emergency nature or represents a unique, one-time opportunity which cannot wait for the normal round of applications. Requests will be accepted at the discretion of the Director of the Community Development Office.

2. All applications, to be considered, must meet one of the two following Federal objectives as defined by the Department of Housing and Urban Development (HUD):

*Benefit low and moderate income persons.

*Aid in the prevention of slums and blight.

3. All applications will be reviewed by the staff of Community Development Office to determine eligibility in accordance with HUD criteria and conformance with the CDBG funding policy.

4. All applications accepted for competition will be reviewed by the Community Development Advisory Committee (CDAC) in accordance with the Committee's established practice.

5. After discussion and consultation through the review process, both the Community Development Office and the CDAC will recommend projects for funding to the Mayor who will then make a final recommendation.

C. GENERAL PROPOSAL EVALUATION CRITERIA

Following the review of CDBG applications for eligibility and conformance with the CDBG funding policy, all applications will be evaluated using the following general evaluation criteria and the criteria for the specific category of program/project proposed.

Special consideration/priority will be given to the following:

- * Programs/projects which maximize utilization of outside (non-CDBG) funds and services and which successfully coordinate public and private efforts.
- * Programs/projects which can demonstrate the capability of being carried out successfully.
- * Programs/projects which are clearly defined as to scope, location, need, budget, goals, and means of evaluation of program progress.
- * Programs/projects which have strong neighborhood/community support, with sufficient evidence, illustrating this support.
- * Programs/projects located in Community Development target areas.
- * Projects which will require a one-time only infusion of funds.

D. PUBLIC SERVICES ASSISTANCE

Under the category of Public Services, CDBG funds must be used to provide human services to low and moderate income persons and programs designed to assist minorities, the mentally and physically handicapped, the homeless, elderly, children and youth. Due to the limited CDBG resources, applicants for public service activities are encouraged to seek funding from other agencies that would normally fund such projects (i.e., Department of Health and Human Services).

Consideration will be given to the public service applications that demonstrate at least one of the following:

1. The funds are for a service that is not available in the City.
2. The project will be carried out in a Community Development target area.
3. Funding is for new or an expansion of services.

Public Services Assistance Proposal Evaluation Criteria

Special consideration/priority will be given to the following proposed public service programs:

- * Programs which require a one-time use of CDBG funds.
- * Programs which serve a high percentage of low and moderate income persons.
- * The activity has evidence that it will be carried out in coordination with a City department activity/program or with other entities and organizations.
- * Evidence that other public and private funds or services are being used for the operation of the program (i.e., volunteers, in-kind donations).

E. HOUSING

Consideration for CDBG funds will be given to projects which improve or create housing for low and moderate income homeowners and renters and meet one or more of the following objectives:

1. Assist low income homeowners through low interest home improvement grants for emergency repairs, home maintenance and energy conservation through the City's ongoing housing rehabilitation program.

2. Provide support to non-profit community-based or for-profit corporations engaged in the rehabilitation and/or construction of housing primarily for low and moderate income persons.
3. Undertake specific housing efforts to address the problems of the City's special populations including support for the renovation and upgrading of existing shelters, which includes: shelters for the homeless, convalescent homes, hospitals, nursing homes, battered spouse shelters, halfway houses for run-away children, etc., and other facilities designed to assist the homeless to become self-sustaining.
4. Provide housing assistance to the handicapped through the rehabilitation of their home.
5. Acquire, assemble and/or prepare sites for housing development, consistent with the housing policies for the City.
6. Support fair housing through education, counseling, legal assistance and consumer protection programs.
7. Demolish structurally defective buildings which are not suitable for rehabilitation and are a blighting influence.

Housing Proposal Evaluation Criteria

Special consideration/priority will be given to the following proposed housing projects:

- * Projects which serve the City's special populations, such as the homeless, the physically and mentally handicapped, the elderly, at-risk children and youth, and victims of spouse abuse.
- * Projects which serve a high percentage of low and moderate income persons.
- * Projects which are located in a Community Development target area.

F. ECONOMIC DEVELOPMENT

Consideration will be given to projects which stimulate the economic conditions of low and moderate income persons and/or provide commercial activities in low and moderate income communities and meet one or more of the following objectives:

1. Planning, design and feasibility studies in coordination with related residential programs.
2. Acquisition and clearance of blighted properties.

3. Assistance in the development and improvement of businesses which provide job opportunities for low and moderate income persons throughout the City.
4. Provision of opportunities for job training and placement for disadvantaged populations, such as high school drop-outs and language minorities.
5. Acquisition of commercial facade easements to improve the appearance of businesses in CDBG eligible communities.

Economic Development Proposal Evaluation Criteria

Special consideration/priority will be given to the following proposed economic development projects:

- * Projects which create, retain, and support businesses in low and moderate income neighborhoods.
- * Projects which create, retain and support jobs for low and moderate income persons.
- * Projects which provide needed services to low and moderate income neighborhoods
- * Projects which are located in a Community Development target area.

G. COMMUNITY FACILITIES

Under the category of Community Facilities, CDBG funds must be used to improve or develop community facilities that benefit low and moderate income persons, the mentally and physically handicapped, the elderly, children and youth. Consideration will be given to applications which meet one or more of the following objectives:

1. The facility meets an unmet need in the community.
2. Improvements to the facility would eliminate health and safety problems.
3. Improvements to the facility would allow for increased services as identified by a City agency.
4. For privately-owned facilities, other non-CDBG funds and/or services will contribute to improvement costs.
5. For privately-owned facilities, the operating and maintenance cost of the facility would not require future commitments of City operating funds.

Community Facilities Proposal Evaluation Criteria

Special consideration/priority will be given to the following proposed community facilities projects:

- * Projects which serve a high percentage of low and moderate income persons.
- * Projects which are located in, or serve, a Community Development target area of which serve an identified special population.

H. INFRASTRUCTURE

Under the category of Infrastructure, CDBG funds must be used to install or improve a community's infrastructure (including streets, curbs, gutters, sidewalks, wells, septic systems, street lights and sewers) in low and moderate income communities. Consideration will be given to applications which meet one or more of the following objectives:

1. The improvements are part of a comprehensive improvement strategy for community development.
2. The majority of residents support the proposed improvements.
3. Other funding sources are not available to correct or improve the infrastructure.
4. The proposed improvements are located in a blighted or deteriorating area and are directed towards improving the commercial or residential environment.

Infrastructure Proposal Evaluation Criteria

Special consideration/priority will be given to the following infrastructure projects:

- * Projects which serve a high percentage of low and moderate income persons.
- * Projects in which the proposed infrastructure improvements will improve access for handicapped or elderly persons.
- * Projects which are located in a Community Development target area.