



THE CITY OF

DOTHAN, ALABAMA

POST OFFICE BOX 2128 · DOTHAN, ALABAMA 36302 · 334-615-4410

***Department of
Planning & Development***

MEMORANDUM

To: To Interested Parties
From: Todd L. McDonald, AICP, Planning and Development Director
CC: Mike West, City Manager
Date: January 19, 2012
Re: Announcement of CDBG Application Availability

The City of Dothan announces the availability of Community Development Block Grant (CDBG) funds for the 2012 funding year. The 2012 CDBG program year begins October 1, 2011 and ends September 30, 2012. The City's CDBG allocation is estimated to be \$451,000.

The City will allocate CDBG funding through a Competitive Process. The Competitive Process is an open application process for organizations to apply for CDBG funding. Applications must meet CDBG requirements by providing benefits to low and moderate households or persons. The City's Community Development Advisory Board will review CDBG applications and recommend projects for funding to the City Commission. The funding is available for public services, community development activities and housing projects. The CDBG application period is from Monday, January 30 to Thursday, March 29, 2012. Applications must be received by **noon** on Thursday, March 29, 2012, after this period no applications will be considered for funding.

In order to facilitate your success in the Competitive Process, staff will schedule individual technical assistance training to anyone interested in making an application. The individual training process will consist of:

- Application development, targeting and meeting local priorities
- Information on the most recent HUD regulations and local policy requirements
- Expectations of the City for a successful applicant

Individual training sessions will take place from Wednesday, February 1 to Friday, March 23, 2012. Please schedule your appointment by calling Maurice Head, CDBG Administrator at (334) 615-4417. Attendance by someone in your organization is mandatory.

As stipulated last year, organizations will be limited to submitting only **one** public service application per organization.

Applications are available by U.S. mail, e-mail or fax by calling Wendy Shiver at (334) 615-4410. In addition, applications will be available on the City's web site by February 1 or before at: http://www.dothan.org/community_development.html.

Additionally, the Community Development Advisory Board will hold a public hearing to get citizen and social service organizations input on community development needs in Dothan. The public hearing will be held on Thursday, February 16, 2012 during the regular meeting of the Advisory Board at the Civic Center Complex, Sakado Room, 126 N. Saint Andrews Street, Dothan, AL 36303 from 5:30PM to 7:00PM.

***Applications must be submitted no later than Thursday, March 29, 2012
by noon for consideration of CDBG funding.***

Once applications are submitted, City staff will review them in-depth, rank them according to Competitive Process criteria, and complete a Pro/Con summary for each one. This process will take one to two weeks. Applications and accompanying information will then forwarded to Advisory Board members so that they can have adequate time for application review.

During this time applicants will be notified about their scheduled presentation time before the Community Development Advisory Board on or about Friday April 13. The interviews are tentatively scheduled for Monday, April 30 and Tuesday, May 1 from 5:00 to 8:30 p.m. at the Civic Center in the Sakado Room. New applicants applying for CDBG funding will receive a monitoring visit from Community Development Advisory Board members prior to their scheduled interviews.

The Advisory Board meets again on Thursday May 3 from 5:00 to 8:00 p.m. at the Civic Center in the Sakado Room to deliberate its funding recommendations to the City Commission. Staff anticipates that the Community Development Advisory Board will make recommendations on CDBG funding and projects at the Tuesday, May 15, 2012 Commission Meeting.

Staff is happy to assist you at any time, should you have questions regarding the Competitive Process or want to discuss your individual application/project; the Planning Department staff may be reached at the following telephone numbers:

Todd McDonald, Director Planning Dept.	(334) 615-4410
Maurice Head, CDBG Administrator	(334) 615-4417
Wendy Shiver, Administrative Support	(334) 615-4410

We are looking forward to some terrific projects that will contribute to our community!

cc:
Mayor and City Commissioners
Community Development Advisory Board