



CITY OF WILMINGTON

**Community Development Block Grant Program
or
HOME
or
City General Funds**

APPLICATION FOR FUNDING

**Public Facilities
or
Owner-Occupied Housing
CONSTRUCTION
PROJECTS**

For

**Funding in Fiscal Years
FY2016-2017**

SUBMISSION REQUIREMENTS

Deadline for receipt of the application by the City of Wilmington is 5 p.m., Friday, January 15, 2016. The application must include one ORIGINAL, plus SIX COPIES, punched with three holes. NO NOTEBOOKS OR BINDERS. Fasten each copy with a paper clip or other fastening that can be easily undone. Also, please submit a CD ROM or **Flash Drive with an electronic copy, including signatures, of the completed application.**

Faxes are not acceptable. The application may be mailed or hand delivered to:

City of Wilmington
Community Development Division
Post Office Box 1810
305 Chestnut Street, Second Floor
Wilmington NC 28402-1810
910-341-7836

Applications should start at Page 1 (Application Information). Do **not** include a cover letter or the instruction pages; all covers will be discarded. Narrative responses should be limited to 25 words or less (unless otherwise indicated), in a typeface no smaller than 11-point. Additional printed documentation, photographs and maps may be placed immediately behind the page they refer to, **ONLY** where it is absolutely necessary to clarify the program description, experience of the applicant, etc. The required attachments, listed on the "Checklist and Required Signatures," should be attached at the back of the document in the order listed. No other attachments should be included. **Applications exceeding 18 pages (excluding required attachments) are strongly discouraged.**

Please read all questions and instructions carefully. **The care that goes into accurately and informatively completing this application is an indication of your agency's ability to manage the complexities of CDBG and HOME program requirements.**

Invalid Applications: Applications may be rejected without evaluation for the following reasons:

- Application is submitted past deadline.
- Program is not clearly eligible according to CDBG, HOME **or** City regulations.
- Applicant has demonstrated poor past performance in carrying out CDBG- or HOME-funded programs, or complying with federal regulations.
- Applicant fails to provide audited financial statements or other required information.

The City may request clarification or additional information from the applicant at any point during the application process. Staff in the City's Community Development Division will be happy to answer questions about the CDBG and HOME programs and the application process, but staff cannot help write applications or offer comments on drafts. (Tel. 910-341-7836; TTY 910-341-7873), e-mail: suzanne.rogers@wilmingtonnc.gov.

Applicants should understand that this is a competitive application process for limited funding. There will be applications for programs that satisfy many of the evaluation criteria but are not funded. Successful applications may be funded for less than the amount requested. Agencies selected for funding by CDBG or HOME will be included in the draft Action Plan for FY 2016-17, available to the public April, 2016. Copies may be obtained at the Community Development Office, Second Floor, 305 Chestnut Street. Agencies recommended for funding through the General Fund will be included in the City's draft budget, available in May 2016 for the City's Public Hearing.

GENERAL INSTRUCTIONS

Which Form?

This is an application for Community Development Block Grant (CDBG), HOME, or General Funds, for **construction programs** that address

- Public Facilities
- Owner-occupied Housing Rehabilitation
- Emergency Shelters

CDBG, HOME, or General Funds?

This is not a simple question, since the programs do overlap.

Here are some guidelines:

- All assistance is limited to activities within the City of Wilmington
- City staff will decide which funding source is most appropriate for your project.

Grant Period:

The funding period starts July 1, 2016, and ends June 30, 2017. Costs incurred before July 1, 2016, **ARE NOT** eligible for reimbursement.

Special Conditions:

In accordance with the City Budget Policies:

Funding for nonprofit agencies shall be considered on a competitive basis consistent with Council's priorities or with a departmental or City-wide mission, and with the City's Consolidated Plan. Any agency receiving over \$5,000 in any one fiscal year is required to complete a financial review. Any agency receiving over \$10,000 in any one fiscal year is required to complete a financial single-audit. Community Development Block Grant Funds will be allocated to public service agencies at the maximum percentage allowable by HUD regulations. General Funds will be allocated to public service agencies that complete the competitive process a total amount not to exceed ½ percent of the General Fund operating budget. No agencies will be considered for funding without an operational budget.

Program Evaluation & Funds Allocation:

Applications will be evaluated by a review team and assigned scores according to criteria based on the City's local priorities in alignment with CDBG and HOME objectives and outcomes and the City's Strategic Focus Areas, the feasibility of the program and the capacity of the agency to carry complete the project. Copies of the City plans are available at <http://www.wilmingtonnc.gov/>.

Applicants will be given an opportunity to discuss their applications with the review team. Such interviews are limited to **20-minute** segments. Applicants must indicate their desire for an interview on the "Checklist" attached to the application.

Applications that are extensively incomplete, inaccurate or lack required signatures will receive minus 25 points. In addition, agencies who have not met compliance and other requirements as specified in funding agreements; and have not met performance outcomes over the past two years will receive up to minus 25 points.

After the initial evaluation, City staff will present their allocation recommendations to the City Manager, subsequently, to the City Council in the form of an Action Plan for the CDBG and HOME programs, and budget proposals for General Fund recipients. In addition, the City will seek citizen input on the Plan through public hearings. The planning schedule is on page VI.

HOME and CDBG Recipients must be:

- Nonprofit agencies with a 501(c)(3) tax exemption notice from the IRS; or For Profit Partnerships or Corporations.
- CDBG and HOME recipients **MUST** be able to demonstrate that they meet a National Objective according to CFR 24 570.208. Copies of the National Objectives are available on request.
- **All applicants** must demonstrate a track record of continuous and active operation.

In addition, HOME Recipients must be:

- Nonprofit agencies or For Profit Partnerships or Corporations with at least two years' experience providing affordable housing to low- and moderate-income families; or
- Community Housing Development Organizations (CHDO's).

Income Eligibility:

All CDBG and HOME programs must benefit persons with household income below 80 percent of area median income adjusted for family size (see table on Page 8). Documentation of your client's income is **essential** for all recipients. Failure to document client income will result in loss of funding. **New applicants may seek advice on eligibility from City Community Development staff at 910-341-7836, before preparing their application.**

Local Priorities: The City of Wilmington adopted a Five-Year Consolidated Plan for Fiscal Year 2013 through Fiscal Year 2017; this plan identifies priorities for community development initiatives. As in past years, the City's Community Development efforts will align with HUDs objectives for CDBG and HOME funds including, but not limited to, benefiting low to moderate income individuals by addressing the availability and accessibility to the following:

High Priority Housing Needs:

- Affordable Rental Housing
- Preserve Affordable Housing Stock;
- Affordable Homeownership Opportunities;
- Emergency Shelter Programs and Services to Transition Homeless Population to Permanent Housing;
- Homeless prevention services for those people most at-risk of becoming homeless, including special needs populations (elderly, disabled, victims of domestic abuse, ex-offenders, etc.); and
- Permanent Supportive Housing for Chronically Homeless, Frail Elderly, Disabled and Other Special Needs Populations.

Medium Priority Housing Needs:

- Workforce Housing for moderate income (80.1%-120% AMI) households; and
- Education and advocacy that promotes sustainable housing options- homebuyer education, foreclosure counseling, financial skills, etc.

High Priority Community Development Needs:

- Neighborhood services for at-risk and low-to-moderate income youth, elderly and other special populations;
- Preserve and maintain public facilities serving low-to-moderate income neighborhoods and individuals;
- Encourage Job Skills and Job Training Initiative, including basic literacy skills development; and
- Comprehensive neighborhood planning initiatives to address quality of life and physical conditions in targeted neighborhoods.

Medium Priority Community Development Needs:

- Community safety through education and outreach activities.

City of Wilmington Focus Areas

In addition, the City of Wilmington has established the following Focus Areas:

Create A Safe Place

The City will create a safe, inclusive community with neighborhood/area based public safety and support services.

Foster A Prosperous, Thriving Economy

The City will promote opportunity and prosperity by fostering sustainable, regionally coordinated economic growth and development strategies for creating jobs, building a strong workforce, facilitating commerce and business vitality.

Promote Culture, Arts and Public Spaces

The City will provide unique, creative open space, parks and community facilities integrated with arts and cultural activities for all.

Support Efficient Transportation Systems

The City will advocate for, develop and maintain diverse modes of transportation needed for an inclusive, connected community. Greenways, pedestrian and bicycle amenities and a regionally focused multimodal transportation system will increase mobility and regional connectivity.

Engage In Civic Partnerships

The City will build and improve partnerships, collaborations and relationships with all stakeholders, including our citizens and public and private organizations.

Provide Sustainability And Adaptability

The City will protect and preserve our natural resources with quality design for the built environment. The City will make strategic decisions focused on the long-term financial, physical and social health of the entire City to enhance our ability to respond to changing economic and demographic conditions. Our actions will be based on a shared commitment to inclusiveness, equity and continuous improvement.

Performance Management:

HUD has implemented a performance measurement system to better assess the effectiveness and impact of its programs. This system is required for HUD programs and enables grantees to capture program accomplishments and trends. When completing the "*Performance Management*" section, please select one objective and one outcome to produce what HUD describes as an outcome statement. This outcome statement should be supported by your work plan activities, and measures of indicators of success.

Work Plan with Performance Measures:

Use the "Work Plan Development Worksheet" to show the activities you will conduct to achieve your goal/outcome. The worksheet may be used as part of your quarterly report to the City.

A. Terms of Funding.

Please note: The CDBG and HOME construction funds for which an agency may apply are **not** grants but will be considered as loans. Loan repayments may be deferred or forgivable, based on the type of project and amount of funding. All loan terms will be on a case-by-case basis.

- Liens: A lien may be placed against the agency's property until the project is completed.
- Please note: The CDBG and HOME construction funds, for which an agency may apply, are **not** grants but will be considered as loans. Loan repayments may be deferred or forgivable, based on the type of project and amount of funding. All loan terms will be on a case-by-case basis.

**Schedule
 for
 CDBG, HOME, General Fund
 Request for Proposals Non-Construction Public Services and
 Public Facility and Owner-Occupied Housing Construction Applications
 FY2016-2017**

Timeline	Activity/Deadline
November 18, 2015	RFP/Application Posted, Advertised and Distributed
November 18, 2013 – February 18, 2014	Public Comment Period for Use of CDBG and HOME Funds. Advertise for Public Comment
December 9, 2015 (Wednesday)	Mandatory Applicant Workshop
January 15, 2016 (Friday) 5:00 pm	Application Deadline
February 8-19 2016*	Application Review Meeting with Applicants
April 2016*	Draft Consolidated Plan/Annual Action Plan w/Recommended Funding published for Public Comment (30 days). Advertise for Public Hearing
April or May 2016*	City Council Public Hearing on Draft Plan
May 2016*	City Council Approve Annual Action Plan
May 2016*	City Council Public Hearing on General Fund
June 2016*	City Council Approval of City Budget FY2016-17

*Exact dates to be determined based upon budget timeline, Council meeting dates, etc.

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