

# ***STATE OF MARYLAND*** **CDBG PROGRAM**

## **COVID FUNDING**

### **APPLICATION – ROUND 2**

**August 2020**



**Larry Hogan, Governor**  
**Boyd Rutherford, Lt. Governor**  
**Kenneth Holt, Secretary**

Department of Housing and Community Development  
Division of Neighborhood Revitalization  
7800 Harkins Road  
Lanham, MD 20706



**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CORONAVIRUS FUNDING – APPLICATION – ROUND #2**

1. Name of County: **Prince George's County**

2. Address:

**Department of Housing and Community Development ; 9200 Basil Court; Suite 500; Largo, Maryland 20774**

3. FID Number: **52-6000998**

4. DUNS Number: **058592189**

5. Name, phone number, and email of County's CDBG contact person for this application:

Estella Alexander, Director, 301.883.5531 [ealexander@co.pg.md.us](mailto:ealexander@co.pg.md.us)

Patricia Isaac, Program Manager, 301.883.5587 [paisaac@co.pg.md.us](mailto:paisaac@co.pg.md.us)

County employees other than those performing critical functions are teleworking for the time being due to the Coronavirus pandemic

6. If applicable, identify subrecipients whose projects are included in this application:

Redevelopment Authority of Prince George's County  
9200 Basil Court, Suite 504  
Largo, Maryland 20774

7. Number of Projects Included in this Application: **Two (2)**

8. Required Resolution attached? ☒ Yes ☐ No

9. Total CDBG request: **\$2,672,725**

Total Local funds \$ 0

Total Other funds \$ 0

Total all costs **\$2,672,725**

10. U.S. Congressional District No(s). **CD 4<sup>Tt</sup> & 5<sup>th</sup>**  
State District No. **21 through 27, and 47**  
(List State legislators for ***entire*** district):

11. Date Public Hearing Advertised:  
**September 17, 2020**

12. Date Public Hearing Held: **September 24, 2020**

13. Is Citizens Participation Plan current? ☒ **Yes** ☐ No Please attach.

If not, did you attach new plan? ☐ ☐ **No**

14. Is Residential Anti-Displacement Plan current? ☐ **Yes** ☒ No Please attach.

If not, did you attach new plan? ☒ Yes ☐ **No**

15. Date Application Submitted: **October 2, 2020**

## **PART A**

### **SUMMARY OF APPLICATION: Summarize the information found in the application.**

The Prince George's County Emergency Rental Assistance (ERA) Program was created as a temporary assistance program available to provide tenant-based rental assistance for households whose income has been negatively impacted by COVID-19. This assistance will help prevent arrears and late fees from further accumulating and prevent evictions.

On May 11, 2020, the County began accepting applications for the ERA Program through Monday, May 18, 2020. The launch of the ERA Program captured a total of 7,164 applications/inquires. Eligible households are renters residing in Prince George's County with household incomes at or below 80% of the area median income (AMI), as published by HUD and adjusted for household size. Eligible applicants are required to provide supporting documentation, including but not limited to specific documentation validating household income and COVID hardship. Additionally, applicants may be approved for up to three (3) months of emergency rental assistance for rent arrearages based on need, at a maximum cost of \$1,800 per month, per household. As of September 4, 2020, \$1,490,333 of emergency assistance has been provided to County residents for assistance with rent and/or utility arrearages. Current available funding for the ERA Program will assist approximately 2,500 households.

Continuation of the County's Emergency Rental Assistance (ERA) Program will address the unmet needs of 463 residents impacted by the COVID-19 pandemic and allow for up to three (3) months of rent arrearage payments. The additional funds from the State of Maryland will permit the County to continue assisting households county-wide with immediate needs.

## PART B

**NEED:** Describe the need for rental assistance in your county as a result of the coronavirus, the proposed accomplishments and impact of activities. Identify data sources.

**Number of households in need of rental assistance at time of application:** 2.31% of population of county in need of assistance: 37.60% County Residents are renters.

[https://datausa.io/profile/geo/prince-george%27s-county-md/#rent\\_own](https://datausa.io/profile/geo/prince-george%27s-county-md/#rent_own)

Prince George's County was adversely affected by COVID-19 with 27,245 positive cases and 783 deaths, according to <https://coronavirus.maryland.gov/>. With a general population of 905,161, the County has experienced more negative impact than any other Maryland county. On May 11, 2020, the County began accepting applications for the ERA Program through Monday, May 18, 2020. The launch of the ERA Program captured a total of 7,164 applications/inquires. Eligible households are renters residing in Prince George's County with household incomes at or below 80% of the area median income (AMI), as published by HUD and adjusted for household size. Current funding will assist approximately 2,500 households. Below is a breakdown of low- and moderate-income households by Council Districts.

Council District	Number of LMI tracts	Total LMI population
District 1	4	8,135
District 2	16	41,765
District 3	9	21,305
District 4	2	4,125
District 5	13	29,275
District 6	2	3,965
District 7	11	24,265
District 8	2	5,225
District 9	0	0

*Source: U.S. Department of Housing and Urban Development eGIS, Low to Moderate-Income Population by Tract / Notes: Data derived from 2011-2015 American Community Survey data and boundaries based on 2010 U.S. Census geography. Counts and total population based on total tracts with their centroid in council district*

Continuation of the County's Emergency Rental Assistance (ERA) Program will allow for new applicants and prevent any duplication of benefits. Additionally, households who have previously received rental assistance or are currently receiving rental assistance benefits from other Federal programs will be deemed ineligible for additional assistance in the upcoming application round. The County estimates responses from approximately 463 new and eligible COVID-19 household applicants.

## PART C

**PROJECT SUMMARY:** Please complete Part C for each project. If more than one subrecipient, complete Part C for each. Attach requested support information as well as any other relevant information.

**DESCRIPTION:** The ERA Program will provide temporary tenant-based rental assistance to households in Prince George's County whose income has been negatively impacted by COVID-19. This assistance will help prevent arrears and late fees from further accumulating and prevent evictions. Five staff members are identified to perform this function. All the identified staff members are skilled underwriters and have worked with the County's Down Payment and Closing Cost Assistance program, which includes assisting first-time homebuyers in obtaining necessary documentation for purchasing of a home, such as salary statements, bank statements, and other required documentation.

**SUBRECIPIENT:** The Redevelopment Authority falls under the purview of DHCD and manages the first-time homebuyer programs.

**IS THIS A NEW SERVICE OR ACTIVITY?** ☐ Yes ☒ No

**IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:** The County estimates responses from approximately 463 new and eligible COVID-19 household applicants.

**NUMBER OF HOUSEHOLDS TO RECEIVE ASSISTANCE:** 463

**AVERAGE AMOUNT OF ASSISTANCE PER HOUSEHOLD:** The average amount of assistance is \$1,800 and will assist more families as funds are available.

**TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT:** \$2,672,725

### SCHEDULE:

It is anticipated that all grant recipients can begin to incur costs as of October 20, 2020 after consultation with CDBG staff and if the Subrecipient Agreement(s) has been executed, if required.

<u>ACTIVITY</u>	<u>START DATE</u>	<u>COMPLETION DATE</u>
ERA Program	January 2021	December 31, 2021
ERA Administration	January 2021	December 31, 2021

### PROJECT MANAGEMENT:

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements and past project implementation.

The CDBG Program Manager, serving under the Department of Housing and Community Development's Community Planning and Development Division (CPD), will serve as the primary person responsible for administering this project under the direction of the Deputy Director for CPD. The CDBG Program Manager has managed the following HUD stimulus grants: CDBG-Recovery \$1,440,475 and the Homelessness Prevention and Rapid-Rehousing Program (HPRP) \$2,512,075, totaling \$4,062,550. Both programs were completed in a timely manner. Additionally, the CDBG Program Manager oversees the CDBG program management with professional staff members, Portfolio Managers, who work directly on specific grant-funded activities with an annual allocation of approximately \$5,162,548.

2. Identify others who will assist in the administration of this CDBG project.

The Administration of this CDBG-CV project will be managed in partnership with the Redevelopment Authority's (RDA) Program Manager and four staff members.

The administrative process will follow the following steps: 1) Intake and processing of applications; 2) Gathering of documentation and providing the initial approval; 3) RDA Manager review and signature; 4) Signature of the RDA Executive Director; and 5) The application package is forwarded to the ERA Program Manager for review of all documents. If determined eligible, applications will be forward to the CDBG Program Manager for execution of the following steps: 1). Reviews and approves the application packages; 2) Forwards to the Deputy Director for review and approval; and 3) Transmittal to DHCD Director for the final approval and processing for payment. The RDA Team will manage the workflow for four (4) hours a day for a total of 20 hours a week.

DHCD seeks Administrative costs to cover the salaries of RDA staff carrying out the Program activities.

3. If requesting funding for Project Administration for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage & Fringe	Total Funds
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
Total			\$172,725

4. If planning to use Project Administration funds for expenses other than staffing, identify those expenses and estimated costs.

Expenses	Total Funds
N/A	N/A

**PROJECT BUDGET – Attach description of how costs were determined and identify if any funds committed, pending or to be sought are private, state, local or federal funds made available specifically to address coronavirus.**

ACTIVITY	SOURCES OF FUNDS					TOTALS	SOURCE*
	CDBG	LOCAL (Cash)	LOCAL (In-kind)	FEDERAL	OTHER		
1 Emergency Rental Assistance (ERA) Program	\$2,500,000	N/A		N/A	N/A	\$2,500,000	State CDBG-CV Round 2 Pending
2							
3							
4							
5							
6							
7							
8							
PROJECT ADMINISTRATION	\$172,725	N/A	\$1,000.00	N/A	N/A	\$172,725	State CDBG-CV Round 2 Pending: In-kind supplies Pending
TOTALS BY SOURCES OF FUNDS	\$2,672,725	\$	\$1,000.00	\$	\$	\$2,673,725	

Local includes County and/or Subrecipient \*Note if each source is Committed (C), Pending (P) or Not Sought (N)

## PART D

## SUMMARY OF ALL PROJECTS:

LIST OF ALL PROJECTS	CDBG REQUEST	TOTAL LEVERAGE	TOTAL
1 Emergency Rental Assistance (ERA) Program	\$2,500,000	N/A	\$2,500,000
2			
3			
4			
5			
6			
7			
8			
9			
PROJECT ADMINISTRATION FOR COUNTY	\$172,725	\$1,000.00	\$173,725
TOTALS BY SOURCES OF FUNDS	\$2,672,725	\$1,000.00	\$2,673,725



**PART E**

**GRANT MANAGEMENT PLAN: Applicants are to respond to questions below as to how the grant will be managed by the County.**

1. Identify the primary person who will administer this grant. Discuss their experience with CDBG regulations and requirements and past grant implementation.

The CDBG Program Manager, serving under the Department of Housing and Community Development's Community Planning and Development Division (CPD), will serve as the primary person responsible for administering this project under the direction of the Director for CPD. The CDBG Program Manager has managed the following HUD stimulus grants: CDBG-Recovery \$1,440,475 and the Homelessness Prevention and Rapid-Rehousing Program (HPRP) \$2,512,075, totaling \$4,062,550. Both programs were completed in a timely manner. Additionally, the CDBG Program Manager oversees the CDBG program management with professional staff members, Portfolio Managers, who work directly on specific grant-funded activities with an annual allocation of approximately \$5,162,548 (excluding CPD Planning and Administration).

2. Identify others in County government who will assist in the administration of this CDBG project.

The ERA Program Manager and the CDBG Portfolio Managers, under the direction of the CDBG Program Manager, will work directly with sub-recipient. This professional team will provide: 1) technical assistance to the sub-recipient; 2) guidance regarding HUD rules and regulations; and 3) training for the sub-recipient. The ERA Program Manager will review all completed and pre-approved application packages before the final approvals. Additionally, throughout the program life-cycle, technical assistance will be ongoing to ensure that milestones are met.

3. Discuss how you will manage subrecipient(s).

The Administration of this CDBG-CV project will be managed in partnership with the Redevelopment Authority's (RDA) Program Manager and four staff members.

The administrative process will follow the following steps: 1) Intake and processing of applications; 2) Gathering of documentation and providing the initial approval; 3) RDA Manager review and signature; 4) Signature of the RDA Executive Director; and 5) The application package is forwarded to the ERA Program Manager for review of all documents. If determined eligible, applications will be forward to the CDBG Program Manager for execution of the following steps: 1). Reviews and approves the application packages; 2) Forwards to the Deputy Director for review and approval; and 3) Transmittal to DHCD Director for the final approval and processing for payment. The RDA Team will manage the workflow for four (4) hours a day for a total of 20 hours a week.

4. If requesting funding for Project Administration for County government staffing, please identify the following:

Person	# Hours Anticipated to Work on Grant	Hourly Wage & Fringe	Total Funds Annual
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		

\*Note chart reflects four (4) hours work day for a total of 20-hours work week for 52 weeks.

5. If planning to use Project Administration funds for expenses other than staffing, identify those expenses and estimated costs.

Expenses	Total Funds
N/A	N/A

**PART F**

**FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that grants received will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and that the County and its subrecipients, if any, will affirmatively further fair housing. Complete the following to demonstrate compliance or to identify any issues.**

1. What is the most recent date of the county's written employment and personnel policies and practices? September 14, 2020  
Are they consistent with current federal equal opportunity guidelines? ☒ **Yes** ☐ No

2. In the past three years, have any complaints of discrimination in employment been filed against the county by employees or applicants?  
☒ **Yes** ☐ No If yes, please explain:

During FY17-18, FY18-19, and FY19-20, a total of twenty-two (22) employees or applicants have filed employment discrimination complaints against the Prince George's County Government with the Human Relations Commission.

3. In the past three years, have any complaints of discrimination in employment been filed against any of the subrecipients by employees or applicants?  
☒ **Yes** ☐ No If yes, please explain.

According to Prince George's County Code, Division 12, Section 2-208. Confidential information; exceptions, the Human Relations Commission must keep complaints filed under the area of employment confidential until the matter has reached the public hearing stage.

4. Has the county taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☒ **Yes** ☐ No If yes, please describe:

DHCD's Analysis of Impediments to Fair Housing contain the County's actions and identifies barriers.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public/private issues or complaints regarding discrimination?

The Prince George's County Human Relations Commission (HRC) is the county's civil and human rights education and enforcement agency. The HRC investigates claims of alleged discrimination where people work, live, or play in the county (in the areas of Employment, Education, Law Enforcement, Housing, Commercial Real Estate, and Public Accommodations). Specifically, as relates to fair housing, the HRC has jurisdiction to investigate claims under county law, Prince George's County Code, Subtitle 2—Division 12, Subdivision 5 Prohibited Acts in Housing and Residential Real Estate. The agency is not certified as a Fair Housing Partners Agency (FHAP) under the United States Department of Housing and Urban Development (HUD), and therefore has no authority to investigate HUD claims under the Fair Housing Act.

Pursuant to county law, all matters of discrimination that are resolved prior to being certified for a public hearing are confidential and cannot be disclosed.

**STATE OF MARYLAND  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM COVID  
ROUND 2 FUNDING APPLICATION**

**RESIDENTIAL ANTI-  
DISPLACEMENT PLAN**

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## RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

### **Prince George's County Department of Housing and Community Development (DHCD)**

will take every preventable action to minimize the involuntary displacement of persons or businesses when using federal funds received from the Maryland Community Development Block Grant funds as a source of funding in our projects. In the event that displacement occurs, **DHCD**, hereby agrees to comply with all requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA"), as amended, as described in 49 CFR Part 24; and with the Housing and Community Development Act of 1974 ("HCD Act of 1974"), as amended, as described in 24 CFR Part 42.

### **RELOCATION**

**DHCD** will provide relocation assistance as required under the URA to all persons or businesses displaced as a direct result of assisted activities. They shall be provided relocation benefits which, at a minimum, include:

- Relocation assistance planning and advisory services;
- Moving expenses;
- Referral to comparable replacement unit; and
- Replacement housing payments for 42 months.

Low and moderate income households displaced by the acquisition or demolition of housing or by the conversion or rehabilitation of low and moderate income dwellings to another use are entitled to additional benefits under the requirements of 24 CFR 42.350. These additional benefits include:

- Security deposits and credit checks,
- Referral to comparable replacement unit; and
- Replacement housing payments for 60 months.

Additionally, legal, low and moderate income tenants are also eligible for:

- Referral to at least one suitable, decent, safe and sanitary replacement dwelling unit. **DHCD** shall advise tenants of their rights under the Federal Fair Housing Act, 42 U.S.C. §§ 3601—3619, and of replacement housing opportunities in such a manner that, wherever feasible, they will have a choice between relocation within their neighborhood and other neighborhoods; and
- Each person must be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling (comparable replacement dwelling or decent, safe, and sanitary replacement dwelling to which the person relocates, whichever costs less) to the "Total Tenant Payment." All or a portion of this assistance may be offered through a certificate or voucher for rental assistance (if available) provided under Section 8 of the United States Housing Act of 1937, 42 U.S.C. § 1437f.

In addition, in consideration of the financial assistance received from the Maryland CDBG Program, particularly when such assistance is used for acquisition, rehabilitation, demolition, or

conversion which results in temporary relocation, **DHCD** agrees to assist either the temporarily displaced residential or business tenant or owner occupant during the time they are displaced. Those receiving temporary relocations shall receive at a minimum:

- Interim living costs;
- Relocation assistance planning and advisory services;
- Reasonable moving expenses; and
- Rental Assistance (if moving to more expensive unit).

## **ONE FOR ONE REPLACEMENT HOUSING**

In the event that low and moderate-income dwelling units are demolished or converted to a use other than as low/moderate-income housing, **DHCD** will replace all units that were occupied or were vacant but deemed occupiable as required under Section 104(d) of the HCD Act of 1974, as amended.

All replaced housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, **DHCD** will make public and submit to the Maryland CDBG Office the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The general location on a map and approximate number of dwellings units by size (number of bedrooms) that will be provided as replacement dwelling units;
- E. The source of funding and a time schedule for the provision of replacement dwelling units; and
- F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling for at least ten (10) years from the date of initial occupancy.

## **GENERAL POLICIES**

1. **DHCD** will take every preventable action to minimize the involuntary displacements of persons or businesses during the implementation of our CDBG funded projects. Examples of actions that may be taken include:
  - Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units first, so they can be rehabilitated first, and tenants moved in before rehabilitation of occupied units or buildings is begun.

- Establish temporary relocation facilities in order to house families whose displacement will be of short duration, so they can move back to their neighborhoods after rehabilitation or new construction.
  - Provide counseling to assist homeowners and renters to understand the range of assistance that may be available to help them in staying in the area being revitalized.
2.   DHCD   may enter into a written agreement with a subrecipient, or the owner of the assisted property, under which either may pay all or part of the cost of the required relocation assistance.
  3.   DHCD   understand the cost of relocation assistance and other benefits shall be paid from CDBG funds or such other funds as may be available from any source including the jurisdiction's general fund.
  4.   DHCD   will refer owners and/or tenants to the State CDBG Program if there is a disagreement with the determination that these requirements do not apply to an acquisition or a displacement.
  5.   DHCD   will prepare a specific Relocation Plan in the event that funding is requested for a project where it is known that displacement will occur.

ATTEST/WITNESS

\_\_\_\_\_  
\_\_\_\_\_

(Typed Name of Chief Elected Official)

\_\_\_\_\_  
(Signature)

This Anti-Displacement Plan is hereby adopted by \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_\_\_. It is effective for a 5 year period until \_\_\_\_\_.

**STATE OF MARYLAND  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM COVID  
ROUND 2 FUNDING APPLICATION**

**PRINCE GEORGE'S COUNTY  
CITIZEN PARTICIPATION PLAN**

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## PR-15 Citizen Participation

*Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting*

HUD requires entitlement jurisdictions to provide for citizen participation in developing the Consolidated Plan. The County's citizen participation process plan is largely centered on community forums, public hearings, and public comment periods.

In addition to the citizen participation process below, this Consolidated Plan benefitted from the community engagement efforts that helped develop the County's recently completed comprehensive housing strategy, *Housing Opportunity for All*. Through that process, the County gathered feedback from residents about what housing needs and solutions mattered most to them. *Housing Opportunity for All* engagement efforts included a County-wide telephone survey that was completed by nearly 1,000 County residents, 8 focus groups with groups experiencing different housing needs, four public meetings across the County that reached over 200 residents, and 10 meetings with a stakeholder advisory group that represented leaders in government, business, the faith-based community, and the non-profit sector.

### Focus Group Sessions

DHCD conducted three Needs Assessment Focus Groups to obtain input from non-profit organizations, municipalities, and County government agencies on the Five-Year Consolidated Plan. Special invitations were sent based upon the type of service provided in the areas of: Affordable Housing (with approximately 35 stakeholders attending), Economic Development (with approximately 32 stakeholders attending) and Quality of Life (with approximately 21 stakeholders attending). The focus groups were held at 1400 McCormick Drive, Largo, MD, on the following days:

- Economic Development – January 27, 2020 from 2:00 pm to 4:00 pm
- Quality of Life– January 29, 2020 from 2:00 pm to 4:00 pm
- Affordable Housing – January 31, 2020 from 2:00 pm to 4:00 pm

The focus groups engaged the stakeholders through an introductory presentation on the Consolidated Plan, how it functions, and its impact on the County. In addition, an overview of the County's demographic profile of housing and workforce trends, economic development, and community development needs collected by the County's Work Group partners was presented.

The presentation was followed by a series of facilitated breakout groups where participants discussed community needs and participated in an open-ended dialogue.

The focus groups concluded that there is a strong need for the following, but not limited to: accessible housing for disabled, rehabilitation assistance for homeowners, housing counseling, wrap around/support services, set aside funds for LMI housing, job training, capacity building for non-profits, senior services, more investment in schools' infrastructure, staff and programs, access to quality and healthy food options, safe cost effective and accessible transportation, healthcare for low income individuals, health services for veterans, and youth services. A complete summary will be provided in the appendix of the final Consolidated Plan. The interactive format of the focus group solicited strong participation. Each focus group session concluded with the announcement of upcoming Consolidated



Plan meetings and next steps as opportunities to hear about the results and to further participate in the process.

### **Public Hearing/Community Forums**

To encourage citizen participation in the consolidated planning process, the County holds at least two public hearings (informal and formal) each year. The public hearings provide an opportunity for all Prince George's County residents, non-profit organizations, and other community stakeholders to communicate their views and needs to the County.

The first public hearing was held on December 5, 2019 at the Prince George's County Sports and Learning Complex located at 8001 Sheriff Road, Landover, MD 20785 from 6:00 pm to 8:30 pm to solicit public comments on the FY 2021 – 2025 Consolidated Plan process. As noted above, a second public hearing was scheduled for April 14, 2020 at the County Administration Building located at 14741 Governor Oden Bowie Drive, Upper Marlboro, MD but was postponed indefinitely due to the Covid-19 pandemic and related closures. Opportunity for public comments was offered from March 19, 2020 through April 17, 2020. A summary of all public comments is included in the final Consolidated Plan, along with the County's response to the comments, if any.

Public notices were published at least 14 days prior to the public hearings in three local newspapers, Enquirer Gazette, Prince George's Post, and The Sentinel<sup>3</sup>. A Spanish version of the public notice was also posted on the Prince George's County Department of Housing and Community Development's website.

In addition to the public notices published in three local newspapers, over 500 email notifications were sent to the County's network of service delivery providers inviting them to attend. Those included network providers that provide services to LMI persons, minorities, non-English speaking persons and persons with disabilities.

The proposed FY 2021 - 2025 Consolidated Plan and 2021 Annual Action Plan was posted on the County's website, distributed to organizations that provide services to LMI persons and areas, provided upon request. A second public hearing was scheduled for April 14, 2020 at the County Administration Building located at 14741 Governor Oden Bowie Drive, Upper Marlboro, MD however, this hearing was postponed indefinitely due to the Covid-19 pandemic and related closures. A comment period of no less than 30-days will be provided for citizens and other interested parties to solicit comments on the proposed Consolidated and Annual Action Plans. The 30- day comment period will begin March 19, 2020 and end April 17, 2020. Prior to submitting the final Consolidated and Annual Action Plans to HUD, the County will give consideration, incorporate necessary changes and, if appropriate, provide responses to the comments received during the public comment period.

During the Community Forums it was expressed that there is a need for the following: affordable housing for persons experiencing homelessness, specifically single mothers with children; affordable childcare; jobs; financial assistance for elderly and disabled residents to maintain ownership of their homes; quality housing stock for LMI persons; reexamination of process for selecting developers; de-

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<sup>3</sup> The Sentinel will close its business at the end of January 2020 and will no longer be available for publishing.

concentration of the poor within certain areas; foreclosure prevention; and services and affordable housing for the re-entry population.

### **Technical Assistance**

Prince George's County makes technical assistance available to participating municipalities, nonprofit organizations, community groups, special interest groups and citizens developing proposals for Community Development Block Grant funding. DHCD's Community Planning and Development Division (CPD) can assist with needs identification, proposal concept development, budget development, underwriting and feedback, and general project and financial management. Technical assistance can be arranged by contacting CPD at (301) 883-5540.

### **FY 2021 – 2025 Citizen Participation Plan**

The Prince George's County's "Citizen Participation Plan" is a mechanism for managing the development of the County's Consolidated Plan, Annual Action Plan and the Consolidated Annual Performance and Evaluation Report (CAPER). Residents, nonprofit organizations, municipalities, and County agencies express their concerns, seek additional County resources and provide suggestions or solutions to address housing and community development needs.

The primary goals for the citizen participation process are:

- To solicit viewpoints and concerns affected by the Consolidated Plan, Annual Action Plan or Consolidated Annual Performance and Evaluation Report;
- To invite participation by persons interested in helping identify needs and develop applicable strategies;
- To collect data that accurately describes and quantifies housing and community development needs and to suggest workable solutions;
- To obtain comments on proposals for allocating resources; and
- To ensure citizens have an opportunity to participate throughout the planning process.

### **Public Notice and Availability**

Prince George's County publishes in one or more newspapers a summary of the proposed Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report for public comment. The summary describes the context and purpose of these documents, and sites the locations where copies of the entire document may be examined. Copies are available at government offices, libraries, on the County's website, and by mail upon request.

A reasonable number of free copies of the proposed Consolidated Plan and Annual Action Plan and the draft of the CAPER are made available for citizens and groups of interest upon request. When proposed versions of the Consolidated Plan are released for comment, they are made available for comment for not less than 30 days. The draft CAPER is available for not less than 15 days before submission to the U.S. Department of Housing and Urban Development (HUD).

The final or amended Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance and Evaluation Report is distributed upon request and to those actively involved in developing these documents. Copies are provided to the local libraries and posted on the County's website.

### **Access to Records**

A list of all projects using CDBG, HOME, ESG, and HOPWA funds is made available upon request. This list includes the sub-recipient's name, allocation amount, a brief description of the activity, and the fiscal year in which the funds were distributed. DHCD maintains records and reports on all activities financed, and upon request, makes these materials available to the public.

### **Technical Assistance**

Prince George's County makes technical assistance available to participating municipalities, non-profits, community groups, special interest groups and to citizens developing proposals for CDBG funding. The Community Planning Development Division and the Housing Development Division can assist with needs identification, proposal concept development, budget development and general program questions by contacting the DHCD at (301) 883-5540.

### **Public Hearing**

Prince George's County holds at least two public hearings on the Consolidated Plan and the Annual Action Plan. DHCD sponsors an informal public hearing, the Housing and Community Development Needs Community Forum, at the beginning of the Consolidated Plan and Annual Action Plan development process. The Forum gives citizens an opportunity to identify and describe needs for consideration, and to provide the scope, urgency and financing requirements for proposals to address those needs. The County Council schedules the second, formal public hearing at the time a proposed Plan is transmitted from the County Executive to them for consideration and adoption.

The time, date, location and subject of the hearings are announced in newspapers of general circulation within the County, notifying the public with adequate advanced notice, typically no less than fourteen (14) days before the hearing. Hearings are held at handicap-accessible sites, convenient to potential and actual beneficiaries. The advertisements include TTY phone numbers so hearing-impaired people can arrange for interpreters at the hearing. Those who need sign language interpretation are requested to contact the Community Planning and Development Division and the Housing Development Division at the phone number in the notice. Non- English speakers can also plan for language translation provided courtesy of a CDBG- supported, nonprofit organization. Interpreted comments are incorporated within the Consolidated Plan and Annual Action Plan as appropriate.

The public notices include instructions on how to receive a free copy of the proposed, final, or amended Consolidated Plan and Annual Action Plan. A minimum of 30 days is provided for comments on each Plan before submission to HUD.

### **Comments and Complaints**

Comments and complaints regarding the Consolidated Plan, Annual Action Plan, or Consolidated Annual Performance and Evaluation Report are accepted through all stages of document preparation until the closing of the formal comment period. Written complaints and comments are referred to the Department of Housing and Community Development (DHCD). DHCD responds to written complaints within 30 days.

### **Criteria for Amendments to a Plan**

Prince George's County revises and submits to HUD, amendments to the final Consolidated Plan or Annual Action Plan whenever a "substantial change" is planned or actual activities require such an amendment. Revised or amended plans are made available for public comment and the same public notice and 30-day public comment period observed as required under this Citizen Participation Plan. The County Council shall hold a public hearing for public input on any substantial revision or amendment to the Plans, and approve the amendment by resolution pursuant to Section 15A-106 of the County Code.

Any substantial amendment to the Consolidated Plan or Annual Action plan requires a 30-day public comment period. The County defines a substantial amendment to the Consolidated Plan or Annual Action Plan as any changes in the use of CDBG funds from one eligible activity to another. Reallocating funds amongst identified activities will not constitute a substantial amendment.

The Prince George's County Consolidated Plan or Annual Action Plan is only amended for a "substantial change" whenever it makes the following decisions:

- A change in the allocation priorities or a change in the method of distribution of funds;
- The addition of an eligible activity not originally funded or described in the Annual Action Plan;
- A change in the location, description, regulatory reference, national objective citation, and status of an activity originally described in the Annual Action Plan;
- A change in the use of CDBG, HOME, Program Income, or ESG funds, exceeding at least \$250,000 from one existing activity to another existing eligible activity in any category within the applicable Program. All activities must have been in an approved Annual Action Plan. The CDBG categories include Affordable Housing, Economic Development, Public Facilities and Infrastructure Improvements, Public Services and Planning and Administration. The ESG categories include Emergency Shelter, Street Outreach, HMIS, Rapid-Rehousing, Homeless Prevention and Administration;
- Designations for Neighborhood Revitalization Strategy Areas (NRSAs); and
- A change in the proposed uses of HUD 108 Loan Guarantee and Section 108 Program Income

### **Emergency Amendments**

In the event of a pandemic, natural disaster, catastrophic occurrence, or the County's receipt of disaster recovery funding, Prince George's County establishes expedited procedures when drafting, proposing, or amending its Consolidated plans and Annual Action Plans. Where the County needs to make a new Plan submission and/or Substantial Amendment to the Consolidated Plan and its most recent Annual Action Plan to address the unforeseen needs of the community, the County will determine the necessary changes, prepare the proposed amendment and provide citizens with reasonable notice of and an opportunity to comment on the proposed amendment.

Pursuant to any published waivers, or upon request by the County to HUD for a waiver of the required 30 days public comment, the County will proceed with an expedited process for giving the public reasonable notice and opportunity to comment. In such emergency situations as described above, the County will provide a timeframe of no less than 5 days for public comments on a new Plan submission and/or substantial amendment and dictate lesser or no public hearings. The County may choose to suspend the need for in-person public hearings and otherwise meet the public hearing requirements with use of a virtual public hearing if the following conditions are met:

- National/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and
- Virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

The time, date, location and subject of the public hearings will be announced in newspapers of general circulation within the County, notifying the public with reasonable advanced notice, as permitted, but no less than 5 days.

However, if HUD dictates a shorter comment period and/or fast turnaround times and lesser (or no) hearings, the County will comply with federal requirements.

#### **Non-Substantial Amendments for CDBG, HOME, Program Income and ESG Reprogramming Authorized**

The County authorizes a "non-substantial amendment" process for CDBG, HOME, Program Income and ESG through the County Department of Housing and Community Development (DHCD) subject to the process, below, when there is a change in the use of CDBG, HOME, Program Income and ESG entitlement funds less than a total of \$250,000 in the County's fiscal year [July 1 – June 30], from one existing activity to another existing eligible activity in any category within the applicable program.

#### **Process to Identify Community Development Block Grant (CDBG) Funds for Reprogramming**

The CDBG categories eligible to reprogram funds include Affordable Housing, Economic Development, Public Facilities and Infrastructure Improvements, Public Services, and Planning and Administration. The identification of funds for the purpose of reprogramming includes the following:

- **Voluntary Reprogrammed Funds:** Voluntary reprogramming represents those CDBG funds acquired when the sub-recipient has completed the originally funded activity and the DHCD staff has closed the activity in the HUD Integrated Disbursement and Information System (IDIS). DHCD will take actions pertaining to voluntary reprogramming subject to a sub-recipient's request and/or recommendation. However, when the eligible activity is completed and closed with a remaining balance, this represents funds available for another approved eligible activity. A sub-recipient is not permitted to maintain any portion or a remaining balance for a completed and closed activity.
- **Under the voluntary reprogramming, the sub-recipient provides written notification to DHCD stating:** 1) the project is complete and provides closeout documentation, as required; 2) the remaining balance dollar amount; and 3) a recommendation to reprogram the remaining balance into the CDBG Program to another eligible activity.
- **Involuntary Reprogrammed Funds:** Involuntary reprogramming represents when a CDBG activity is generally flagged as "At Risk", under the HUD IDIS system, when the activity has required no draw down of funds for a year or more. DHCD will take actions pertaining to involuntary reprogramming subject to the specific circumstances that are consistent with HUD's IDIS system, which is used to provide administrative oversight of each entitlement jurisdiction.

- **In the case of involuntary reprogramming,** the DHCD will issue a written letter specifying a sixty (60) calendar day intensive technical assistance period to the sub-recipient with a copy to the Prince George's County Council. If the intense technical assistance period does not address the deficiency, DHCD will issue a written letter to the sub-recipient stating that funds will be reprogrammed, thirty (30) calendar days from the date of the letter based on the aforementioned "At Risk" condition subject to approval of the County Executive and Prince George's County Council.
- **Program Income:** Program Income (PI) is defined as the gross income received by the grantee and its sub-recipient directly generated from the use of CDBG funds pursuant to 24 C.F.R. § 570.504. As required, the DHCD's Annual Action Plan lists anticipated CDBG program income each year. As program income is receipted, it is applied to an eligible and funded sub-recipient activity, resulting in "available" entitlement funds. The application of program income does not affect a sub-recipient's original allocation award.

#### **Process to Identify HOME Investment Partnerships (HOME) Funds for Reprogramming**

The HOME categories eligible to reprogram funds include Homebuyer Activities, Multi-Family Rental Housing Construction and Rehabilitation Program, CHDO Set-Aside Activities, CHDO Operating Assistance, and HOME Administration. The identification of funds for the purpose of reprogramming includes the following:

- **Voluntary Reprogrammed Funds:** Voluntary reprogramming represents those HOME funds acquired when the sub-recipient has completed the originally funded activity and the DHCD staff has closed the activity in the HUD Integrated Disbursement and Information System (IDIS). DHCD will take actions pertaining to voluntary reprogramming subject to a sub-recipient's request and/or recommendation. However, when the eligible activity is completed and closed with a remaining balance, this represents funds available for another approved eligible activity. A sub-recipient is not permitted to maintain any portion or a remaining balance for a completed and closed activity.

Under the voluntary reprogramming, the sub-recipient provides written notification to DHCD stating: 1) the project is complete and provides closeout documentation, as required; 2) the remaining balance dollar amount; and 3) a recommendation to reprogram the remaining balance into the HOME Program to another eligible activity.

- **Involuntary Reprogrammed Funds:** Involuntary reprogramming represents when a HOME activity is generally flagged as "At Risk", under the HUD IDIS system, when the activity has required no draw down of funds for a year or more. The DHCD will take actions pertaining to involuntary reprogramming subject to the specific circumstances that are consistent with HUD's IDIS system, which is used to provide administrative oversight of each entitlement jurisdiction.

In the case of involuntary reprogramming, the DHCD will issue a written letter specifying a sixty (60) calendar day intensive technical assistance period to the sub-

recipient with a copy to the Prince George's County Executive and Council. If the intense technical assistance period does not address the deficiency, DHCD will issue a written letter to the sub-recipient stating that funds will be reprogrammed, thirty (30) calendar days from the date of the letter based on the aforementioned "At Risk" condition subject to approval of the Prince George's County Council.

- **Program Income:** Program Income (PI) is defined as the gross income received by the grantee and its sub-recipient directly generated from the use of CDBG funds pursuant to 24 C.F.R. § 92.503. As required, the Annual Action Plan lists anticipated HOME program income each year. As program income is receipted, it is applied to an eligible and funded sub-recipient activity, resulting in "available" entitlement funds. The application of program income does not affect a sub-recipient's original allocation award.

#### **Criteria for Eligible CDBG Activities to Receive Reprogramming Funds**

County approved CDBG activities in prior program years that are eligible to receive reprogrammed funds include Affordable Housing, Economic Development, and Public Facilities and Infrastructure Improvements.

These activities must meet one or more of the following conditions:

1. Must have submitted an application and received an approved funding allocation in a previously approved Annual Action Plan;
2. Demonstrates evidence of a need for additional CDBG funding;
3. Have a HUD approved environmental review on file;
4. Show evidence of being ready to proceed in a timely manner;
5. DHCD agrees that the activity meets a priority in the approved 2021 – 2025 Consolidated Plan; or
6. DHCD had determined that the recommended activity and sub-recipient demonstrates the ability to expend funds in a timely manner.

#### **Criteria for Eligible HOME Activities to Receive Reprogramming Funds**

County approved HOME activities in prior program years that are eligible to receive reprogrammed funds include Homebuyer Activities, and Multi-Family Rental Housing Construction and Rehabilitation Program. These activities must meet one or more of the following conditions:

1. Must have submitted an application and received an approved funding allocation in a previously approved Annual Action Plan;
2. Demonstrates evidence of a need for additional CDBG funding;
3. Have a HUD approved environmental review on file;
4. Show evidence of being ready to proceed in a timely manner;
5. DHCD agrees that the activity meets a priority in the approved 2021 – 2025 Consolidated Plan; or
6. DHCD had determined that the recommended activity and sub-recipient demonstrates the ability to expend funds in a timely manner.

#### **Timeframe for Reprogramming**

The County may exercise its right to reprogram CDBG, ESG and Program Income funds during the County fiscal year (July 1 – June 30). These reprogrammed funds will be reported by DHCD in the annual CAPER submitted to HUD.

### **Reprogramming Notification and Approval Process**

DHCD shall place a notice pertaining to the proposed allocations of reprogrammed funds on the DHCD/County's website at least thirty (30) calendar days prior to the proposed actions to be executed by the Director pertaining to reprogrammed funds. The notice shall contain information regarding the proposed reprogramming, including total amount, opportunity to comment and subject to approval by the County Executive and County Council.

DHCD shall provide written notification thirty (30) calendar days prior to the proposed actions to be executed by the Director pertaining to reprogrammed funds to the Prince George's County Executive and Council, except when the County Council is in recess in August and December, including:

- Identification of where reprogramming funds are transferred from, specifically the program year, sub-recipient's name, project title, remaining balance amount, and the summation of facts pertaining to the DHCD action (i.e. voluntary or involuntary reprogrammed funds or program income).
- Identification of where reprogrammed funds will be transferred to, specifically, the program year, the sub-recipient's name, project title, scope, location, budget, term of performance and amount of reprogrammed funds.

DHCD shall provide timely responses to any public comments or referrals received in response to the proposed reprogramming to the County Council prior to the expiration of the thirty (30) day review period. The County Council shall provide written notification to DHCD prior to the expiration of the thirty (30) calendar days whether the Council approves, disapproves or amends the reprogrammed funds. Failure by the County Council to provide the written notification within the thirty (30) calendar daytime period shall be deemed an approval of the proposed reprogramming.

DHCD shall provide written notification of all final actions executed by the Director pertaining to reprogrammed funds to the Prince George's County Executive, County Council and HUD. In all cases, DHCD shall place a notice pertaining to the final allocations of reprogrammed funds in one or more local newspapers and update the DHCD/County's website.

### **Adoption of the Citizen Participation Plan**

Prince George's County makes the Citizen Participation Plan available for public comment for 30 days in conjunction with publishing of the draft Consolidated Plan. The Citizen Participation Plan is adopted along with the Consolidated Plan of which it is a part.

### **Countywide Public Meetings**

The County will hold two public meetings, one to obtain comments on the data within the document and general feedback on County needs and the second to obtain feedback to the draft prior to the adoption of the plan. Summaries of comments received during the development and completion of the Consolidated Plan or Annual Action Plan will be attached.

### **Public Notices**

Flyer and meeting invitations are sent to participants for focus group meetings. Flyers, email announcements, and advertisements in local newspapers are used to advertise the community-wide meetings. Also, DHCD advertises the Consolidated Plan activities on its website, cable television and through radio interview. Notices are posted in all County libraries and community centers.



**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Internet Outreach	Countywide	A Public Notice was emailed to those who subscribe to the County's website.			
2	Newspaper Ad – Enquirer Gazette	Countywide	A Public Notice was placed in this newspaper which circulates Countywide.			
3	Newspaper Ad – Prince George's Post	Countywide	A Public Notice was placed in this newspaper which circulates Countywide.			
4	Newspaper Ad – The Sentinel (This newspaper closed January 2020)	Countywide	A Public Notice was placed in this newspaper which circulates Countywide.			
5	Public Meeting #1	Countywide	Meeting held 12/5/19 from 6 pm to 8:30 pm. 29 individuals attended.	A summary of comments is included in the appendix.	All comments will be considered.	
6	Needs Assessment Focus Group #1 – Economic Development	Countywide	<i>Meeting held 1/27/20 from 2 pm to 4 pm. 32 individuals attended.</i>	A summary of comments is included in the appendix.	All comments will be considered.	
7	Needs Assessment Focus Group #2 – Quality of Life	Countywide	Meeting held 1/29/20 from 2 pm to 4 pm. 21 individuals attended.	A summary of comments is included in the appendix.	All comments will be considered.	
8	Needs Assessment Focus Group #3 – Affordable Housing	Countywide	Meeting held 1/31/20 from 2 pm to 4 pm. 35 individuals attended.	A summary of comments is included in the appendix.	All comments will be considered.	

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
9	Public Meeting #2	Countywide	Meeting held 2/13/20 from 6 pm to 8 pm. No one attended.	None		
10	Public Hearing	Countywide	The public hearing scheduled for April 14, 2020 was postponed due to Covid-19 pandemic and related closures.			

**Table 4 – Citizen Participation Outreach**

**STATE OF MARYLAND  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM COVID  
ROUND 2 FUNDING APPLICATION  
CLEARINGHOUSE SUBMISSION**

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Estella Alexander  
Director



Angela D. Alsobrooks  
County Executive

September 14, 2020

Myra A. Barnes, Manager  
State Clearinghouse for Intergovernmental Assistance  
Maryland Department of Planning  
301 West Preston Street, Suite 1101  
Baltimore, Maryland, 21201-2305  
[mdp.clearinghouse@maryland.gov]

## **REQUEST FOR STATE CLEARINGHOUSE REVIEW**

Project Description:	Emergency Rental Assistance
Grant Number:	MD CDBG COVID Round 2 Funding
Project Location:	Prince George's County
CFDA Numbers:	14.228

Dear Ms. Barnes:

Prince George's County (County), through its Department of Housing and Community Development (DHCD), is applying for the State of Maryland Community Development Block Grant (CDBG) Program COVID Round 2 Funding ("COVID Round 2 Funding"). Attached for review through the State of Maryland Clearinghouse for Intergovernmental Assistance (Clearinghouse) is Prince George's County's Application for the State of Maryland Community Development Block Grant ("CDBG") Program COVID Round 2 Funding ("COVID Round 2 Funding").

The State of Maryland has received an allocation of sixteen million, one hundred forty four thousand, eight hundred eighty-seven dollars (\$16,144,887.00) of Community Development Block Grant (CDBG) Program COVID Round 2 Funding from the U.S. Department of Housing and Urban Development (HUD), as authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act), enacted March 27, 2020 by Congress. Subsequently, the State has solicited applications from eligible jurisdictions, including Prince George's County, to apply for funding specifically for the administration of a Tenant-based Emergency Rental Assistance Program.

Under these above-referenced terms, Prince George's County, through DHCD, is applying for the COVID Round 2 Funding in the amount of two million, six hundred seventy two thousand, seven hundred twenty-five dollars (\$2,672,725.00). Of the two million, six hundred seventy two thousand, seven hundred twenty-five dollars (\$2,672,725.00), it is estimated that two million, five hundred thousand dollars (\$2,500,000.00) will be used directly for the Emergency Rental Assistance Program, while one hundred seventy two thousand, seven hundred twenty-five dollars (\$172,725.00) will be used for administrative and operating costs. Additionally, the ERA

Program will serve residents County-wide. Further, at the time of application for funding, an estimated 5,519 County households are in need of rental assistance.

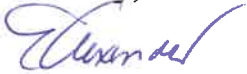
According to the U.S. General Services Administration SAM Assistance Listings, CDBG applications require notification under E.O. 12372 only if they are for water or sewer facilities; this application is neither.

While this project does not require notice and review under E.O. 12372, Prince George's County has assumed the U.S. Department of Housing and Urban Development's (HUD's) environmental review and decision-making responsibilities under 24 CFR 58.4. Therefore, the County is submitting this project to the Clearinghouse to ensure compliance with multiple laws and authorities that require consultation with interested parties.

The activities proposed are exempt and categorically excluded not subject to the authorities listed at 24 CFR 58.5 (CENST). Therefore, neither the Coastal Zone Management Act nor the National Historic Preservation Act applies.

Regarding the National Environmental Policy Act (NEPA), the activities proposed are exempt and CENST from NEPA's Environmental Assessment (EA) requirements.

Sincerely,



Estella Alexander  
Director

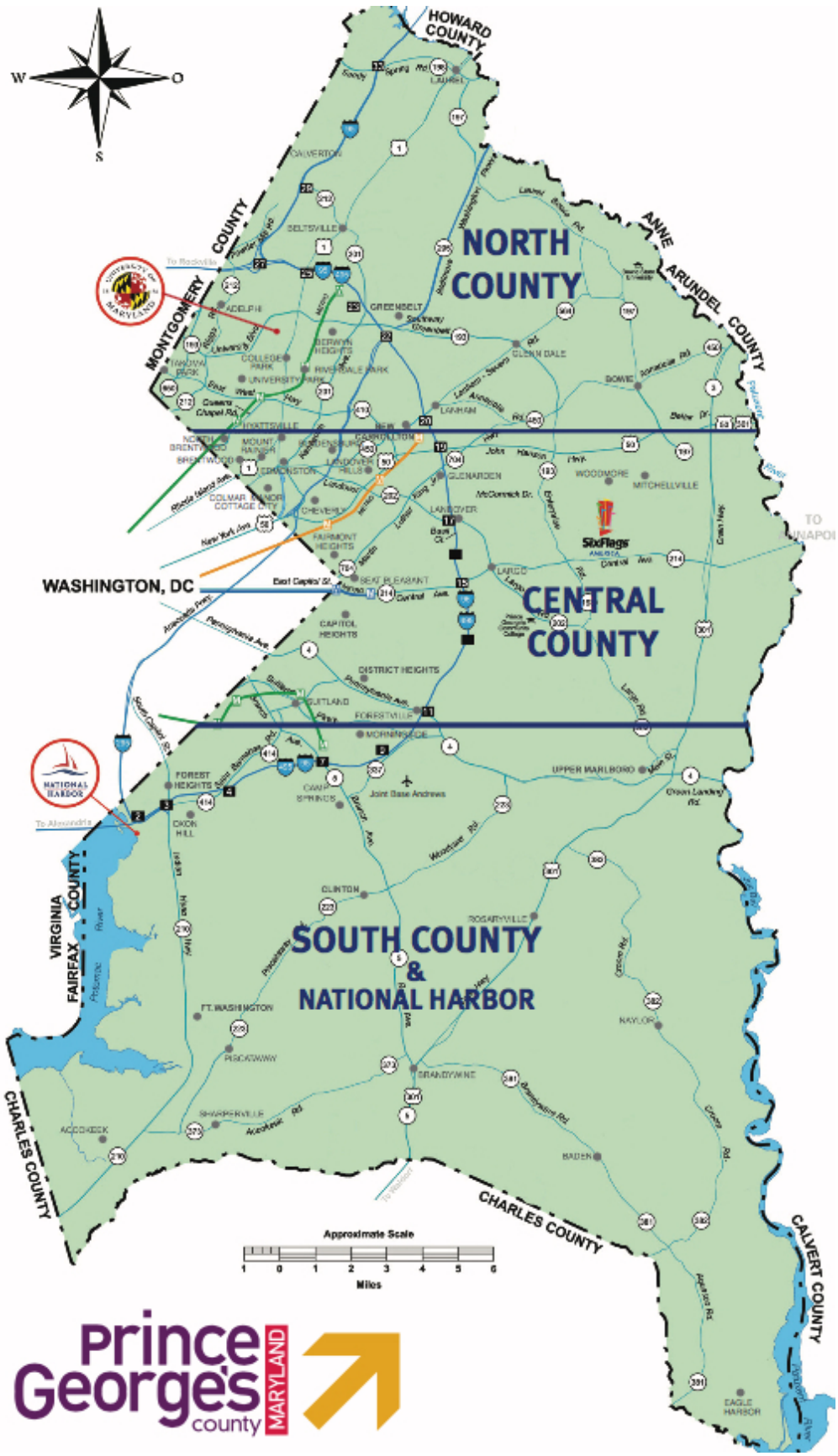
Attachment(s)

- Attachment A: Map of the Project Location and Geographic Area to be Served: Prince George's County (County-Wide)
- Attachment B: Budget Identifying all Sources and Uses of Funds
- Attachment C: Staffing for the Project



**ATTACHMENT A – MAP OF THE PROJECT  
LOCATION AND GEOGRAPHIC AREA TO BE  
SERVED: PRINCE GEORGE’S COUNTY  
(COUNTY-WIDE)**

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# **ATTACHMENT B – BUDGET IDENTIFYING ALL SOURCES AND USES OF FUNDS**

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**PROJECT BUDGET – Attach description of how costs were determined and identify if any funds committed, pending or to be sought are private, state, local or federal funds made available specifically to address coronavirus.**

ACTIVITY	SOURCES OF FUNDS					TOTALS	SOURCE*
	CDBG	LOCAL (Cash)	LOCAL (In-kind)	FEDERAL	OTHER		
1 Emergency Rental Assistance (ERA) Program	\$2,500,000	N/A		N/A	N/A	\$2,500,000	State CDBG-CV Round 2 Pending
2							
3							
4							
5							
6							
7							
8							
PROJECT ADMINISTRATION	\$172,725	N/A	\$1,000.00	N/A	N/A	\$172,725	State CDBG-CV Round 2 Pending: In-kind supplies Pending
TOTALS BY SOURCES OF FUNDS	\$2,672,725	\$	\$1,000.00	\$	\$	\$2,673,725	

Local includes County and/or Subrecipient \*Note if each source is Committed (C), Pending (P) or Not Sought (N)

## PART D

## SUMMARY OF ALL PROJECTS:

LIST OF ALL PROJECTS	CDBG REQUEST	TOTAL LEVERAGE	TOTAL
1 Emergency Rental Assistance (ERA) Program	\$2,500,000	N/A	\$2,500,000
2			
3			
4			
5			
6			
7			
8			
9			
PROJECT ADMINISTRATION FOR COUNTY	\$172,725	\$1,000.00	\$173,725
TOTALS BY SOURCES OF FUNDS	\$2,672,725	\$1,000.00	\$2,673,725

# **ATTACHMENT C – STAFFING FOR THE PROJECT**

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**PART E**

**GRANT MANAGEMENT PLAN: Applicants are to respond to questions below as to how the grant will be managed by the County.**

1. Identify the primary person who will administer this grant. Discuss their experience with CDBG regulations and requirements and past grant implementation.

The CDBG Program Manager, serving under the Department of Housing and Community Development's Community Planning and Development Division (CPD), will serve as the primary person responsible for administering this project under the direction of the Director for CPD. The CDBG Program Manager has managed the following HUD stimulus grants: CDBG-Recovery \$1,440,475 and the Homelessness Prevention and Rapid-Rehousing Program (HPRP) \$2,512,075, totaling \$4,062,550. Both programs were completed in a timely manner. Additionally, the CDBG Program Manager oversees the CDBG program management with professional staff members, Portfolio Managers, who work directly on specific grant-funded activities with an annual allocation of approximately \$5,162,548 (excluding CPD Planning and Administration).

2. Identify others in County government who will assist in the administration of this CDBG project.

The ERA Program Manager and the CDBG Portfolio Managers, under the direction of the CDBG Program Manager, will work directly with sub-recipient. This professional team will provide: 1) technical assistance to the sub-recipient; 2) guidance regarding HUD rules and regulations; and 3) training for the sub-recipient. The ERA Program Manager will review all completed and pre-approved application packages before the final approvals. Additionally, throughout the program life-cycle, technical assistance will be ongoing to ensure that milestones are met.

3. Discuss how you will manage subrecipient(s).

The Administration of this CDBG-CV project will be managed in partnership with the Redevelopment Authority's (RDA) Program Manager and four staff members.

The administrative process will follow the following steps: 1) Intake and processing of applications; 2) Gathering of documentation and providing the initial approval; 3) RDA Manager review and signature; 4) Signature of the RDA Executive Director; and 5) The application package is forwarded to the ERA Program Manager for review of all documents. If determined eligible, applications will be forward to the CDBG Program Manager for execution of the following steps: 1). Reviews and approves the application packages; 2) Forwards to the Deputy Director for review and approval; and 3) Transmittal to DHCD Director for the final approval and processing for payment. The RDA Team will manage the workflow for four (4) hours a day for a total of 20 hours a week.

4. If requesting funding for Project Administration for County government staffing, please identify the following:

Person	# Hours Anticipated to Work on Grant	Hourly Wage & Fringe	Total Funds Annual
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		
	4 hours/day or 20 hours/week		

\*Note chart reflects four (4) hours work day for a total of 20-hours work week for 52 weeks.

5. If planning to use Project Administration funds for expenses other than staffing, identify those expenses and estimated costs.

Expenses	Total Funds
N/A	N/A

**STATE OF MARYLAND  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM COVID  
ROUND 2 FUNDING APPLICATION**

**ENVIRONMENTAL REVIEW  
FORMS**

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## ENVIRONMENTAL REVIEW RECORD

Grantee: Prince George's County, Maryland

Program: Emergency Rental Assistance Program

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### Compliance with Other (58.6) Laws and Authorities

**Description:** The County will provide funding to low and moderate income households as emergency rental assistance. The funding is temporary as it is only for a 6 month period.

The following federal requirements do not apply to temporary assistance:

1. Airport Runway Clear Zones and Accident Potential Zones
2. Coastal Barrier Resources
3. Flood Disaster Protection Act of 1973, as amended.

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By signing below the Responsible Entity certifies in writing that the activities under this program are Categorically Excluded (not subject to 58.5) and meets the conditions specified for such determination per section 24 CFR 58.35(b).

Date

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Angela D. Alsobrooks, County Executive

**Maryland Community Development Block Grant Program  
Request for Release of Funds and Certification**

**This form is to be signed by the grantee when requesting the Release of Funds for their Maryland Community Development Block Grant (CDBG) funded project, and requesting the authority to use such funds. Please submit to the Maryland CDBG Environmental Officer upon completion.**

**Part 1. Program Description and Request for Release of Funds** (to be completed by grantee.)

1. Project Name Emergency Rental Assistance	2. Grant Number MD CDBG COVID Round 2 Funding	3. OMB Catalog Number(s) <b>14.228</b>
4. Name and address of responsible grantee Prince George's County, Department of Housing & Community Development, 9200 Basil Court, Suite 500, Largo, MD 20774 Other: Prince George's County, Office of Finance, 1301 McCormick Drive, Largo, MD 20774		
5. For information about this request contact: <b>(grantee contact name and phone number)</b> Linda G. Kruelle, Environmental Review Officer. (301) 883-5539		
6. Project Address <b>(street, city, county, for project location)</b> County-Wide, Prince George's County		
7. Brief Project Description <p>The Prince George's County Department of Housing and Community Development, with specific administration by the staff of the Redevelopment Authority of Prince George's County, will use State of Maryland CDBG-CV Round 2 funding to provide tenant-based rental assistance benefiting low- and moderate-income households whose income has been negatively impacted by COVID-19. Assistance will be provided to tenants at locations county-wide for up to a six-month period for each household. At the time of application for funding, an estimated 5,519 County households are in need of rental assistance. The project will include administrative costs, as well as operating costs. The time of performance of the program is January 1, 2021 to December 31, 2021.</p>		

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**Part 2. Environmental Certification**

With reference to the above Project(s)/Activity(s), I, the undersigned officer of this jurisdiction, certify that:

1. We have fully carried out the responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. We have assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agree to comply with the authorities in 24 CFR 58.6 and applicable state and local laws.
3. We have assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal ☐ **did** ☒ **did not** require the preparation and dissemination of an environmental impact statement.
5. We have disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.

6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the jurisdiction personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Chief Elected Official	Title
	County Executive
Angela D. Alsobrooks	Date Signed



**STATE OF MARYLAND  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM COVID  
ROUND 2 FUNDING APPLICATION  
  
LIMITED ENGLISH PROFICIENCY  
FORM**

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• • • Exhibit G • • •

**LIMITED ENGLISH PROFICIENCY DETERMINATION**

Using a HUD mapping tool, determine if information related to your application and your outreach require for documents and other outreach information to be translated into other language.

To access the AFFH Data and Mapping Tool:

1. Go to [www.hudexchange.info/resource/4867/affh-data-and-mapping-tool/](http://www.hudexchange.info/resource/4867/affh-data-and-mapping-tool/)
2. Select AFFH Data and Mapping Tool
3. Step 1 – select State/Insular Area
4. Step 2 – select Maryland
5. Step 3 is pre-populated with Maryland
6. Step 4 is pre-populated with AFFHT0004
7. Step 5 – select Map 4 LEP
8. Select LOAD AFFH MAP
9. Select your county

When you click on your county, a box will appear providing you with the 5 most populous language spoken in your county.

HUD's guidance is as follows, however, if an applicant is specifically targeting activities which include a large number of non-english speaking persons, than action should be taken:

- If number is 1,000 or more, *vital* documents must be translated.
- If number equals more than 5% of population AND more than 50 in number, *vital\** documents must be translated.
- If number equals more than 5% of population AND is 50 or less in number, translate written notice of person's right to receive oral interpretation of documents.
- If number is 5% or less of population AND less than 1,000 in number, no written translation is required.

Identify the most populous non-english language spoken in you county: Spanish  
128,972 Number of Persons 14.94 % of population

Identify any actions taken by jurisdiction: The Department of Housing and Community Development  
provides public notices in English and Spanish. A translator is made available during public meetings.

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Date: 09/14/2020

Repeat on separate paper if there is more than one language that triggers action.

\* *Vital documents* are those that contain information critical for obtaining federal services and/or assistance or are required by law. Examples: applications, notices of rights, notices of availability or eligibility, needs assessments, etc.

**STATE OF MARYLAND  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM COVID  
ROUND 2 FUNDING APPLICATION**

**PUBLIC HEARING NOTICE**

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**NOTICE OF PUBLIC HEARING  
ON THE  
PRINCE GEORGE'S COUNTY  
APPLICATION  
FOR THE  
STATE OF MARYLAND'S COVID COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM CDBG-CV ROUND 2 FUNDING**

**Date: Tuesday, September 22, 2020**

**Location: VIRTUAL MEETING**

**<https://pgccouncil.us/303/County-Council-Video>**

**\*Please check the Prince George's County Council website at <https://pgccouncil.us/> and/or the link above for updates on the date, time, agenda and an opportunity to comment.**

Prince George's County will conduct a Public Hearing to obtain the views of citizens on housing needs to be considered for submission of an application to the Maryland Community Development Block Grant (CDBG) Program for funds awarded through the federal Coronavirus Aid, Relief and Economic Security Act (CARES Act). Funds must be used to prevent, prepare for and respond to the coronavirus.

The State of Maryland's Community Development Block Grant (CDBG) Program is a federally funded program designed to assist governments with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services. It is administered by the Maryland Department of Housing and Community Development

The State of Maryland received an allocation of sixteen million, one hundred forty four thousand, eight hundred eighty-seven dollars (\$16,144,887.00) of CDBG Program COVID Round 2 Funding from the U.S. Department of Housing and Urban Development (HUD), as authorized under the Coronavirus Aid, Relief and Economic Security Act (CARES Act), enacted March 27, 2020 by Congress. Subsequently, the State has solicited applications from eligible jurisdictions, including Prince George's County, to apply for funding specifically for the administration of a Tenant-based Emergency Rental Assistance Program.

Citizens will have the opportunity to discuss proposed projects and to provide input on other needs to be considered. Citizens will be furnished with information including but not limited to:

- The amount of CDBG funds available;
- The range of activities that may be undertaken with CDBG funds; and
- The proposed project under consideration by (Jurisdiction).

A copy of the County's application for the COVID Round 2 Funding is available on the County's website: <http://www.princegeorgescountymd.gov/1039/Plans-Reports>, or can be mailed upon request by contacting DHCD at 301-883-5540.

Those wishing to testify at this hearing are invited to telephone the office of the Clerk of the Council, Room 2198, County Administration Building, Upper Marlboro, Maryland, 301-952-3600 TDD 301-925-5267.

Sign Language for the hearing impaired, interpretive and translation services for non-English speaking residents can be made available with a 5-day notice. To request these services, contact

DHCD at (301) 883-5540 or TTY (301) 883-5428. Additionally, accommodations for disabled persons and visually impaired persons may be available upon reasonable notice to the Clerk of the Council.

Written comments may also be sent to the Department of Housing and Community Development at 9200 Basil Court, Suite 500, Largo, Maryland 20774. For more information, please contact Community Planning and Development (CPD) Division at 301-883-5540, TDD 301-883-5428.

Prince George's County affirmatively promotes equal opportunity and does not discriminate on the basis of race, color, gender, religion, ethnic or national origin, disability, or familial status in admission or access to benefits in programs or activities.

By Authority of:  
Estella Alexander, Director  
Prince George's County  
Department of Housing and Community Development  
9200 Basil Court, Suite 500  
Largo, Maryland 20774  
Date: September 17, 2020

**NOTICE OF PUBLIC HEARING  
ON THE  
PRINCE GEORGE'S COUNTY  
APPLICATION  
FOR THE  
STATE OF MARYLAND'S COVID COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM CDBG-CV ROUND 2 FUNDING**

**Date: Tuesday, September 29, 2020**

**Location: VIRTUAL MEETING**

**<https://pgccouncil.us/303/County-Council-Video>**

**\*Please check the Prince George's County Council website at <https://pgccouncil.us/> and/or the link above for updates on the date, time, agenda and an opportunity to comment.**

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By Authority of:  
Estella Alexander, Director  
Prince George's County  
Department of Housing and Community Development  
9200 Basil Court, Suite 500  
Largo, Maryland 20774  
Date: September 17, 2020

**AVISO DE AUDIENCIA PÚBLICA  
SOBRE LA SOLICITUD  
DEL CONDADO DE PRINCE GEORGE  
PARA EL BLOQUE DE DESARROLLO COMUNITARIO COVID DEL ESTADO DE  
MARYLAND  
PROGRAMA DE SUBVENCIONES CDBG-CV RONDA 2 DE FINANCIAMIENTO**

**Fecha: **jueves 29 de septiembre de 2020****

**Lugar: ENCUENTRO VIRTUAL**

**<https://pgccouncil.us/303/County-Council-Video>**

**\*Consulte el sitio web del Consejo del Condado de Prince George en <https://pgccouncil.us/> y / o el enlace anterior para obtener actualizaciones sobre la fecha, la hora, la agenda y la oportunidad de comentar.**

El Condado de Prince George llevará a cabo una audiencia pública para obtener las opiniones de los ciudadanos sobre las necesidades de vivienda que se deben considerar para la presentación de una solicitud al Programa de Subvenciones en Bloque para el Desarrollo Comunitario de Maryland (CDBG) para fondos otorgados a través de la Ley federal de Ayuda, Alivio y Seguridad Económica para el Coronavirus (Ley CARES). Los fondos deben usarse para prevenir, prepararse y responder al coronavirus.

El programa de subvenciones en bloque para el desarrollo comunitario (CDBG) del estado de Maryland es un programa financiado con fondos federales diseñado para ayudar a los gobiernos con actividades dirigidas a la revitalización de vecindarios y viviendas, el desarrollo económico y la mejora de las instalaciones y servicios comunitarios. Es administrado por el Departamento de Vivienda y Desarrollo Comunitario de Maryland.

El estado de Maryland recibió una asignación de dieciséis millones ciento cuarenta y cuatro mil ochocientos ochenta y siete dólares (\$16,144,887.00) del financiamiento de la Ronda 2 del Programa CDBG COVID del Departamento de Vivienda y Desarrollo Urbano de los EE. UU. (HUD), según lo autorizado por el Ley de Ayuda, Alivio y Seguridad Económica por Coronavirus (Ley CARES), promulgada el 27 de marzo de 2020 por el Congreso. Posteriormente, el estado ha solicitado solicitudes de jurisdicciones elegibles, incluido el Condado de Prince George, para solicitar fondos específicamente para la administración de un programa de asistencia de alquiler de emergencia basado en inquilinos.

Los ciudadanos tendrán la oportunidad de discutir los proyectos propuestos y de dar su opinión sobre otras necesidades a considerar. Los ciudadanos recibirán información que incluye, entre otros, los siguientes:

- La cantidad de fondos CDBG disponibles;
- La gama de actividades que se pueden realizar con fondos CDBG; y
- El proyecto propuesto bajo consideración por (Jurisdicción).



Una copia de la solicitud del Condado para el Financiamiento de la Ronda 2 de COVID está disponible en el sitio web del Condado: <http://www.princegeorgescountymd.gov/1039/Plans-Reports>, o puede enviarse por correo a pedido comunicándose con DHCD al 301-883-5540.

Aquellos que deseen testificar en esta audiencia están invitados a llamar a la Oficina del Secretario del Consejo, Sala 2198, Edificio de Administración del Condado, Upper Marlboro, Maryland, 301-952-3600 TDD 301-925-5267.

Lenguaje de señas para personas con problemas de audición, servicios de interpretación y traducción para residentes que no hablan inglés pueden estar disponibles con un aviso de 7 días. Para solicitar estos servicios, comuníquese con DHCD al (301) 883-5540 o TTY (301) 883-5428. Además, las adaptaciones para personas discapacitadas y personas con discapacidad visual pueden estar disponibles con un aviso razonable al Secretario del Consejo.

También se pueden enviar comentarios por escrito al Departamento de Vivienda y Desarrollo Comunitario en 9200 Basil Court, Suite 500, Largo, Maryland 20774. Para obtener más información, comuníquese con la División de Planificación y Desarrollo Comunitario (CPD) al 301-883-5540, TDD 301 -883-5428.

El Condado de Prince George promueve afirmativamente la igualdad de oportunidades y no discrimina por motivos de raza, color, género, religión, origen étnico o nacional, discapacidad o estado familiar en la admisión o el acceso a los beneficios en los programas o actividades.

Por autoridad de:

Estella Alexander, Directora

Condado de Prince George

Departamento de Vivienda y Desarrollo Comunitario

9200 Basil Court, Suite 500

Largo, Maryland 20774

Fecha: 17 de septiembre de 2020

**STATE OF MARYLAND  
COMMUNITY DEVELOPMENT  
BLOCK GRANT PROGRAM COVID  
ROUND 2 FUNDING APPLICATION**

**STATEMENT OF ASSURANCES AND  
CERTIFICATIONS**

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## STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held the required number of public hearings, conducted a needs assessment and provided appropriate notice to ensure participation of citizens in the development the project(s) and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application and has adopted and maintains a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
4. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
5. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
6. has adopted and is enforcing or will adopt prior to commencing grant activities:
  - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.

7. will certify, to the best of the certifying official's knowledge and belief, that:
  - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
  - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
8. will adhere to federal and state Code of Conduct standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
9. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary; and
10. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
11. has not requested funds that duplicate other sources of funds made available to address the preparation, prevention or recovery of the coronavirus.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

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Typed Name and Title  
Chief Elected Official

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Signature

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Date

**Maryland Community Development Block Grant Program**  
**Application Checklist**

<b>Attachment</b>	<b>Required Submission ?</b>	<b>Included ?</b>
<b>Residential Anti-Displacement Plan</b>	<b>Only if new plan</b>	
<b>Citizen Participation Plan</b>	<b>Only if new plan</b>	
<b>Clearinghouse Submission</b>	<b>Yes</b>	
<b>Environmental Review Forms</b>	<b>Yes</b>	
<b>Local Resolution</b>	<b>Yes</b>	
<b>Limited English Proficiency Form</b>	<b>Yes</b>	
<b>Public Hearing Minutes from Hearing</b>	<b>Yes</b>	
<b>Public Hearing Notice</b>	<b>Yes</b>	
<b>Statement of Assurances and Certifications</b>	<b>Yes</b>	
<b>Original Application and 2 Copies</b>	<b>Yes</b>	