



NEIGHBORHOOD BUILDING BLOCKS FUND

Invitation to Submit Proposals

The Neighborhood Building Blocks Board, consisting of representatives from the Delaware Economic Development Office, the Delaware Department of Justice, the Delaware State Housing Authority and the Office of State Planning Coordination, and a public representative, invites neighborhood revitalization programs, neighborhood associations, community groups, law enforcement, local governments or other stakeholders working for community development to apply for funding from the Neighborhood Building Blocks Fund. The Fund consists of funds allocated from settlement agreements designed to remedy harm caused by the 2008-09 financial crisis.

The Neighborhood Building Blocks Fund is intended to support crime reduction, neighborhood revitalization, and economic development programs statewide, with special emphasis on programs in and around Downtown Development Districts (DDD) and in our high crime communities. Building and maintaining strong neighborhoods requires thoughtful and coordinated efforts of state and local governments, neighborhood associations, nonprofit and community organizations, and other stakeholders to enhance economic development, reduce crime, and otherwise improve the quality of life of residents in our communities. This application process is designed to identify the most effective proposals for building stable communities and neighborhoods and to fund those proposals in an effort to improve neighborhoods throughout the State. Applications are invited that would:

- address unmet needs of high crime areas statewide
- improve resources and opportunities for at-risk juveniles and adolescents
- increase the use of planning that incorporates crime prevention strategies
- complement projects funded by DSHA's Strong Neighborhoods Revolving Housing Fund
- support revitalization strategies in and around Delaware's Downtown Development Districts
- support community planning consistent with OSPC Healthy Communities principles
- support communities in DEDO's Main Street Program
- enable projects by neighborhood-level organizations that may not traditionally receive grant funding

To infuse necessary funding into our hardest hit communities as promptly as possible, requests for grants should be submitted on the attached Application. Completed Applications for the initial round of funding must be received or postmarked by December 19, 2016.

The Neighborhood Building Blocks Fund (NBBF)
c/o The Delaware Economic Development Office
820 North French Street
Tenth Floor
Wilmington, DE 19801

Questions may be directed to: Diane.Laird@state.de.us or by calling (302) 577-8477

The effective date of the program is December 10, 2014, as published in the *Delaware Register of Regulations*. Please note that Applicants may designate certain information as law enforcement sensitive, proprietary or otherwise confidential pursuant to the Delaware Freedom of Information Act ("FOIA"). Consistent with FOIA, DEDO and any Reviewing Agency will take such measures as are appropriate to limit disclosure of such information.

Scoring of Applications for Initial Round:

The Fund has been allocated \$3.7 million. Completed Applications for the initial round of funding must be received or postmarked by December 19, 2016. The NBBF Board will determine the total amount of the initial round of grants to be made based upon the number and quality of applications received.

Of the allocated funds, at least \$350,000 shall be designated to support or reimburse local governments for the development of neighborhood-specific or city-wide strategic plans, comprehensive plans, or other plans focused on economic development, crime reduction, residential development or other similar revitalization efforts. Of such funds, priority shall be given to requests by cities or towns, holding Downtown Development District (DDD) designations.

Other funds from the settlement agreements have also been allocated to create the DSHA Strong Neighborhoods Revolving Housing Fund, to support the acquisition, demolition, construction or rehabilitation of vacant, abandoned or foreclosed property in distressed neighborhoods. Accordingly, NBBF funds are not intended to provide for capital expenditures for improvements to rehabilitate, expand or construct depreciable real property. This includes exterior, interior, structural, mechanical or electrical improvements necessary to construct, expand or rehabilitate a building or facility for residential, commercial, industrial or mixed use; excavations; grading and paving; driveways; landscaping or land improvements; or demolition.

Additionally, NBBF funds are not intended to support ongoing operational expenses such as salary, rent, utilities, etc.

Scoring of applications for the initial round will include the following criteria:

- ability of the applicant to implement the stated goals of the project
- whether the project is focused upon a neighborhood with high levels of crime
- capacity of the project to increase neighborhood empowerment
- whether the project will be sustainable beyond the availability of grant funds
- whether the project brings synergies with other state or local community development, economic development or crime reduction programs
- whether the project leverages funds from other sources to increase overall impact
- to increase availability of funds to as many applicants as possible, grants of \$50,000 or less will receive priority
- applications for grants of \$10,000 or less will receive additional priority

Neighborhood Building Blocks Fund Grant Application

Instructions:

- This Application is designed to be completed electronically, then printed, signed and notarized.
- **Return eight (8) hardcopies of the Application, including exhibits, to DEDO at the following address: The Neighborhood Building Blocks Fund (NBBF), c/o Delaware Economic Development Office, 820 North French Street, Tenth Floor, Wilmington, DE 19801.**
- This Application is not a commitment for funds, nor does it obligate the State of Delaware or any State agency to grant or lend any form of financial assistance.
- The filing of a NBBF Grant Application, attached documents, and the Application is public information subject to the Delaware Freedom of Information Act, 29 Del. C. ch. 100 (FOIA). An Applicant may request that certain documents or portions of documents submitted to the NBBF be held confidential. The Applicant must state the basis for confidentiality. NBBF recognizes that in rare cases applications may contain proprietary commercial information or information deemed sensitive by law enforcement agencies. Any Applicant providing such information is advised to keep proprietary or law enforcement-sensitive information separate from the Application by severable attachment, and label such pages “Confidential – Proprietary [or Law Enforcement Sensitive] Information.”
- The Guidelines Governing the Administration of the NBBF can be found at 1 Del. Admin. C. section 479, or at <http://regulations.delaware.gov/AdminCode/title1/400/479.shtml>

APPLICANT INFORMATION:		
Legal Name	Title	
Street Address	Town	Zip
Telephone	Fax	Email Address

BUSINESS INFORMATION:		
Doing Business As (if applicable)	State of Incorporation (if applicable)	Date Business or Organization Established (mm/yyyy)
Tax I.D. (FEIN)		
Delaware Business License & Type (if business)		
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> S-Corp	<input type="checkbox"/> Individual
<input type="checkbox"/> General Partnership	<input type="checkbox"/> C-Corp	<input type="checkbox"/> Non-Profit 501 c/3
<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> LLC	<input type="checkbox"/> Non-Profit 501 c/6
<input type="checkbox"/> Government Agency	<input type="checkbox"/> Other (Describe below)	
Brief Description of Organization		

Primary Project Contact	Title/Position of Primary Project Contact	
Email Address	Phone Number	

Amount of Grant Requested: \$	Amount of additional or “match” financing that will support the Project: \$	Total Project Cost: \$
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For Previous NBBF Applicants:

Has this Applicant applied to the NBBF previously? yes no

If yes, was the Application approved? yes no If yes, what was the dollar amount of funding granted?

If yes, provide the name of Project previously approved:

Date of Project approval:

Is Project complete? yes no

If yes, date Project was completed:

Brief description of previous Project (25 words):

Management & Ownership

(Please provide the following information for any Officers, Directors, or Managers of the organization or any person, entity, or government with 10% or more ownership interest. If more space is necessary, attach a complete list formatted as the table below and entitle it "Exhibit: Management & Ownership – 1")

Name	% Ownership or Management Role	Address (if different from applicants)
	%	
	%	
	%	
	%	
	%	
	%	
	%	
	%	

Has the Applicant or any person listed above:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Been debarred or suspended from contracting with any state or federal agency or from receiving financial assistance from any state or federal agency?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Been denied any license or permit or had any license or permit revoked or suspended by any federal, state or local agency or governmental body?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Been convicted of a crime?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Filed a voluntary petition in bankruptcy or had an involuntary petition in bankruptcy filed against the Applicant, in any bankruptcy court, or been subject to any other state or federal insolvency or receivership proceedings?

If the answer to any question above is "yes," furnish details on a separate page and attach as: "Exhibit: Ownership & Management – 2"

Project Information

Name of Project:

B. Purpose of Project

Monies from the Neighborhood Building Blocks Fund shall support neighborhood revitalization programs, including Grants to Applicants for community development, public protection, urban beautification, or any other purposes that have the effect of reducing crime or otherwise strengthening neighborhoods within the State of Delaware.

Indicate below which of the following areas this application targets: (check all that apply)

- Crime reduction
- Crime Prevention Through Environmental Design (CPTED)
- Crime prevention within the Juveniles/Adolescent population
- Impact upon a high crime area
- Neighborhood revitalization and/or blight reduction
- Economic development
- Community planning/redevelopment/crime prevention related to a Downtown Development District (DDD)
- Community planning/redevelopment/crime prevention (unrelated to a DDD)

C. Location of Project

Street Address or Name of Neighborhood or Community (provide description by street or other physical boundaries, as necessary, as well as a map or diagram by Attachment, noting Attachment #___.)

Municipality

Zip Code

County

Is the Project to be located on public or private property?

- Public
- Private
- Combination of public/private property

Yes No If Private property: Does the Applicant own the property that is the subject of the Project?

Yes No If Private property: if Applicant is not the owner of the Project site, does the applicant lease the Project site or any buildings on the site?

Yes No If "yes" to above, when does the lease expire?

Yes No If Private property: Is there a relationship legally or by virtue of common control between the Applicant or proposed occupant of the Project, and the present owner of the property? If "yes", describe briefly here:

Yes No If Public or a combination of Public/Private property: Has the Applicant obtained permission of the governing body to utilize the property that is the subject of this Application? (If yes, please attach a letter of support to indicate such from both Public authority and/or Private property owner, noting Attachment #___.)

D. Description of Project

Please provide a brief overview of the Project including current condition, need, or problem that this Project will address:

Provide here statistics or other evidence to support the need for, or otherwise justify, the Project: (Provide additional documentation, if necessary, noting Attachment #___.)

Describe the proposed solution that will provide a remedy to the above-stated condition, need or problem, including how the Project will benefit the community in which it is located (250 words): (Provide additional documentation, if necessary, including plans, images, etc., noting Attachment #__.)

What is the Project timeframe (begin and end date)?

Anticipated Start Date:

Targeted Completion Date:

Describe any issues that could impede progress of the Project timeframe:

Briefly describe the consultants, individuals, partners, or facilitators or other soft costs that will be incurred in relation to the Project providing details of the costs using **Section E. Itemized Source and Use of Funds.**

Briefly describe the materials, equipment or other hard costs will that will be incurred in relation to the Project providing details of the costs using **Section E. Itemized Source and Use of Funds.**

How will the proposed Grant help the Applicant leverage other Public and/or Private funding?

Describe several detailed, quantifiable metrics that will be used to measure the outcome of the Project within the project timeframe:

If this Project requires approval by governing authorities, has that approval been granted?

Yes, the Project has been approved

Approval Date:

Project has been presented and is awaiting approval

Anticipated Approval Date:

The Project has not yet been presented

Anticipated Date of Presentation:

Not applicable

If the proposed Project is ongoing, describe the sustainability plan for ongoing operation and financing of ongoing costs associated with this Project once proposed grant funds are expended. Keep in mind that NBBF funds are not intended to support ongoing operational expenses such as salary, rent, utilities, etc. Further, NBBF funds are not intended to provide for capital expenditures for improvements to rehabilitate, expand or construct depreciable real property.

E. Itemized Source and Use of Funds for Proposed Project

Amount of NBBF Funding Requested:
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SOURCES AND USES:

Sources	Amount	Committed or Proposed	Attachment (Yes/No)
NBBF funding request			
Total Sources			

Uses	Program Budget	Comments	Attachment (Yes/No)
Total			

Certifications and Notarization to Applicants

CERTIFICATION -- Eligibility for financial assistance from the NBBF is determined by the information presented in this Application and in the required exhibits and attachments. Any change in the status of the proposed Project from the facts presented herein could disqualify the Project, including but not limited to, the commencement of construction or the acquisition of assets such as land or equipment. Please contact the NBBF, c/o DEDO, before taking any action which would change the status of the Project as reported herein.

The filing of a NBBF Grant Application, attached documents, and the Application is public information subject to the Delaware Freedom of Information Act, 29 Del. C. ch. 100 (FOIA). An Applicant may request that certain documents or portions of documents submitted to the Agency be held confidential. The Applicant must state the basis for confidentiality. NBBF recognizes that Applications may contain proprietary commercial information or information deemed sensitive by law enforcement agencies. Any Applicant providing such information is advised to keep proprietary or law enforcement-sensitive information separate from the Application by severable attachment, and label such pages “Confidential – Proprietary [or Law Enforcement Sensitive] Information.”

I, the undersigned, being duly sworn upon my oath say:

1. The Applicant as noted below is the recipient of the funds. The undersigned is authorized to bind the Applicant and any other recipient of Grant funds pursuant to this Application.
2. The Applicant hereby agrees, if this Application is approved, to comply with all federal, state, and local laws affecting the Grant to be issued and the operation of the proposed Project.
3. The Applicant hereby acknowledges and agrees that the NBBF Board reserves the right to and may disclose any information contained in this Application and its supporting documents to the staff and attorneys of the NBBF and DEDO, at any public hearing held on this Application, in any published notice of such hearing, and that this Application is subject to the Delaware Freedom of Information Act. DEDO and the NBBF Board will make every effort to hold in confidence proprietary or law enforcement-sensitive information.
4. The Applicant hereby agrees that any officers, employees, agents or attorneys of the DEDO may have access to and copy any and all information in any form pertaining to Applicant, including, but not limited to, tax returns and information from tax returns as used in 30 Del. C. §368, in the custody of any State of Delaware, or other State, department, agency, instrumentality, division, office, board, bureau, council, commission, committee, panel or “public body,” as that term is defined in the Delaware Freedom of Information Act, 29 Del. C. § 10002(a), including, but not limited to, the Departments of Finance, State, Labor, and Natural Resources and

Environmental Control of the State of Delaware, the United States Environmental Protection Agency, the United States Department of Labor, the National Labor Relations Board or any other agency of the federal government having custody of information deemed pertinent by DEDO or DEDO staff or attorneys in evaluating Applicant's Application.

5. I have carefully read this Application, including all attachments and exhibits, and the information contained in this Application, including all attachments and exhibits, is true, accurate and complete to the best of my information and belief. These representations are made in support of a request for government funds.
6. I understand that if I have intentionally made a false statement in this Application, or someone else has made a false statement herein that I know or believe to be false, I am subject to criminal prosecution.
7. I understand that no funds will be used for refinancing existing debt.
8. I understand that no funds may be used for speculative real estate ventures.

Name of Applicant

Signature of the Representative of the Applicant

Title

Date Signed

/ /

Notary Information

State of _____

County of _____

Signed and sworn to (or affirmed) before me on: / /20____ by _____

(Representative of Applicant, not Notary)

[SEAL]

(Name of Notary Public)

My Commission Expires: _____

Checklist of Documents

This Application will not be considered complete unless the following items are submitted:

- Completed Application
 - One (1) original copy of Application, plus eight (8) copies, including exhibits
- Exhibits, as noted:
 - Exhibit: Management & Ownership – 1
 - Exhibit: Management & Ownership – 2
- Attachments, as necessary, in Sections A – E

NOTE: As indicated previously in this document, the applicant is advised to keep Proprietary or Law Enforcement Sensitive information segregated from the Application by "severable attachment", and label such pages "Confidential – Proprietary [or Law Enforcement Sensitive] Information".
- "Certifications and Notarization to Applicants" page, notarized