



THE CITY OF

DOTHAN, ALABAMA

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*Department of
Planning & Development*

MEMORANDUM

To: To Interested Parties
From: Todd L. McDonald, AICP, Planning and Development Director *TLM*
CC: Mayor and City Commissioners
Kevin Cowper, AICP, ICMA-CM
Department Heads
Community Development Advisory Board
Date: January 3, 2020
Re: Announcement of CDBG Application Availability

The City of Dothan announces the availability of Community Development Block Grant (CDBG) funds for the 2020 funding year. The 2020 CDBG program year begins October 1, 2020 and ends September 30, 2021. The City's CDBG allocation is estimated to be \$450,000.

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 13 to Thursday, March 19, 2020. Applications must be received by **noon** on Thursday, March 19, 2020, 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 Monday, January 20 to Thursday, March 12, 2020. 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 Kim Vann at (334) 615-4410. In addition, applications will be available on the City's web site by January 13 or before at: <http://www.dothan.org/index.aspx?nid=271>.

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 20, 2020 at (5:00PM to 6:00PM) following the Community Development Advisory Board meeting from 4:00PM to 5:00PM at the Civic Center Complex, Second Floor, in the Board Room, 126 North Saint Andrews Street, Dothan, AL 36303.

Applications must be submitted no later than Thursday, March 19, 2020 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 be forwarded to Advisory Board members to provide adequate time for application review and comment.

During this time applicants will be notified about their scheduled presentation time before the Community Development Advisory Board on or about Thursday April 2. The interviews are scheduled for Monday, April 20 and Tuesday, April 21 from 5:00 to 8:30 p.m. at the Civic Center in the Board 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 April 23 from 5:00 to 8:00 p.m. at the Civic Center in the Board 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 19, 2020 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
Kim Vann, Administrative Support	(334) 615-4410
Theresa Eddy, Administrative Support	(334) 615-4413

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