



Prince
George's
County

DHCD

Department of Housing & Community Development

CDBG COVID-19 REPROGRAMMING INSTRUCTIONS

**PY: CDBG-CV1R2
AND CDBG-CV3R
JULY 1, 2023-
DECEMBER 31, 2025**

2024

**OPENING DATE:
FEBRUARY 9, 2024**

**CLOSING DATE:
MARCH 1, 2024
AT 5:00 PM**

**PRINCE GEORGE'S COUNTY
AFFIRMATIVELY FURTHERING
FAIR HOUSING**



Angela D. Alsobrooks
County Executive

HCD.MYPGC.US



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CDBG-CV1R2 and CDBG-CV3R GENERAL REQUIREMENTS

Please address each section completely. Incomplete applications will be considered ineligible. Provide only the essential information needed to evaluate your request. **Please do not return these instructions with your application.**

To be considered for Community Development Block Grant – COVID-19 Reprogramming CDBG-CV1R2 and CDBG-CV3R, the proposed project must Prepare for, Prevent and Respond to COVID-19 and must address a National Objectives of the CDBG Program:

- 1. Provide benefit to low- and moderate-income persons or households, either directly or through a project of area-wide benefit;**

Funded activities should be ready to start and be completed within one (1) year.

The CDBG-CV1R2 and CDBG-CV3R 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 the Department of Housing and Community Development (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-CV1R2 and CDBG-CV3R application form is provided by e-mail.

Application must be typed. Do **not** use forms from prior years or change the application verbiage (unauthorized changes to the application may disqualify applicant). Do not include covers of any kind. Completed application package is submitted via email it to: cdbgcpcd@co.pg.md.us and lburphy@co.pg.md.us

Obtaining a DUNS Number:

The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a Data Universal Numbering System (DUNS) number. The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Obtaining a DUNS number is absolutely **free** for all entities doing business with the federal government, including grant and cooperative agreement applicants/prospective applicants. Should you need to obtain a DUNS number or inquire if you already have a DUNS number, please call the dedicated toll-free DUNS number request line at 1-866-705-5711 or visit the website at <http://www.grants.gov/applicants/requestdunsnumber.jsp>.

You will need to provide the following information to obtain a DUNS number:

- Legal Name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or

recognized

- Physical Address, City, State, and Zip Code
- Mailing Address (if separate from Headquarters and/or physical address)
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location

Obtaining a Unique Entity Identifier Number:

The unique entity identifier used in SAM.gov has changed:

As of April 4, 2022, the unique entity identifier used across the federal government changed from the Duns number to the Unique Entity ID (generated by SAM.gov).

For more information about this transition, visit SAM.gov or the Federal Service Desk, FSD.gov, You can search for help at FSD any time or request help from an FSD agent Monday thru Friday, 8AM to 8 PM, ET

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COMPLETING THE APPLICATION FORM

The following includes instructions for properly completing this application, basic requirements and eligible activities, definitions of terms, HUD/CDBG income limits, the HUD's goals and objectives, the type of projects and activities eligible to receive CDBG-CV1R2 and CDBG-CV3R funds, and frequently asked questions about the CDBG program.

SECTION I: INSTRUCTIONS AND FORMS

PART I. Project Summary

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 (e.g., 50 at-risk children, 20 persons with disabilities, 10 homeless individuals);
- The location of the project, by address or geographic boundaries;
- The HUD goal and objective of the project;
- The total amount of funds requested; and
- How you plan to measure the performance of the project.

PART II. Meeting a National Objective

Meeting a National Objective

In order to be eligible for funding, every CDBG-CV1R2 and CDBG-CV3R funded activity must qualify as meeting one of the three national objectives of the program. This requires that each activity, except those carried out under the basic eligibility categories of Program Administration, Planning and Non-profit Organization Capacity Building, meet a specific test for either:

- Benefitting low- and moderate-income persons,

Benefitting Low and Moderate-Income (L/M) Persons

- L/M Income Limited Clientele Activity – provides benefits to a specific group of persons rather than everyone in an area. At least 51 percent of the beneficiaries of the activity must be low and moderate-income persons. Priority is given to applications that serve 100 percent low and very low-income clients. See the Attachment entitled “HUD/CDBG INCOME LIMITS EFFECTIVE JUNE 15, 2023” Certain project beneficiaries are presumed to be of low and/or moderate income: the homeless, the elderly, abused children, illiterate persons, immigrants and persons with disabilities.

PART III. Meeting the County’s Goals and Addressing Priority Needs

CDBG-CV1R2 and CDBG-CV3R funds can only be used for activities that fall under Public Service or Planning and Administration categories. The CDBG-CV1R2 and CDBG-CV3R activities must be consistent with the priority needs and goals in the County’s approved 2021 – 2025 Consolidated Plan. The following table highlights the County’s FY 2021 - 2025 program goals. Applicants are required to describe how the proposed project will meet the County’s goals and address a priority need by selecting at least **one** Goal and **one** Need per application.

Goal Number	Goal Name	Start Year	End Year	Needs Addressed	Goal Outcome Indicator
	Improve quality of life / livability	FY21	FY25	Public Service	114,000 persons assisted; 5 public facilities supported

*Goal outcomes include use of CDBG and HOME funds.

Prince George’s County is committed to allocating funds that serve the needs of LMI residents. Households with incomes less than 50% of Area Median Income (AMI) and households with extremely low incomes (less than 30% of AMI), are priorities. With input from residents, County agencies and community stakeholders, the County has also identified special needs populations as among those who face the greatest challenges and therefore identified as a **high** priority including:

PART IV. Program Objectives and Project Beneficiaries

For all projects, describe completely the number or individuals to benefit from the project residents that are impacted by the COVID 19 pandemic. Assisted activities should have one or more of the following– Prepares, Prevent and Respond (PPR) to COVID.

PART V. Organization Experience and Capacity

Answer all questions for this section providing a narrative where requested. Priority will be given to activities that have a clear plan of action that is consistent with the budget and that demonstrate the applicant has the capability to implement the proposed plan and is consistent with the County's goals.

PART VI. Organization Collaboration

Priority will be given to activities that are integrated with other community service projects and provided in collaboration with other service providers.

PART VII. Outcome and Performance Measurement

For all projects, describe the proposed project in detail.

Explain how the CDBG-CV1R2 and CDBG-CV3R funds requested are necessary and appropriate to the success of the project.

Describe how the proposed project will be measured clearly indicating the performance measures to be used to evaluate the outcome of your proposed project (e.g., number of persons, households, units assisted; number of communities/neighborhoods assisted).

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

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

PART VIII. Budget

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 may become the budget for the Operating Agreement.

Indirect Costs: Do not request amounts for support of indirect costs unless absolutely necessary. If you include indirect costs, you **must** provide an indirect cost allocation plan with your proposal. Examples of indirect costs include rent; supplies purchased in bulk, as opposed to project supplies; telephone (landlines only) or Internet service; utilities; and administrative or clerical salaries and fringe benefits (examples of fringe benefits: health insurance premiums, retirement contributions, life insurance, vacation & sick leave).

Environmental Review: Certain types of projects require environmental testing or may be expedited by third-party consultant services. See the "Environmental Information Checklist" in Exhibit 1-A to determine what documentation will be required for your project, and include any relevant services in your budget. Contact Shirley Grant, CPD Administrator at SEGrant@co.pg.md.us , cc: Julius N. Mbotiji, Environmental Review Officer at Jnmbotiji@co.pg.md.us with any questions about review requirements or scoping.

Other Non-Federal Funds: The County’s CDBG-CV1R2 and CDBG-CV3R program operates on a reimbursement basis only, therefore the applicant must provide the amount and source of other non-federal funding resources that will sustain the operation of the proposed project. A confirmation letter or other appropriate documentation of other funding sources is required. Include a name and phone number of a contact person who can provide further details.

Evidence of Match

For each match contribution claimed, DHCD/CPD requires applicants to provide written evidence supporting any pledged matching funds identified in the application. The supporting documentation should be submitted along with the application, however DHCD will allow applicants up to ten (10) days after the application has been accepted to submit the documentation for match.

Failure to Provide Evidence of Match

If the supporting documentation is not submitted within ten (10) days or CPD determines that it is unacceptable, DHCD will disallow the claimed matching funds and reevaluate the application which can affect the application’s ranking and, in some cases, may cause the application to be denied.

Duration of Awards

The initial funding period and subsequent continuation amendment extending the funding period shall be at least 12 months.

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

PART IX. Supplemental Budget

Duplication of Benefits Calculation Worksheet List all Federal funding received from the CARES Act and the amount. Include CDBG-CV 1 and 3, and CDBG-CV 1R. If you received Federal funding and the agency is not listed, insert the agency, program and amount. All funding sources must be listed by name and amount. Duplication of Benefits – Before paying a cost with federal disaster assistance (CARES Act), you must confirm that the assistance will not cause duplication of benefits, meaning that the cost has not or will not be paid by another source. Funds can be used to fill the gap of an existing program. CDBG-CV1R2 and CDBG-CV3R funds in accordance with the Coronavirus Aid, Relief and Economic Security Act (CARES Act) (Pub. L. 116-136).

PART X. Activity Schedule

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

Conflict of Interest

A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person’s self-interest and professional interest or public interest. (Complete and sign after reading.)

SECTION II. ELIGIBLE ACTIVITIES AND CRITERIA BY CATEGORY

For Public Service Projects:

Public Service Category is uncapped in accordance with the CARES Act in response to the COVID-19 pandemic to meet the needs of the County residents. The CDBG-CV1R2 and CDBG-CV3R is addressing urgent needs to include, but not limited to, emergency rental assistance, foreclosure prevention for homeowners, food pantry services, and healthcare for underserved communities.

Criteria for 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-CV1R2 and CDBG-CV3R subsidy
- Maximize available necessary resources to meet the need
- Be sponsored by an IRS certified tax-exempt 501(c)(3) non-profit organization

The applicant must provide a clear and precise definition of the proposed project. The proposed project must describe how it supports HUD's goal in providing a suitable living environment for principally low and moderate-income individuals.

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, 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.

HUD Matrix Codes

Every project must be assigned ***one*** HUD Matrix Code identifying the purpose of the expenditure of funds. If your proposed project fits more than one Matrix Code, the proposal must be divided into separate applications. A project with more than one Matrix Code cannot be funded. For assistance in determining how many Matrix Codes apply to your proposed activity, please call LeShann Murphy, Program Manager, at lbmurphy@co.pg.md.us

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SECTION III: DEFINITION OF TERMS

Annual Action Plan for Housing and Community Development: The Annual Action Plan (AAP) reflects the County's yearly 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 and ESG funds.

CDBG-CV: Community Development Block Grant COVID-19: In response to the public health outbreak, COVID-19, Congress designated funding to Federal entitlement programs, allocated through the U. S. Department of Urban Development (HUD) to address a wide variety of needs including providing shelter to homeless individuals, increasing affordable housing options, and maintaining crucial public services during the pandemic. Use of funds must meet one of the National Objectives: (1) provide benefit to low and moderate-income persons. Assisted activities must Prepare, Prevent and Respond (PPR) to the impact of the pandemic.

Consolidated Plan for Housing and Community Development: 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 HUD entitlement funds.

Consolidated Annual Performance and Evaluation Report: The Consolidated Annual Performance and Evaluation Report (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.

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 (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 Subrecipient Workshops and Stakeholders Public meetings. The Consolidated Plan and Annual Action Plan provide strategies for the use of Federal funds from the Federal Housing and Urban Development (HUD). The Community Planning and Development Division administers the Community Development Block Grant (CDBG) and the Community Development Block Grant COVID-19 (CDBG-CV). Call (301) 883-5540 for more information.

DHCD: Prince George's County Department of Housing and Community Development, 9200 Basil Court, Suite 306, Largo, Maryland 20774.

HUD: U.S. Department of Housing and Urban Development.

Duplication of Benefits: As part of the CARES Act and described in FR-6218-N-01 (CDBG-CV Federal Register Notice), HUD must ensure that there are adequate procedures in place to prevent any duplication of benefits as required by Section 312 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended by Section 1210 of the Disaster Recovery Reform Act (DRRA) of 2018.

Operating Agreement: Contract between the County and a sub-recipient receiving CDBG-CV1R2 and CDBG-CV3R funding, with a typical performance period of one year.

Requirement: Applicants receiving CDBG-CV1R2 and CDBG-CV3R funding are required to maintain General Liability and Worker's Compensation Insurance. Your Certificate of Liability Insurance must name Prince George's County, Maryland as a **Certificate Holder and an Additional Insured**. The certificate should not identify a specific Department within the County government. The address to be used is 9200 Basil Court, Suite 306, Largo Maryland 20774. For additional insurance requirements and or information please contact Steve (Rick) Schnabele, Risk Manager, Office of Finance, on (301) 952-3842 or by e-mail fwschnabele@co.pg.md.us

Section 3: Section 3 is a provision of the Housing and Urban Development Act of 1968, as amended that fosters local economic development, neighborhood improvement and individual self- sufficiency.

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SECTION IV: HUD/CDBG INCOME LIMITS

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

HUD/CDBG Income Limits
Effective June 15, 2023

Income Limits

FY 2023 Median Family Income: \$152,100

Household Size	<u>EXTREMELY LOW INCOME</u> (30% AMI = Maximum Income)	<u>VERY LOW INCOME</u> (50% AMI = Maximum Income)	<u>LOW INCOME</u> (80% AMI = Maximum Income)
1	\$31,650	\$52,750	\$66,750
2	\$36,200	\$60,300	\$76,250
3	\$40,700	\$67,850	\$85,800
4	\$45,200	\$75,350	\$95,300
5	\$48,850	\$81,400	\$102,950
6	\$52,450	\$87,450	\$110,550
7	\$56,050	\$93,450	\$118,200
8	\$59,700	\$99,500	\$125,800

Source: U.S. Department of Housing and Urban Development (<http://www.huduser.org>)



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.