

STATE OF MARYLAND CDBG PROGRAM

**SFY 2024
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**Wes Moore, Governor
Aruna Miller, Lt. Governor**

*Jacob R. Day, Secretary
Owen McEvoy, Deputy Secretary*

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
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**MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION SFY 2024**

1. Name of Jurisdiction: Town of North Beach	2. County (Municipal applicants only): Calvert County
3. Address: 8916 Chesapeake Avenue North Beach, MD 20714	4. Name of Subrecipient or Business, if applicable, and their Unique Entity Number: Ladies of Charity Calvert County (LOC) NGTZQFCS615
5. FID Number: <u>83-1667107 (LOC)</u> Unique Entity Number:	6. Name, phone number and email of jurisdiction's contact person for this application: Joanne Hunt, 443-646-2418 jhunt@northbeachmd.org
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Ladies of Charity Calvert County Food Pantry Rebuild Project, 8823 Dayton Avenue, North Beach, MD 20714. The Pantry Rebuild Project will enable Ladies of Charity to effectively receive, process and distribute more than <u>120 tons</u> of food annually, providing more than 200,000 meals to approximately 4,000 families of low- or moderate-income.	
8. Project type: <input type="checkbox"/> Housing <input type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input checked="" type="checkbox"/> Public Services	9. National objective(s): <input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight
10. CDBG request: \$ <u>740,000</u> Local funds \$ <u>396,000</u> Other funds \$ <u>265,000</u> Total costs \$ <u>1,401,000</u>	11. U.S. Congressional District No. 5th State District No. 27B (List State legislators for entire district): Senator Michael Jackson, 27 Del. Jeffrie Long for 27B
12. Date Public Hearing held: May 11, 2023 <i>(Attach minutes and hearing notice to application)</i>	13. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. If applicable, did you complete Debarment Check on application subrecipient, developer or business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17. Digital Photos and Drive included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(each must be labeled)</i>	18. Date: 5/21/23

PART A

PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

On behalf of Ladies of Charity Calvert County (LOC), the Town of North Beach requests a CDBG award of \$740,000 to help this local, volunteer-driven agency rebuild its food pantry at 8823 Dayton Avenue, North Beach 20714. CDBG funds will be used to build a 3,200 square-foot food storage and distribution pantry that will meet all state and county health department guidelines. A small section of the building will remain intact, but the new Pantry will have a larger footprint than the existing building. Architectural drawings provide greater detail, and can be found in the addendum. However, in brief, the rebuilt Pantry Building will have two levels and include:

- Open floor space for receiving, processing and distributing
- Multiple commercial grade walk-in freezer/refrigeration units
- Shelving/dry storage
- Distribution operation equipment
- Accessibility ramp
- Staff/volunteer office(s)
- A loading dock to accommodate delivery/pick-up vehicles including tractor-trailers

As referenced, proposed plans include an adaptive reuse of the current building, regrading for water mitigation, and building a solar energy capable facility with an attached 14' x 20' walk-in freezer, commercial elevator and ADA compliant ramps.

From an operational perspective, the Pantry Rebuild is designed so that client vehicles would enter the drive on the south side of the Pantry Building and be met by greeters in order to place their requests for food and supplies. Clients would then continue around the east side of the building while volunteers inside assemble the food items. Clients would then meet with volunteers on the north side of the building with their food and supplies. These items would be placed in their vehicle and the clients exit the driveway and continue north.

In past years, many improvements have been made to address both the building's functional concerns and the growing demand of clients: building a ramp, a wrap-around porch, painting, replacing the siding, building shelves and installing a new floor. Any previous improvements that can be retained will be, but the existing Building has gone about as far as it can go: the rebuilt Pantry Building will have the capacity to receive, sort, pack and distribute the volume of food based on current and projected demands.

For the proposed project, the estimated Scope of Work includes:

- Site engineering: include design drawings and specifications, site applications and permits and construction oversight.
- Final Architectural Drawings, including specifications and construction oversight.
- Construction activities will include all activities that conclude with a Use and Occupancy Permit. These are likely to include: Site Demolition, rough and final grading; installation of new building footers and foundation walls; pouring cement slab, curb, gutters and sidewalks as suitable; paving driveway; installing below-grade plumbing and sewer systems; building wall and roof framing; replacing windows and doors. Interior finishes will also include drywall, painting, plumbing fixtures, electrical trim-out, and floor finishes. Outdoor work will include finish grading, seeding, plantings, and sewer and stormwater management completion.

It is assumed there will also be project administration that includes project management, third-party inspections and review, and grant administration. The Pantry will be compliant with the Americans with Disabilities Act (ADA), including an elevator. All appliances will be Energy Star-rated; if budget allows, the Building will have additional energy-efficient upgrades including solar panels. Once rebuilt, the Pantry will be operated by staff and volunteers, serving low to extremely low- and moderate-income households, according to the current HUD Income Limits.

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PART B

PROJECT NEED/IMPACT: Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

Need for the proposed project, including statistics and other documentation supporting the described need: The mission of the Ladies of Charity Calvert County (LOC) is to serve those in need with compassion, respect and humility. LOC works to relieve poverty in all its forms and ending hunger is one of our greatest concerns. The Food Pantry fulfills our mission by providing for the food and financial insecurities of the residents of North Beach and surrounding areas. The LOC Food Pantry was established in 1980 to accommodate the increasing need locally while reducing travel to the largest nearby pantry, located almost 15 miles and a half-hour drive away.

In the 40+ years that the LOC Food Pantry has been in operation our client base has increased from 10 households to more than 500; the average monthly distribution in 2022 was 329 client families. LOC's records demonstrate that during each five-year increment since inception we have experienced an average 47.5% increase in community need. From this pattern, we project an increased need for LOC's services to 473 households in 2025 and 698 households in 2030. During times of crisis, the LOC Food Pantry has always been available. Whether responding for hurricane relief or the COVID-19 Pandemic, LOC did not miss a single distribution. And just recently the Supplemental Nutrition Assistance Program benefits were dramatically reduced, resulting in a 30% increase in client visits just in the past few months of 2023.

Regarding those we serve, LOC focuses on groups presumed to be disadvantaged: a recent survey demonstrated that more than 50% of our clients are presumed low-income based on their age and/or their enrollment in Medicaid, Disability benefits energy assistance and food stamp programs. If broken down, we know that 40% of our client base is minorities, 40% are age 65 or older and 34% of the households served have children. Of the households with children, 56% are single-parent and 36% have between three and eight children. We also track veteran and homeless populations, which comprise approximately 35% and 1% respectively.

Recent documented examples of need include a request by the Director of the North Beach Senior Apartments to assist their 50 residents that are physically unable to get to the food pantry during normal distribution hours. Consequently, LOC decided to extend its services to "bring the pantry to the seniors." Every month volunteers at the LOC Food Pantry pack up supplies to include milk, eggs, fresh produce, meat, toiletries and nonperishables in a large (donated) truck and set up a market on the front porch of the senior Apartments. The residents come down to our "market" and pick out the items that they need. Those who are unable to leave their rooms can have their groceries delivered to their door. To cite one data point from our efforts, we know that 25% of the Beneficiaries are veterans or widows of veterans.

As an added documented example: in 2020, during the COVID-19 pandemic, nursing homes were closed to visitors and many residents experienced profound depression due to the isolation. The LOCCC served its mission once again by supplying gift bags to 120 nursing home residents at the Calvert County Nursing Center; LOC continues this activity at least four times each year.

As part of its service to children, LOC recognized a need for weekend and school holiday meals for local elementary and middle school children. The LOC Food Pantry established "Heart F.E.L.T." (i.e., *Feeding Empty Little Tummies*). Meals are packaged in backpacks and delivered to the schools each week, and more than 3,000 weekend and holiday meals were delivered to the schools last year. Furthermore, 170 backpacks are filled with school supplies and delivered to local school children each summer before the start of the school year.

Each month the food pantry opens its doors seven times to serve the needs of more than 500 clients. We provide eggs, milk, fresh produce, meat, non-perishables and toiletries. Its need is demonstrated the tripling of our client population (time frame?) The average family receives 50 pounds of food at each visit. In 2022 over 245,000 pounds of food were distributed; an equivalent of over 204,000 meals. Additionally the LOC food pantry provides holiday meals three times a year; 756 were served in 2022.

Please refer to addendum for testimony from those in need...and graphs representing the Average Clients per Month and Total Annual Meals Distributed.

How the project will make an impact on the described need: LOC makes a huge positive impact on our community- but it can do much more with an efficient and updated Pantry Building. Currently, LOC's efforts equate to deliverables of approximately 20,420 pounds of food (or almost 18,000 meals) per month. In addition to providing weekly food distributions the Pantry offers holiday meal provisions (756 holiday meals were distributed in 2022), manages a special campaign to assist with rent and utilities when requested as well as providing holiday gifts to 170 children each year.

With the proposed Pantry Building, LOC anticipates being able to improve efficiency by 200% and serve 300% more Beneficiaries.

Social Impact- well-fed children do better in skill; better-fed and hygiene lead to reduced health care costs, reduced depression and social isolation and greater quality of life metrics.

Need more QoL Metrics

Past maintenance and improvements undertaken or deferred: The LOC Food Pantry has been at its current location since _____. During that time, many improvements have been made to address both the building's functional concerns and the growing demand of clients: prominent improvements have included adding porches on two sides and an accessibility ramp; replacing the siding and insulation; installing storage shelves and a new floor. LOC will try to retain previous improvements when feasible, but the consensus is that the existing Building has gone about as far as it can go.

The 80 year-old Food Pantry Building (formerly a two-story beach house) has significant structural issues that require rebuilding. As documented in an Engineer's Report, the building is unsound and the structural integrity of the floor has diminished, causing separation from the walls- partly due to the weight of food donations and supplies. Ongoing repairs to the Pantry Building were not advised due to the building's age and the likelihood of continued deterioration. As a result of the structural issues, food staging has been moved to alternate locations, ranging between 1 and 18 miles from the existing Pantry. As a result, volunteer time is lost in preparing and transporting food and supplies back to the Pantry for distribution. Similarly, the Pantry's receiving capacity is very limited for large food deliveries. As a consequence, volunteers spend more time distributing food from trailers, a shed and a truck parked at the property.

Beyond the building's structural and operational efficiencies, the Pantry's second story layout and staircases are not accessible for the average volunteer, a 70 year-old female. If awarded, these constraints can be addressed as the rebuilt Pantry Building will have the capacity to receive, sort, pack and distribute the volume of food based on current and projected demands, and using the current volunteer base to do it.

PART B WORKSHEET

NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.

1. As CDBG funds are "Gap" financing, did you pursue *appropriate* other funds

from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?

Ladies of Charity have actively pursued funding from multiple sources- federal, state and local- for rebuilding the Food Pantry. LOC has received contributions for decades, both private and public, to expand their role as service providers within the community. They have grown their budget accordingly as program demand has increased. Now, given the organization identifying the structural concerns of the Pantry, LOC has successfully raised hundreds of thousands of dollars to address this pressing challenge. In the past few years, LOC has been awarded and/or received the following amounts that are restricted to the Project. LOC has begun a capital campaign with great success. To date, it has raised ____.

- Private donations, community-wide: \$250,000
- Maryland 2023 Legislative Bond Initiative: \$265,000
- Anonymous, private donations/pledges: \$50,000
- KFC Grant: \$40,000
- Catholic Charities Grant: \$24,000
- Toyota Grant: \$10,000
- Town of North Beach Fundraising Event: \$10,000
- ARPA Funding Contribution: \$100,000 (pending)

In order to increase support and in-kind donations, while addressing the needs of the community, LOC has:

- Worked with the Town of Chesapeake Beach to
- Worked with St. Anthony's Church to provide the land (at a heavily-reduced lease rate) for 99 years... while the land is not donated, it makes the Project cost feasible
- Partnered with Town of North Beach on multiple fundraising events
- Worked with Calvert Health to
- Moved operations to the Senior Center to ____ during Covid
- Developed temporary distribution sites that
- Successfully pursued in-kind professional development and construction services. Based on current rates and letters of commitment, services are valued at more than \$100,000.
- Discussing applying for Maryland Community Investment Tax Credits for FY24 to further leverage donations

Other applications submitted include ____, a ____ and _____. However, these applications were rejected due to high demand and many competitive applications.

Nevertheless, based on these funding sources and our projections, LOC anticipates a shortfall to complete the Project. However, we are reluctant to decrease existing services that are in high demand. Therefore, we believe this request for \$740,000 is justified and reasonable.

Please provide copies of award and rejection letters.

Please see addendum

2. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? No

If yes, what is the estimated monthly cost? N/a

Is the cost per person or households? N/a

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? N/a

If yes, what is the % increase? N/a

Discuss how new or increased costs were determined: N/a

Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries: N/a

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PART C

COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

Community involvement is the cornerstone of the Ladies of Charity Food Pantry. LOC began in 1968 with 16 members serving five families. LOC's current production includes more than 50 members serving 500+ families. The organization has many admirers; this has made community involvement and volunteer recruitment a great success. Examples of community involvement include:

- A handful of community leaders people worked for months to develop this application
- There are almost two dozen Letters of Support and testimonials supporting the Rebuild
- During the public comment period, LOC received great encouragement locally
- A dozen community events have been held in support of LOC in the past few years
- Elected officials approved all resolutions offered to support to the application, including Grant Administration, posting public notices and receiving comments
- North Beach has successfully coordinated multiple public forums and visioning sessions, with high levels of community participation. Topics have included issues that are central to Ladies of Charity's mission, including discussions on social equity and affordability

Ladies of Charity Calvert County is proud to state that the LOC Food Pantry is run completely by volunteers. While many professionals provide their support, the average monthly food distributions require approximately 18,600 volunteer hours annually (1,550 hours/month) to achieve the success we have maintained in recent years. It also takes an additional 525 volunteer hours each year to support the holiday meals and school supply distributions initiatives. These hours are collected above and beyond the indispensable 50 to 60 hours weekly (3,240 annually) from our Pantry Manager for administrative functions. It is also without consideration for the thousands of hours necessary for picking up, collecting and sorting food; bookkeeping; soliciting donations, and repair and maintenance of the present building.

As neighbors and periodic partners, the Catholic Diocese and St. Anthony's of North Beach have supported the mission of the Food Pantry to serve those in need by providing the current Food Pantry at 8823 Dayton Avenue; it is the base of operations and St. Anthony's has committed to continuing its support through a 99-year lease (see addendum). The parishioners at St. Anthony's of North Beach have also always been supportive of the LOC Food Pantry through donations of food, money and supplies. One parishioner has provided an annual donation of stocks since 2007 in support of the holiday meals initiative.

The Food Pantry is also supported by the surrounding parishes, including Jesus the Good Shepherd, Jesus the Divine Word, St John Vianney, All Saints Parish, and the Church of Jesus Christ of Latter Day Saints- on average 15,000 pounds of food are received annually from these parishes. Additionally, several of the parishes have also agreed to make additional donations of \$8,000 each through their respective Catholic Charities grants, specifically for the purpose of the Pantry Rebuild Project.

The Towns of North Beach and Chesapeake Beach have also shown their support in multiple ways. Each year the Town of North Beach holds a Polar Plunge on New Year's Day, often donating the proceeds to the LOC Food Pantry. Several local restaurants such as Plaza Mexico and Chesapeake Grill & Deli donate a portion of their proceeds on select dates through the year. There are also local grocery stores and businesses making contributions, including: Roland's Grocery, Chesapeake Bounty, Giant, Panera Bread, Fast Stop and Regency Furniture. Combined, these groups donate food and supplies amounting to roughly 7500 pounds each month. Beyond these major givers, there are 50 more businesses and private citizens who collectively donate more than 14,000 pound of food each month in support of our mission.

As part of their fundraising outreach, the Ladies of Charity Calvert County created a Facebook page with a donation link that enables the giver to differentiate which LOC project they would like to support. Through that site the community has donated \$____ towards the Food Pantry Rebuild project. In 2022, the LOCCC Food Pantry entered Kentucky Fried Chicken's TikTok contest: in order to win one of ten cash prizes totaling \$40,000, local nonprofits had to accumulate the most popular votes. As a wonderful demonstration of the importance of LOC's ministry, KFC awarded Ladies of Charity with one of the top prizes- and \$40,000 in cash.

In order for the LOC Food Pantry to continue operations through this period of constraints, many companies have contributed in-kind donations. Larger donations including a construction trailer, a large storage shed and a delivery truck. Similarly, multiple professionals have come to their aid in the same manner: donated services include ongoing support from a project manager, architectural support through drawings, permitting and site engineering. To date, the value of this equipment and services equates to approximately \$149,500.

As part of a small community, LOC also appreciates the contributions and involvement of many staff members from the Senior Apartments, the community nursing home, and the local schools. They have both supported and benefited from the relationship and have expressed their appreciation for LOC's services and the impact they have had on their recipients. Please refer to the addendum for their testimonials.

Through our capital campaign we have received \$ ____ in donations and anticipate an additional \$150,000 once we begin our public campaign. To date our total local contributions towards the Ladies of Charity Calvert County Food Pantry rebuild project have exceeded \$272,000 plus an approximate \$230,751 in in-kind donations.

PART D

LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

- 1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should ATTACH a copy of the REFERENCED portion which specifically mentions your project.**
- 2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.**
- 3. Is your project located in a Priority Funding Area? ____ Yes ____ No**

ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects:

1. The Town of North Beach Comprehensive Plan was approved in 2012, and the Comp Plan is currently being updated. The 2012 version does not make reference to the Pantry Rebuild or

the Ladies of Charity directly, but that is understandable: incorporating the functions of community-based development organizations is not the intent of the Comprehensive Plan. However, the mission of the Ladies of Charity Calvert County is aligned with the goals and objectives of the Comp Plan as it pertains to Municipal Growth, Community Facilities and the Housing Element.

Ladies of Calvert and Town of North Beach are part of a countywide concern addressing the issue of hunger; the Project is aligned with County-wide strategies. LOC and North Beach are aligned with the Comprehensive Plan for Calvert County, adopted in 2004, updated in 2010 and _____. Specifically, In Chapter II: People, the Plan (pages 50-73) sets several goals with respect to the importance of engaging citizens in the life of the community by promoting positive interaction among all citizens, supporting churches as they draw on their memberships to get involved, promoting problem-driven approaches to produce healthy, functioning communities; stimulating wellness programs such as nutrition, creating partnerships with human service agencies and "encouraging the use of volunteers to provide community programs and services that are not feasible for the County [government] to provide." A copy of Chapter II of the Comprehensive Plan follows this page.

2. North Beach has developed an Economic Development strategy and a recent report includes the community-supported Downtown Plan led by the Community Planning Assistance Team. However, the Pantry Rebuild Project is not considered an economic development project.
3. This Project is located in a Priority Funding Area.
4. Please see addendum for Maps of Project Area, including a List of Census Tract(s) and Block Groups for all projects.

PART E

NATIONAL OBJECTIVE:

1. Using the attached "National Objective" chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

☐ **1. Benefit to Low and Moderate Income Persons:**

☐ **Area Benefit (LMA)** ☐ % Determined by survey or census (Attach Survey Approval Ltr)

☐ **Housing (LMH)**

☐ Single Family

☐ Multi-Family

☐ Financial Assistance

☐ Water and Sewer Connections

X Limited Clientele (LMC)

X Presumed

X 51% of clientele are persons whose family is LMI

☐ Nature and location conclude area is primarily LMI

☐ Removal of architectural barriers

☐ **Jobs (LMJ)**

☐ Job Creation

☐ Job Retention

Total estimated # of beneficiaries	10,717	CDBG \$ per beneficiary	\$60
Total estimated # of LMI beneficiaries	5,790	CDBG \$ per LMI beneficiary	\$60
% of LMI beneficiaries to total	54%		

☐ **2. Elimination of Slum and Blight:** ☐ Area Basis ☐ Spot Basis

LOC's Food Pantry provides direct benefit to Presumed/Limited Clientele (LMC): Fifty-four percent of the food recipients are in the low to very low-income ranges as established by HUD guidelines. The increased Pantry capacity will enable LOC to receive 30,000 pounds of additional food and feed 1000 additional people in 2024.

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NATIONAL OBJECTIVE CHART				
Nat. Objective	Subcategory	Definition	Test	Examples
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	<ul style="list-style-type: none"> * Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns * Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD. 	<ul style="list-style-type: none"> * water and sewer lines * neighborhood facilities * roadway improvements
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	Activity must qualify under one of the following: <ul style="list-style-type: none"> * Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or * Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or * Be of such a nature and in such a location that it can be concluded that clients are primarily LMI 	<ul style="list-style-type: none"> * construction of senior center * services for the homeless * meals on wheels for the elderly * construction of job training facilities for the disabled * construction of Head Start Center
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	<ul style="list-style-type: none"> * Structures with one unit must be occupied by LMI persons * If structure contains more than 1 unit, at least 51% must be LMI occupied * 2-unit structures must have at least one unit occupied by a LMI household * Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure 	<ul style="list-style-type: none"> * rehabilitation of owner-occupied housing * conversion of non-residential structures into permanent housing * infrastructure for new housing
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	<ul style="list-style-type: none"> * Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and * Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and * Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation 	<ul style="list-style-type: none"> * public facilities or improvements * elimination of safety hazards
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	<ul style="list-style-type: none"> * Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective * Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety NOTE: Must demonstrate code enforcement actions taken by the local government	<ul style="list-style-type: none"> * elimination of damaged retaining wall creating danger for pedestrians * demolition of vacant, deteriorating building
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none"> * At least 51% of jobs must be taken by LMI persons * At least 51% of jobs must be retained by LMI persons * Permanent, full-time jobs only * LMI status is determined by income of the family 	<ul style="list-style-type: none"> * acquisition of land to construct a distribution center * extension of water and sewer service to land to be developed for a business(s) * acquisition of equipment

**Low/Moderate Income Benefit
Worksheet B
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated** Total Beneficiaries 4000 (Count by Persons)
2. **Estimated** Total LMI Beneficiaries 3000 (Count by Persons)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:
 - ☒ Abused Children
 - ☒ Battered Spouses
 - ☐ Migrant Farm Workers
 - ☒ Homeless Persons
 - ☒ Elderly Persons
 - ☒ Illiterate Adults
 - ☒ Severely Disabled Adults
 - ☒ Person Living with AIDS
4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:
5. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

The population served is presumed Limited Clientele (LMC). Per direction by DHCD, family sizes and incomes can be documented via client application forms. Volunteers solicit demographic info on food recipients demonstrating that more than 51% fall below the LMI income limits. Calvert County is part of the Washington-Arlington-Alexandria-DC-VA-MD HUD metro area; Calvert County's FFY 2022 median family income is \$112,500. A family of four in Calvert is considered low income by HUD housing guidelines if the household income is less than \$71,150 per year, moderate-income if the household income is \$90,000 per year. See addendum for sample pantry application

Describe the proposed accomplishments of the project: The Pantry Rebuild will provide an increase of 50% in onsite food storage space and a 30% increase in food received. LOC anticipates a 20% decrease in volunteer hours spent on travel and a 10% reduction in utility bills. Clients served will increase 20% within two years of completion.

PART F

SOURCES AND USES OF FUNDS: List each specific project activity separately (*please break down the costs as far as possible*). Type in the actual sources of other funding. Indicate whether funds are “L” for loan or “G” for grant. **INDICATE STATUS OF FUNDS** using “P” for pending, “C” for committed, “R” for received, “N” for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

THE APPLICANT IS THE JURISDICTION. ALL PROJECTS MUST INCLUDE ADMINISTRATIVE COSTS FOR THE APPLICANT.

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG:	APPLICANT	OTHER :	OTHER:	OTHER:		
Project Admin. (Cash)							
Project Admin. (In-Kind)							
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$	\$	\$	\$	\$	\$	

PART G

STAFFING AND PROJECT MANAGEMENT: This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person for the *jurisdiction* who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

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

3. Amount of funds requested for Project Administration, if any:

4. If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds

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

Expenses	Estimated Costs

PART H

PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

EXAMPLE: For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	July 22, 2023	
Environmental Review	July 23	October 5
Preliminary Engineering	Completed	
Site Acquisition	October	November
Bidding & Selection Engineering	December	January 2023 ⁴
Meeting 180 Day Expenditure Requirement	January 18, 2024	January 18, 2024
Engineering	February	June
Bidding & Selection Construction	June	August
Construction	September	July 31, 2025

NOTE: *An Environmental Review is the first step for every funded grant after award date*

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD			Applicant
ENVIRONMENTAL REVIEW			Applicant

PART I

DAVIS BACON/BUILD AMERICA BUY AMERICA:

1. Do Davis-Bacon wage rates apply to the project? ☐ Yes ☐ No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? ☐ Yes ☐ No
3. Will your project use iron and steel products? ☐ Yes ☐ No

1. Discuss Davis-Bacon rates and their impact on the project.

2. Explain how you calculated the rates into your cost estimates.

3. Explain how you factored in Build America Buy America requirements for iron and steel, if applicable.

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PART J

ACQUISITION / RELOCATION:

1. Has site control been secured? ☐ Yes ☐ No If yes, explain how:

2. Has an option been secured? ☐ Yes ☐ No If yes, explain how:

3. Estimated cost of acquisition:

\$

4. Sources of funds for acquisition:

5. Number of parcels to be acquired:

Residential: _____

Business: _____

6. Will acquisition be done with eminent domain if needed?

☐ Yes ☐ No

7. Is acquisition of easements required? ☐ Yes ☐ No

If yes, did applicant include costs associated with the Uniform Act? ☐ Yes ☐ No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? ☐ Yes ☐ No ☐ Unknown

If yes, explain:

9. Estimated cost of relocation:

\$

10. Sources of funds for relocation:

# Units in Property(s) _____	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					

10. Do the activities of this project trigger the one-for-one replacement housing requirements? ☐ Yes ☐ No

If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.

PART K

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☐ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☐ Yes ☐ No If yes, please explain:
3. Has the jurisdiction adopted a fair housing ordinance? ☐ Yes ☐ No
4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? ☐ Yes ☐ No If yes, please describe:
5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?
6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

PART L

ENVIRONMENTAL IMPACT: Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.

7. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? ☐ Yes ☐ No
8. Will your project involve or impact an archaeological site? ☐ Yes ☐ No
9. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☐ No
10. Will your project involve the abatement or removal of asbestos from a building?
☐ Yes ☐ No
11. Will your project involve the abatement or removal of lead-based paint from a building?
☐ Yes ☐ No
12. Is your project new construction? ☐ Yes ☐ No

If you answered YES, is the proposed project located in any of the following:

- ☐ Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- ☐ 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- ☐ Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- ☐ Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- ☐ 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- ☐ Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:



PART M

PROCUREMENT: All procurement must comply with the requirements and processes identified in the CDBG Financial and Procurement Manual.

REMINDER – For existing contractual agreements with an engineering firm, the applicant must be able to demonstrate that they hired the specific firm through a competitive process AND that the contract was for no more than a three year period with an option to extend twice for one year periods for a total of five years. Additionally, the contract must have identified all potential projects to be undertaken during the three to five year period including the one included in this application.

1. Will your project use CDBG funds for professional services? ☐ Yes ☐ No

If yes, is it for new services? ☐ Yes ☐ No

If yes, will services be under a new contract? ☐ Yes ☐ No

If no, please explain:

2. Will your project use CDBG funds for construction? ☐ Yes ☐ No

If yes, will construction be under a new contract(s)? ☐ Yes ☐ No

If no, is it for a change order? ☐ Yes ☐ No If the answer is yes, please contact CDBG staff to discuss further.

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
 - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- 9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
 - 10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
 - 11. will comply with the requirements of the Build America, Buy America Act which was included in the federal Infrastructure Investment and Jobs Act which was signed into law on November 15, 2021;
 - 12. will comply with the requirements of the Right to Report Crime and Emergencies from One's Home which was included in the Violence Against Women Act Reauthorization Act of 2022;
 - 13. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
 - 14. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

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

Typed Name and Title
Chief Elected Official

Signature

Date

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