



**CITY OF NEWARK
DELAWARE**

COMMUNITY DEVELOPMENT/REVENUE SHARING PROGRAMS

GUIDELINES FOR THE PREPARATION OF PROPOSALS

Section 1 - General Information and Time Frames

The City of Newark is soliciting applications for 45th year (July 1, 2019 - June 30, 2020) Community Development Block Grant Program funds and 2019 (January 1 - December 31, 2019) Revenue Sharing Program funds. Applications and information on the review process will be available at a Public Hearing/Question and Answer Session scheduled for **Wednesday, July 18, 2018 from 4 - 5 P.M. in the City Council Chamber, 1st Floor, Newark Municipal Building, 220 South Main Street, Newark, Delaware.** The purpose of this hearing is to distribute information on previously funded Community Development and Revenue Sharing projects and to answer any questions potential applicants may have about the current application process. Potential applicants may attend; however, attendance at the Public Hearing is optional. An application for funding is attached to these guidelines and further information may be obtained by calling the Planning & Development Department at 366-7000 extension 2041.

Following the Public Hearing, applicants will have ample time to prepare their proposals, which must be received **no later than 5:00 p.m. on Friday, August 10, 2018** in the Planning & Development Department, Newark Municipal Building. Once the proposals are received, the Community Development/Revenue Sharing Advisory Committee (hereinafter called the Committee) will meet to begin application reviews. During deliberations, the Committee may wish to meet with some applicants to discuss their projects. Those applicants will be invited by the Planning & Development Department to meet with the Committee at a mutually convenient time. Not all applicants will be required to meet with the Committee. In addition, meeting with the Committee does not guarantee an applicant funding; nor does the failure of the Committee to invite an applicant to meet with them indicate that funding will not be made available.

The Committee will meet through September to develop funding recommendations for City Council. The final decision on the allocation of all Community Development and Revenue Sharing funds will be made by City Council in October.

The grant year for the Community Development Program runs from July 1, 2019 - June 30, 2020. Community Development projects approved for funding this fall may begin the following July 1st. The Revenue Sharing Program runs on a calendar year. Revenue Sharing Projects approved for funding this fall may begin January 1st, 2019.

Section 2 - Proposal Guidelines

One application may be submitted for both funding sources. Information on eligible activities, objectives and regulations applying to both Grants are listed in Section 3 of these Guidelines. Please review this information for the development of grant appropriate proposals. The final determination of which funding source best suits a proposal will be made by the Committee with guidance from the Planning & Development Department.

Please fill out the application completely. Please do not use substitute forms. Please submit only one application per agency. Multiple projects should be prioritized within one application. Attach additional sheets as necessary. Please be sure that your project description is clear and concise. As partial funding is a possibility, the Committee recommends that you itemize and prioritize all expenditures. In addition, if partial funding will eliminate the feasibility of your project, please indicate so, and explain the special circumstances which require full funding of the application.

If your agency has received Community Development or Revenue Sharing monies in the past for a project which you are resubmitting for funding consideration, attach a brief project specific report on accomplishments/activities to date. Do not substitute an overall agency report for this requirement unless CDBG or Revenue Sharing monies were used to support overall agency operating expenses.

Return the original and 14 copies of your proposal to the City of Newark, Planning Department, 220 South Main Street, Newark, Delaware 19711, Attention: Mike Fortner, Planner II by 5:00 p.m. Friday, August 10, 2018. No proposals will be accepted after this deadline. Please feel free to contact Mike Fortner of the Planning & Development Department if you have any questions or if the number of copies required presents a hardship for your organization.

Section 3 - Grant Information

COMMUNITY DEVELOPMENT BLOCK GRANT

The Federal Housing and Community Development Act of 1974, as amended, created a new Community Development funding program administered by the U.S. Department of Housing and Urban Development (HUD). The City of Newark, as part of an "Urban County" receives Community Development Block Grant (CDBG) funds annually through New Castle County by an entitlement formula based on population. Under the entitlement program, the City of Newark must submit a yearly application to HUD through New Castle County for Community Development Program activities.

The **primary objective** of the Community Development Block Grant program is "the development of viable urban communities by providing decent housing in a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income" (Housing and Community Development Act of 1974, as amended).

To qualify for Community Development funding, all projects and activities must:

- **Principally benefit low and moderate income persons (80% of Area Median Income), or;**
- **Aid in the prevention or elimination of slums and blight, or;**
- **Meet other Community Development needs having particular urgency (flood, disaster, etc).**

Community Development rules and regulations specify eligible and ineligible activities. As a general guideline, eligible activities include:

1. Acquisition of property
2. Clearance, demolition and removal
3. Public facilities and improvements
4. Rehabilitation and preservation activities
5. Economic development
6. Economic opportunities for low and very low income persons
7. Removal of architectural barriers
8. Public services (Limited funds available)
9. Planning and administration (Limited funds available)

Please note that these activities are **eligible for CDBG funding provided that they first meet one of the primary objectives listed above. Please feel free to contact Mike Fortner in the Planning Department at 366-7000 ext. 2041 to discuss your project's eligibility.**

REVENUE SHARING

Since 1974, the City through a policy of City Council, has shared part of its Federal Revenue Sharing funds with agencies, groups and individuals who provide social services beneficial to the residents of Newark. In 1987, Federal Revenue Sharing funds were discontinued. The City of Newark Council, however, decided to continue services originally provided by Federal Revenue Sharing with an annual allocation from the City's general fund.

Revenue Sharing funds are available to outside agencies which provide social services to Newark residents. Funding will only be considered for those persons within the proposal who are residents of the City of Newark. Funds allocated must be expended within 2018. The proposal must not legally bind the City of Newark to financial support in years subsequent to 2018.

When reviewing proposals for Revenue Sharing funding, the Community Development/Revenue Sharing Advisory Committee considers the following **guidelines**:

1. **Projects aimed at social needs are encouraged.**
2. **Proposals containing multiple funding mechanisms (matches, grants-in-aid, etc.) are favored over ones depending entirely on City funds.**
3. **New programs needing start up help are encouraged.**
4. **Programs for capital projects only are discouraged.**
5. **"Overhead costs" should not be funded by the City.**
6. **Programs that have experienced Federal funding cuts should be helped, all else being equal.**
7. **The Committee is reluctant to fund projects that will always depend on Revenue Sharing funds for their operation. The Committee hopes programs started with Revenue Sharing funds will become financially independent within a few years of their initial funding.**

The above information is intended to assist you in deciding if your project is appropriate for submission. The Committee's position is that, while the parameters cannot be taken as absolutes and that exceptions may be made, the foregoing does provide important screening criteria. **Please feel free to contact Mike Fortner in the Planning & Development Department at 366-7000 ext. 2041 if you would like to discuss your project's eligibility.**

**City of Newark
Delaware**

**FUNDING APPLICATION
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT AND REVENUE
SHARING FUNDS**

Fill out application completely. Incomplete applications may be disregarded. Please use the form provided. Submit one application per agency. If submitting a proposal for more than one project, submit one application and prioritize projects within the application.

APPLICANT OR ORGANIZATION _____

ADDRESS _____

TELEPHONE _____

CONTACT PERSON _____

E-MAIL ADDRESS _____

TOTAL AMOUNT REQUESTED _____

EXECUTIVE SUMMARY Please provide a one line description of your agency's proposal. If requesting funding for more than one project, please prioritize and use one line per project. Use space provided only.

DO NOT WRITE IN THIS SPACE – OFFICE USE ONLY

CDBG Eligible	_____
Public Services	_____
Administration	_____
Other	_____
Revenue Sharing Eligible	_____

AGENCY INFORMATION

TYPE OF ORGANIZATION

Private Non-Profit Public
 Private Profit Other (Specify) _____

DATE ORGANIZATION WAS FORMED _____

TOTAL CURRENT ANNUAL BUDGET _____

(Please attach a one page summary of your organization most recent budget or financial statement)

FISCAL YEAR From _____ to _____

NUMBER OF EMPLOYEES Full Time _____ Part Time _____

NUMBER OF VOLUNTEERS Full Time _____ Part Time _____

In the immediate past fiscal year, has your organization received funding from the following sources? Check any which apply.

Federal	_____	Private Foundations	_____
State	_____	Religious Organizations	_____
County	_____	Community Organizations	_____
United Way	_____	Other	_____

Has your organization received Community Development, Revenue Sharing funds or any other funding assistance from the City of Newark in the last 5 years?

Yes No If yes, please list below:

Year	Grant Source	Amount	Project Title
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

PROJECT PROPOSAL/DESCRIPTION

Describe your proposed project. The description should be a succinct and clear summary of the project as per the guidelines below. Please respond to each Section in order and address all requested information. Each project description (Sections 1-6) is limited to a maximum length of one and a half pages. If requesting funding for more than one project, list project descriptions in priority order. Additional pages may be attached.

Section 1: General Project Information

Project title and the amount of funding requested.

Please Include:

- One page summary of your organization's most recent budget or financial statement.
- Annual Report or other information that you think will be helpful in understanding your organization.

Section 2: Project Description

Please provide a brief description of your project. Please Include

- Project's design and scope.
- Project's location and service area (ex: immediate neighborhood, census tract, citywide, etc.)
- List all sources and amounts of funding, including in-kind donations, which will support this project.
- Provide Itemized Budget for project.
- Provide appropriate unit costs. (ex: \$\$ per 1 hour of day care service; \$\$ per household; \$\$ per program recipient).

Section 3: Community Need

Explain how your proposal addresses an important community need specific to Newark.

- What are the intended benefits of the project?
- Explain how the project addresses the goals of the Community Development Block Grant Program and/or the Revenue Sharing Program.

Section 4: Beneficiaries

Describe the characteristics of the population to be served by the project. Also include:

- Estimated number, and demographics, of persons to be served.
- Percentage of the total which are Newark residents.
- Percentage of the total who reside in New Castle County outside of city limits.
- Percentage of low/moderate income persons to be served.
- Outline how the agency will document residency and low and moderate income benefit.

Section 5: Outcome & Evaluation

1. How do you plan to evaluate the project? Please list specific outcomes and performance measures.
2. If the project received CDBG or Revenue Sharing funding last year, please give an update and evaluation.

Section 6: Other Information

Summarize any other information which you feel will be helpful to evaluate your proposal.