

STATE OF MARYLAND CDBG PROGRAM

**SFY 2021
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**Lawrence J. Hogan, Governor
Boyd K. Rutherford, Lt. Governor**

Kenneth C. Holt, Secretary

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION SFY 2021**

1. Name of Jurisdiction: City of Cambridge	2. County (Municipal applicants only): Dorchester
3. Address: 410 Academy St. Cambridge, MD 21613	4. Name of Subrecipient or Business, if applicable, and their DUNS Number: N/A
5. FID Number: 52-6000780 DUNS Number: 078283132	6. Name, phone number and email of jurisdiction's contact person for this application: Patrick Comiskey 410-228-4020 pcomiskey@chooscambridge.com
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Installation of Elevator at the Old City Hall Building at 307 Gay St., Cambridge, MD 21613 This project will make the second floor of this building accessible to citizens with handicaps and injuries. We are planning on re-inhabiting the former city hall bringing other divisions into the building as well as the current city hall workers. This will add an additional 10 workers in the downtown and draw more traffic to the downtown during the business day. This will also put more businesses within walking distance of city hall. We will be restoring the most iconic building in our downtown that was built 9 decades ago.	
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>260,000</u> Local funds \$ <u>50,000</u> Other funds \$ <u>0</u> Total costs \$ <u>310,000</u>	11. U.S. Congressional District No.: <u>First State District No. 37th</u> (List State legislators for entire district): Senator Adelaide Eckardt Delegate John Mautz Delegate Christopher Adams
12. Date Public Hearing held: 1/20/21 (<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: 1/20/21 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: 1/20/21 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 type="checkbox"/> Yes <input type="checkbox"/> No	
17. Digital Photos and CD included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (<i>each must be labeled</i>)	18. Date: 1/20/21

PART A

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

See attached.

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.

See attached.

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?

No other funding for the elevator project has been requested from other agencies. However, other costs of renovating the building will be borne by the City.

2. Please provide copies of award and rejection letters.

N/A

3. 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? _____

Is the cost per person or households? _____

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

If yes, what is the % increase? _____

Discuss how costs were determined:

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

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).

There are 283 residents residing directly in the downtown district. Most of these people live in apartments on top of commercial buildings. Many of these residents are of low-and-moderate income and a significant number live alone. These persons are the most at risk health wise with the toxic substances from the old City Hall being dispersed into the air. There are 3176 persons living within 2500 feet of the old city hall. These neighborhoods adjacent to the downtown are characterized by poor housing and other indicators of economic distress. These residents can be assumed to be living in economic distress and likely to have adverse health conditions.

The project is supported by several non-profit partners in revitalization such as Habitat for Humanity and the Dorchester County government.

A public hearing was held on 11/14/20, at 2:30m p.m. in Cambridge City Hall in support of an application to the Environmental Protection Agency for funds to remediate hazards in the building. The citizens are in support of cleaning up the contamination in the old City Hall and putting the building to a new use which will contribute to the revitalization of the downtown.

The City also has a Facebook page for communicating with the public. It will post information there on the progress of this project.

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: Census Tract 970500
Block Group 1**

Cambridge's Comprehensive Plan calls for utilizing underused areas where infrastructure exists and development has occurred but the space is not being used to its fullest. The city hall building is one such location. Additionally the plan calls for developing within the existing city to improve the spaces there as opposed to expanding out into the farmland and woodland surrounding the city. This project would be in line with this part of the project as well.

This project is also consistent with the mission of the Cambridge Neighborhood Revitalization Plan to improve neighborhoods, land use and quality of life through comprehensive strategies and partnerships; including engagement of residents and businesses around permanent and temporary repurposing of vacant land, beautification, blight mitigation, improvement and marketing of new & existing housing, social cohesion strategies, and enhanced human services.

The City's Sustainable Communities Action Plan also supports this project by encouraging downtown revitalization.

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.

X **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)** Presumed
 51% of clientele are persons whose family is LMI
 Nature and location conclude area is primarily LMI
X Removal of architectural barriers

Jobs (LMJ) Job Creation
 Job Retention

Total estimated # of beneficiaries 12,260 CDBG \$ per beneficiary \$20
Total estimated # of LMI beneficiaries : 2019 CDBG \$ per LMI beneficiary \$124
% of LMI beneficiaries to total: 16%

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

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	<p>Activity must qualify under one of the following:</p> <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 <p>NOTE: Must demonstrate code enforcement actions taken by the local government</p>	<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 A
Area Basis (LMA)**

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

1. **Estimated** Total Beneficiaries _____ (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries _____ (*Count by Persons*)
3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

	RACE	Ethnicity (Hispanic or Latino)
Count for all estimated persons in the service area:		
a. Total White	_____	_____
b. Total Black or African American	_____	_____
c. Total Asian	_____	_____
d. Total American Indian or Alaska Native	_____	_____
e. Total Native Hawaiian or Other Pacific Islander	_____	_____
f. Total American Indian or Alaska Native and White	_____	_____
g. Total Asian & White	_____	_____
h. Total Black or African American & White	_____	_____
i. Total American Indian or Alaska Native & Black or African American	_____	_____
j. Other Multi-Racial	_____	_____
Total (number of all by <u>Race</u> must be the same as #1 above)	_____	_____

4. **Total** Number of Female-Headed Households _____
5. **Total** Number of Disabled _____
6. Describe the proposed accomplishments of the project:

**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: 12,260 (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries: 2019 (*Count by Persons*)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

- | | |
|---|--|
| <input type="checkbox"/> Abused Children | <input checked="" type="checkbox"/> Elderly Persons |
| <input type="checkbox"/> Battered Spouses | <input type="checkbox"/> Illiterate Adults |
| <input type="checkbox"/> Migrant Farm Workers | <input checked="" type="checkbox"/> Severely Disabled Adults |
| <input type="checkbox"/> Homeless Persons | <input type="checkbox"/> 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:

N/A

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:

N/A

Describe the proposed accomplishments of the project:

Construction of an elevator at the old city hall at 307 Gay St. This building will be converted back into the city hall.

**Low/Moderate Income Benefit
Worksheet C
Housing (LMH)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated** Total Beneficiaries *Count* _____ *Units* AND _____ *Persons*
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? _____
Of these, how many are to be occupied by LMI persons? _____
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? _____
Of these, how many are to be occupied by LMI persons? _____
4. For housing rehabilitation, how many total units will be rehabilitated? _____
5. For housing rehabilitation, how many total units will receive emergency repairs? _____
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? _____
7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area? Y N If yes, provide specific explanation of why this area was targeted.

8. Will program income be generated by this activity? Y XN
If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted

**Slum/Blight
Worksheet D**

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One: Slum and Blight - Area Basis **OR** Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area:

Have an official designation of blight by local government? No Yes

If yes, what is the date of designation? _____

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law? No Yes

Have a substantial percentage of deteriorated buildings? No Yes

What is the percentage? %

3. Does the activity address one or more of the blighting conditions? How?
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

NOTE: If your project involves the acquisition of property as an activity to eliminate blight, than the national objective should address the intended use of the property.

**Low/Moderate Income Benefit
Worksheet E
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create new jobs? _____ Or will this project result in retention of existing jobs? _____
2. How many total jobs are estimated to be created? _____
Of those created, how many will be taken by LMI persons? _____
3. How many total jobs are estimated to be retained? _____
Of those jobs retained, how many are retained by LMI persons? _____

Taken By Standard

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons.
2. Provide a listing by job title of all employees at the time the application for assistance is submitted.
3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.
4. Provide evidence supporting the estimated number of jobs to be created.

Retention Standard

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts.

Worksheet E Continued

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.

3. Provide a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

Business Information

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Name of Business;
2. Ownership of Business;
3. Business Management;
4. Company History including start-up date, type of operation, progress and number of employees to date;
5. Current Location(s);
6. Product Line(s) or Service;
7. Discuss their market area(s) including geography, major customers and other Characteristics; and
8. Certificate of Good Standing from the State of Maryland if an existing business.

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statement for principal owner(s) and a five year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.

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:		
Construction of an elevator at the old city hall- G	\$250,000.00					\$250,000.00	P
Renovation of old city hall- G		\$50,000				\$50,000.00	C
Project Admin. (Cash)	\$10,000.00					\$10,000.00	P
Project Admin. (In-Kind)							
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF	\$260,000.00	\$50,000.00	\$	\$	\$	\$310,000.00	

FUNDS							
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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 who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

Pat Escher will be charged with general administration. Ms. Escher has 6 years' experience in administering CDBG projects. She has administered a number of CDBG projects for the city. She also administers Community Legacy grants.

Project administration will be handled by a consulting firm which will prepare the specifications, supervise the bidding process, and inspect the work.

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

Ms. Jeannie Ballina, the Housing Coordinator, will assist in grant administration.

3. Amount of funds requested for Project Administration, if any: \$10,000.00

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

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
Consultant to prepare the bid, supervise the bid process, and inspect the work	\$10,000.00

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	March 1, 2021	
Environmental Review	March	May 2021
Preliminary Engineering	Completed	
Site Acquisition	June	June 2021
Bidding & Selection Engineering	July	August 2021
Meeting 180 Day Expenditure Requirement	August	August 2021
Engineering	September	December 2021
Bidding & Selection Construction	January 2022	February 2022
Construction	March	February 2023

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		May 1, 2021	Applicant
ENVIRONMENTAL REVIEW	May 15, 2021	June 30, 2021	Applicant
Bidding	July 15, 2021	August 31, 2021	Applicant
Meeting 180 day expenditure requirement	October 31, 2021	October 31, 2021	Applicant
Installation of elevator	September 15, 2021	December 15, 2021	Contractor

PART I

DAVIS BACON:

1. Do Davis-Bacon wage rates apply to the project? X Yes No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? X Yes No
3. Use the space below to:
 - a. Discuss Davis-Bacon rates and their impact on the project; and
 - b. Explain how you calculated the rates into your cost estimates.

a. This project falls within the threshold of the requirement for the inclusion of Davis-Bacon wage rates. This information will be included in the bid package and discussed at the pre-bid and pre-construction conference meetings. The City will follow all labor standards requirements. This will include site visits and interviews to ensure that the employees are being paid Davis-Bacon wage rates. The City will also review the weekly payrolls submitted by the contractor.

b. This calculation was incorporated into the cost estimate. Many contractors in the area are already paying at or above the Davis-Bacon wage rate. This is due in part to the significant number of jobs being funded by federal funds.

PART J

ACQUISITION / RELOCATION: N/A

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.

1. Will your project involve the renovation or rehabilitation of a building that is at least 50 years old or is located in a national historic register district? X Yes No
2. Will your project involve or impact an archaeological site? Yes X No
3. Will your project impact any wildlife that is threatened or endangered? Yes X No
4. Will your project involve the abatement or removal of asbestos from a building?
X Yes No
5. Will your project involve the abatement or removal of lead-based paint from a building?
X Yes No
6. Is your project new construction? Yes X 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:

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 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
12. will ensure that, if applicable, any sub-recipient, 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.

Mayor Andrew Bradshaw
Typed Name and Title
Chief Elected Official

Signature

Date

See Signed PDF