



Prince George's County

Department of Housing and Community Development
Community Planning and Development



Rushern L. Baker, III
County Executive



Eric C. Brown
Director

Notice of Funding Availability (NOFA) Round 5- PY 38R –Reprogrammed Funds CDBG Instructions to Application

CDBG Creating Possibilities



Opening Date: Thursday, January 26, 2012
Closing Date: Friday, February 10, 2012 – 5:00 p.m..

"Prince George's County Affirmatively Furthering Fair Housing"



Table of Contents

CDBG General Requirements	3
Obtaining a Duns Number	4
Completing the Application Form	5
Section I Instructions and Forms	
Part I Project Summary	5
Part II Meeting a National Objective	5
Part III Meeting the County's Objective.	7
Part IV Program Objectives and Project Beneficiaries	7
Part V Organization Experience and Capacity	7
Part VI Organization Collaboration	7
Part VII Outcome and Performance Measurement	7
Part VIII Budget	7
Part IX Supplemental Budget	9
Part X Activity Schedule	10
 Multi-Year Projects	 10
 Activities and Criteria by Category	 11
Section II Eligible Activities and Criteria by Category	11
<i>HUD Matrix Codes</i>	16
Section III Definition of Terms	18
Section IV HUD/CDBG Income Limits	20
Section V Frequently Asked Questions	21
Section VI Evaluation Criteria	24

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.

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 project will be considered for funding.

Funded activities should be ready to start July 1, 2012, and be completed within one year. **For construction projects only** -- If completion in a one-year 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 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 Operating Agreement.

The CDBG application form is provided on paper, by e-mail and via the County's website at www.co.pg.md.us/Government/AgencyIndex/HCD.

Do not use forms from prior years. Do not include covers of any kind. Staple or paperclip one (1) original and two (2) signed copies of each application package being submitted, and mail or deliver by the application deadline to:

**Department of Housing and Community Development
Division of Community Planning and Development
9400 Peppercorn Place, Suite 120
Largo, MD 20774
Hours: 8:30 a.m. to 5:00 p.m.**

Obtaining a DUNS Number:

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

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

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

- Legal Name
- Headquarters name and address for your organization
- Doing business as (DBA) or other name by which your organization is commonly known or recognized
- Physical Address, City, State, and Zip Code
- Mailing Address (if separate from Headquarters and/or physical address)
- Telephone Number
- Contact Name and Title
- Number of Employees at your physical location

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 JULY 13, 2011.” 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 areawide 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.

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 the County’s Goals and Objectives

CDBG funds can only be used for activities that fall under an authorized category of basic eligibility. The CDBG activities must be consistent with the goals and objectives in the County’s approved 2011 – 2015 Consolidated Plan. Listed below are the annual goals and objectives and all applicants are required to describe how the proposed project will meet the County’s goals and objectives by selecting **one** Goal and **one** objective for an application.

Goal 1: To stabilize and increase housing opportunities for 5,540 low and moderate-income households, homeless individuals and families, persons at risk of becoming homeless and non-homeless persons with special needs. **Our annual goal is 1,047.**

Availability/Accessibility of Decent Housing (DH)

- DH 1.1 - Assist homeless persons to obtain permanent housing.
- DH 1.1 - Assist persons at risk of becoming homeless to obtain affordable housing.
- DH 1.1 - Assist persons with special needs to obtain affordable housing.
- DH 2.1 - Increase affordable housing options for low and moderate-income households.
- DH 3.1 - Retain the affordable housing stock.

Availability and Accessibility to Suitable Living Environment (SL)

Goal 2: To improve the safety and livability of neighborhoods for principally 189,975 low and moderate-income persons. **Our annual goal is 37,995.**

- SL 1.1 - Improve or expand needed public services for low and moderate-income residents.
- SL 3.1 - Improve or expand public facilities and infrastructures in areas with high concentrations of low and moderate-income.

Creating Economic Opportunities (EO)

Goal 3: To support employment opportunities for low and moderate-income persons, small businesses, and community revitalization activities by creating and/or retaining 230 jobs and assisting 660 small businesses. **Our annual goal is to create or retain 46 jobs and assist 177 small businesses.**

- EO 1.1 - Expand access to employment opportunities for low and moderate-income residents.
- EO 2.1 - Increase affordable options for new and existing businesses.
- EO 3.1 - Support community revitalization strategies that will stabilize and expand small businesses (including micro-businesses).

PART IV. Program Objectives and 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

Answer all questions for this section providing a narrative where requested. 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 will 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, facsimile, or Internet service; utilities; and administrative or clerical salaries and fringe benefits.

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 one of these Project Managers: Dianne Thomas at drthomas@co.pg.md.us or (301) 883-5576 or Linda Kruelle at lgkruelle1@co.pg.md.us or (301) 883-5539.

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.

Equipment: The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however to purchase or to pay depreciation or use allowances (in accordance with OMB Circular A-21, A-87 or A-122 as applicable) for such items when necessary for use by a sub-recipient in administration of activities assisted with CDBG funds, or when eligible as fire fighting equipment, or when such items constitute all or part of a public service activity.

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

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.

PART X. Activity Schedule (one form)

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

Multi-Year Projects

Project Exceptions and Criteria:

Not all programs or awards are good candidates for multi-year funding. DHCD/CPD shall exercise good judgment in determining when to approve multi-year grants. Multi-year funding is appropriate only when all of the following apply:

- a. The project is exclusively for construction, alterations or renovations.
- b. At the time of award, the total period of DHCD support for the project is planned to be less than **24 months**.
- c. The project is presented in phases with projected costs allocations and schedule of completion for each phase period.
- d. The project must demonstrate leveraged funds from other sources.
- e. DHCD will determine, based on the project scope of work and budget, and assigned the appropriate funding **not to exceed 60%** of the total cost of the project.

Reliability and Predictability

Multi-year funding may be considered for programs or long-term grants where funding for the subsequent year(s) is anticipated but not provided at the time the grant is approved and where the estimated budget for future funding periods can be forecast with some degree of reliability. These procedures should not be used for programs or long-term grants where the funding allocation may substantially change (either increase or decrease) from initial projections. Multi-year funding is provided by adding allotments of funds, usually on an annual basis, to extend the funding period beyond the previously approved project period.

Evidence of Match

For each match contribution claimed, CPD requires applicants to provide written evidence supporting any pledged matching funds identified in the application. The supporting documentation should be submitted along with the application, however DHCD will allow applicants up to 30 days after the application has been accepted to submit the documentation for match.

Failure to Provide Evidence of Match

If the supporting documentation is not submitted within thirty (30) days or CPD determines that it is unacceptable, CPD 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 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. 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.

SECTION II. Eligible Activities and Criteria by Category

For Economic Development Projects:

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

Economic development projects should promote

- A secure business environment
- Education and training
- 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.**

For Affordable Housing Projects:

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

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; rehabilitation of community centers and other buildings used to provide services to the public.

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: bus shelters, 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.

Acquisition: purchase of land for new construction or a building for economic development.

Clearance and demolition projects: providing buildable lots, removing blighted structures, abating threats to health and safety.

Crime control and neighborhood revitalization projects: ensuring public safety and reducing crime.

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
- Encourage private investment
- 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
- Present a “window of opportunity”
- Demonstrate a positive record of drawdown performance
- Use prior year residual funds if available
- A less costly alternative to others
- 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).

For projects involving infrastructure improvements or real property, please provide a photograph of the project site. For infrastructure improvement projects, please provide a long view of the street, not a close-up of the deteriorated section(s). The photograph is needed for a review by the Maryland Historical Trust, which is required for all projects

having any physical impacts, regardless of whether the project site is located within a historic district.

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

If the project involves multi-family housing with five or more dwelling units, or non-residential property, a Phase I Environmental Site Assessment by a qualified professional may be required to determine the current or past presence of hazardous materials, contamination, toxic chemicals or gases, and radioactive substances, where a hazard could affect the health or safety of occupants or conflict with the intended use of the property. Any property proposed for CDBG or any other HUD funding must be free of these hazards. However, radon testing is required only when radon is known or suspected to exist. The costs of the inspection and remediation are eligible for reimbursement through the CDBG program if the inspection and remediation are carried out during the program year. Contact *Linda Kruelle, Environmental Review Officer, at (301) 883-5539* or by email to lqkruelle1@co.pg.md.us to determine whether your project requires a Phase I Environmental Site Assessment.

If the project involves residential property, the property must be inspected for lead-based paint if the structure was built before 1978, mold, and friable asbestos. Any of these hazards found must be remediated. The costs of the inspection and remediation are eligible for reimbursement through the CDBG Program if they are carried out during the program year. If you wish to have the CDBG grant cover these expenses, include a line item for them in your budget.

For projects involving physical changes to land or buildings, attach architectural plans, contractors' applications, or other documentation describing the work proposed.

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. Contact *Dianne Thomas, Project Manager, at (301) 883-5576* for additional information and to obtain a copy of the transition plan guidelines.

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-A.

For sidewalk, curb and gutter, handicapped ramp, or driveway apron replacement, complete a Concrete Quantity Report on Form 1-B. State on Exhibit 1-A and Exhibit 1-B 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 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, call any of the Project Managers listed on page 23.

HUD Code	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
03G	Parking 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
03O	Fire Stations/Equipment
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
05I	Crime Awareness
05J	Fair Housing Activities
05K	Tenant/Landlord Counseling
05L	Child Care Services
05M	Health Services
05N	Abused and Neglected Children
05O	Mental Health Services

HUD Code	HUD Code Title
05P	Screening for Lead-Based Paint/Lead Hazards Poison
05Q	Subsistence Payments
05R	Homeownership Assistance (not direct)
05S	Rental Housing Subsidies
05T	Security Deposits
05U	Homeownership Counseling
06	Interim Assistance
07	Urban Renewal Completion
08	Relocation
09	Loss of Rental Income
11	Privately Owned Utilities
13	Direct Homeownership Assistance
14A	Rehabilitation, Single-Unit Residential
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
15	Code Enforcement
16A	Residential Historic Preservation
16B	Non-Residential Historic Preservation
17A	Commercial/Industrial Land Acquisition/Disposition
17B	Commercial/Industrial Infrastructure Development
17C	Commercial/Industrial Building Acquisition, Construction, Rehabilitation
17D	Other Commercial/Industrial Improvements
18A	Economic Development Direct: Direct Financial Assistance to For-Profit Business
18B	Economic Development Direct: Technical Assistance
18C	Micro-Enterprise Assistance
19C	CDBG Non-Profit Organization Capacity Building
19D	CDBG Assistance to Institutes of Higher Education
19E	CDBG Operation and Repair of Foreclosed Property
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, or (2) address conditions of slums or blight, or (3) address an urgent need.

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 Division (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 Consolidated Plan and Annual Action Plan provide strategies for the use of Federal funds from the Federal Housing and Urban Development (HUD): Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs. The Community Planning and Development Division administers the CDBG, HOME, ESG and HOPWA programs. Call (301) 883-5540 or 301-883-5570 for more information.

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 funds: Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME), Emergency Shelter Grant (ESG) and Housing Opportunities for Persons with AIDS (HOPWA) programs. Call (301) 883-5540 or 301-883-5570 for more information.

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. The HOPWA application is submitted jointly with other adjacent jurisdictions in a regional approach. Call (301) 883-5540 or 301-883-5570 for more information.

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. Call (301) 883-5540 or 301-883-5570 for more information.

Davis-Bacon Wage Rates: Federal legislation requires payment of prevailing wages for construction-related CDBG projects. For information, contact Linda Kruelle at (301) 883-5539.

DHCD: Prince George's County Department of Housing and Community Development, 9400 Peppercorn Place, Suite 200, Largo, Maryland 20774, Tel (301) 883-5531.

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.

Insurance 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 9400 Peppercorn Place, Suite 120, Largo Maryland 20774. For additional insurance requirements and or information please contact Steven B. Middleton, Risk Manager, Office of Finance, on (301) 952-3563 or by e-mail SBMiddleton@co.pg.md.us .

SECTION IV: HUD/CDBG INCOME LIMITS EFFECTIVE JULY 13, 2011

**Prince George's County, Maryland
Department of Housing and Community Development
Community Development Block Grant (CDBG) Program**

HUD/CDBG INCOME LIMITS EFFECTIVE JULY 13, 2011

Median Family Income: \$106,100.00

Household Size	<u>EXTREMELY LOW INCOME</u> (Maximum Income=30% of Area Median Family Income)	<u>VERY LOW INCOME</u> (Maximum Income=50% of Area Median Family Income)	<u>LOW INCOME</u> (Maximum Income=80% of Area Median Family Income)
1	\$22,300	\$37,150	\$47,350
2	\$25,500	\$42,450	\$54,100
3	\$28,700	\$47,750	\$60,850
4	\$31,850	\$53,050	\$67,600
5	\$34,400	\$57,300	\$73,050
6	\$36,950	\$61,550	\$78,450
7	\$39,500	\$65,800	\$83,850
8	\$42,050	\$70,050	\$89,250

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.

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.

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. 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: What is HUD's definition of slum and blight? What is the County's definition?

A. There are two kinds of slums or blight: (1) spot, and (2) area-wide. According to HUD regulations, a slum or blighted area is an area delineated by the proposer: (1) which meets a definition of a slum, blighted, deteriorated, or deteriorating area under State or local law; and (2) where there is a substantial number of deteriorating or dilapidated buildings or improvements throughout the area. In order for an activity to qualify under this standard, it must be designed to address one or more of the conditions which qualified the area.

The definitions of slum and blight in the Prince George's County code are: (1) Slum Area shall mean any area where dwellings predominate, which, by reason 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; (2) Blighted Area shall mean an area in which a 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.

The slums/blight determination must be based on any of the conditions described in State/County regulation. One basis used in the County is that the condition causing the area-wide deterioration results from a defect in the design of the community. In these cases, the defect was the failure to provide adequate storm-water management systems.

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, i.e. \$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: 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.

Please contact the individuals below for Technical Assistance

Project Manager(s)	Activity Type					
	Acquisition	Affordable Housing	Economic Development	Infra-structure	Public Facilities	Public Services
Patricia Isaac (301) 883-5587 PAIsaac@co.pg.md.us		√	√	√	√	√
Linda Kruelle (301) 883-5539 lgkruelle1@co.pg.md.us	√	√	√	√	√	
Dianne Thomas (301) 883-5576 drthomas@co.pg.md.us				√	√	√
Joaney Todd (301) 883-5586 jtodd@co.pg.md.us		√	√	√	√	√
Mary Ann White (301) 883-5579 mawwhite@co.pg.md.us						√

For questions concerning insurance requirements, contact Steven B. Middleton, Risk Manager, at (301) 952-3563 or SBMiddleton@co.pg.md.us

SECTION VI. Evaluation Criteria

The following criteria will be used by the Proposal Advisory Group (PAG) to evaluate Proposal Applications. Bonus points will be provided for Applicants who demonstrate collaboration, leveraging and complete application submission. (Maximum Points – 175)

Community Development Block Grant Proposal Evaluation (PY 38)

I. HUD & County Requirements	Yes (√)	No (√)	Max Points	Points Received
1. Does the project meet one of the National Objectives? Which one? (See pages 5-7 of Instructions) _____				
2. Is the proposed project an eligible activity? What kind? (See pages 16-17 of Instructions) _____				
3. Is the application complete?				
4. The agency is in “good standing”. (Click on Link for Quick Reference) http://sdatcert3.resiusa.org/UCC-Charter/CharterSearch_f.aspx				
<i>If you checked <u>NO</u> for any of the above questions, this application is <u>ineligible</u> for CDBG funding.</i> Comments:				
II. Project and Application Requirements (Max 150)				
1. Project’s consistency with the HUD’s Specific Objectives and Outcomes as described in the PY 38 CDBG Funding Application				
2. Administrative Capacity of O/A				
3. Project Budget				
4. Performance Measures				
5. Project’s impact and benefit to low and moderate income households.				
6. Readiness to Proceed. (The agency’s capacity to carry out the activity in a timely manner)				
Comments:				
			Sub-Total:	

III. Priority Points (Max 75)

1. Documentation of Matching Dollars (30 Points) <i>Non-Federal Funds as a percentage of CDBG funds requested: <u>0</u>%</i>				
2. Collaboration – (30 Points) <i>(Priority will be given to activities that are integrated with other community service projects and provided in collaboration with other service providers)</i>				
3. Complete Package Submission (15 Points) <i>(Application submitted without errors or omissions)</i>				
Comments:		Sub-Total:		
		Total:		

Additional Project Information

Prior CDBG Funding received by the applicant for this category:

	PY 33	PY34	PY35	PY36	PY37
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.

This project's evaluation results are as follows:

Project Evaluation Score: _____

Funding Recommendation:

___ Project Recommended for Funding in PY 38 (FY 2013) in the amount of: _____

Comments:

___ Project Not Recommended for Funding in PY 38 (FY 2013)

Comments:



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