

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

PROGRAM YEAR 53
JULY 1, 2027- JUNE 30, 2028

Opening Date: Tuesday, October 20, 2026
Closing Date: Friday, November 20, 2026

Community Development Block Grant PY 53 - Checklist

Date Submitted: _____ Application Priority # _____
Submitted By: _____
Organization: _____
Project Title: _____

REQUIREMENTS

Please check to indicate the documents that are attached.

1.	Checklist	_____
2.	Project Readiness	_____
3.	Application Form pages 4-21 (typed)	_____
4.	Conflict of Interest Statement	_____
5.	Organizational Chart	_____
6.	Agency's 501 (c) (3) Certification	_____
7.	Certificate of Liability Insurance	_____
8.	List of Current Board of Directors	_____
9.	Board of Directors' Authorization to Submit Request	_____
10.	Articles of Incorporation, Bylaws, and related Amendments	_____
11.	Financial Statement or most recent Audit	_____
12.	Resumes of Staff to carry-out activity	_____
13.	Resume of Fiscal Officer	_____
14.	Current Certificate of Good Standing from State of Maryland	_____
15.	Support Letters	_____
16.	Commitment Letters (Commitment for Funding)	_____
17.	One (1) signed copy by email of your total package	_____

EXHIBITS: (*Provide photos of site as evidence of site control, if for sale housing, market value/comps; if rental—a summary of target tenant population; if street improvement -- before photos)*

18.	**Exhibit 1A – Environmental Information Checklist (if applicable)**	_____
19.	**Exhibit 1B – Section 3 New Rule Safe Harbor Pledge Form**	_____
20.	**Exhibit 1C – Build America Buy America Act (if applicable)**	_____
21.	**Exhibit 1D – Concrete Quantity Report (if applicable)**	_____
22.	**Exhibit 1E – Business Participation Table (Economic Development Only)**	_____
23.	**Exhibit 1F – Bituminous Concrete Quantity Report (if applicable)**	_____

County agencies should only submit documents 1, 2, 3, 4, 15, 16 thru 23.

FOR DHCD/CPD STAFF USE ONLY

- ☐ Housing Affordable
- ☐ Economic Development
- ☐ Public Facilities and Infrastructure Improvements
- ☐ Public Service

PY 53 Project Readiness Form

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

Questions	Yes	No	Unknown
1. Is this application on behalf of a municipality or local government agency?			
2. Is your agency certified by the Internal Revenue Service as a 501(c)(3) organization?			
3. If not certified as a 501(c)(3), has your organization filed a Form 1023 Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code?			
4. Has your organization registered with the Maryland Office of the Secretary of State, Charitable Organizations Division, as a non-profit organization?			
5. Has your organization operated for more than three (3) years?			
6. Has your agency applied for funding from other Federal sources?			
7. Does your agency have a full-time Executive Director?			
8. Does your agency have full-time staff to administer programs?			
9. Does your agency have a written Procurement Policy?			
10. If so, is your Procurement Policy in compliance with OMB Uniform Guidance Part 215.40?			
11. Does your organization have a written Drug-Free Workplace Policy?			
12. Does your agency have sufficient operating funds to begin the proposed project on July 1st of next year, but can wait as long as six months later for your first reimbursement of project expenses?			
13. Does your organization have a Board of Directors?			
14. Will your agency be able to provide a Certificate of Liability Insurance naming Prince George's County as a Certificate Holder and an Additional Insured?			
15. If this is a public facilities project, does the applicant hold title to the property?			
16. Is this project an expansion activity?			
17. Is this project an existing activity that has received CDBG? funding in prior years?			

If you answered "No" or "Unknown" to three or more questions, request technical assistance from the Community Planning and Development (CPD) staff member or Office of Risk Managment *(if applicable)* assigned to the activity category that matches your proposed project. Contact CPD and/or the Office of Risk Management at least two weeks prior to the proposal submission deadline date. See instructions page

Prince George's County Maryland
Department of Housing and Community Development
Community Development Block Grant
Funding Application - Program Year (PY) 53

Project Overview

A separate Funding Application should be submitted for each project or project activity for which funding is requested

Applicant Information			
Name of Submitting Organization/Municipality:			
Federal Tax ID Number for Organization:			
Unique Entity Identifier Number for Organization:			
Address of Organization:			
County Councilmanic District of Agency:			
Telephone Number:			
Fax Number:			
Website:			
Project Information			
Project Title:			
HUD Matrix Code (Required):			
Amount of CDBG Funding Requested:			
County Councilmanic District of Project:			
Agency Person Who Will Be Administering the Project, If Funded:			
Name:		Title:	
Telephone Number:		Email Address:	
Address (if different from above)			
Authorization			
Executive Director, Chief Executive Officer or Municipal Official Authorizing This Application:			
Name:		Title:	
Telephone Number:		Email Address:	
Authorized Signature:			
For Office Use Only: [ ] Logged / / [ ] Reviewed:_____ [ ] Assigned:_____ [ ] ID No. ____			

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

Part I – Project Summary
Name of Project to be funded:
Provide a brief summary description of the project. (100 words or less)

PART II - Meeting a National Objective (*check one*)
Benefitting Low/Moderate Income Persons
_____ L/M Income Limited Clientele _____ L/M Income Job _____ L/M Income Area Benefit _____ L/M Income Housing
Preventing or eliminating slums or blight (as defined by County Code page 6 of instructions is not being accepted at this time

PART III - Meeting HUD Performance Goals
(Select one Objective & one Outcome)

Objective Category:

☐ Suitable Living Environment ☐ Decent Housing ☐ Economic Development

Outcome Category:

☐ Availability/Accessibility ☐ Affordability ☐ Sustainability

PART IV – Project Beneficiaries	
AFFORDABLE HOUSING PROJECTS ONLY	
Number of households that will benefit from the project:	
Street address of project:	
PUBLIC SERVICE PROJECTS ONLY	
Number of individuals that will benefit from the project:	
Street address of project:	
ECONOMIC DEVELOPMENT PROJECT ONLY ***Note: See Exhibit 1-E for Façade Improvement Project***	
Provide the number of jobs that will be created and/or retained:	
Provide the number of businesses to be assisted:	
Provide the street address for each location to be assisted with CDBG funds:	
Provide the census tract and block group numbers, if known:	
Percentage of low and moderate-income persons or households, if known:	
PUBLIC FACILITIES AND INFRASTRUCTURE IMPROVEMENT PROJECT	
Number of individuals or households that will benefit from the project:	
Street address of project:	
Provide the census tract and block group numbers, if known:	

Part V – Organization Experience and Capacity

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 capacity to implement the proposed plan and is consistent with County goals.

Note: New organizations are encouraged to enter into partnerships with more experienced groups and/or obtain qualified consultants to help implement the project.

Organization Background:

1. List the date your organization was incorporated:

2. Number of current paid staff in your organization
   Full Time _____ Part Time _____

3. Number of existing staff who will work on the project. Provide copies of resumes demonstrating their qualifications
   Full Time _____ Part Time _____

4. Number of <u>new</u> staff that will be hired to work on the project, if funded. Provide copies of job descriptions
   Full Time _____ Part Time _____

5. Briefly describe your organization's relevant experience with similar projects and if appropriate, the success in carrying out the activity for which funding is requested:

6. Will a consultant(s) or contract staff be hired to help implement the project? ☐ Yes ☐ No If "yes", describe the selection process, scope of services offered and identify the sources of funds. **Note: Consultant agreements are subject to the approval of the Department of Housing and Community Development**
7. Describe your financial management systems, including disbursement methods, financial reports and accounting procedures.
8. Evidence of General Liability, Automobile Liability, Worman's Compensation and Fire Insurance coverage is required. If your organization lacks coverage in one or more areas, describe below.

PART V – Organization Experience and Capacity (continued)

Funding History Information

provide an account of the revenue of your organization for the past three years and a
ted budget.

Funding Cycle	2025	2026	2027	Projected 2028
Revenue				
City				
County				
State				
Federal				
Fees Charged				
Fundraising				
Donations				
In-Kind				
Other				
Total Revenue				

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Part VI – Organization Collaboration (Priority Points)

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

1. Are there plans to enter into a partnership with any other organization(s) to undertake this project? ☐ Yes ☐ No
   If "yes," please list the organization (s) and their contribution(s). If "no," explain why not.

2. Is this proposed project coordinated with or a part of any ongoing housing or community development program(s) or activity(s)? ☐ Yes ☐ No If "yes," explain how.

3. Will the services of the project be coordinated with other services in the community?
   ☐ Yes ☐ No If "yes," explain how.

4. Does the project need Federal funds after FY 2028? ☐ Yes ☐ No
If "yes," describe how much is needed and for how long. Why is continued funding needed?

PART VII – Outcome and Performance Measures

1. Briefly describe the problem or community need your project addresses.

2. Describe the services or activities to be completed to address the need. How will outcomes be measured?
3. Estimate the number of persons to be assisted. Persons to be assisted should be described in terms of age, gender, ethnicity, and income level. Activities may include construction or rehabilitation work, direct client services, or administrative functions carried out by an agency.
4. At least 51% of the beneficiaries of the proposed project must fall within the low to moderate income guidelines. Your organization will have to provide information on the income status of program participants. Please describe the data your organization gathers on income and family size and how that data will be stored and compiled in order to provide accurate reporting.

PART VIII – CFY 2028 CDBG BUDGET (Use this form ONLY)

INSTRUCTIONS: The following budget information is only for the **project** which your organization is requesting funds. You should not include your organization's total operating budget.

In Column A: List the titles of all positions to be funded in whole or in part with CDBG funds.

In Column B: For each employee shown in column A, list the total hours per week to be spent on the CDBG project over the total hours worked in a week. For example, a staff person who works full-time on the project would be shown as 40/40, while an employee who works part-time (for example, 10 hours per week) on the project would be shown as 10/40.

In Column C: Show the hourly rate to be paid for each position. For similar positions with different hourly rates (due to length of service, for example), either use different lines for each staff person, or use the highest rate for the position title.

In Column D: Show the total CDBG budget for this line item (hourly rate times the number of CDBG hours).

In Column E: Show other project funds that will be allocated to each line item. This includes other funds such as grants from other governmental agencies or private foundations, or general operating funds provided by the organization.

In Column F: Provide the name(s) of other sources of funding associated with "other" funds listed in Column E.

Under the **FRINGE BENEFITS** section, show the percent to be applied for each line item under column C. Multiply this percentage by the total salaries for each fringe item.

The **TOTAL SALARIES & BENEFITS** line should be the subtotal of all costs shown in Parts I, II and III. This figure will be included in the **GRAND TOTAL** under Part IV.

NOTES:

1. Not all line items may apply; **only fill in costs for those that apply**.
2. **Do not add additional lines**, points for the budget may be decreased, please refer to the CDBG Instructions.
3. Funding recipients must meet federal audit requirements as outlined in OMB Omni Circular 2CFR 200. Federal funds may be used to help pay for such an audit. (http://www.whitehouse.gov/omb/circulars_default/)
4. The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. (OMB Omni Circulars – 2CFR Part 215, 220, 225 and 230)

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PART VIII – CFY 2028 CDBG BUDGET (Use this form ONLY) - continued

A	B	C	D	E	F
I. PERSONNEL COSTS					
SALARIES (List all positions to be assigned to this project)	CDBG HOURS/ TOTAL HOURS PER WEEK	HOURLY RATE	TOTAL CDBG	OTHER FUNDS	NAME /SOURCE OF OTHER FUNDS
	/	$	$	$	
	/	$	$	$	
	/	$	$	$	
	/	$	$	$	
	/	$	$	$	
	/	$	$	$	
TOTAL SALARIES			**$**	**$**	
II. FRINGE BENEFITS					
DESCRIPTION		**PERCENT**	**TOTAL CDBG**	**OTHER FUNDS**	**NAME SOURCE OF OTHER FUNDS**
Retirement Contributions		%	$	$	
Health Insurance Premiums		%	$	$	
Life Insurance		%	$	$	
Vacation & Sick Leave		%	$	$	
TOTAL FRINGE BENEFITS		**%**	**$**	**$**	
TOTAL SALARIES AND FRINGE BENEFITS			**$**	**$**	
III. CONSULTANTS					
DESCRIPTION		HOURLY RATE	**TOTAL CDBG**	**OTHER FUNDS**	**NAME SOURCE OF OTHER FUNDS**
Environmental Testing		$	$	$	
Environmental Review		$	$	$	
Other:		$	$	$	
Other**:**		$	$	$	
Other:		$	$	$	
TOTAL CONSULTANTS			**$**	**$**	

PART VIII – CFY 2028 CDBG BUDGET (Use this form ONLY) - continued			
A	**B**	**C**	**D**
IV. PRE-DEVELOPMENT			
DESCRIPTION	TOTAL CDBG	OTHER FUNDS	NAME /SOURCE OF OTHER FUNDS
Architect	$	$	
Survey	$	$	
Civil Engineering	$	$	
Appraisal	$	$	
	$	$	
	$	$	
TOTAL PRE-DEVELOPMENT	**$**	**$**	
V. DEVELOPMENT / CONSTRUCTION OR REHABILITATION			
DESCRIPTION	TOTAL CDBG	OTHER FUNDS	NAME /SOURCE OF OTHER FUNDS
House Acquisition	$	$	
Construction Costs	$	$	
General Requirements	$	$	
	$	$	
	$	$	
TOTAL DEVELOPMENT/CONTRUCTION OR REHABILITATION	**$**	**$**	
VI. INFRASTRUCTURE IMPROVEMENTS			
DESCRIPTION	TOTAL CDBG	OTHER FUNDS	NAME /SOURCE OF OTHER FUNDS
Planning/Engineering	$	$	
Improvements:	$	$	
Milling, Paving, Curbs, Gutters, Driveway Aprons	$	$	
Lighting	$	$	
	$	$	
	$	$	
TOTAL INFRASTRUCTURE IMPROVEMENTS	**$**	**$**	

PART VIII – CFY 2028 CDBG BUDGET (Use this form ONLY) - continued			
A	**B**	**C**	**D**
VII. OPERATING EXPENSES			
DESCRIPTION	TOTAL CDBG	OTHER FUNDS	NAME /SOURCE OF OTHER FUNDS
Office Rent	$	$	
Audit & Accounting	$	$	
Books & Publications	$	$	
Insurance	$	$	
Legal	$	$	
Local Mileage	$	$	
Office Supplies	$	$	
Postage	$	$	
Office Telephone	$	$	
Utilities: (**List Separately**)	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
	$	$	
TOTAL OPERATING EXPENSES	**$**	**$**	

IMPORTANT NOTICE FOR APPLICANTS

Every year, the demand for CDBG funds exceeds the amount of money available. Prince George's County is therefore committed to funding projects that are ready to proceed immediately after funds are available and those prepared to spend the approved funds within a twelve-month period. Unspent funds remaining at the end of the subgrantee agreement term may be recaptured. Plan your projects accordingly.

Please be aware that even if your project is approved, it may be recommended at a lower level of funding than requested. Please develop contingency plans for smaller CDBG awards.

Finally, these funds, if awarded, are NOT an ongoing source of operating support. Even if your organization receives funding in year one, there is no guarantee that approved projects will receive funding in subsequent years.

PART IX - Supplemental Budget

1. List any prior CDBG funds received

	Funded Amount	Unexpended Amount	Explain Unexpended Amount
PY 49			
PY 49R			
PY 50			
PY 51			
PY 52			
Totals			

2. VERY IMPORTANT: Explain, <u>in detail</u>, how you will continue this project if CDBG funds are no longer available. ***(Even if this is a first- year request, please provide a financial plan of action to be undertaken once CDBG funds are no longer available).***

3. List all secured funding sources for this project. Include amounts, scope, terms, and periods covered. Provide commitment letters from other funding sources
4. Describe plans to seek new funding to supplement CDBG funding. Describe pending or anticipated funding applications in terms of amounts, scope, terms, and periods covered.

PART X - Activity Schedule

Provide Projected Implementation and Drawdown Schedules. Show expenditures of CDBG Funds, only. Do Not Show expenditures from other sources.

	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Funds Expended												
List of Tasks												
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												
9.												
10.												
11.												
12.												

PART X (continued) - Activity Schedule II

(Complete this page for construction projects that may extend to 18 months)

	Fifth Quarter			Sixth Quarter		
	July	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**
Funds Expended						
List of Tasks						
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

PART XI: CONFLICT OF INTEREST

Federal, State and Local law prohibits employees and public officials of the Prince George's County Government from participating on behalf of the County in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would create conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application a County employee or consultant, or a member of the Prince George's County Council?

   Yes ☐ No ☐

   If yes, please list the names(s) below:

   _____ _____

   _____ _____

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application a County employee, consultant, or a member of the Prince George's County Council?

   Yes ☐ No ☐

   If yes, please list the name(s) below:

   _____ _____

   _____ _____

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a Prince George's County employee, consultant, or a member of the Prince George's County Council?

   Yes ☐ No ☐

   If yes, please list the name(s) below:

   _____ _____

   _____ _____

If you have answered "YES" to any of the above, a disclosure notice must be submitted to the DHCD Office to determine whether a real or apparent conflict of interest exists.

continued ...

CONFLICT OF INTEREST QUESTIONNAIRE

This shall include the member's business or other affiliations, family and/or significant other, employer, or close associates who may stand to receive a financial benefit or gain. Further, members, officers and/or executive directors of sub-recipients may not enter into contracts with companies they are affiliated with through employment of, or ownership by, themselves or their relatives. Each individual shall disclose to the Prince George's County Department of Housing and Community Development (DHCD) Housing and Community Development Division* the existence or potential existence of a conflict or interest, such as an overlap in public duties and private interest, affiliations that may create a future conflict, as well as all personal interest which he or she may have in any matter pending before the organization. Former County employees must provide a letter from the Office of Ethics & Accountability at https://www.princegeorgescountymd.gov/1028/Ethics-Accountability.

Name of Organization: _____

Name of Applicant's Authorized Official: _____

Authorized Official's Title: _____

Signature of Authorized Official: _____

*** Reviewing Agency is the Prince George's County Office of La**w.

Community Development Block Grant (CDBG)

Program Year 53

(July 1, 2027 – June 30, 2028)

Exhibits

EXHIBITS: (*Provide information- if construction provide photos of the site as evidence of site control, if for-sale housing, market value/comps if rental—a Summary of target tenant population; If street improvement – before streetscape photos*)

Exhibit 1-A Environmental Information Checklist
Exhibit 1-B Section 3 New Rule Safe Harbor Pledge Form
Exhibit 1-C Build America Buy America Act Compliance Form
Exhibit 1-D Concrete Quantity Report
Exhibit 1-E Business Participation Table
Exhibit 1-F Bituminous Concrete Quantity Report

Exhibit 1-A
Environmental Information Checklist

To request an environmental review, email the following information to JNMbotiji@co.pg.md.us cc: jbrwanika@co.pg.md.us *as soon as it is available*.

NOTICE: The environmental review must be approved prior to implementation of the project; if a Release of Funds is required it must have been issued by HUD. Committing funds from any source prior to receipt of environmental clearance is a violation of Federal regulations at 24 CFR 58.22 and will result in the subrecipient having to repay all Federal funds received for this project and/or cancellation of the project. New funding for a previously-funded site requires a new environmental review record. If the scope of work is revised, the Chief Community Planning and Development Manager, Senior Environmental Review Officer, Senior Compliance Officer, Contract Administrator, and Portfolio Manager must be notified before implementing changes.

I acknowledge that I have read and understand the statements above.

Signed:_____Date:_____

Typed/Printed Name and Title:_____

Project Information:

Project Name: _____

Grant Recipient / Subrecipient: _____

Funding Source: CDBG _____ HOME _____ CoC (Specify Program Name) _____ Other _____

Program or Fiscal Year: _____ Estimated HUD Funding for this Project:_____ Estimated Total Cost for this Project:_____

Estimated HUD Funding this Activity for the Program Year:_____ Estimated Total Cost this Activity for the Program Year: _____

Site Information:

Project Site Address/Location: _____

The HVAC system (if any) is: ___Electric ___Natural Gas ___Oil __ Other:_____

Is the property serviced by public water and sewer?: ___yes / ___no

Location of any aboveground or underground storage tanks and their size and material, if known:

_____

Describe the use of adjacent properties:

North:_____ South:_____

East:_____ West:_____

Attachments Necessary for all Leasing, Acquisition, Construction, Demolition, and Rehabilitation Projects:

_____ Architectural plans or the most up-to-date written description of the full scope of the proposed activity (incl. activities using other funding)

_____ HUD "Site-Specific Field Contamination Checklist"

_____ Photographs of the project site in general and any specific features that will be affected by the project - including interior and exterior views of any buildings or structures; HVAC equipment; fuel storage tanks; pipes or vents that may be associated with underground storage; electrical transformers; woods or wetlands; drums or liquid storage containers; trash piles; and views of adjacent properties in all directions

_____ Radon test results or State-generated radon levels within the last ten (10) years. State-generated radon levels can be obtained from Maryland Radon Measurements (https://maps.health.maryland.gov/phpa/eh/radon/). For more information, please refer to the HUD Departmental Policy for Addressing Radon in the Environmental Review Process.

Additional Attachments that may be Necessary:

_____ If project involves rehabilitation or leasing of a residential or public building built before 1978 that is or may be child-occupied, provide Maryland Department of the Environment (MDE) lead-free certification or current (less than one year old) lead hazard risk assessment.

_____ If project involves a public building or more than 4 residential units and will disturb pre-1980 materials (or materials of unknown age) that may contain friable asbestos, attach an asbestos inspection report.

_____If water intrusion has occurred or mold is suspected, attach a mold inspection report (as well as a scope of work (SOW) remediating mold).

_____ If project involves construction of multi-family or public building(s), provide information about any boilers, emergency generators over 500 brake horse power, or other equipment that may require air quality permitting by MDE.

_____ If project involves the demolition or installation of concrete or asphalt, attach Concrete / Bituminous Concrete Quantity Report.

_____ If project is within the 100-year floodplain (FEMA Zone A or Zone V), attach proof of flood insurance.

_____ If project includes new construction of a public building or new construction of five or more residential units, attach a current (less than 180 days old) Phase I Environmental Site Assessment and any available older ESAs.

_____ If project involves new construction, attach all other available technical studies, including geotechnical reports, noise studies, cultural resource surveys, Phase II ESAs, etc.

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SITE-SPECIFIC FIELD CONTAMINATION CHECKLIST

Completing the form requires a site visit by the preparer. The preparer should be sure to observe the property by walking through the property and the building(s) and other structures on the property to the extent possible and observing all adjoining* properties.

PREPARER MUST COMPLETE CHECKLIST IN ITS ENTIRITY

Date of Visit:	Time:	Weather Conditions:
Program Name:		
Project Location/Address:		
Property Owner:		

Attach the following, as appropriate:

☐ **Photographs of site and surrounding areas** ☐ **Maps (street, topographic, aerial, site map, etc.)**

QUESTION **Is there evidence of any of the following?**	OBSERVATION SUBJECT PROPERTY	OBSERVATION ADJOINING PROPERTIES
Is the property or any adjoining property currently used, or has evidence of prior use, as a ***gasoline station, motor vehicle repair facility, printing facility, dry cleaners, photo developing laboratory, junkyard, or as a waste treatment, storage, disposal, processing or recycling facility***?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Are there any damaged or discarded ***automobile(s), automotive or industrial batteries, pesticides, paints, or other chemicals*** in individual containers greater than 5 gal in volume or 50 gal in the aggregate, stored on or used at the property or adjoining properties?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Are there any industrial ***drums*** (typically 55 gal) or sacks of ***chemicals, herbicides or pesticides*** located on the property or adjoining properties?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Has ***fill dirt*** been brought onto the property or adjoining properties that originated from a suspicious site or that is of an unknown origin?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Are there any ***pits, ponds, or lagoons*** located on the property or adjoining properties in connection with waste treatment or waste disposal?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Is there any ***stained soil, distressed vegetation*** **and/or** ***discolored water*** on the property or adjoining properties?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Are there any ***storage tanks***, aboveground or underground (other than residential), located on the property or adjoining properties?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑

**Adjoining properties*: Any real property or properties the border of which is contiguous or partially contiguous with that of the property, or that would be contiguous or partially contiguous with that of the property but for a street, road, or other public thoroughfare separating them.

HUD-R7-5-4-12

QUESTION Is there evidence of any of the following?	SUBJECT PROPERTY	ADJOINING PROPERTIES
Are there any ***vent pipes, fill pipes, or underground tank access ways*** visible on the property or adjoining properties?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Are any flooring, drains, walls, ceilings, or grounds on the property or adjoining properties ***stained by substances*** (other than water) or emitting ***noxious or foul odors*** or ***odors of a chemical nature?***	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Is the property served by a ***private well or non-public water system***? (If yes, a follow-up investigation is required to determine if contaminants have been identified in the well or system that exceed guidelines applicable to the water system, or if the well has been designated contaminated by any government environmental/health agency.)	YES ❑ NO ❑ UNKNOWN ❑	
Has the owner or occupant of the property been informed of the existence of past or current ***hazardous substances or petroleum products or environmental violations*** with respect to the property or adjoining properties?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Do the property or adjoining properties ***discharge wastewater*** (not including sanitary waste or storm water) onto the property or adjoining properties and/or into a storm water system?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑
Is there a ***transformer, capacitor, or any hydraulic equipment*** on the property or adjoining properties that are not marked as "non-PCB"?	YES ❑ NO ❑ UNKNOWN ❑	YES ❑ NO ❑ UNKNOWN ❑

If answering "YES" or UNKNOWN" to any above items, describe the conditions:

Use photographs and maps to mark and identify conditions. Attach more information as needed.

Is further evaluation warranted? YES ❑ NO ❑ UNCERTAIN ❑

Preparer of this form must complete the following required information.

This inspection was completed by: Name: Title:	Phone Number: Email: Agency:
Address:	

Preparer represents that to the best of his/her knowledge the above statements and facts are true and correct and to the best of his/her actual knowledge no material facts have been suppressed, omitted or misstated.

Signature:	Date:

HUD-R7-5-4-12

Exhibit 1-B

SECTION 3 NEW RULE SAFE HARBOR PLEDGE FORM

Department of Housing and Community Development

Section 3 Action Plan for Sub-recipients, Contractors and Subcontractors

Section 3 of the Housing and Urban Development Act of 1968, as amended by the Housing and Community Development Act of 1992 (Section 3), contributes to the establishment of stronger, more sustainable communities by ensuring that employment and other economic opportunities generated by Federal financial assistance for housing and community development programs are, to the greatest extent feasible, directed toward low- and very low-income persons, particularly those who receive government assistance for housing.

The regulation established an applicability threshold of **$300,000 for housing rehabilitation, housing construction, and other public construction** (e.g., public facilities and improvements) projects assisted with housing and community development financial assistance.

- **Twenty-five percent (25%)** of the total number of labor hours worked by all workers on a Section 3 project are Section 3 workers; and
- **Five percent (5%)** or more of the total number of labor hours worked by all workers on a Section 3 project are Targeted Section 3 workers.
- This means that the five percent (5%) is included as part of the twenty-five percent (25%) threshold.

Definitions – Section 3 Safe Harbor

Section 3 Worker is:
A low or very low-income individual
A Youthbuild participant*
Employed by a Section 3 business

Targeted Section 3 Worker is:
Employed by a Section 3 business
A Section 3 worker living in the project area neighborhood of the project
A Youthbuild participant*

*Note: Youthbuild Program is administered by the US Department of Labor

How do you start?

1). Will pledge that your municipality/nonprofit will utilize, engage, and refer contractors to Employ Prince George's Construction Works Program for Section 3 construction projects? Yes_____ No_____

2). Will the Section 3 Safe Harbor requirements be included in all bid solicitation awards funded by the Community Development Block Grant (CDBG)? Yes_____ No_____

3). I/We, hereby pledge the municipality_____ or nonprofit organization_____ to the greatest extent feasible, result in the recruitment, employment, and contracting opportunities for Section 3 residents and business concerns for Section 3 covered contracts partially or wholly funded with Federal funds.

_____ _____
Authorized signature Date

Please note the Section 3 New Rue Safe Harbor applies to all nonprofit organizations, municipal governments, and subcontractors awarded federal funds for construction activities. **Failure to comply and complete** this form for funding proposals $200,000 or more may be ineligible for recommended funding.

Exhibit 1-C - NEW

Build America, Buy America Act (BABA)

Department of Housing and Community Development

Compliance Requirement

The domestic procurement preference requirements of the Build America, Buy America Act (BABA) apply to Community Development Block Grant (CDBG) funded infrastructure projects. Specifically, BABA requires:

1. All iron and steel used in the project must be produced in the United States;
2. Manufactured products used in the project must be produced in the United States; and
3. Construction materials used in the project must be produced in the United States.

Due to waivers issued by the U.S. Department of Housing and Urban Development (HUD), until notified to the contrary, for CDBG funded projects:

- BABA **only** applies to the purchase of iron and steel and requires that all manufacturing from the initial melting stage through the application of coatings has occurred in the United States;
- BABA does **not** apply to "infrastructure" projects where the total cost of the project is **$250,000 or less**; and
- BABA does **not** apply to housing rehabilitation or renovation projects if the total cost of the work per house is **$250,000 or less**.

The requirements apply to the entire project regardless of source of funds for specific activities. It is only for articles, materials and supplies that are consumed, incorporated or permanently affixed to an infrastructure project.

BABA applies to all projects involving construction, alteration/rehabilitation, maintenance or repair of infrastructure. For purposes of BABA, "infrastructure" includes, at a minimum, the structures, facilities and equipment for roads, highways, and bridges; public transportation; dams; water systems including drinking water and wastewater systems; broadband; electrical transmission facilities and systems; utilities; facilities that generate, transport and distribute energy; and buildings and real property. If the CDBG funds are used in a project which includes other federal funds, all BABA requirements will apply.

For iron and steel, produced in America means that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States; The Buy America preference does not apply to tools, supplies or temporary items brought to the job site during construction such as scaffolding.

If we, _____**(name of municipality or nonprofit organization)** are awarded $250,000 or more in CDBG funding for an activity subject to BABA, we hereby pledge to adhere to the compliance requirements.

_____ _____

Authorized signature Date

Please note the Build America Buy America Act applies to all nonprofit organizations, municipal governments, and subcontractors awarded federal funds for infrastructure activities and housing rehab or renovation activities awarded over $250,000. **Failure to comply and complete this form for funding proposals $250,000 or more may be ineligible for recommended funding.**

Exhibit 1-D

Concrete Quantity Report must be Completed for construction projects

Contract No. _____ **Date: _____**

Priority Number	Road	From	To	NC	C&G LF	SW SF	HR SF	DW SY	Unit Cost	Cost	Cumulative Cost

Legend: NC – New Construction
C&G – Curb and Gutter
SW – Sidewalk
HR – Handicapped Ramp
DW – Driveway Apron
SY – Square Yards
LF – Linear Feet
SF – Square Feet

Page _____ of _____

Exhibit 1-E

Small and Micro-Business Participation Table – For Economic Development Applications

Prepared by: _____

Business Name	Address	Business Owner	Duns Number	Agreement Signed and Attached	Attached Participating Façade Program	Amount of CDBG Assistance	Amount of Private Investment
1)							
2)							
3)							
4)							
5)							

Note: Façade Improvement using CDBG Funds, you must have the support of businesses and complete all columns listed above. For other Economic Development activities, please complete the first four (4) Columns. Refer to the CDBG Instructions.
Micro enterprises are defined as a commercial enterprise that has five (5) or fewer employees to include the owner(s).

Exhibit 1-F

Bituminous Concrete Quantity Report must be Completed for Construction Projects

Contract No._____ Date _____

SEE ATTACHED COST ESTIMATE

Priority Number	Road	From	To	Linear Ft.	Width Ft.	Square Yards	Depth Factor	Tons	Unit Cost	Cost	Cumulative Cost

*Factor: 1 1/2” Depth - 0.0833
2” Depth – 0.1111