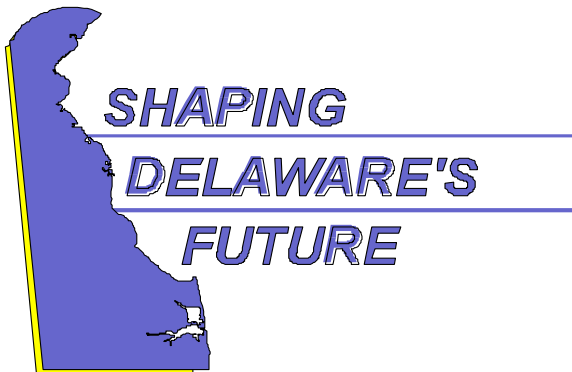


*Office of Management and Budget  
and Office of the Controller General*

*Community Redevelopment Fund*

*Guidelines and Application*





# Community Redevelopment Fund



## Section I General Guidelines

The Community Redevelopment Fund, a matching capital grant program, was signed into law by Governor Thomas R. Carper on July 11, 1995 as **Title 29 Chapter 6102A (i) of the Delaware Code as amended by Volume 70, Chapter 210, Laws of Delaware**. This fund is administered by the Office of Management and Budget with the assistance of the Office of the Controller General. Grants awarded from the Community Redevelopment Fund are to be used for:

- Community redevelopment and revitalization.
- Capital projects which will improve the economic, cultural, historical, social and recreational health of Delaware's communities.

**Community-based non-profit organizations and county and local governments are eligible** to receive capital matching grants from the Community Redevelopment Fund.

**State agencies, institutions of higher education, public libraries, churches, for-profit organizations and private schools are not eligible** for funds from the Community Redevelopment Fund.

Grants from the Community Redevelopment Fund are to match funds provided by other non-state sources. Community-based non-profit organizations and county and local governments can receive State grants to cover up to 40 percent match of project costs. The applicant must supply 60 percent of the total project costs in-cash or in-kind from non-state sources.

This packet contains guidelines for completing the application for grant funding. The application includes information necessary to complete a review of eligibility of projects.

Applications for the distribution of these funds are to be made in accordance to policies and procedures set forth herein by the Joint Legislative Committee on the Capital Improvement Program.

The evaluation of applications for the Community Redevelopment Fund is a three-step process. The first step is for the project sponsor to submit the attached application by May 15th. The second step includes an evaluation of the applications by the Office of Management and Budget and the Office of the Controller General for submission to the Joint Legislative Committee on the Capital Improvement Program. The third step involves project approval and grant award by the Joint Legislative Committee on the Capital Improvements Program.

The approval and announcement of funding will be completed during the first week of August.

### Application Submission Deadlines

- A Community Redevelopment Fund grant Application must be received by the date set forth on the annual application form.
- Applications should be sent first class, certified, or registered mail. The original and two copies of the application will need to be submitted.
- Funding Notification will be made in August.

### Applicant Eligibility and Evaluation Process

Organizations that are eligible for grants from the "Community Redevelopment Fund" include Community-based non-profit organizations (**which have been operating a minimum of two years prior to the date of application**) and county and local governments.



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The Office of Management and Budget will receive, review and evaluate all applications with the assistance of the Office of the Controller General. The Office of Management and Budget and the Office of the Controller General will prepare a listing of projects for submission to the Joint Legislative Committee on the Capital Improvement Program for their final approval.

## Project Eligibility

Eligible project costs include preconstruction costs, land acquisition, building construction or other major **capital** costs, which involve items that are attached to a structure.

A “**Community Redevelopment Capital Project**” includes, but is not limited to:

- Preconstruction costs to include development of plans and specifications for the capital project.
- The acquisition, construction, reconstruction, rehabilitation, or restoration of community buildings.
- The acquisition or installation of apparatus or equipment permanently attached to the building.
- The acquisition of land required as sites for such buildings, including land or rights to land needed to provide access to sites, and the grading or other improvements of such sites, land or rights in land.

The land will be valued at the purchase price if land has been purchased after **July 1, 1990**. Land purchased before that date will need to be appraised. Land or space under a long-term lease arrangement shall be ineligible for use as a match.

- The construction of sidewalks where authorized by law, the construction of any sewers or water mains needed to connect such

buildings to any publicly-owned sewer system or water system.

The following items are **not eligible** for “**Community Redevelopment Funds**”: Supplies, furniture and equipment not attached to the building, computers, debt service on loans, costs associated with fund-raising activities, maintenance items and operating costs.

Costs involving the application for or administration of funds awarded by this program or any operating expenses associated with the project **will not** be reimbursed by the fund.

## Definitions

“**Preconstruction Costs**” means the act of developing plans and specifications for the capital project.

“**New Construction**” means the act of creating a new structure or addition to an existing structure.

“**Acquisition**” means the act of acquiring title to a structure or property.

“**Rehabilitation**” means the act or process of returning a property to a state of utility through repair or alteration.

“**Restoration**” means the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

“**Total Cost**” means the maximum sum of money which may be spent for a Community Redevelopment Capital Project.

“**State Grant**” means the maximum sum of money which may be paid from state sources, except for Suburban Street funds, for a Community Redevelopment Capital Project.



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“Non-state Match” means:

- a. A sum of money from sources other than state funds.
- b. Suburban Street funds that are committed to a “Community Redevelopment Capital Project” are considered “non-state match.” Use of Suburban Street funds are limited to a transportation-related component of the project, excluding parking lots.
- c. The purchase price value or fair appraisal of land owned by the applicant.
  - Developed and/or undeveloped land not currently used as a community facility site but to be used as the location for the “Community Redevelopment Capital Project” as described herein; including parking lots.
  - An existing facility under development not currently used as a community facility but to be used as the location for the “Community Redevelopment Capital Project.”
- d. Volunteer labor provided by the local government and community-based non-profit organization for the capital portion of the “Community Redevelopment Capital Project.”

The wage rate is set at **\$8.00 per hour for volunteer labor.**

“**Community-based non-profit organization**” means a Delaware incorporated organization having Federal IRS tax-exempt status under the Internal Revenue Code of 1986. **Such organization shall have been operating a minimum of two years prior to the date of application. Proof of non-profit status is required at time of application.** Non-profit organizations sponsored by a church shall be eligible applicants.

“**Local Government**” means an incorporated municipality or county government that has a state charter as a local government.

A “**State Agency**” means any department, agency, or instrumentality of the State and any agency or instrumentality of 2 or more states. **State Agencies** include all school districts; which therefore are ineligible for funding.

“**Institution of Higher Education**” means all institutions of post-secondary education and any agency, instrumentality, foundation, or organization subsidiary to an institution of higher education whether public or private.

### Basis for Submission by the Office of Management and Budget and Office of the Controller General

The Community Redevelopment Fund Application form provides to the Office of Management and Budget, the Office of the Controller General and to the Joint Legislative Committee on the Capital Improvement Program pertinent information concerning the project necessary to make recommendations and funding decisions. Staff at the Office of Management and Budget and the Office of the Controller General are available to aid the applicant in the completion of the Application form.

Requests for Community Redevelopment Funds will be evaluated on the basis of how the project meets the purposes outlined in the Community Redevelopment Fund legislation. This evaluation will include a consideration of the project’s technical adequacy, its financial soundness, and where applicable, its relationship to the needs and priorities identified in state plans, county comprehensive plans, and municipal development strategies.

### Criteria Considered for Project Evaluation

The following factors will be considered by the Office of Management and Budget and the Office of the Controller General when projects are submitted to the Joint Legislative



# Community Redevelopment Fund



Committee on the Capital Improvement Program:

1. The type of improvement of the economic, cultural, historical, social and recreational health of Delaware communities affected by the project.
2. The long-term commitment of the applicant to operation and maintenance of the project assisted by the Capital Project grant.
3. Administrative and financial capability of the applicant to complete the Capital Project and subsequent operating of the project.
4. Intergovernmental cooperation demonstrated by the applicant.

One of the goals of the Twenty-First Century Fund is to build coordinated efforts where applicable, between state, county, municipal governments, and community groups to achieve Community Redevelopment.

**The Joint Legislative Committee on the Capital Improvement Program reserves the right to make awards that vary from the amount of assistance requested and to attach special condition to any awards.**

## Section II Application Instructions and Forms

Before preparing this application, please read the application instructions carefully. If you have any questions contact **Vicki Ford, Capital Budget Coordinator, Office of Management and Budget, (302) 672-5108** or **Michael Morton, Controller General, Office of the Controller General, (302) 739-4471.**

The following forms and attachments must be included in order to apply for Community Redevelopment Funds:

- Application Cover Sheet and Check List.**

- Application Form.**
- Questionnaire.**
- Narrative.**
- Cost Analysis and Proposed Method of Financing Form.**
- Non-profit Status Verification Information. (If Applicable)**
- Copy of current audit by a Certified Public Accountant or independent Public Accountant.**
- Property Documentation. Sales agreement or appraisal. (If Applicable)**
- Site Map.**
- Master plan or Strategic Plan for the facilities. (If Available)**

Send an **original and three copies** of the application to:

**Community Redevelopment Fund  
Office of Management and Budget  
122 Martin Luther King Jr. Blvd. South  
Haslet Armory Building, 3<sup>rd</sup> Floor  
Dover, DE 19901  
Attn: Vicki Ford  
Capital Budget Coordinator**

### Application Cover Sheet and Check List

Self explanatory.

### Application Part 1

**Sponsoring Agency**  
*Organization.* The community-based non-profit agency or county or municipal government that is completing the capital project.

*Mailing Address and Phone Number.* The mailing address phone number, and fax number of the organization applying for the grant .





# Community Redevelopment Fund



*Federal Identification Number.* The IRS assigned taxpayer identification number.

*Telephone Number and Fax Number of the Coordinator.* (If different from the applicant)

*Project Title*

*Project Coordinator.*

*Title of the Coordinator*

*Business Address of the Coordinator* (If different from the applicant)

## Property Information

*Name of Property Owner.* The owner of the property for the capital project will need to be listed if different from the applicant.

*Property Address.*

*Tax Parcel Identification Number.*

The Tax Parcel number and a copy of the purchase agreement or appraisal must be submitted with the application. A copy of the deed for the property to be used as a match must be kept on file by the applicant for review by the Office of Management and Budget or Office of the Controller General.

## Application Part 2

*Summary of Estimated Total Project Cost.*

*Signatures of Responsible Participants.* The Executive Director, President, Mayor or Chief Executive or Administrative Officer will need to provide the agency's approval by signing the application. The Project Coordinator must also sign the application.

## Questionnaire

The Questionnaire provides information for the review of the land use considerations and community redevelopment impact of the proposed project.

## Project Description Narrative

Describe the project for which you are requesting grant assistance. If additional pages are needed, please attach. The description must be clearly related to the major work elements as outlined in the budget. The Narrative should address the impact of the project on the community and demonstrate the intergovernmental coordination of the project, where applicable.

## Cost Analysis and Proposed Method of Financing Form

### I. Capital Request.

*State Funds Authorized and Requested* reflect capital funding previously authorized or requested for this project.

*Capital Funds From Other Sources.* The project is required to have 60% match from non-state sources. Please indicate the other sources of funding in the space provided.

### II. Cost Breakdown.

Provide information on the capital project for the specified categories of expenses.

## Section III

## Reimbursement for Expenditures

### Reimbursements.

Requests for reimbursement of expenditures must be sent to **Stacey Stevens at the Office of Management and Budget**. Included in this Application packet is a Request for Reimbursement of Project Costs that must be submitted by the Project Coordinator along with copies of all project related vendor invoices. Reimbursements will not exceed 40 percent of project cost submitted.

### Auditing of Expenditure Reimbursements.

Organizations that receive state funds are subject to audit by the Office of the State Auditor. The grantee should maintain



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appropriate records of expenditures from grant proceeds provided by the Community Redevelopment Fund.



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## **Application Cover Sheet and Check List**

Organization Name \_\_\_\_\_

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Date of Application \_\_\_\_\_

Date Received \_\_\_\_\_

### **Check List for Application Materials**

- Application Cover Sheet and Check List.**
- Application for Capital Project Funding.**
- Questionnaire.**
- Narrative.**
- Cost Analysis and Proposed Method of Financing Form.**
- Non-profit Status Verification Information. (If Applicable)**
- Copy of current audit by a Certified Public Accountant or independent Public Accountant**
- Property Documentation. Sales agreement or appraisal. (If Applicable)**
- Site Map.**
- Master plan or Strategic Plan for the facilities. (If Available)**





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## Application Part 1

Organization Name \_\_\_\_\_

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Mailing Address: \_\_\_\_\_

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Federal Identification Number: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Coordinator and Title

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of the Coordinator (If different from above):

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Property Owner(s): \_\_\_\_\_

Property Address (If different from above):

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Tax Parcel Number \_\_\_\_\_



## Application Part 2

### Cost Summary

Estimated Total Project Cost	Community Redevelopment Fund Request (Not to exceed 40% of total project costs)	Amount of All Other Funds Available
\$ _____	\$ _____	\$ _____

Name of Chief Executive Officer or Agency Head:

\_\_\_\_\_  
Signature of Chief Executive Officer or Agency Head

\_\_\_\_\_ 20 \_\_\_\_  
Date

\_\_\_\_\_  
Signature of Project Coordinator

\_\_\_\_\_ 20 \_\_\_\_  
Date

**Note: Application due date is May 15th. Original and three copies to the Office of Management and Budget as stated on page 5 of this package.**



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## Questionnaire

Is the site of the capital project within existing developed areas, communities, municipalities, or designated growth areas?

- Yes  No  Unknown

Will the project be located in an existing facility, historic building, underutilized building, or new construction?

- Existing Facility  Historic Building  Underutilized Building  
 New Construction

If historic, is the building on the National Historic Register?

- Yes  No

Does the project address low income or distressed areas?

- Yes  No (Explain in detail in the Narrative portion of the application)

Is the project site currently in active agricultural or forest management use?

- Yes  No  Unknown

Does the site contain any state or federally designated wetlands, rare or endangered species habitat, FEMA designated 100 year flood plain, or similar special designation?

- Yes  No  Unknown

Have site development costs been determined for the cost of upgrading/extension of water, wastewater, transportation, or other services?

- Yes  No  Unknown (Explain in detail in the Narrative portion of the application)

Does the project involve redevelopment or revitalization of an underutilized site or facility?

- Yes  No  Unknown

Is the site served by existing public water and wastewater facilities?

- Yes  No  Unknown

Is the site accessible to existing transit service?

- Yes  No  Unknown



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## **Narrative Guidelines**

Describe the background data, key objectives and strategies that justify this project and relative impact on the organization programs. Describe in detail the potential that this project has for redevelopment and revitalization of the community served by this project. Where applicable, describe how the planning and operation of the project has been coordinated with other public agencies and private organizations.

### **Narrative:**



# *Community Redevelopment Fund*

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## **Narrative:**



## Cost Analysis and Proposed Method of Financing Form

### I. Capital Request

Capital Funds From Other Sources

	Funds Requested	Other State*	Federal	Other**
FY 2016	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____	\$ _____	\$ _____

\* Specify Other State: \_\_\_\_\_

\_\_\_\_\_

\*\* Specify Other: \_\_\_\_\_

\_\_\_\_\_



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## II. Cost Breakdown: (Based on Total Project Cost)

	<u>FY 2016</u>
<b>Construction Expenses</b>	
Planning/design	\$ _____
Demolition	\$ _____
Site development costs	\$ _____
Legal/Audit fees	\$ _____
Construction cost	\$ _____
(cost/sq.ft. \$ _____ )	\$ _____
Construction contingency	\$ _____
 <b>Non-construction Expenses:</b>	
Land acquisition	\$ _____
Signage	\$ _____
Landscaping	\$ _____
Other (describe): _____	\$ _____
 Totals:	\$ _____





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## Request for Reimbursement of Project Costs

**Send Completed Form to:** Office of Management and Budget  
 Financial Operations/Stacey Stevens  
 122 Martin Luther King Jr. Blvd. South  
 Haslet Armory, 1<sup>st</sup> Floor  
 Dover, DE 19901

Organization Name: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Contact Name and Phone Number: \_\_\_\_\_

Total of **Attached** Invoices: \$ \_\_\_\_\_

Amount of Request: **(40% Reimbursement):** \$ \_\_\_\_\_

Vendor(s) Utilized: \_\_\_\_\_

Work Completed To Date: \_\_\_\_\_

Status of Project: \_\_\_\_\_

**For Budget Development Planning and Administration Use Only**

Approved:  Yes  No Date of Payment Voucher \_\_\_\_\_

Amount of Reimbursement: \$ \_\_\_\_\_