

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION INSTRUCTIONS

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

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

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CDBG 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 (CDBG) funding, the proposed project must meet one of the three 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;**
2. **Prevent or eliminate slums or blight; or**
3. **Address an urgent need related to a natural disaster, such as a major flood.**

To meet the prevention or elimination of slums or blight national objective, the proposed project must meet the State or County definition of a slum, blighted, deteriorated or deteriorating area.

In addition, applications are not currently being accepted for urgent need projects, which must respond to natural disasters as declared by the County Executive.

If proposing more than one activity, submit each proposal on a separate application, identified by priority number(s). Due to funding limitations, it is likely that only the number one ranked proposal will be considered for funding.

Funded activities should be ready to start July 1, 2027 and be completed within one (1) to eighteen (18) months. **For construction projects only** -- If completion in a one to 18-month period is not possible, the activity should be divided into phases that can be completed and financed in subsequent **one-year periods not to exceed two (2) years.**

The CDBG program operates on a **reimbursement basis only**. If an application is approved for funding and the agency receives its fully executed Operating Agreement (contract), the agency must spend its own funds first. A requisition form requesting reimbursement can then be submitted to 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 Environmental Review Approval and the Operating Agreement.

The CDBG application form is provided by e-mail request and via the County's website at Community Development Block Grant | Prince George's County (princegeorgescountymd.gov)

Application must be typed. Handwritten applications are deemed ineligible for consideration. 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. Send the completed application (signed) and attachments via email CDBGCPD@co.pg.md.us before the application deadline, Friday, November 20, 2026 by 5:00 p.m. Applications received after 5:00 P.M. will not be considered.

Email Address: CDBGCPD@co.pg.md.us
Hours: 8:00 a.m. to 5:00 p.m.

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

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 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-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,
- Preventing or eliminating slums or blight, or
- Urgent Needs.

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 1, 2026**" 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.

- L/M Income Job Activity – provides benefits to L/M persons in the creation or retention of jobs. This includes activities designed to create or retain permanent jobs where at least 51 percent of the jobs, computed on a full-time equivalent basis, involve the employment of low and moderate-income persons.

- L/M Income Area Benefit Activity – provides benefits to all residents of an area which is primarily residential. In order to qualify as addressing the national objective of benefit to L/M income persons on an area basis, an activity must meet the identified needs of L/M income persons residing in an area where at least 51 percent of the residents are L/M income persons. The benefits of this type of activity are available to all residents in the area regardless of income.

- L/M Income Housing Activity – provides benefits to households, not persons. An activity which assists in the acquisition, construction, or improvement of permanent residential structures may qualify as benefitting L/M income persons only to the extent that the housing is occupied by L/M income persons.

Preventing or Eliminating Slums or Blight - addresses either "spot" blight or a larger blighted area. The project must meet the State or County definition of a slum, blighted, deteriorated or deteriorating area. The County's definition is as follows:

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

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

To qualify for funding on a slum/blight area wide basis, the area in which the activity occurs must be designated as slum or blighted. The following tests apply:

- The designated area in which the activity occurs must meet the definition of slum, blighted, deteriorated or deteriorating area under state or local law;
- Additionally, the area must meet either one of the two conditions specified below:
    - Public improvements throughout the area are in a general state of deterioration; or
    - At least 25 percent of the properties throughout the area exhibit one or more of the following:
        - Physical deterioration of building/Improvements;
        - Chronic high occupancy turnover rates or chronic high vacancy rates in commercial or industrial building;
        - Significant declines in property value or abnormally low property values relative to other areas in the community; or
        - Known or suspected environmental contamination.

CDBG Applications are not being accepted for the slum and blight category in PY53. For further information please contact Ms. LeShann Murphy by e-mail at *lbmurphy@co.pg.md.us*.

Urgent Needs – must be designed to alleviate existing conditions which pose a serious and immediate threat to the health or welfare of the community which are of recent origin or which recently became urgent, that the applicant is unable to finance the activity on its own, and that other sources of funding are not available. The County Executive must declare any projects as meeting an "urgent need". Applications are not being accepted for this category at this time.

PART III. Meeting HUD Performance Goals (Objective and Outcome)

Select <u>one</u> from the Objective Category

- ❑ Suitable Living Environment includes:
  - improving the safety and livability of neighborhoods;
  - eliminating blighting influences and the deterioration of property and facilities;
  - increasing access to quality public and private facilities and services;
  - reducing the isolation of income groups within areas through spatial deconcentration of housing opportunities for lower income persons and the revitalization of deteriorating neighborhoods;
  - restoring and preserving properties of special historic, architectural, or aesthetic value; and
  - conserving energy resources and use of renewable energy resources.

- ❑ Decent Housing includes:
  - assisting homeless persons obtain affordable housing;
  - assisting persons at risk of becoming homeless;
  - retaining the affordable housing stock;
  - increasing the availability of affordable permanent housing in standard condition to low-income and moderate-income families, particularly to members of disadvantaged minorities without discrimination on the basis of race, color, religion, sex, national origin, familial status, or disability;
  - increasing the supply of supportive housing which includes structural features and services to enable persons with special needs (including persons with HIV/AIDS) to live in dignity and independence; and
  - providing affordable housing that is accessible to job opportunities.

- ❑ Expanded Economic Opportunities includes:
  - job creation and retention;
  - establishment, stabilization and expansion of small businesses (including micro-businesses);
  - the provision of public services concerned with employment;
  - the provision of jobs to low-income persons living in areas affected by those programs and activities, or jobs resulting from carrying out activities under programs covered by the plan;
  - availability of mortgage financing for low-income persons at reasonable rates using non-discriminatory lending practices;
  - access to capital and credit for development activities that promote the long-term economic and social viability of the community; and
  - empowerment and self-sufficiency for low-income persons to reduce generational poverty in federally assisted housing and public housing.

Select <u>one</u> from the Outcome Category:

- ❑ Availability/Accessibility
- ❑ Affordability
- ❑ Sustainability

PART IV. Project Beneficiaries

For all projects, describe completely the number or individuals to benefit from the project. Affordable Housing activities should address the individuals or households that will benefit from the project. Economic Development activities should provide the jobs that will be created and/or retained from the project. Public

facilities and Infrastructure Improvement Projects should address the number of individuals assisted through census tract and block group numbers.

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 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 Julius Mbotiji, Senior Environmental Review Officer at jnmbotiji@co.pg.md.us , and cc: Jean Baptiste Rwanika, Environmental Review Officer at JBRwanika@co.pg.md.us and LeShann Murphy, CDBG Program Manager at

lbmurphy@co.pg.md.us with any questions about review requirements or scoping.

Davis-Bacon Compliance: If your proposed project includes construction, renovation, demolition or related types of activities, account for Davis-Bacon wage rates in your budget. Davis-Bacon wage rates are prevailing wages as determined by the U.S. Department of Labor. Failure to pay at least the Davis-Bacon wage rates will render your project ineligible for reimbursement, and your CDBG funds will be reprogrammed to other activities. Otherwise, the contractor(s) on your project could be suspended or debarred from future participation in Federally-funded assisted projects and could be subject to criminal prosecution. Wage determinations can be found at http://www.wdol.gov. A pre-construction conference to ensure compliance with Davis-Bacon regulations is required prior to project implementation. If you have questions concerning Davis-Bacon issues, contact LeShann Murphy, Program Manager at LBMurphy@co.pg.md.us, or Tirika Williams, Portfolio Manager at tlwilliams2@co.pg.md.us, Joan McGruder, Portfolio Manager at jcmcruder@co.pg.md.us or Tiana Kelley-Wynn, Portfolio Manager at tmkelleywynn@co.pg.md.us

Other Non-Federal Funds: The County's CDBG 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.

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

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.

Failure to Provide Evidence of Match
If the supporting documentation is not submitted 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 12 months, however, the initial funding period may vary from 12 months to 18 months in order to provide for the continuation of the funding period at an advantageous date.

Measurement
Sub-recipients of multi-year funding must demonstrate in the initial year, the ability to complete the first phase of the project, through reporting activities and funds expended. An on-site monitoring visit will be conducted prior to the initial year expiration or before an amendment is submitted for continuation. If this application is for one phase of a multi-year project, state the future amounts needed from the CDBG program. State the estimated amount needed for each future year and the total cost.

PART IX. Supplemental Budget:

List any prior CDBG funds received and explain, in detail, how you will continue this project if CDBG funds are no longer available.

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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. (Complete Activity Schedule II **for construction and acquisition projects only** - if you anticipate your project to extend to 18 months.)

PART XI. 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 Affordable Housing Projects:

Affordable housing activities may include acquisition of real property, disposition of real property acquired with CDBG funds, residential rehabilitation, or clearance and demolition.

Examples of housing projects

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

Criteria for housing projects

- ❑ Serve a low- or very low-income population
- ❑ Sensitive to placing vulnerable populations such as elderly in geographic locations in which crime, access to transportation or concentrations of income groups are factors
- ❑ Located in communities in need of revitalization
- ❑ Have a high leveraging capability
- ❑ Located in areas of mixed income and diverse racial and ethnic populations
- ❑ Respond to identified gaps in the provision of affordable housing, especially for homeless and special needs populations
- ❑ Provide housing for persons with disabilities, including persons with mental illnesses, and those persons with mental and/or physical disabilities who have children

Attach all of the available documentation requested by the Environmental Information Checklist in Exhibit 1-A. Missing or incomplete documentation may indicate that a project is not ready to proceed according to program timeframes. Contact Julius Mbotiji, Senior Environmental Review Officer at jnmbotiji@co.pg.md.us , and cc: Jean Baptiste Rwanika, Environmental Review Officer at JBRwanika@co.pg.md.us and LeShann Murphy, CDBG Program Manager at lbmurphy@co.pg.md.us with any questions about review requirements or scoping.

For Economic Development Projects: Applicants must complete Exhibit 1-E attached to the application.

Types of projects and activities eligible for CDBG funds

- ❑ Job creation and job retention
- ❑ Assistance to a for-profit business when the assistance is necessary and appropriate to job creation or job retention
- ❑ Assistance to microenterprises
- ❑ Rehabilitation of commercial property (façade only)

Economic development projects should promote

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

Criteria for economic development project proposals

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

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 expanding economic opportunities for principally low and moderate-income individuals.

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

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

If the project involves property acquisition, construction, demolition, or rehabilitation (façade), attach all of the available documentation requested by the Environmental Information Checklist in Exhibit 1-A. Missing or incomplete documentation may indicate that a project is not ready to proceed according to program timeframes. Contact Julius Mbotiji, Senior Environmental Review Officer at jnmbotiji@co.pg.md.us , and cc: Jean Baptiste Rwanika, Environmental Review Officer at JBRwanika@co.pg.md.us and LeShann Murphy, CDBG Program Manager at lbmurphy@co.pg.md.us with any questions about review requirements or scoping.

For Public Facility and Infrastructure Improvement Projects:

Public facilities and infrastructure may include storm water improvements; reconstruction of streets, sidewalks and parking areas; improvements in street lighting as a crime deterrent; or rehabilitation of community centers and other buildings used to provide services to the public. **For projects within this funding category involving construction, demolition, or rehabilitation, the Operating Agency (applicant) must hold title to the property**.

Examples of infrastructure and public facilities projects

> ***Infrastructure***: public streets, curbs, gutters, sidewalks, rights-of-way, landscaping, street lighting, non-County storm water management, utility adjustments.
>
> ***Public facilities***: park improvement, ADA-compliance retrofits to public buildings as part of a comprehensive rehabilitation, recreation centers, community centers, public parking lots, land acquisition, health facilities.
>
> ***Handicapped accessibility improvements***: bathroom and kitchen accessibility, elevators, ramps and railings, automatic doors.

Criteria for infrastructure and public facilities improvement projects

- ❑ Eliminate a health or safety threat
- ❑ Provide an element of an overall revitalization strategy
- ❑ Consistent with the *Consolidated Plan*
- ❑ Receive local support and commitment
- ❑ Reduce crime and upgrade security
- ❑ Project cost is reasonable in relation to the benefits derived from the project
- ❑ Eliminate barriers to disabled
- ❑ Note whether funding is available elsewhere
- ❑ Show that project is needed and would be used
- ❑ Part of a previously-funded project
- ❑ Create or retain jobs
- ❑ Implemented within one year (unless approved for multi-year funding)
- ❑ Have matching amount to leverage CDBG dollars
- ❑ Have completed the engineering and design phase
- ❑ Demonstrate a positive record of drawdown performance
- ❑ Use prior year residual funds if available
- ❑ Conserve energy or eliminate waste

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 decent housing or a suitable living environment for principally low and moderate-income individuals.

In addition to describing the project in detail, give the property address and legal description (lot, block, section or parcel, legal subdivision name), **complete Exhibit 1-A.**

For projects involving construction, demolition, or rehabilitation, **the Operating Agency must hold title to the property.**

Attach all of the available documentation requested by the Environmental Information Checklist in Exhibit 1-A. Missing or incomplete documentation may indicate that a project is not ready to proceed according to program timeframes. Contact Julius Mbotiji, Senior Environmental Review Officer at jnmbotiji@co.pg.md.us , and cc: Jean Baptiste Rwanika, Environmental Review Officer

at JBRwanika@co.pg.md.us and LeShann Murphy, CDBG Program Manager at lbmurphy@co.pg.md.us with any questions about review requirements or scoping.

For multi-phase projects describe the full scope of services for all years, making it clear what work is to be funded in the first year and what work is to be funded in a later year(s). This will greatly simplify the environmental review in the later year(s) and facilitate quicker preparation of your Operating Agreement(s) in the later year(s).

For projects involving rehabilitation of a building, if approved, the applicant must submit a transition plan to bring the facility into compliance with ADA/Section 504 standards. To obtain a copy of the transition plan guidelines, please email a request to CDBGCPD@co.pg.md.

Attach a site plan and work write-up, including the engineer's cost estimate. If more than one improvement is proposed in the project, state the priority order of the work to be performed.

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

For street or parking lot resurfacing, complete a Bituminous Concrete Quantity Report on Exhibit 1-F. For sidewalk, curb and gutter, handicapped ramp, or driveway apron replacement, complete a Concrete Quantity Report on Exhibit 1-D. State on Exhibit 1-D and Exhibit 1-F the street name and block to be improved.

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

For Public Service Projects:

Public Service Category is capped at 15% in accordance with 24 CFR § 570.500(a) and based on the Department's historical trends, **an applicant may seek funding up to $50,000.00**. Public service activities may include health, transportation, crime awareness, substance abuse prevention, employment training, youth services, literacy training, housing counseling, services for immigrants, elderly and frail elderly, persons with disabilities, homeless families and at-risk children and youth, victims of domestic violence, and substance abuse.

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 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, email questions to CPD email at CDBGCPD@co.pg.md.us.

HUD Matrix Codes	HUD Code Title
01	Acquisition of Real Property
02	Disposition
03	Public Facilities and Improvements (General)
03A	Senior Centers
03B	Handicapped Centers
03C	Homeless Facilities (not operating costs)
03D	Youth Centers
03E	Neighborhood Facilities
03F	Parks, Recreational Facilities
03H	Solid Waste Disposal Improvements
03I	Flood Drain Improvements
03J	Water/Sewer Improvements
03K	Street Improvements (may include storm drains, curb and gutter, sidewalks if installed as a peripheral part of a street improvement, driveway aprons, handicapped ramps, tunnels, bridges, landscaping, trees as part of streetscape, and/or street signs)
03L	Sidewalks (Installation of trash receptacles, trees as part of sidewalk, benches, and lighting should also be coded under 03L.)
03M	Child Care Centers
03N	Tree Planting
03P	Health Facilities
03Q	Abused and Neglected Children Facilities
03R	Asbestos Removal
03S	Facilities for AIDS Patients (not operating costs)
03T	Operating Costs of Homeless/AIDS Patients Programs
04	Clearance and Demolition
04A	Clean-Up of Contaminated Sites
05	Public Services (General)
05A	Senior Services
05B	Handicapped Services
05C	Legal Services
05D	Youth Services
05E	Transportation Services
05F	Substance Abuse Services
05G	Battered and Abused Spouses
05H	Employment Training
05J	Fair Housing Activities
05K	Tenant/Landlord Counseling
05L	Child Care Services
05M	Health Services
05N	Abused and Neglected Children
05O	Mental Health Services
05P	Screening for Lead-Based Paint/Lead Hazards Poison
05Q	Subsistence Payments

05R	Homeownership Assistance (not direct)
05S	Rental Housing Subsidies
O5U	Homeownership Counseling
06	Interim Assistance
07	Urban Renewal Completion
13	Direct Homeownership Assistance
14A	Rehabilitation, Single-Unit Residential

HUD Code	HUD Code Title
14B	Rehabilitation, Multi-Unit Residential
14C	Public Housing Modernization
14D	Rehabilitation, Other Publicly-Owned Residential Buildings
14E	Rehabilitation, Publicly- or Privately-Owned Commercial/Industrial
14F	Energy Efficiency Improvements
14G	Acquisition for Rehabilitation
14H	Rehabilitation Administration
14I	Lead-Based Paint Hazard Test/Abatement
16B	Non-Residential Historic Preservation
18B	Economic Development Direct: Technical Assistance
18C	Micro-Enterprise Assistance
19C	CDBG Non-Profit Organization Capacity Building
20	Planning
21D	Fair Housing Activities

SECTION III: DEFINITION OF TERMS

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

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.

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.

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.

Davis-Bacon Wage Rates: Federal legislation requires payment of prevailing wages for construction-related CDBG projects. For information, contact LeShann Murphy at (301) 883-5457 or Tirika Williams at (301) 883-5579.

Section 3 New Rule Safe Harbor: 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.

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

***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 Recovery (CDBG-R), the Community Development Block Grant-COVID. Call (301) 883-5540 for more information.

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

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

Requirement: Applicants receiving CDBG 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: Office of Central Services, Contract Administration & Procurement 1400 McCormick Drive, Suite 200, 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

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SECTION IV. INCOME LIMITS

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

HUD/CDBG Income Limits
Effective June 1, 2026

Income Limits

FY 2025 Median Family Income: $166,100

Household Size	EXTREMELY LOW INCOME (30% AMI = Maximum Income)	VERY LOW INCOME (5% AMI = Maximum Income)	LOW INCOME (80% AMI = Maximum Income)
1	**$34,900**	**$58,150**	**$74,800**
2	**$39,900**	**$66,450**	**$85,450**
3	**$44,900**	**$74,750**	**$96,150**
4	**$49,850**	**$83,050**	**$106,800**
5	**$53,850**	**$89,700**	**$115,350**
6	**$57,850**	**$96,350**	**$123,900**
7	**$61,850**	**$103,000**	**$132,450**
8	**$65,850**	**$109,650**	**$141,000**

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

SECTION V. FREQUENTLY ASKED QUESTIONS ABOUT THE CDBG PROGRAM

Q: **Must the applicant organization be a 501(c)(3) nonprofit?**
A: Most applicants are government agencies and public entities, such as municipalities. The nonprofit applicant must have 501(c)(3) status confirmed by the time funding decisions are made.

Q: **Do I need physical and sexual abuse liability insurance, and what amounts are required?**
A: Nonprofit agencies that are approved for CDBG funding and that provide a direct service to clients must submit an insurance certificate confirming that the agency has obtained physical and sexual abuse liability insurance in the amount of $100,000 per individual and $300,000 per occurrence. Prince George's County, Maryland shall be designated as an Additional Insured and Certificate Holder on the Certificate of Liability Insurance. For questions concerning insurance requirements, contact Steve (Rick) Schnabele, Risk Manager, at (301) 952-3842 or by e-mail fwschnabele@co.pg.md.us

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

Q: **Should the applicant "agency" be located in Prince George's County?**
A: Yes, although there have been a few exceptions in the past. In **all** cases, the agency must provide service to low and moderate-income Prince George's County residents at the time of the application is submitted.

Q: **Does the designation of specific revitalization focus areas exclude applications from other areas in the County?**
A: No. Eligibility depends on the income of people who reside in the area. No eligible area is excluded from consideration. Eligibility determinations are based on updated 2010 census data provided by the U.S. Department of Housing and Urban Development (HUD).

Q: **The *Consolidated Plan* for Housing and Community Development covers 5 years. Does this mean that applications should be for that five-year period?**
A: No. The *Consolidated Plan* presents a five-year strategy. Applications are for one-year periods beginning July 1st and in accordance with that year's Annual Action Plan.

Q: **If a CDBG-funded Operating Agency has not spent its existing grant, can it still apply for new funds for next year?**
A: Yes. Agencies are asked to plan the project so that the grant will be spent during the one-year period. The ability to expend funds in a timely manner is a measure of performance and capacity to spend future funds. An agency's CDBG spending history is reviewed at the time a new application is evaluated.

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

A. Projects will be selected through the CDBG application process held annually. CDBG proposals will be evaluated and ranked by an assigned Review Team and recommendations are forwarded to the Deputy Director and Director.

The recommended proposals are then forwarded to the County Executive's Office and County Council which reserves the discretion to approve or deny requests. Applications selected for funding are then written into the *Annual Action Plan* for the coming year. The *Annual Action Plan* is submitted to HUD for review and approval.

Q. **When will the funds be available?**

A. The U.S. Congress and HUD release the funds, that is, make the funds available retroactively to the County starting July 1. Reimbursements cannot be issued until the County receives the Release of Funds notification from HUD. Reimbursements can only be issued for expenses incurred following issuance of environmental clearance. Once the notification is received, the County's Office of Finance loads the program budget into its accounting system to allow disbursements of reimbursements.

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

A: Yes.

Q: **Can you explain the reimbursement process?**

A: The Sub-recipient uses its own resources to pay project expenses then submits to DHCD a request for reimbursement along with documentation of the expenses paid. The County processes the request and then mails a check to the agency or processes an electronic funds transfer if the Sub-recipient has signed up for direct deposit.

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

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

Q: **Will applications for large projects, e.g. $750,000, be considered?**

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

Q**: Are newly-formed organizations likely to receive funding?**

A: Typically, newly-formed organizations (in operation for less than two years) may lack the financial capacity to sustain operation for a reimbursable program.

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

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

There is significant competition for public service funds and only 15 percent of the County's CDBG funds can be awarded for those activities.

Q: **Where do I call to obtain additional information?**

A**:** During the pandemic, DHCD-CPD employees are teleworking, you can reach us by sending an email request to CDBGCPD@co.pg.md.us.

Portfolio Manager(s)	Activity Type					
	Acquisition	Affordable Housing	Economic Development	Infra-structure	Public Facilities	Public Services
Tirika Williams tlwilliams2@co.pg.md.us	√	√	√	√	√	√
Joan McGruder jcmcgruder@co.pg.md.us	√	√	√	√	√	√
Tiana Kelley-Wynn tmkelleywynn@co.pg.md.us	√	√	√	√	√	√

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SECTION VI. EVALUATION CRITERIA

Community Development Block Grant
Proposal Evaluation (PY 53)

The following criteria will be used by the Proposal Advisory Group (PAG) to evaluate Proposal Applications. A maximum of ***75 priority bonus points*** will be provided for Applicants who demonstrate collaboration; provide a Section 3 Action Plan; demonstrate leveraging; and/or complete all components of their application submission. **(Total Points an Application can receive is 200)**

Additional Project Information

Prior CDBG Funding received by the applicant:

	PY 49	PY49R	PY50	PY51	PY52
Funded					
Drawn					

DHCD Funding Recommendation:

Upon completion of reviews, CPD will provide the funding recommendation for this project. The County Executive will take the proposed funding recommendation into consideration and will determine if the proposed project will be incorporated in the Annual Action Plan.

Prince Georges County agrees that its compliance in all respects with all applicable Federal anti-discrimination laws is material to the U.S. Governments payment decisions for purposes of Section 3729(b)(4) of Title 31, United States Code. In addition, Prince Georges County will not operate any programs that violate any applicable Federal anti-discrimination laws, including Title VI of the Civil Rights Act of 1964.