



JACK B. JOHNSON
County Executive

Prince George's County, Maryland
Department of Housing and Community Development



Thomas M. Thompson
Director

Community Development Block Grant Application Package

Program Year 32
(July 1, 2006 – June 30, 2007)



Contents of CDBG Application Package

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Department of Housing and Community Development
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APPLICATION DEADLINE: TUESDAY, NOVEMBER 15, 2005



CDBG FUNDING APPLICATION INSTRUCTIONS

Please address each part as completely as possible. Provide only the essential information needed to evaluate your request. While there are no page or word limits, most applications can be completed in 10 pages or less. Please **do not** return these instructions with your application.

To be considered for CDBG funding, the proposed project must meet one of the three national objectives for the CDBG Program:

- 1. Provide benefit to low and moderate income persons or households, either directly or through a project of area-wide benefit;**
- 2. Prevent or eliminate slums or blight; or**
- 3. Address an urgent need related to a natural disaster, such as a major flood.**

Applications are not accepted for urgent need projects because the County Executive must declare these natural disasters.

If submitting more than one proposal, state the order of priority for each project by number. Because of funding limitations, it is likely that only the number one ranked project will be considered for funding.

Funded activities should be ready to start July 1, 2006, and be completed within one year. If completion in a one-year period is not possible, the activity should be divided into phases that can be completed and financed in subsequent one-year periods. Describe each phase in the Narrative Statement Part IV of the application form.

The CDBG program operates on a **reimbursement basis only**. If an application is approved for funding and the agency receives its fully executed Operating Agreement (contract), the agency must spend its own funds first. A requisition form requesting reimbursement can then be submitted to DHCD. Reimbursement requests **must** contain back-up documents confirming that expenditures were for activities described in the Operating Agreement. Undocumented expenditures will not be reimbursed. Reimbursements will be issued **ONLY** for encumbrances or commitments that occurred **AFTER** the effective date of the Operating Agreement.

The CDBG application form is provided on paper, floppy disk, by e-mail (write to: infocpd@co.pg.md.us) and via the County's web www.co.pg.md.us.

Do not use forms from prior years. Do not include covers of any kind. Staple or paperclip two signed copies of each application being submitted, and mail or deliver to:

**Department of Housing and Community Development
Division of Community Planning and Development
9400 Peppercorn Place, Suite 200
Largo, MD 20774**

SPECIAL SECTION FOR NEW NON-PROFIT APPLICANTS ONLY

To help you determine your agency's readiness to apply for CDBG funding, please answer the following questions:

Questions	Yes	No	Unknown
1. Is your agency certified by the Internal Revenue Service as a 501(c)(3) organization?			
2. If not certified as a 501(c)(3), has your organization filed a Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code?			
3. Has your organization registered with the Maryland Office of the Secretary of State, Charitable Organizations Division, as a charitable organization?			
4. Has your agency completed a project funded from any other grant source?			
5. Does your agency have a full-time Executive Director?			
6. Does your agency have full-time staff to administer programs?			
7. Does your agency have a written Procurement Policy?			
8. If so, is your Procurement Policy in compliance with OMB Circular No. A-110?			
9. Does your organization have a written Drug-Free Workplace Policy?			
10. Does your agency have sufficient operating funds to begin the proposed project on July 1 st of next year, but wait as long as six months later for your first reimbursement of project expenses?			

If you answered "No" or "Unknown" to three or more questions, request technical assistance from the CPD staff member assigned to the activity category that matches your proposed project. Contact CPD at least two weeks prior to the proposal submission deadline date.

Acquisition Facility Rehabilitation	Linda Kruelle	(301) 883-5539	lgkruelle@co.pg.md.us
Economic Development	Lloyd Baskin Eleanor Randolph	(301) 883-5496 (301) 883-5536	lbaskin@co.pg.md.us earandolph@co.pg.md.us
Public Services	Eleanor Bussey Alice Thompson Yvonne Carlton	(301) 883-5456 (301) 883-5457 (301) 883-5474	efbussey@co.pg.md.us aethompson@co.pg.md.us ymcarlton@co.pg.md.us

COMPLETING THE APPLICATION FORM

The following include instructions for properly completing this application, basic requirements and eligibility activities, definitions of terms, HUD/CDBG income limits, and the housing and community development goals and objectives described in the approved *2006-2010 Consolidated Plan* and the type of projects and activities eligible to receive CDBG funds, and frequently asked questions about the CDBG program.

SECTION I: INSTRUCTIONS

Part I. Project Summary (Two pages)

Provide a summary project description in about 100 words. Be sure to include the key points or highlights of the project, including:

- The number and type of low and moderate-income people expected to be served (i.e., 50 at-risk children, 20 persons with disabilities, 10 homeless individuals);
- The location of the project, by address or geographic boundaries;
- The goal and objective of the project;
- The total amount of funds requested; and
- How do you plan to measure the performance of the project?

Part II. Budget (One table and a brief narrative explanation)

Budget Form: Provide a line item budget in the format provided. On the budget form, request amounts for one year only.

Costs: List costs associated with each element or component of the project. If the project is funded, this information will become the budget of the Operating Agreement.

Indirect Costs: Do not request amounts for support of indirect costs unless absolutely necessary. If you **must** include indirect costs, you must provide an indirect cost allocation plan with your proposal.

Davis-Bacon: If your proposed project includes construction, renovation, demolition or related types of activities, account for Davis-Bacon wage rates in your budget.

Match: Provide the amount and source of matching funds available to the activity next year or in future years, and a confirmation letter or other appropriate documentation of other funding sources. Include a name and phone number of a contact person who can provide further details. Your *intent* to apply for matching funds **does not** constitute a match.

It is very important for sub-recipients to seek other, additional sources of funds. CDBG funds are limited to the amount appropriated by the United States Congress each year but

the number of applications received increases. Continuous funding is not guaranteed. Projects funded last year could receive less or no funding this year.

Equipment: The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however to purchase or to pay depreciation or use allowances (in accordance with OMB Circular A-21, A-87 or A-122 as applicable) for such items when necessary for use by a sub-recipient in administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service activity.

Miscellaneous: Do not include a line item for "Miscellaneous Expenses" or "Contingency Fees."

Multi-Year Projects: If this is one phase of a multi-year project, state the future amounts needed from the CDBG program. State the estimated amount needed for each future year and the total cost.

If there are questions, please call Ms. Eleanor Randolph, Community Planning and Development Division at (301) 883-5536.

Part III. Activity Schedule (One form)

Complete this schedule to show what project activities will occur in each three-month quarter of the year. Show the dollar amounts associated with these activities.

Part IV. Narrative Statement (one to five pages)

For all projects, describe the proposed project in detail.

Explain how the CDBG funds requested are necessary and appropriate to the success of the project. State whether the project is an existing activity that has received CDBG funding in prior years, an expansion of an existing activity or a completely new activity.

Refer to the goals and objectives for the various types of eligible projects. Describe how the proposed project will be measured in "**measurable outcomes**" clearly indicating the performance measures to be used to measure the proposed outcome of your project, i.e. number of persons, households, units assisted; number of communities/neighborhoods assisted; race, ethnicity, and disability.

Describe any circumstances that might prevent this project from starting and ending on time.

Provide a brief description of how the agency complies with non-discriminatory practices, including handicapped accessibility.

Provide letters of support, local resolutions and technical reports that further illustrate the significance or urgency of your request.

For Economic Development Projects:

According to the approved *2006-2010 Consolidated Plan for Housing and Community Development* the County's economic development goal is to support employment opportunities for low and moderate-income persons, small business entrepreneurship, and the development of community revitalization activities in the Developed Tier. If applicable, state the corridor area in which the proposed economic development project is located. Name the area and describe how this project supports the County's economic development goal.

- Gateway/Route 1 – Hyattsville, Brentwood, and Mount Rainier
- Landover Road/Route 202 – Dodge Park, Kentland, and Palmer Park
- Annapolis Road/Route 450 – Bladensburg, Colmar Manor, and Cottage City
- Central Avenue/Route 214 – Capitol Heights
- Pennsylvania Avenue/Route 4 – Suitland/Silver Hill community and District Heights
- Branch Avenue – Hillcrest Heights

In addition to describing the project in detail, explain how the activity will create and/or retain jobs. Maximum job opportunities should be available for people who are currently low and moderate-income. Describe the number of jobs to be created and/or retained for low and moderate-income people. Also, provide the job title(s), the numbers of jobs that will be full-time and part-time, the skill levels required to perform the duties of each job, the training to be provided, and the recruitment practices to be used. Prior employment status before taking job created.

If project is assisting businesses, describe the proposed number of new businesses assisted, the proposed number of businesses retained, and the amount of money leveraged from other public or private sources. This information can be provided in narrative or chart form. *Please note:* Job training is a public service activity—**not** an economic development activity.

For Acquisition, Rehabilitation, Public Facility and Infrastructure Improvement Projects:

According to the approved *2006-2010 Consolidated Plan for Housing and Community Development* the County's community revitalization and infrastructure goal is to improve the safety and livability of neighborhoods. Projects in the revitalization areas will strengthen and preserve existing communities and improve public facilities. If applicable, state the revitalization area in which the proposed project is located. Name the area and describe how this project supports the County's revitalization effort. The revitalization areas are:

- **North:** Bladensburg, Colmar Manor, Cottage City; Hyattsville, Mount Rainier, Brentwood, North Brentwood,

- **Central:** Landover, Seat Pleasant, Capitol Heights, Fairmount Heights;
- **South:** Suitland.

In addition to describing the project in detail, give the property address and legal description (lot, block, section or parcel, legal subdivision name).

Include a front-view photograph of the property.

For projects involving physical changes to land or buildings, attach architectural plans, contractors' applications, or other documentation describing the work proposed.

Attach a site plan and work write-up, including the engineer's cost estimate. DHCD must do an environmental review for projects involving real property and this additional information requested is essential.

If more than one improvement is proposed in the project, state the priority order of the work to be performed.

State whether the project will be administered by the Prince George's County Department of Public Works and Transportation, and, if so, provide the name and telephone number of the DPW&T contact person.

For multi-phase activities, provide a description of each phase.

For street or parking lot resurfacing, complete a Bituminous Concrete Quantity Report on Form 1-A in this package.

For sidewalk replacement, complete a Concrete Quantity Report on Form 1-B in this package. State on Form 1-A and Form 1-B the street name and block to be improved.

For acquisition projects, the grant is treated as a conditional loan. A Deed of Trust and Declaration of Covenants must be recorded against the property. If all requirements of the CDBG Program are met, the loan is forgiven. For a period of time to be determined by the Department of Housing and Community Development, the property must be used for its intended purpose and at least 51 percent of the people who use the facility must meet HUD's low- and moderate-income standards. If not, the sub-recipient may be required to repay the loan.

For Public Service Projects:

In addition to describing the project in detail, describe the characteristics or special needs of the population you propose to serve. If the service includes several components, e.g., employment training and job placement and housing counseling, etc., describe each component and estimate the number of low and moderate income persons that will benefit from each component of the service.

SECTION II: BASIC REQUIREMENTS AND ELIGIBLE ACTIVITIES

To be eligible for CDBG funds a project must benefit the low and moderate-income households. This basic requirement can be met in one of the following ways:

The project provides a direct benefit to low and moderate-income persons or households. This applies mostly to public service projects. Priority is given to applications that serve 100 percent low and very low-income clients. See the Attachment entitled “HUD and CDBG Income Limits, Effective February 17, 2005.” Certain project beneficiaries are presumed to be low and moderate income: the homeless, the elderly, abused children, illiterate persons, migrants and persons with disabilities.

For economic development projects, low and moderate-income persons must hold at least 51 percent of the permanent full-time jobs created or retained. For micro-enterprises, a person is presumed to be of low or moderate income if he or she resides in a census tract where at least 70 percent of the residents are low and moderate income.

The project provides an area-wide benefit. This applies mostly to public facilities and infrastructure improvement projects. The project must benefit households residing in a census tract and/or block group where at least 51 percent of the residents are low and moderate income. If the census data does not support the 51 percent standard, a neighborhood survey may be performed. Contact Ms. Shirley Grant, Acting Manager, Community Developer, Community Planning and Development Division at (301) 883-5540 for technical assistance related to census tract data.

The project addresses a condition of slum and blight. This applies mostly to public facilities and infrastructure improvement projects. The project addresses either “spot” blight or a larger blighted area. The project must meet the State or County definition of a slum, blighted, deteriorated or deteriorating area:

Blighted Area: Areas in which the majority of buildings have declined in productivity by reason of obsolescence, depreciation or other causes to an extent they no longer justify fundamental repairs and adequate maintenance.

Slum Area: Any area where dwellings predominate, which, by reasons of depreciation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to the public safety, health or morals.

The project addresses an urgent need related to a natural disaster, such as a major flood. The County Executive must declare any projects as “an urgent need or a natural disaster”. Applications are not being accepted at this time.

SECTION III: DEFINITION OF TERMS

CDBG: Community Development Block Grant: Federal entitlement program through which funds are made available on an annual basis to states, metropolitan cities and urban counties. Funds target economic development, public facilities and infrastructure improvements, affordable housing and public services. Use of funds must meet one of the National Objectives: (1) provide benefit to low and moderate-income persons, or (2) address conditions of slums or blight or (3) address an urgent need.

CPD: Community Planning and Development Division: A division of the Prince George's County Department of Housing and Community Development. The Department of Housing and Community Development, Community Planning and Development Division (CPD) is the lead agency that prepares the County's five-year Housing and Community Development Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports. The Consolidated Plan and Annual Action Plan provide strategies for the use of Federal Housing and Urban Development (HUD) funds: Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Shelter Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and American Dream Downpayment Initiative (ADDI) programs. The Community Planning and Development Division administers the CDBG program. The Division has the oversight responsibilities for the Section 108 Loan Guarantee and Economic Development Initiative (EDI), ESG and HOPWA programs. Call (301) 883-5540 for more information.

Consolidated Plan for Housing and Community Development, 2006-2010: The Consolidated Plan (*The Plan*) reflects a vision of what the County wants to become over a five-year period, describes local priority needs and identifies specific goals and objectives toward achieving that vision. The Consolidated Plan and Annual Action Plan provide strategies for the use of Federal Housing and Urban Development (HUD) funds: Community Development Block Grant (CDBG), HOME Investment Partnership (HOME), Emergency Shelter Grant (ESG), Housing Opportunities for Persons with AIDS (HOPWA), and American Dream Downpayment Initiative (ADDI) programs. Call (301) 883-5540 for more information.

Annual Action Plan for Housing and Community Development, FY 2006: The Annual Action Plan (AAP) reflects the County's funding priorities for neighborhood revitalization, public improvements, housing development, economic development, public services, and homeless activities. These projects help to create and expand livable environments within the older established communities (formerly inner-beltway communities). The AAP also serves as the federal application to receive CDBG, HOME, ADDI and ESG funds. The HOPWA application is submitted jointly with other adjacent jurisdictions in a regional approach. Call (301) 883-5540 for more information.

Consolidated Annual Performance and Evaluation Report: The Consolidated Annual Performance and Evaluation Reports (CAPER) contains a narrative summary of programmatic accomplishments, the status of actions undertaken during each fiscal year to implement the County's overall strategy and a self-evaluation of progress made during the past year addressing priority needs and objectives. The CAPER documents the County's achievements toward providing decent housing, suitable living environments and expanding economic opportunity for low and moderate-income persons. Call (301) 883-5540.

Davis-Bacon Wage Rates: Federal legislation requires payment of prevailing wages for construction-related CDBG projects. For information, contact Ms. Dianne Thomas at (301) 883-5452.

DHCD or HCD: Prince George's County Department of Housing and Community Development, 9400 Peppercorn Place, Suite 200, Largo, Maryland 20774, Tel (301) 883-5531. Mr. Thomas Michael Thompson, Director.

HUD: U.S. Department of Housing and Urban Development **Operating Agreement:** Contract between the County and an agency receiving CDBG funding. Contract is for one year.

SECTION IV: HUD/CDBG Income Limits Effective February 17, 2005

<u>Family Size</u>	<u>CDBG Very Low Income Family Section 8 Very Low</u>	<u>CDBG Low Income Family Section 8 Low</u>
1	\$31,250	\$40,600
2	\$35,700	\$46,400
3	\$40,200	\$52,200
4	\$44,650	\$58,000
5	\$48,200	\$62,650
6	\$51,800	\$67,300
7	\$55,350	\$71,900
8	\$58,950	\$76,550
+++++		

The FY 2005 median family income for the Washington, DC-MD-VA area is \$89,300.

Source: U.S. Department of Housing and Urban Development Washington, D.C.

SECTION V: Housing and Community Development Goals and Objectives and Type of Projects and Activities Eligible to receive CDBG Funds

The Prince George’s County Annual Action Plan serves as an application to receive the following Federal programs: CDBG, HOME, ESG, ADDI and HOPWA funds. For the use of these Federally-funded programs along with other financial resources, the County identifies activities to be undertaken, which can further enhance the County’s housing and community development programs and create safe, well-planned, attractive residential and business communities. Projects selected for FY 2007 will be based on housing, homeless, economic and community development needs and goals described in the approved *2006-2010 Consolidated Plan for Housing and Community Development*. All projects must benefit low and moderate-income residents of Prince George’s County.

AFFORDABLE HOUSING GOALS

The County considers renters with incomes between 0-50 percent of the median family income (MFI) and owners with incomes between 0-80 percent MFI a high priority. These households experience more “housing problems”, such as cost burden greater than 30 percent of the median family income and overcrowding and substandard conditions. In the next five years, the County plans to use funds such as CDBG, HOME, Public Housing Modernization/Capital Fund and Bond programs for activities (e.g., single family financing, rehabilitation loans, down payment and closing cost assistance and rental subsidies) that address the “unmet needs” of households that are identified as a high priority.

Goal 1: Stabilize and Increase homeownership opportunities	
OBJECTIVE	PERFORMANCE MEASURE
<u>Objective 1:</u> Provide \$50 million in single-family financing annually in low-interest rate mortgages	200 households by June 30, 2007
<u>Objective 2:</u> Preserve and expand the supply of affordable housing by providing \$1.5 million in rehabilitation loans and grants annually to promote rehabilitation of existing housing, to include vacant and abandoned houses	40 housing units by June 30, 2007
<u>Objective 3:</u> Provide down payment and closing cost assistance for first-time homeowners	160 households by June 30, 2007
<u>Objective 4:</u> Assist families receiving rental assistance in becoming homeowners	10 households by June 30, 2007

Goal 2: Support development of new and existing affordable rental properties	
OBJECTIVE	PERFORMANCE MEASURE
<u>Objective 5:</u> Use tax-exempt bond allocation to finance the redevelopment of distressed multi-family housing	300 multi-family rental units by June 30, 2007
<u>Objective 6:</u> Use tax-exempt bond allocation to finance the development of new quality affordable housing	100 multi-family rental units by June 30, 2007
<u>Objective 7:</u> Support the development of surplus properties	100 housing units by June 30, 2007

Goal 3: Provide housing subsidies	
OBJECTIVE	PERFORMANCE MEASURE
<u>Objective 8:</u> Provide rental subsidies to low and moderate-income families	5,000 families per year

Examples of housing projects

- Residential rehabilitation of existing single and multi-family housing
- Removal of architectural barriers
- Energy efficiency improvements
- Renovation or redevelopment of vacant buildings
- Preservation of historic buildings
- Acquisition of real property
- Disposition of real property
- Clearance and demolition

Criteria for evaluating housing projects

- Serve a low or very low income population
- Be sensitive to placing vulnerable populations such as elderly in geographic locations in which crime, access to transportation or concentrations of income groups are factors
- Be located in communities in need of revitalization
- Have a high leveraging capability
- Be located in areas of mixed income and diverse racial and ethnic populations
- Respond to identified gaps in the provision of affordable housing, especially for homeless and special needs populations

HOMELESS GOALS

The primary need of the homeless is additional emergency shelter, transitional housing and permanent supportive housing. There is also a need for case management, job training, and mental health care for the homeless.

The “Continuum of Care” approach is predicated on the understanding that homelessness is not caused by lack of shelter, but involves a variety of issues and unmet needs including physical, economic, and social. Prince George’s County’s approach to problems of homelessness is a comprehensive system – a Continuum of Care – of housing and services to address the stages from emergency shelter to permanent housing, including a prevention strategy. Homeless projects in Prince George’s County are generally funded from sources other than CDBG.

Goal 4: Support the Prince George’s County Continuum of Care goal of ending chronic and non-chronic homelessness by 2012	
OBJECTIVE	PERFORMANCE MEASURE
<u>Objective 9:</u> Support the development of permanent housing units for chronic homeless persons	Develop an estimated 10 additional permanent housing units by June 30, 2007
<u>Objective 10:</u> Provide support to organizations to maintain and to help increase emergency shelter and transitional housing for the homeless	Provide 30 additional beds by June 30, 2007
<u>Objective 11:</u> Support the operations of homeless shelters and transitional housing providers	Continue to serve an estimated 50 persons by June 30, 2007
<u>Objective 12:</u> Support intensive case management, housing counseling and job training for homeless individuals and families	Continue to serve an estimated 40 persons by June 30, 2007

Criteria for evaluating homeless service projects

- Link support services to daily living needs
- Enhance or expand existing services for each specific needs population
- Improve local interagency collaboration
- Provide housing for persons with disabilities, including persons with mental illnesses, and those persons with mental and/or physical disabilities who have children
- Increase administrative support for front-line service providers and case managers
- Provide health care screening for entry into shelters as well as health care for residents in the shelters

SPECIAL NEEDS POPULATIONS GOAL

All special populations need outreach services, in-home aide services, subsidies to pay bills (such as property taxes, utility bills and medicines), and meals; including transportation and home repairs and accessibility modifications.

The Prince George's County Department of Housing and Community Development will annually provide a portion of its CDBG and/or HOME resources for the rehabilitation of owner-occupied housing units, including the removal of architectural barriers, the provision of ramps, wider doorways, and modifications to kitchens and bathrooms. In particular, the County will continue to provide rehabilitation assistance to extremely low-, low- and moderate-income homeowners, especially the elderly and/or disabled.

<i>Goal 5: Assist in the provision of housing options for persons with special needs</i>	
OBJECTIVE	PERFORMANCE MEASURE
<u>Objective 13:</u> Finance accessibility alterations for existing owner-occupied and rental (including multi-family) units	Modify an estimated 100 household units by June 30, 2007
<u>Objective 14:</u> Provide services to homeowners and renters who are elderly and disabled	Finance the provision of services to 10 elderly, and 10 disabled households by June 30, 2007
<u>Objective 15:</u> Provide annual rental assistance to households with HIV/AIDS	Finance the provision of annual rental subsidies to 20 households with HIV/AIDS by June 30, 2007
<u>Objective 16:</u> Use tax-exempt bond allocation to finance the development of affordable rental housing for seniors and persons with special needs	100 Units by June 30, 2007

Refer to Affordable Housing Goals and the Community Revitalization and Infrastructure Goal for examples and criteria for evaluation projects.

ECONOMIC DEVELOPMENT GOALS

According to the *2002 Approved General Plan*, the County's economic development goal is to encourage quality economic development at appropriate locations to increase employment opportunities, income, and tax base with Prince George's County. This goal can be accomplished by promoting small business growth and development, creating higher paying jobs that can be filled by low and moderate-income persons, and providing necessary skills training.

Goal 6: Support employment opportunities for low- and moderate-income persons, small business entrepreneurship, and the development of community revitalization activities in the Developed Tier	
OBJECTIVE	PERFORMANCE MEASURE
Objective 17: Expand employment opportunities for low and moderate income residents	Assist 320 low and moderate income residents to obtain full time employment through June 30, 2007
Objective 18: Support the Economic Development Corporation's strategic plan.	Assist or finance 10 small and minority business in the Developed Tier by June 30, 2007
Objective 19: Support high impact mixed use and mixed income redevelopment projects in the Developed Tier	Complete projects in the following corridors: Gateway/Route 1, Landover Rd/Route 202, Annapolis Rd/ Route 450, Central Ave/ Route 214, Pennsylvania Ave/ Route 4, Suitland Community, and Branch Ave

Types of projects and activities eligible for CDBG funds

- Job creation and job retention
- Assistance to a for-profit business when the assistance is necessary and appropriate to job creation or job retention
- Assistance to micro enterprises
- Rehabilitation of commercial property

Economic development projects should promote

- A secure business environment
- Education and training
- Technical assistance and capacity building
- An enhanced business environment conducive to economic development
- Job creation and job retention

Criteria for evaluating economic development project proposals

- Provide business retention, expansion and modernization opportunities
- Coordinate with existing County revitalization efforts
- Provide efficient cost-benefit ratios
- Utilize existing infrastructure
- Benefit large numbers of low and moderate-income persons
- Be accessible to the physically disabled
- Leverage other public and private funds

COMMUNITY REVITALIZATION AND INFRASTRUCTURE GOAL

The County's goals for community revitalization and infrastructure improvements are consistent with the *2002 Approved General Plan*, which are to (a) provide needed public facility in locations that efficiently serve the county's population, and (b) provide residents and workers in Prince George's County with a safe, affordable, and accessible multi-modal transportation system that efficiently contributes to the timely achievement of county growth, development, community preservation, and revitalization goals.

<i>Goal 7: Improve the safety and livability of neighborhoods</i>	
OBJECTIVE	PERFORMANCE MEASURE
<u>Objective 20:</u> Develop or rehabilitate various public facilities that provide services to low and moderate-income persons	Assist public and non-profit organizations in the renovation of 20 public facilities through June 30, 2007
<u>Objective 21:</u> Improve and/or expand community facilities and infrastructure to serve county and municipal residents	Construct or repair streets, sidewalks, curb and gutter, driveways, water, sewer, and storm drainage improvements to serve 6,500 low and moderate-income residents through June 30, 2007

Examples of infrastructure and public facilities projects

Infrastructure: public streets, curbs, gutters, sidewalks, rights-of-way, landscaping, street lighting, non-County storm water management, utility adjustments

Public facilities: bus shelters, park improvement, ADA-compliance retrofits to public buildings, recreation centers, community centers, public parking lots, land acquisition, health facilities

Handicapped accessibility improvements: bathroom and kitchen accessibility, elevators, ramps and railings, automatic doors,

Acquisition: removal of neighborhood blight, abating threats to health and safety, clearing areas for new construction or economic development

Clearance and demolition projects: providing buildable lots, removing blighted structures

Crime control and neighborhood revitalization projects: ensuring public safety and reducing crime

Criteria for evaluating infrastructure and public improvement projects

- Eliminate a health or safety threat
- Provide an element of an overall revitalization strategy
- Be consistent with the *Consolidated Plan*

- Receive local support and commitment
- Reduce crime and upgrade security
- Show a positive cost-benefit ratio
- Encourage private investment
- Eliminate barriers to disabled
- Note whether funding is available elsewhere
- Show that project is needed and would be used
- Be part of a previously-funded project
- Create or retain jobs
- Be implemented within one year
- Have matching amount to leverage CDBG dollars
- Have completed the engineering and design phase
- Present a "window of opportunity"
- Demonstrate a positive record of drawdown performance
- Use prior year residual funds if available
- Be a less costly alternative to others
- Conserve energy or eliminate waste

PUBLIC SERVICES GOAL

Public services address the health and safety concerns of the County's low and moderate-income and special needs populations (at-risk children, youth and families, seniors and frail elderly, persons with disabilities, immigrants, homeless individuals and families, and ex-offenders re-entering the County).

Employment training, housing counseling, services for senior and frail elderly, health care, transportation and supportive services for homeless and families are essential to improving the quality of life for low and moderate-income persons and special needs populations.

The CDBG public services category is limited to 15 percent of the total annual grant to the County. Therefore, funds support a limited number of projects that help meet the health and safety concerns of the low and moderate-income and special needs populations.

Goal 8: Improve the quality of life by providing needed public services	
OBJECTIVE	PERFORMANCE MEASURE
<u>Objective 22:</u> Provide employment and literacy training to low income persons	Provide 4,000 persons with training for literacy and employment in new and expanding business through June 30, 2007
<u>Objective 23:</u> Provide housing counseling, fair housing/predatory lending, and foreclosure prevention training for low and moderate-income persons	Provide housing for homeownership and fair housing training to 1,000 persons through June 30, 2007
<u>Objective 24:</u> Provide needed services for seniors and the frail elderly	Provide 500 seniors and frail elderly with health, safety, transportation and related services through June 30, 2007
<u>Objective 25:</u> Provide health care services to low and moderate-income persons, elderly and frail elderly persons, immigrants and families	Provide 5,000 low and moderate-income persons, elderly and frail elderly persons, immigrants and families with needed health care services through June 30, 2007
<u>Objective 26:</u> Provide transportation for low income and disabled adults	Provide 100 persons needing transportation services, especially those residing in rural areas through June 30 2007
<u>Objective 27:</u> Provide services to homeless individuals and families and those at risk of becoming homeless, including foreclosure counseling	Stabilize crisis situations for 15,000 homeless persons or those at risk of becoming homeless through June 30, 2007
<u>Objective 28:</u> Provide housing counseling and related services for persons with disabilities	Assist 300 persons with disabilities to pursue homeownership through June 30, 2007

<u>Objective 29:</u> Provide supportive services to at risk children and youth, including supportive educational services	Assist 800 children and youth with needed supportive services through June 30, 2007
<u>Objective 30:</u> Provide supportive services to persons with disabilities	Assist 400 persons with disabilities with needed supportive services through June 30, 2007

Examples of public services projects

Employment services, crime awareness; services to senior citizens, youth, the disabled; substance abuse, domestic violence and homeless services, housing services, tenant and landlord counseling; and transportation services.

Criteria for evaluating public services proposals

- Serve a majority of very low income persons and be accessible to very low income persons
- Serve a vulnerable population
- Be cost effective
- Have in-kind contributions or be able to leverage other funds rather than request a 100 percent CDBG subsidy
- Maximize available necessary resources to meet the need
- Be sponsored by an IRS certified tax-exempt 501(c)(3) non-profit organization

SECTION VI. FREQUENTLY ASKED QUESTIONS ABOUT THE CDBG PROGRAM

Q: Must the applicant organization be a 501(c)(3) nonprofit?

A: Most applicants are government agencies and public entities, like municipalities. The nonprofit applicant must have 501(c)(3) status confirmed by the time funding decisions are made.

Q: Do I need physical and sexual abuse liability insurance, and what amounts are required?

A: Nonprofit agencies that are approved for CDBG funding and that provide a direct service to clients must submit an insurance certificate confirming that the agency has obtained physical and sexual abuse liability insurance in the amount of \$100,000 per individual and \$300,000 per occurrence. The County shall be designated as an Additional I and Certificate Holder on the Certificate of Liability Insurance.

Q: What are the insurance requirements for construction or rehabilitation projects?

A: For projects involving construction, such as street improvements, or rehabilitation of a building, the applicant must provide a Certificate of Liability Insurance showing the following coverage: (1) General Liability insurance in the amount of \$1,000,000 at a minimum, (2) Workers' Compensation insurance meeting the Statutory Limits for Maryland and Employers' Liability limits of \$500,000, and (3) business automobile liability insurance in the amount of \$1,000,000. The agency shall designate Prince George's County as an Additional Insured and Certificate Holder on the Certificate of Liability Insurance. In addition, the agency must ensure that each contractor carries the same coverage, with the agency named as an Additional Insured and Certificate Holder. The agency shall maintain on file copies of the Certificates of Liability Insurance from each contractor.

Q: Must the applicant agency be located in Prince George's County?

A: Yes, although there have been a few exceptions in the past. In all cases, the agency must provide service to low and moderate-income Prince George's County residents.

Q: Does the designation of specific revitalization focus areas exclude applications from other areas in the County?

A: No. Eligibility depends on the income of people who reside in the area. No eligible area is excluded from consideration. Eligibility determinations are based on updated 2000 census data provided by the U.S. Department of Housing and Urban Development (HUD).

Q: The *Consolidated Plan* for Housing and Community Development covers the years 2006 through 2010. Does this mean that applications should be for that five-year period?

A: No. The *Consolidated Plan* presents a five-year strategy and a one-year *Action Plan*. Applications are for one-year periods beginning July 1st.

Q: If a CDBG-funded Operating Agency has not spent its existing grant, can it still apply for new funds for next year?

A: Yes. Agencies are asked to plan the project so that the grant will be spent during the one-year period. The ability to expend funds in a timely manner is a measure of performance and capacity to spend future funds. An agency's CDBG spending history is reviewed at the time a new application is evaluated.

Q: Can CDBG funding be used to provide group homes (or assisted living facilities/congregate housing) for senior citizens?

A: The County funds housing development through the Home Investment Partnership Program (HOME) administered by this Department's Housing Development Division. A HOME proposal package can be obtained by calling (301) 883-5570.

Q: Are start-up funds available through CDBG?

A: Start-up operating funds for a new public service project are almost never approved. A short, start-up period for a proposed one-year "brick and mortar" project can be included.

Q: What are the steps of the proposal application approval process?

A: Applications are compiled and evaluated by the Department of Housing and Community Development (DHCD), Community Planning and Development Division.

- ◆ The compiled and summarized information is reviewed by a Proposal Advisory Group (PAG), which rates each application on the degree to which it addresses a County priority.
- ◆ The summarized information is submitted to the County Executive who recommends funding approvals to the County Council for review.
- ◆ Applications selected for funding are written into the *Annual Action Plan* for the coming year. The *Annual Action Plan* is submitted to HUD for review and approval.

Q: When will the funds be available?

A: The U.S. Congress and HUD release the funds, that is, make the funds available retroactive to the County from July 1. Reimbursements cannot be issued until the County receives the release of funds notification from HUD, which usually occurs between September and December. Once the notification is received, the County's Office of Finance loads the program budget into its accounting system to allow disbursements of reimbursements.

Q: The proposal form refers to but does not provide the State's definition of "slums or blight." Could you give us that?

A: There are two kinds of slums or blight: (1) spot, and (2) area-wide. According to HUD regulations, a slum or blighted area is an area delineated by the proposer: (1) which meets a definition of a slum, blighted, deteriorated, or deteriorating area under State or local law; and (2) where there is a substantial number of deteriorating or dilapidated buildings or improvements throughout the area. In order for an activity to qualify under this standard, it must be designed to address one or more of the conditions which qualified the area.

The definitions of slum and blight in the Prince George's County code are: (1) Slum Area shall mean any area where dwellings predominate, which, by reason of depreciation, overcrowding, faulty arrangement or design, lack of ventilation, light or sanitary facilities, or any combination of these factors, are detrimental to the public safety, health or morals; (2) Blighted Area shall mean an area in which a majority of buildings have declined in productivity by reason of obsolescence, depreciation or other causes to an extent they no longer justify fundamental repairs and adequate maintenance.

The slums/blight determination must be based on any of the conditions described in State/County regulation. One basis used in the County is that the condition causing the area-wide deterioration results from a defect in the design of the community. In these cases, the defect was the failure to provide adequate storm-water management systems.

Q: If your project has two components, should you use two application forms?

A: Yes.

Q: Can you explain the reimbursement process?

A: An agency uses its own resources to pay project expenses then submits to DHCD a request for reimbursement along with proof of the expenses paid. The County processes the request and then mails a check to the agency.

Q: Are grant awards all or nothing? Is there any negotiation?

A: An agency might be awarded a portion of the amount requested. The grant amount depends on the reasonableness of the request, the track record of the requesting agency and the amount of funds the County has available. If less than the total amount requested is awarded, the amount of work to be accomplished must be renegotiated.

Q: Will applications for large projects, say \$750,000, be considered?

A: Large projects should be broken down into year-by-year phases. CDBG funds are limited, and there are many needs throughout the County that must be addressed.

Q: What is my agency's chance of being funded?

A: Projects involving rehabilitation and improvement of public facilities and infrastructure have a good chance of being funded because more money is available for them. Of course, the proposal has to describe a project with a high likelihood of success and be well thought through, realistic, achievable, etc.

There is a lot of competition for public service funds and only 15 percent of the County's CDBG funds can go to public services. For a new project to be funded, an existing project has to give up funding. This is not likely to happen.

**Prince George's County, Maryland
Department of Housing and Community Development**

**Community Development Block Grant
Funding Application - Program Year 32**

Part I. Project Summary

Name of Submitting Organization: (Required)	Federal Tax ID Number For Organization: (Required)
Address of Organization: (Required)	
Telephone Number: (Required)	2 nd Telephone Number:
Fax Number:	Email Address:
Project Title: (Required)	
Amount of CDBG Funding Requested: (Required)	
County Councilmanic District of Agency: (Required)	
County Councilmanic District of Project: (Required)	
Agency Person Who Will Be Administering The Project, If Funded: (Name, Title, Address And Telephone Number) (Required)	
Signature Of Executive Director, Chief Executive Officer Or Municipal Official Authorizing This Application: (Required)	
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> (Name, Title, Date)	
For Office Use Only: <input type="checkbox"/> Logged / / <input type="checkbox"/> Reviewed: _____ Assigned: _____ <input type="checkbox"/> ID No. _____	

Please Note: Nonprofit organizations applying for CDBG funds must provide a copy of their IRS 501(c)(3) tax exemption letter.

National Objective addressed by this project (check one):

<input type="checkbox"/> Direct benefit to low and moderate-income persons or households (more than 51% of clients served are low and moderate income.)
<input type="checkbox"/> Area-wide benefit to low and moderate-income persons or households (more than 51% of households residing in the census tract/block group are low and moderate income.)
<input type="checkbox"/> Prevention or elimination of slums or blight (as defined by the County code.)

Local Housing and Community Development Goal and Objective addressed by this project: (See Section V under Completing Application Form)

Goal Number:
Objective Number:

For public service projects:

Number Of Individuals Or Households That Will Benefit From The Project:
Street Address Of Project:

For economic development projects, public facilities and infrastructure improvements projects:

Provide the street address for each location to be assisted with CDBG funds:
Provide the census tract and block group numbers, if known:
Percentage of low and moderate income persons or households, if known: _____ %

For all projects:

Provide a brief, summary description of the project (100 words or less): (Required)
--

Part II. Project Budget

Provide A Line Item Budget In The Format Below.

Line Item	CDBG Cost \$	Matching Funds \$
Total CDBG Costs:		
Total Matching Funds:		
Total Project Budget:		

State Source(s) of Matching Funds and Provide Letters of Commitment.

Provide a Brief, Summary Description of Proposed Budget (100 Words Or Less):

Part III. Activity Schedule

Provide Projected Implementation and Drawdown Schedules. Show expenditures of CDBG funds only. Do not show expenditures from other funding sources.

Quarter	Activity(ies)	Start Date	Completion Date	Quarterly Funds Expended	Cumulative Funds Expended
First					
Second					
Third					
Fourth					

Part IV. Narrative Statement

See application instructions for information on what to include.

Application Checklist

Have you:

- Confirmed that your proposed activity is eligible for CDBG funding?
- Filled in all blanks?
- Signed the application?
- Attached the narrative description?
- Included IRS tax exemption letter if your agency is a 501(c)(3) tax-exempt organizations)?

Thank you for assisting us by completing this application form. We appreciate your suggestions and comments.

Suggestions and Comments:

CDBG PY-32
Return Receipt Form

Name of Signatory:
Name of Submitting Organization:
Name of Project:
Street:
City:
State:
Zip:

Time Stamp: