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**NEW CASTLE COUNTY
DEPARTMENT OF COMMUNITY SERVICES
COMMUNITY DEVELOPMENT AND HOUSING DIVISION**

77 READS WAY, NEW CASTLE, DE 19720
PHONE: 302-395-5600 FAX: 302-395-5591

**PUBLIC HEARING INCLUDING
FUNDING APPLICATION FOR FISCAL YEAR 2023
(JULY 1, 2022 – JUNE 30, 2023)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS ONLY**

* PLEASE DO NOT USE THIS APPLICATION FOR EMERGENCY SOLUTIONS GRANT (ESG) *

VIRTUAL MEETING – ZOOM WEBINAR

Date: Thursday, November 18, 2021

Time: 10:00 a.m.

DEADLINE FOR APPLICATIONS

Date: Monday, December 20, 2021

Time: 4:00 p.m. (NO EXCEPTIONS)

*** ONLY TIMELY APPLICATIONS WILL BE ACCEPTED. PLEASE USE THE CHECKLIST
PROVIDED ON PAGE 9 TO ENSURE COMPLETION ***

Applications must be **received** before the deadline listed above through this email **ONLY**:

CDBGESGHOMEGrantApp@newcastlede.gov

Please use the Email Message Option features to track and receive a receipt of your email by selecting:
Request a delivery receipt for this message, **AND**
Request a read receipt for this message.

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Please note:

If the language in this document is altered by anyone other than New Castle County staff, it becomes null and void, and therefore ineligible for funding. Please submit application in its entirety.

General Instructions, Key Dates and Technical Assistance

- This packet contains materials needed to apply for housing and community development funds through the Community Development and Housing Division.
- **No handwritten submissions, please.**
- Complete one application **for each project** you are seeking funding for.

Please note: There is a different application for the Emergency Solutions Grant Program. If unsure of which funding source is applicable to your project, please call New Castle County prior to completing an application.

Email Submission Packet to:

CDBGESGHOMEGrantApp@newcastlede.gov

Please use the Email Message Option features to track and receive a receipt of your email by selecting:

Request a delivery receipt for this message, **AND**
Request a read receipt for this message.

Tentative Key Dates	
December 20, 2021	NCC Funding Application Deadline
March 2022	Tentative Date for Funding Award Notification
March 2022	Draft Availability Consolidated Plans: Public Comment Period Opens
April 2022	Spring Public Meetings
April 2022	End of Comment Period
April 26, 2022	County Council Resolution
May 15, 2022	Action Plan Submitted to HUD
July 1, 2022	Action Plan Programs Begin

For Technical Assistance

Nicole Waters - 302-395-5644

Nicole.Waters@newcastlede.gov

Strategic Goals: US Department of Housing & Urban Development (HUD)

HUD and NCC STRATEGIC GOALS

Provide Decent Affordable Housing
Provide Suitable Living Environments
Expand Economic Opportunities

NEW CASTLE COUNTY PRIORITIES

Increase Supply of Affordable Housing

- Increase affordable rental housing.
- Increase homeownership.
- Housing rehabilitation.

Decrease Homelessness

- Provide housing and services to the homeless and at risk of homelessness that align with the Delaware Continuum of Care Action Plan.

Improve Public Infrastructure

- Improve public infrastructure in coordination with an affordable housing development.

Provide Public Services

- Provide public services to low and moderate-income households as well as persons with special needs.

Planning and Administration and Fair Housing

- Provide quality oversight and administration of federal programs.

TARGET POPULATIONS:

Persons experiencing homeless or at risk of homelessness

Elderly

Disabled

Populations with high services needs such as mental illness, substance use, ex-offenders, at-risk youth and survivors of domestic violence

Priority Areas

Priority Geographic Area Census Tracts and Block Groups: Homeowner Incentive Program (HIP) Census Tracts, Blueprint Communities, Neighborhood Stabilization Program and other identified areas.

Census Tract & Block Groups						
101.01 (1,2,3)	101.04 (1)	105.02 (5)	107.02 (1,2)	112.03 (3)	120.00 (2,3)	121.00 (2)
122.00 (2)	123.00 (2)	124.00 (1,3,4)	125.00 (2,4,6)	126.00 (3)	127.00 (2,5)	129.00 (1,3)
131.00 (1)	132.00 (2,3)	134.00 (3)	134.07 (2)	136.10 (4)	136.14 (2)	136.15 (2, 3)
137.00 (2)	139.01 (1)	140.00 (3,4)	141.00 (3)	144.02 (1)	144.03 (3)	145.01 (1)
145.02 (1,2)	147.03 (1,3)	147.06 (2)	148.07 (3)	149.03 (2,3)	149.06 (1)	149.07 (3)
149.08 (1)	149.09 (1,2)	150.00 (1,2,3)	151.00 (2)	152.00 (1,2)	154.00 (1,2)	155.02 (1)
156.00 (1,2)	158.02 (1)	160.00 (1)	162.00 (2)	163.01 (1)	163.02 (3)	163.05 (3)
164.04 (3)	166.04 (1)					

Bonus Points will be given to HOME applications for projects located **outside** of the Census Tracts listed below:

101.01	125	149.03	154	169.04
101.04	129	149.04	155.02	124
107.02	132	149.06	156	147.06
112.01	136.14	149.07	158.02	152
122	137	149.08	160	163.05
123	138	149.09	163.02	

Consolidated Plan Goals

Priority: Increase Supply of Affordable Housing		
1	Goal Name	Increase Affordable Rental Housing
	Goal Description	Fund activities that expand the supply and improve the condition of housing affordable to lower income households. Fund activities that leverage other public and private resources such as Low-Income Housing Tax Credit Projects. Support incentives to increase permanent affordable multifamily rental housing as well as direct assistance to low-income households.
2	Goal Name	Increase Homeownership
	Goal Description	Increase the supply of decent, affordable housing and/or accessible for-sale housing opportunities available for the County's lowest-income households; provide down payment assistance; and facilitate increased homeownership opportunities for LMI families.
3	Goal Name	Housing Rehabilitation
	Goal Description	Extend the useful life of existing affordable housing through weatherization, repair, and rehabilitation programs. Rehabilitate substandard housing units and support households who own their own home but who are unable to make repairs necessary for critical upkeep and value retention.
Priority: Decrease Homelessness		
4	Goal Name	Provide housing and services to the homeless or at risk of homelessness
	Goal Description	Provide funds to support shelter operations, transitional housing for special populations, rapid rehousing, coordinated entry, homeless diversion and homeless prevention programs. Provide funding to activities aligned with and meet goals outlined in the Delaware Continuum of Care Action Plan.
Priority: Public Facilities and Infrastructure Improvements		
5	Goal Name	Improve public infrastructure
	Goal Description	Fund water/sewer projects, drainage projects, sidewalks, street improvements, and solid waste disposal projects in coordination with affordable housing developments.
Priority: Public Services		
6	Goal Name	Provide public services to low and moderate-income households as well as person with special needs.
	Goal Description	Promote public services activities for seniors, persons with disabilities, at risk youth, victims of domestic violence, ex-offenders, substance use and mental health services, non-homeless special needs and employment training.
Priority: Planning and Administration and Fair Housing		
7	Goal Name	Provide quality oversight and administration of federal programs.
	Goal Description	Planning and administrative activities to efficiently and successfully manage the CDBG and HOME program.
8	Goal Name	Further Fair Housing
	Goal Description	Education and outreach to the public, real estate professionals, landlords, and property managers regarding fair housing laws and activities related to the Analysis of Impediments to Fair Housing Choice and other plans and documents.

Beneficiaries - Number to be served

ELIGIBLE POPULATIONS

Housing and community development programs funded by New Castle County benefit households or persons the majority of whom earn less than 80% of U.S. median income. In general, all beneficiaries of housing programs must be income-eligible. For non-housing activities, a rule of thumb is that more than 51% of beneficiaries must be income-eligible. When estimating the number of persons or households to be served, please indicate County residents who **DO NOT** reside within the city limits of Wilmington and Newark.

Proposed and actual beneficiary data is reported to HUD and results are reviewed by NCC staff to determine project progress and create performance measures.

Number of New Castle County persons or households (**outside of City of Wilmington & City of Newark**) with incomes below 80% of Median Income expected to benefit from the project:

Beneficiaries (if granted *full* request): _____

Beneficiaries (if granted *partial* request): _____

**NEW CASTLE COUNTY
COMMUNITY SERVICES
INCOME GUIDELINES
Effective June 1, 2021**

HUD CDBG FY 21 Income Limits

Source: HUD Exchange

<i>Number in Household</i>	<i>Less than 30% of Median Income Extremely Low</i>	<i>Less than 50% of Median Income Very Low</i>	<i>Less than 80% of Median Income Low/Moderate</i>
1	\$19,850	\$33,100	\$52,950
2	\$22,700	\$37,800	\$60,500
3	\$25,550	\$42,550	\$68,050
4	\$28,350	\$47,250	\$75,600
5	\$30,650	\$51,050	\$81,650
6	\$32,900	\$54,850	\$87,700
7	\$35,200	\$58,600	\$93,750
8	\$37,450	\$62,400	\$99,800

Funding Sources

All funding comes from HUD, the U.S. Department of Housing and Urban Development.

www.hud.gov

Community Development Block Grant (CDBG)

Catalog of Domestic Assistance (CFDA) #14.218

CDBG funds may be used for a wide variety of housing, public facilities, and public service programs. In a typical program year, New Castle County awards approximately \$300,000 to sub-recipient agencies.

For a more complete description of CDBG, consult with the Department of Community Services with questions or visit www.ecfr.gov to access Housing and Urban Development (HUD's) section of the Code of Federal Regulations (CFR), Title 24.

Visit https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs for information concerning the CDBG program.

HOME Investment Partnerships Program (HOME)

Catalog of Domestic Assistance (CFDA) #14.247

HOME funds are reserved for a variety of housing activities. Unlike CDBG, HOME may be used for new housing construction. Approximately \$180,000 in HOME funds annually is reserved for HUD-approved Community Housing Development Organizations (CHDOs).

Approved CHDOs in New Castle County are Appoquinimink Development Corporation, Connections Development Corporation, Hayman House, Interfaith Housing, Inc., New Knollwood Civic Association, Our Youth Inc., Sacred Heart Housing, and SBM Housing.

To qualify as a CHDO, an organization must be a private non-profit organization with IRS 501[c] (3) status. CHDOs must reserve at least one-third of its Board of Directors for residents of low-income neighborhoods and must have a history of serving the community in which HOME funds are used. CHDOs may be sponsored or created by a for-profit entity, but the for-profit entity may not be a housing developer and, in general, the CHDO must be the controlling entity in any partnership with a for-profit organization. To pursue CHDO status with New Castle County, or for more information, contact Vincent Garlick at 395-5673 (Vincent.Garlick@newcastlede.gov).

Visit https://www.hud.gov/program_offices/comm_planning/affordablehousing/programs/home/ for information concerning the HOME program.

Emergency Solutions Grants (ESG)

Catalog of Domestic Assistance (CFDA) #14.231

ESG funds are reserved for services for homeless persons. Funds may be used for shelter essential services or operating expenses, data collection, and Rapid Re-Housing programs. There is a different application for ESG funding opportunities. **Please note: Incorrect applications will not be accepted.**

Visit <https://www.hud.gov/hudprograms/esg> for information concerning the ESG program.

Checklist of Submission Requirements

For your proposal to be considered, you must include all the requested information below, if applicable.
Failure to provide all information will result in the rejection of your proposal.

Use the Checklist below to ensure completion of your application.

- _____ 1. Application Cover Sheet
- _____ 2. Budget Worksheet & Proof of all Funding Sources Outlined
- _____ 3. Resolution(s) from Board of Directors or Governing Body
- _____ 4. IRS Request for Taxpayer Identification W-9 Form (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
Requestor's name and address is New Castle County, 77 Reads Way, New Castle, DE 19720
- _____ 5. IRS Letter acknowledging designation as a 501(c) (3) Corporation
- _____ 6. Type of Project
- _____ 7. Program Description
- _____ 8. Beneficiaries including a **specific number** of clients served
- _____ 9. Certificate of Incorporation if not a local government.
- _____ 10. List of Board members and Officers if a non-profit agency
- _____ 11. Copy of most recent **Program Specific Audit, Independent or Single Audit** (whichever is applicable), **yearly financial statements & internal accounting procedures. Single audit required if agency has expended \$750,000 or more of federal funds in their first fiscal year after December 26, 2014. Prior to that, the threshold was \$500,000 annually. A single audit is an audit which includes both the entity's financial statements and the Federal Award descriptions.**
- _____ 12. Copy of valid insurance documents.
- _____ 13. HOME - visit the following link to access the following HOME sheets.
Website: www.nccde.org/1290/HOME
 - Checklist for Federal Regulations
 - Annual Operating Budget
 - Development Budget

- Construction Scope of Work
- Site and Neighborhood Standards Certification

- _____ 14. Copy of DUNS number <http://fedgov.dnb.com/webform> & evidence that your agency does not have Active Exclusions in the System for Award Management (SAM) database https://www.fws.gov/northeast/refuges/agreements/Documents/SAM_Exclusions_how_do_i_search_exclusions.pdf (PLEASE PRINT AND ATTACH SCREEN SHOWING THERE ARE **NO ACTIVE EXCLUSIONS AND INCLUDE WITH APPLICATION**).
- _____ 15. If your proposal involves construction, it must include construction plans, specifications and itemized cost estimates from at least one contractor.
- _____ 16. If claiming a Low-Mod Geographic Area Benefit: You must attach applicable maps of service area confirming it is zoned a residential district.

Application Cover Sheet

Attach additional sheets if necessary

Agency Name			
Federal ID #		DUNS#	
Address			
Telephone	()	Fax	()
Executive Director Name & Email Address			

Contact Person for Application			
Email of Contact Person			
Telephone of Contact Person	()	Fax	()
Years in Operation			
Total Agency Operating Budget			
Total Project Cost		Amount of Request	

Project Title			
Project "Site" Address			
Project Contact Name, Telephone # & Email Address			
Anticipated Start Date			
Anticipated Completion Date			

Signature of Chief Executive Officer or Board President

Date

Budget Worksheet

Please complete one Budget Worksheet for each proposal. Attach additional pages, as needed.

Please be sure to describe all other funding sources.

Agency Name:		Project Title:	
Eligible CDBG or HOME Item (i.e. salaries, rent, scholarships, etc.)	Funding Request from New Castle County	* Funding Sources <u>other than New Castle County</u> <i>List in detail in section below</i>	Total Budget
1.	\$	\$	\$
2.	\$	\$	\$
3.	\$	\$	\$
Total	\$	\$	\$

*** Funding Sources other than New Castle County**

Provide a complete detail of all funding sources other than New Castle County, names of sources, amounts and effective dates and attach proof (award letters, email confirmations, copy of check, etc):

Identify each staff position included in any salary lines above: list the **employee name, title of the position, annual salary, and hourly wage.**

The salary **must** be for an employee who will provide direct client services. Please provide a detailed description of the duties included in this position and how they will directly service clients.

What percentage of salary position(s) is requested from New Castle County?

Attach additional sheets if necessary.

SAMPLE RESOLUTION
To be submitted on agency letterhead

Non-profit agencies and local governments must submit a resolution from the governing body authorizing the proposed activity and authorizing the submission of the request for CDBG or HOME funding. The following language may be used for meeting the requirements of applying for funds from the New Castle County Department of Community Services.

At a meeting held on the following date _____, the Executive Committee / Board of Directors of this agency _____ passed the following resolution(s):

Mandatory

The Board of Directors authorizes the application for and use of funds from the New Castle County Department of Community Services for activities described in the proposal entitled:

Mandatory

The Board of Directors certifies that, if awarded funds by the New Castle County Department of Community Services, the agency _____ shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations.

For Programs Providing Family Violence Prevention/ Treatment Services

The Board of Directors attests that the agency has a policy which ensures the confidentiality of records pertaining to any individual provided family violence prevention or treatment services.

For Shelter Providers

The Board of Directors certifies that the agency administers a policy to ensure that homeless facilities are free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries.

Signature of Board President

Date

Type of Project

Please visit www.nccde.org/1091/Federal-Funding-Opportunities for a listing of the CBDG Matrix Codes and Definitions.

1. _____ Acquisition by purchase, lease or otherwise real property for public use.
2. _____ Housing Construction (HOME) – Acquisition or Rehabilitation of Single-Family or Multi-family Housing.

Circle the ONE that best illustrates your project.

- | | |
|---|--|
| 12 - Construction of Housing | 14G - Rehab: Acquisition |
| 13 - Direct Homeownership Assistance | 14H - Rehab: Administration |
| 14A - Rehab: Single-Unit Residential | 14I - Lead-Based Paint/ Lead Hazards |
| 14B - Rehab: Multi-Unit Residential
Testing/ Abatement | 14J - Housing Services |
| 14C - Rehab: Public Housing Modernization | 16A - Residential Historic Preservation
Residential Buildings |
| 14D - Rehab: Other Publicly Owned | 19E - Operation/ Repair of Foreclosed |
| 14F - Rehab: Energy Efficiency Improvements
Property | |

3. CDBG Public Facilities and Improvements: Construction, rehabilitation, installations

Circle the ONE CDBG Matrix Code that best illustrates your project.

- | | |
|---|---|
| 03A - Senior Centers | 03K - Street Improvements |
| 03B - Handicapped Centers | 03L - Sidewalks |
| 03C - Homeless Facilities (not operating costs) | 03M - Child Care Centers |
| 03D - Youth Centers | 03N - Tree Planting |
| 03E - Neighborhood Facilities | 03O - Fire Stations/ Equipment |
| 03F - Parks, Recreational Facilities Children | 03P - Health Facilities |
| 03G - Parking Facilities | 03Q - Facilities for Abused & Neglected |
| 03H - Solid Waste Disposal Improvements | 03R - Asbestos Removal |
| 03I - Flood Drainage Improvements operating | 03S - Facilities for AIDS Patients (not
operating costs) |
| 03J -Water/ Sewer Improvements | 03Z - Other Public Facilities/ Improvements |

4. _____ Clearance activities, including demolition and removal of buildings.

5. CDBG Public Services:

Circle the ONE CDBG Matrix Code that best illustrates your project.

- | | |
|--|--------------------------------------|
| 03T - Operating Costs of Homeless/AIDS | 05M - Health Services |
| 05A - Senior Services | 05N -Services for Abused & Neglected |
| 05B - Handicapped Services | 05O - Mental Health Services |
| 05C - Legal Services | 05P - Screening for Lead Poisoning |

05D - Youth Services	05Q - Subsistence Payments (Homeless Prevention)
05E - Transportation Services	
05F - Substance Abuse Services	05R - Homeownership Assistance (not direct)
05G - Services for Battered and Abused Spouse	
05H - Employment Training	05S - Rental Housing Subsidies
05I - Crime Awareness/Prevention	05T - Security Deposits
05J - Fair Housing Activities	05U - Housing Counseling
05K - Tenant/Landlord Counseling Patients Programs	05V - Neighborhood Cleanups
	05W - Food Banks
05L - Child Care Services	05Z - Other Public Services

6. Rehabilitation Activities – Residential and Commercial:
- Single-family residential for owner-occupancy
 - Multi-family rental housing
 - Code enforcement in areas undergoing other public improvements
 - Historic preservation
 - Lead-based paint/ hazards
 - Energy efficiency improvements
 - Acquisition of property for housing
 - Rehabilitation to publicly or privately owned commercial or industrial buildings (limited to exterior and code violation)
7. Micro enterprise assistance:
- Funding for the establishment, stabilization and expansion of micro enterprises
 - Technical assistance, advice and business support services to persons owning or developing micro enterprises
8. Special economic development activities by public, private or non-profit organizations:
- Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings
 - Provision of assistance to a private for-profit business
 - Marketing or outreach services in connection with above activities
9. Direct homeownership assistance designed to facilitate and expand homeownership
10. Homeless assistance:
- Renovations, conversions or rehabilitation of buildings for use as homeless shelters
 - Provision of essential services, such as case management
 - Payment of maintenance, operation, insurance, utilities and furnishings
 - Homeless prevention activities, such as short-term rent or utility subsidies or landlord-tenant mediation

11. Other: _____

The following activities are allowable only following consultation with the Department of Community Services, **prior to application for funding.**

- Interim assistance to allow immediate public action limited to the amount needed to arrest deterioration and alleviate harmful conditions: repair of streets, sidewalks, parks, playgrounds, public buildings and utilities, and special trash removal.
- Disposition of real property acquired with CDBG funds.
- Payment of local matching funds required to obtain other grants in support of the community development program.
- Relocation payments and other assistance. Loss of rental income payments to landlord in relation to relocation activities.
- Privately owned utilities.
- Special activities by Community Based Development Organizations (CBDO) to carry out neighborhood revitalization, community economic development, or energy conservation in conformance with 24 CFR 570.204.

Program Description

When estimating the number of persons to be served, please discuss in terms of New Castle County residents who **DO NOT** reside within the City Limits of Wilmington & Newark.

Attach additional sheets if necessary.

1. Project Title.

2. New Castle County Priority to be addressed (see page 4).

3. Target Clientele/ Population to be served.

4. Describe the need for your service. Please include documentation supporting the need.

5. Does your agency have a specific geographic service area? Please describe.

6. Location(s) of service (street address/ addresses).

7. Specific description of program/ services – please summarize your program in the space provided. If you need to attach further description, please be sure this page has a summary description.

8. Describe staff capacity and qualifications to carry out program/ services.

9. Performance Measurement - Choose one or more of the selections listed:

- Creating a suitable living environment
- Providing decent, affordable housing
- Creating economic opportunities

Discuss your project in terms of the below listed **outcome criteria**:

- Availability and Accessibility
- Affordability
- Sustainability

Please **explain** the project in terms of the **outcome criteria selected**. Provide an **outlined plan** to reach specific program outcomes and show how each outcome will be measured.

10. Has your agency ever done this type of service before? If yes, explain. Agency **must attach prior performance measure results or applicable documentation** to show a **demonstrated history of success** with this program or service.

11. Is your agency working with other agencies that perform similar activities? If yes, **explain and attach proof** of those partnerships.

12. Describe your organization’s administrative systems. Check each item that exists within your organization’s capacity **and** attach the applicable policies and procedures. Agency may also include flowcharts **in addition** to the policies and procedures.

- Data collection on client eligibility and demographics
- Conflict of interest policies
- Internal financial / accounting system
- Personnel – written policies and procedures (table of contents page can be attached)
- Procurement – written policies and procedures
- Fundraising
- Other revenue generation (fees, rents, etc.)
- Recordkeeping systems

HUD allows several ways to document **benefit**. Choose the method that **best** fits your program.

 YES Low-Mod Geographic Area (LMA) Benefit. If YES, do not fill out table below.

At least 50.50% of persons in a defined geographic area are low or moderate income.

Examples are park improvements or community center renovations.

Programs serving only one segment of the population, such as youth, do not qualify under this section.

If claiming an LMA Geographic Area Benefit, you **must attach a map** clearly outlining the service area, which includes **labeled census tract and block group numbers**. You **must also attach proof** that the service area is **primarily residential**, and the activity will address the **identified needs** of the LMI persons in that area.

Census tracts and census block groups are the usual boundaries used. Once an applicant has determined its service area, the Department of Community Services can assist with census information. Please use www.nccde.org/parcelview if unsure of census tracts or block groups. For boundaries other than census tracts or census block groups, consult with County staff **prior** to application.

Census Tract _____

Block Group(s), if applicable _____

Check only <u>one</u>	CATEGORY FOR DOCUMENTING BENEFIT (If you checked Low-Mod Geographic Area (LMA) Benefit above, do not fill out this table.)
	Program EXCLUSIVELY benefits ONE (or a combination) of the categories below. ___ Abused Children ___ Severely Disabled Adults ___ Illiterate Persons ___ Elderly ___ Homeless Persons ___ Battered Spouses ___ Migrant Farm Workers
	Recordkeeping on family income and size will document that at least 51% of clientele is low or moderate income.
	Program has income eligibility requirements that limit the activity exclusively to low- and moderate-income persons.
	Activity is of such a nature and in such a location that it may be concluded at least 51% of clientele is low to moderate. <i>An example is a day care center operating on a public housing site.</i>
	Removal of architectural barriers in public places.
	Micro enterprise activity serving 100% low- or moderate-income persons. <i>A micro enterprise is a business serving five or fewer persons, one of whom is the owner of the property.</i>
	Job creation serving at least 51% low- or moderate-income persons.
	Job training serving less than 51% (limited circumstances) low- or moderate-income persons. <i>Job training and placement and/or other employment services, including, but not limited to, peer support, counseling, childcare, transportation and other similar services.</i>
	Single-family housing activity serving 100% low- or moderate-income persons.
	Multi-family housing activity serving 51% low- or moderate-income persons.

Helpful tips for applicants using HUD funding

Construction cost estimates and labor requirements

You should supply a preliminary cost estimate for construction projects and fixed equipment or vehicle purchases with your application for funding. However, remember that by the time you have funding at your disposal if accepted, six to eight months will have transpired, and that original cost estimate will be outdated. This means you will have to obtain 3 bids after the 1st of July when your contract with New Castle County will take affect and funding becomes available if accepted.

DO NOT OBLIGATE YOURSELF UNDER CONTRACT OR ACCEPT DELIVERY OF ANYTHING UNDER THIS SECTION PRIOR TO RECEIVING YOUR COMPLETED CONTRACT FROM NEW CASTLE COUNTY WHEN YOU ACTUALLY HAVE THE FUNDING AT YOUR DISPOSAL, IF ACCEPTED.

For construction projects over \$2,000.00, DAVIS – BACON wage rates apply to the entire project even if HUD is only funding a portion of the project. Prospective contractors should be made aware of this when they bid your job. DAVIS – BACON does not apply to housing rehabilitation projects for single family dwelling homeowners.

A copy of the HUD Issued Labor Relations Desk Guide LR01.DG: [DAVIS-BACON Labor Standards Contractor's Guide to Prevailing Wage Requirements for Federally-Assisted Construction Projects](#) can be obtained by copying the following Uniform Resource Locator (URL) into a search engine.

<https://www.hud.gov/sites/documents/4812-LRGUIDE.PDF>

City of Wilmington addresses and contact information

Sub-Recipients must ensure the beneficiary address falls within the jurisdiction of New Castle County. To search New Castle County property information please visit www.nccde.org/parcelview. Each address in New Castle County has a 10-digit Parcel Identification Number. Parcel numbers beginning with 26 denote properties located in the City of Wilmington and are not eligible to receive services under New Castle County CDBG. Parcel Search information will be covered in detail during the mandatory technical assistance meeting for awardees.

The City of Wilmington, Department of Real Estate and Housing receives HUD CDBG and HOME funds. Please contact their office for more information regarding funding opportunities.

City of Wilmington's Real Estate and Housing
Louis L. Redding Building
800 French Street, 7th Floor
Wilmington, DE 19801-3537
Phone: (302) 576-3000
Fax: (302) 573-5588

<https://www.wilmingtonde.gov/government/city-departments/departments-of-real-estate-and-housing>

Cooperating Community City of Newark contact information

Sub-Recipients must ensure the beneficiary address falls within the jurisdiction of New Castle County. To search New Castle County property information please visit www.nccde.org/parcelview. Each address in New Castle County has a 10-digit Parcel Identification Number. Parcel numbers beginning with 18 denote properties located in the City of Newark and are not eligible to receive services under New Castle County CDBG. Parcel Search information will be covered in detail during the mandatory technical assistance meeting for awardees.

City of Newark receives approximately \$250,000 yearly in CDBG from New Castle County on a pass-through basis and makes its own funding decisions. Usually, New Castle County does not fund agencies for programs within Newark city limits. For information on Newark's CDBG program, call Mr. Mike Fortner at (302) 366-7030 (mfortner@newark.de.us).

Non-discrimination: Section 109 of Title I of the Housing and Community Development Act of 1974

The purpose of this part is to implement the provisions of section 109 of title I of the Housing and Community Development Act of 1974 (Title I) (42 U.S.C. 5309). Section 109 provides that no person in the United States shall, on the ground of race, color, national origin, religion, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with Federal financial assistance. Section 109 does not directly prohibit discrimination on the bases of age or disability, and the regulations in this part 6 do not apply to age or disability discrimination in Title I programs. Instead, section 109 directs that the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101-6107) (Age Discrimination Act) and the prohibitions against discrimination on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) (Section 504) apply to programs or activities funded in whole or in part with Federal financial assistance. Thus, the regulations of 24 CFR part 8, which implement Section 504 for HUD programs, and the regulations of 24 CFR part 146, which implement the Age Discrimination Act for HUD programs, apply to disability and age discrimination in Title I programs.

Office of Management and Budget (OMB) and the Uniform Grant Guidance (UGG) Enactment for the U.S. Department of Housing and Urban Development (HUD) grants

To deliver on the promise of a 21st-Century government that is more efficient, effective and transparent, the Office of Management and Budget (OMB) is streamlining the Federal government's guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards.

These modifications are a key component of a larger Federal effort to more effectively focus Federal resources on improving performance and outcomes while ensuring the financial integrity of taxpayer dollars in partnership with non-Federal stakeholders. This guidance provides a government wide framework for grants management which will be complemented by additional efforts to strengthen program outcomes through innovative and effective use of grant-making models, performance metrics, and evaluation. This reform of OMB guidance will reduce administrative burden for non-Federal entities receiving Federal awards while reducing the risk of waste, fraud and abuse.

The rules which became effective December 26, 2014, impact all non-federal recipients: States, Localities, Agencies, Universities, Nonprofits and Auditors (private and public). This final guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidance's); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up.

All OMB guidance regarding grants and agreements has been streamlined in 2 CFR 200, which can be accessed using the link below. Sub-recipients of New Castle County (NCC) should pay special attention to the following subparts: D-Post Federal Award Requirements, E-Cost Principles and F-Audit Requirements.

www.ecfr.gov for the Electronic Code of Federal Regulations main page.



**NEW CASTLE COUNTY
DEPARTMENT OF COMMUNITY SERVICES**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROPOSAL EVALUATION SCORE SHEET**

60 POINTS AVAILABLE ON 1ST PAGE – AN ADDITIONAL 40 POINTS CAN BE EARNED ON 2ND PAGE

Agency Name: _____

Project Name: _____

Program Description Categories	Criteria	Possible Points	Points Awarded
Describe the Need for Service	Project based on a clearly defined need and urgency and supported with documentation.	0-5	
Specific description of program/services	Proposal clearly describes activities and connection with needs leading to effective program or project.	0-5	
Staff Capacity & Qualifications	Proposal shows ability to undertake the project. Applicant shows history of effective program management.	0-10	
Performance Measures	Proposal discussed project in terms of listed outcome criteria, outlined a plan to reach specific program outcomes and showed how each outcome will be measured. Goals are clear and specific to realistic outcomes.	0-5	
Previous Experience	Agency has provided this service before and shows a demonstrated track record of success.	0-10	
Partnerships	Applicant shows involvement of community and partnerships with other agencies that perform similar activities.	0-5	
Budget Worksheet & Leveraging	Proposed expenditures are reasonable. Project is not totally dependent on New Castle County funds. Other funding sources and amounts are clearly identified. Project appears cost-effective regarding service and community need. Program can sustain itself without future years CDBG funding.	0-10	
Beneficiaries	Number to be served is reasonable in correlation to the funding request.	0-5	
Quality of Proposal	Proposal was well written, concise, and presented in a professional manner.	0-5	

**Proposal Addresses Priority Needs Identified through
Stakeholder Outreach and Citizen Participation Initiatives***

Ten points shall be awarded if agency will provide one of the services listed in each section. Some agencies may provide a service that is listed under several categories. If this is the case, please award points under each section.

New Castle County Priorities:	Projects that:	Ten Points Awarded:
Increase Supply of Affordable Housing	Increase Affordable Rental Housing; Increase Homeownership, or Provide Housing Rehabilitation	
Decrease Homelessness	Provide Housing and Services to the Homeless or those At-Risk of Homelessness	
Improve Public Infrastructure	Improve public infrastructure in coordination with affordable housing developments	
Provide Public Services	Provide services for the following populations: seniors, persons with disabilities, at-risk youth, victims of domestic violence, ex-offenders, substance abuse, mental health issues, non-homeless special needs and the unemployed or underemployed via employment & training programs	
Planning & Administration and Fair Housing	Provide Oversight and Management of Federal Programs, or Further Fair Housing	
TOTAL POINTS:	<i>A Maximum of 100 Points are Available</i>	

Evaluator's Signature: _____

Date: _____