

## Council Agenda Report

**Date:** April 10, 2017

**Prepared and Submitted by:** Sandra Tripp-Jones, City Manager 

**SUBJECT:** Fair Housing and Equal Opportunity Plan, Citizen Participation Plan, Minority Business Plan, Residential Anti-Displacement and Relocation Assistance Plan and Section 3 Plan

**Recommendation:** That Council approve the Fair Housing and Equal Opportunity Plan, Citizen Participation Plan, Minority Business Plan, Residential Anti-Displacement and Relocation Assistance Plan and Section 3 Plan

**Discussion:**

Attached are five documents. The City is required to have these plans in place when submitting applications for Community Development Block Grants. After the City approves them, the plans must be submitted to the Department of Housing and Community Development (DHCD) for their approval. The plans are based on templates supplied by DHCD and will remain in effect for five years. The current plans are in effect until July 2017.

**Attachments:**

- Fair Housing and Equal Opportunity Plan
- Citizen Participation Plan
- Minority Business Plan
- Residential Anti-Displacement and Relocation Assistance Plan
- Section 3 Plan

**Fiscal Impact:** None

## **CITY OF CAMBRIDGE**

### **FAIR HOUSING AND EQUAL OPPORTUNITY PLAN**

As a recipient of federal Community Development Block Grant funds from the United States Department of Housing and Urban Development received through the State of Maryland, the City of Cambridge is required to comply with all federal statutes, regulations and Executive Orders relating to civil rights, fair housing, non-discrimination and equal opportunity. The City's compliance is not specific to the federally funded project or activity. The City must ensure that its administrative practices, policies and laws meet the intent of the statutes, regulations and Executive Orders.

Therefore, the City of Cambridge commits to create an environment for its citizens where no one is excluded from participation or benefit due to their race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion. The denial of rights based on any of these protected classes is detrimental to the health, safety and welfare of the citizens and constitutes an unjust denial or deprivation of such inalienable rights which is within the power and the proper responsibility of government to prevent.

#### **Fair Housing**

In accordance with the federal Civil Rights Act of 1968 (as amended), the federal Housing and Community Development Act of 1974 (as amended), and the Fair Housing Act of 1988, the City will promote through fair, orderly and lawful procedures, the opportunity for each person to obtain housing of such person's choice in this community without regard to race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion.

To the best of our ability, the City of Cambridge will promote and encourage fair housing choice for all its residents. The City's administrative practices, policies and laws will attempt to prohibit:

- Discrimination in the Sale or Rental of Housing
- Discrimination in Housing Financing
- Discrimination in Providing Brokerage Services
- Unlawful Intimidation

The City will accept complaints from any citizen that feels that they have been discriminated against related to their housing choice. The City will make an initial investigation and refer the complaint to the state or the federal housing departments.

For housing projects developed or assisted with federal funds, the City will ensure that its subrecipients and developers will comply with statutes, regulations and Executive Orders.

City of Cambridge Ordinance 679 (Attachment A) is codified as Article II (Sections 4.5-12 through 4.5-16).

## **Equal Opportunity**

In accordance with the federal Civil Rights Act of 1964 (as amended), no person in the City of Cambridge shall be excluded from participation in, denied benefits of, or subjected to discrimination under any program or activity receiving federal financial assistance.

The City will ensure that it will not discriminate in its procurement practices. The City's procurement policies allow for open and competitive bidding concerning all procured goods and services. When applicable, the City will solicit bids from minority women owned businesses.

## **Affirmative Action Strategy**

It is the policy of the City of Cambridge not to discriminate against any employee or any applicant for employment because of race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion. The City will take affirmative action to insure that this policy includes but is not limited to the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training, layoff and termination. Additionally, the City will ensure that our contractors and subcontractors will not discriminate against any employee or applicant for employment.

## **Affirmatively Furthering Fair Housing**

The City of Cambridge commits to affirmatively further fair housing in our community. Our programs will be administered in accordance with our efforts to provide a range of fair housing choices to our citizens.

The City will undertake the following activities on an annual basis:

- Adopt a Fair Housing Proclamation and celebrate the month of April as Fair Housing Month
- Review local zoning laws and building codes to determine if they impact fair housing choice

## **Excessive Force**

The National Affordable Housing Act (NAHA) of 1990 (as amended) requires recipients of federal Community Development Block Grant funds through the United States Department of Housing and Urban Development to protect individuals engaging in non-violent civil rights demonstrations. To that end, the City is required to develop and maintain a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such nonviolent civil rights demonstrations.

The City of Cambridge maintains a police department for the safety of its citizens. The City prohibits the use of excessive force by employees of the police department against anyone

engaged in non-violent civil rights demonstrations. This is more defined in the City police department's "Use of Force" policy.

### **Limited English Proficiency**

The City of Cambridge recognizes that, as its population increases, its population now includes persons from other countries whose primary language is not English. To that end, the City will make efforts to identify various populations and to provide information to them in a language they understand.

Census 2010 indicates that 6.5 percent of our citizens speak a language other than English at home. The Hispanic or Latino population of Cambridge is 4.9 percent. To date, nobody has asked for an interpreter at a Council meeting or public hearing.

### **Personnel Policies**

The City of Cambridge's personnel policies are in compliance with all federal and state equal opportunity requirements. They are updated as requirements change.

Specifically, employees are notified of their rights, responsibilities and requirements of their specific jobs and as a representative of this city. The personnel policies provide information on compensation, leave, termination, grievances, benefits, sexual harassment, and employee reviews. The personnel policy also provides information about conflict of interest provisions related to contracting and procurement.

A full copy of the personnel policies may be obtained at the City Hall during normal business hours.

### **ATTEST/WITNESS**

\_\_\_\_\_  
Sandra E. Tripp-Jones  
City Manager

\_\_\_\_\_  
Victoria Jackson-Stanley  
Mayor

This Fair Housing and Equal Opportunity Plan is hereby adopted by The City of Cambridge on \_\_\_\_\_, 2017. It is effective for a 5-year period until \_\_\_\_\_.

AN ORDINANCE TO ADD NEW SEC. 4-92 ENTITLED "FAIR HOUSING" OF CHAPTER 4 ENTITLED "BUILDING AND HOUSING" OF THE CODE OF LAWS OF THE CITY OF CAMBRIDGE TO PROVIDE THAT THERE WILL BE NO DISCRIMINATION IN HOUSING WITHIN THE CITY.

SECTION 1. BE IT ENACTED AND ORDAINED by The Commissioners of Cambridge that new Sec. 4-92 entitled "Fair Housing" of Chapter 4 entitled "Building and Housing" is hereby enacted to read as follows:

Sec. 4-92 Fair Housing.

SECTION I - Definitions. As used in this article, unless a different meaning clearly appears from the content, the following terms shall have the following meanings:

A. "Discriminate" or "Discrimination" shall mean any difference in treatment in the sale, lease, rental or financing of housing units or housing accommodations because of race, color, religion, creed, ancestry, sex, age, national origin, handicap, or use of a guide dog because of the blindness of the user.

B. "Housing unit" shall mean a single room or suite of rooms, or an apartment or dwelling, occupied or intended for occupancy as separate living quarters by an individual or a family, or a parcel of real property or a lot available for the construction of a housing unit.

C. "Lending institution" shall mean any person, as defined in this article, regularly engaged in the business of lending money or guaranteeing loans.

D. "Owner" shall include the lessee, sub-lessee, assignee, managing agent or other person having the right of ownership or possession, or the right to sell, rent or lease any housing unit which is part of a housing accommodation or to furnish services in connection therewith.

E. "Person" shall include an association, partnership or corporation, as well as a natural person. When applied to partnerships or other associations, it includes their members, and as applied to corporations, it includes the officers of the corporations.

F. "Real estate broker" shall mean any natural person, partnership, association or corporation who, for a fee or other valuable consideration, or other purposes, sells, purchases, exchanges or rents, or negotiates or offers or attempts to negotiate, the sale, purchase exchange or rental of the real property of another, or holds himself/herself out as engaged in the business of selling, purchasing, exchanging or renting the real property of another, or collects rental for the use of the real property of another or attempts to secure the listing for sale or rental of a housing unit by representing that a change has occurred or will or may occur with respect to the racial, religious or

*City of Cambridge  
Cambridge, Maryland*



ethnic composition of the street, block, neighborhood or area in which said housing accomodation is located.

G. "Real estate salesperson or agent" shall mean any person employed by a real estate broker to perform, or to assist in the performance of, any or all of the functions of a real estate broker, or to provide any services in connection therewith.

SECTION II - Scope. This article applies to discriminatory housing units located within terretorial limits of the City.

SECTION III - Prohibited Acts.

A. No real estate broker or real estate salesperson or agent, or owner or other person shall refuse to sell, lease, sublease, rent, assign or otherwise transfer, or refuse to negotiate for the sale, lease, sublease, rental, assignment or other transfer of the title, leasehold or other interest in any housing unit to any person, or represent that a housing unit is not available for inspection, sale, lease, sublease, rental, assignment or other transfer when in fact it is so available, or otherwise deny or withhold any housing unit from any person because of race, color, religion, creed, ancestry, age, sex, national origin, handicap, or use of a guide dog because of the blindness of the user.

B. No owner shall refuse to sell, lease, sublease, rent, assign or otherwise transfer the title, leasehold or other interest in any housing unit, which is part of a housing unit to any person, or otherwise deny or withhold such housing unit or deny or withhold the furnishing of services in connection therewith from any person because of race, color, religion, creed, ancestry, age, sex, national origin, handicap, or use of a guide dog because of the blindness of the user.

C. No real estate broker or real estate salesperson or agent shall include in the terms, conditions, or privileges, or services in connection therewith of any sale, lease, sublease, rental, assignment or other transfer of any housing unit, any clause, condition or restriction discriminating against any person in the use of occupancy of such housing unit because of race, color, religion, creed, ancestry, age, sex, national origin, handicap, or use of a guide dog because of the blindness of the user.

D. No person shall include in the terms, conditions, or privileges of the sale, lease, sublease, rental, assignment or other transfer of a housing unit, which is part of a housing accomodation, any clause, condition or restriction discriminating against any person in the use or occupancy of such housing unit because of race, color, religion, creed, ancestry, age, sex, national origin, handicap, or use of a guide dog because of the blindness of the user.

E. No person shall discriminate in the furnishing of any facilities or services for a housing unit, which is part of a housing accomodation, because of race, color, religion, creed, ancestry, age, sex, national origin, handicap, or use of a guide dog because of the blindness of the user.

F. No real estate broker, real estate salesperson or agent, owner or any other person or any lending institution shall publish or circulate, or cause to be published or circulated any form of application for the purchase, lease, rental or financing of housing, or make any record or inquiry in connection with the prospective purchase, rental or lease of housing, which expresses directly or indirectly any limitation, specification or discrimination as to race, color, religion, creed, ancestry, age, sex, national origin, handicap, or use of a guide dog because of blindness of the user, or any intent to make any such limitation, specification or discrimination.

G. No person, whether or not a real estate broker, real estate salesperson or agent, owner or lending institution, shall aid, incite, compel, coerce or participate in the doing of any act declared to be unlawful housing practice under this article, or obstruct or prevent enforcement or compliance with the provisions of this article of any rule, regulation or order of the enforcement body of this article, or attempt directly or indirectly to commit any act declared by this article to be an unlawful housing practice.

SECTION IV - Exemptions. Nothing in this article shall bar a religious or denominational institution or religious or denominational organization which is operated, supervised or controlled by or in connection with a religious organization, from limiting admission to or giving preference to persons of the same religion or denomination, or from making such selection as is calculated by such organization to promote the religious principles for which it is established or maintained, as long as such selection or preference is not on the basis of race, color, creed, ancestry, age, sex, national origin, handicap or use of a guide dog because of the blindness of the user.

SECTION V - Enforcement. The provisions of this Ordinance shall be enforced by  
pursuant to procedure and regulations which they shall establish.

SECTION VI - Severability. The provisions of this Ordinance are severable and if any provisions, sentence, clause, section or part hereof is held illegal, invalid or unconstitutional or inapplicable to any person or circumstance by a court of competent jurisdiction, such illegality, invalidity, unconstitutionality or inapplicability shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of the Ordinance or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this Ordinance would have been adopted if such illegal, invalid or unconstitutional provision, sentence, clause, section or part had not been included herein, and if the person or circumstances to which the Ordinance or any part hereof is inapplicable had been specifically exempt herefrom.

SECTION 2. BE IT FURTHER ENACTED AND ORDAINED that this Ordinance shall take effect upon its passage.

PASSED THIS 11th day of June, 1984.

THE COMMISSIONERS OF CAMBRIDGE

ATTEST:

*Kenneth L. Hughes*  
Kenneth L. Hughes  
Clerk

By: *C. Lloyd Robbins* (SEAL)  
C. Lloyd Robbins  
Mayor

APPROVED this 11th day of June, 1984.

*C. Lloyd Robbins*  
C. Lloyd Robbins  
Mayor

## **MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM CITIZEN PARTICIPATION PLAN**

The City of Cambridge has adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e).

Regulations require that each unit of general local government receiving or expecting to receive Maryland Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each state fiscal year, the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the project, for the purpose of obtaining citizen's views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. Public hearings to cover community development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
- Provide citizens with the (County/Town) Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will likely to result in displacement of persons or businesses from their homes or businesses;

- Provide citizens the address, phone number and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the unit of general local government determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Act.

## **PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS**

The City of Cambridge will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 8:00 a.m. to 4:00 p.m. at the following location: City Hall, 410 Academy Street, Cambridge, Maryland. Where possible, the City of Cambridge will provide copies of documents or access to copying services to citizens or groups requesting information at their own expense.

Information will be furnished to citizens through public notice in Star-Democrat and/or the Dorchester Star, newspapers of general circulation. The City of Cambridge may also provide additional information to its citizens about the CDBG Program through articles in local newspapers, newsletters or community bulletins, flyers distributed door to door or at presentations made at community meetings.

The City of Cambridge will hold at least one public hearing to receive input by citizens on the housing and community development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds. If the MD CDBG Program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated. The MD CDBG Program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearing and an attendance roster will be maintained by the City Manager at the following location: City Hall, 410 Academy Street, Cambridge, Maryland. If necessary, the City Manager will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to the City Manager at 410-228-4020 or [citymanager@chooscambridge.com](mailto:citymanager@chooscambridge.com). At least ten (10) days advance notice is requested.

The City of Cambridge will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to:

City Manager  
City of Cambridge  
City Hall  
410 Academy Street (PO Box 255)  
Cambridge MD 21613  
citymanager@chooscambridge.com  
410-228-4554 (fax)

### **TECHNICAL ASSISTANCE**

When requested to provide technical assistance to groups representative of persons of low and moderate income, the City of Cambridge will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, the City of Cambridge may offer a referral to the State or to a consultant who can provide the necessary expertise.

### **COMPLAINTS AND GRIEVANCES**

Citizens who wish to submit a complaint or grievance may do so by calling or writing:

City Manager  
City of Cambridge  
City Hall  
410 Academy Street (PO Box 255)  
Cambridge MD 21613  
citymanager@chooscambridge.com  
410-228-4020  
410-228-4554 (fax)

The City Manager shall make reasonable effort to provide a response in writing to written complaints or grievances within 15 working days.

### **AMENDMENTS TO APPLICATIONS OR GRANTS**

The City of Cambridge will provide citizens notice of, and opportunity to comment on, substantial changes to grants already made, including changes in the purpose, scope, location or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearing.

This Citizen Participation Plan is hereby adopted by The Commissioners of Cambridge on \_\_\_\_\_, 2017. It is effective for a 5-year period until \_\_\_\_\_, 2017.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

\_\_\_\_\_  
Sandra Tripp-Jones, City Manager

By: \_\_\_\_\_  
Victoria Jackson-Stanley, Mayor

**CITY OF CAMBRIDGE  
MINORITY BUSINESS PLAN**

As a recipient of federal Community Development Block Grant funds through the United States Department of Housing and Urban Development received through the State of Maryland, the City of Cambridge, is required to make good faith efforts to contract with minority business enterprises (MBE) and women business enterprises (WBE) for goods and services.

A minority or women business enterprise is one that is at least 50% owned by a minority or a woman. For publicly-owned businesses, at least 51% of the stock must be owned by minority group members or women.

The City of Cambridge will make efforts to solicit MBEs and WBEs. These efforts will include:

- Developing and maintaining a list of qualified MBEs and WBEs
- Assuring that small businesses and MBEs and WBEs are solicited for appropriate contract opportunities
- Establishing a delivery system which will encourage participation by MBEs and WBEs
- Encouraging contractors to subcontract with MBE and WBE businesses

The City will document efforts undertaken during the procurement process and maintain them in the CDBG files.

**ATTEST/WITNESS**

\_\_\_\_\_  
Sandra E. Tripp-Jones  
City Manager

\_\_\_\_\_  
Victoria Jackson-Stanley  
Mayor

This Minority Business Plan is hereby adopted by the Commissioners of Cambridge on \_\_\_\_\_, 2017. It is effective for a 5-year period until \_\_\_\_\_.

**CITY OF CAMBRIDGE**  
**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

The City of Cambridge will take every preventable action to minimize the involuntary displacement of persons or businesses when using federal funds received from the Maryland Community Development Block Grant funds as a source of funding in our projects. In the event that displacement occurs, the City of Cambridge hereby agrees to comply with all requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 ("URA"), as amended, as described in 49 CFR Part 24; and with the Housing and Community Development Act of 1974 ("HCD Act of 1974"), as amended, as described in 24 CFR Part 42.

**RELOCATION**

The City of Cambridge will provide relocation assistance as required under the URA to all persons or businesses displaced as a direct result of assisted activities. They shall be provided relocation benefits which, at a minimum, include:

- Relocation assistance planning and advisory services;
- Moving expenses;
- Referral to comparable replacement unit;
- Replacement housing payments for 42 months.

Low and moderate income households displaced by the acquisition or demolition of housing or by the conversion or rehabilitation of low and moderate income dwellings to another use are entitled to additional benefits under the requirements of 24 CFR 42.350. These additional benefits include:

- Security deposits and credit checks
- Referral to comparable replacement unit
- Replacement housing payments for 60 months.

Additionally, legal, low and moderate income tenants are also eligible for:

- Referral to at least one suitable, decent, safe and sanitary replacement dwelling unit. The City of Cambridge shall advise tenants of their rights under the Federal Fair Housing Act, 42 U.S.C. §§ 3601 - 3619, and of replacement housing opportunities in such a manner that, wherever feasible, they will have a choice between relocation within their neighborhood and other neighborhoods; and
- Each person must be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling (comparable replacement dwelling or decent, safe, and sanitary replacement dwelling to which the person relocates, whichever costs less) to the "Total Tenant Payment." All or a portion of this assistance may be offered through a certificate or voucher for rental assistance (if available) provided under Section 8 of the United States Housing Act of 1937, 42 U.S.C. §1437f.

In addition, in consideration of the financial assistance received from the Maryland CDBG Program, particularly when such assistance is used for acquisition, rehabilitation, demolition, or 34 conversion which results in temporary relocation, the City of Cambridge agrees to assist either the temporarily displaced residential or business tenant or owner occupant during the time they are displaced. Those receiving temporary relocations shall receive at a minimum:

- Interim living costs
- Relocation assistance planning and advisory services
- Reasonable moving expenses; and
- Rental Assistance (if moving to more expensive unit).

### **ONE-FOR-ONE REPLACEMENT HOUSING**

In the event that low and moderate income dwelling units are demolished or converted to a use other than as low/moderate-income housing, the City of Cambridge will replace all units that were occupied or were vacant but deemed occupiable as required under Section 104(d) of the HCD Act of 1974, as amended.

All replaced housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City of Cambridge will make public and submit to the Maryland CDBG Office the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The general location on a map and approximate number of dwellings units by size (number of bedrooms) that will be provided as replacement dwelling units;
- E. The source of funding and a time schedule for the provision of replacement dwelling units; and
- F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling for at least ten (10) years from the date of initial occupancy.

### **GENERAL POLICIES**

1. The City of Cambridge will take every preventable action to minimize the involuntary displacements of persons or businesses during the implementation of our CDBG funded projects. Examples of actions that may be taken include:

- Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units first, so they can be rehabilitated first, and tenants moved in before rehabilitation of occupied units or buildings is begun.
  - Establish temporary relocation facilities in order to house families whose displacement will be of short duration, so they can move back to their neighborhoods after rehabilitation or new construction.
  - Provide counseling to assist homeowners and renters to understand the range of assistance that may be available to help them in staying in the area being revitalized.
2. The City of Cambridge may enter into a written agreement with a subrecipient, or the owner of the assisted property, under which either may pay all or part of the cost of the required relocation assistance.
  3. The City of Cambridge understands the cost of relocation assistance and other benefits shall be paid from CDBG funds or such other funds as may be available from any source including the jurisdiction's general fund.
  4. The City of Cambridge will refer owners and/or tenants to the State CDBG Program if there is a disagreement with the determination that these requirements do not apply to an acquisition or a displacement.
  5. The City of Cambridge will prepare a specific Relocation Plan in the event that funding is requested for a project where it is known that displacement will occur.

ATTEST:

THE COMMISSIONERS OF CAMBRIDGE

\_\_\_\_\_  
Sandra Tripp-Jones, City Manager

By: \_\_\_\_\_  
Victoria Jackson-Stanley, Mayor

This Anti-Displacement Plan is hereby adopted by the Commissioners of Cambridge on \_\_\_\_\_, 2017. It is effective for a 5-year period until \_\_\_\_\_.

## CITY OF CAMBRIDGE SECTION 3 PLAN

As a recipient of federal Community Development Block Grant (CDBG) funds through the United States Department of Housing and Urban Development (HUD) received through the State of Maryland, the City of Cambridge is required to comply with Section 3 of the Housing and Urban Development Act of 1968 (as amended). Section 3 requires the City to ensure, to the greatest extent possible and consistent with existing federal, state and local laws and regulations, that employment and contracting opportunities are provided to low and very low income persons. Section 3 applies to all contracts awarded that exceed \$100,000.

### Definitions:

A low and very low income person who qualifies as a Section 3 **Person** is an individual who:

- resides in Dorchester County; and
- resides in public housing funded by the federal government; or
- receives housing assistance from the federal government; or
- resides in a household where the total household income is less than 50% of the area median income for Dorchester County using income limits provided by HUD.

A low and very low income person who benefits or qualifies as a Section 3 **Business** is defined as:

- a business that is 51% or more owned by Section 3 persons; or
- a business where 30% of the permanent, full time employees are currently
- Section 3 persons or within three years of the date of first employment were Section 3 persons; or
- a business that commits to subcontract over 25% of the total contract award to businesses that meet the definition of a Section 3 business as described above.

Dorchester County is the Section 3 Business and Employment Project Area for the City of Cambridge.

### Compliance:

The City of Cambridge certifies that it will, to the greatest extent feasible, comply with Section 3 requirements when awarding contracts for construction, non-construction, materials, and supplies.

The City of Cambridge will undertake the following steps when Section 3 applies:

- Develop bid and solicitation documents which will identify Section 3 requirements and include the Section 3 Hiring Estimate Form which will be submitted with bid.
- Advertise RFP/RFQ which will include the following statement, "Federal Section 3 hiring requirements apply to this project."
- Notify local housing authority, county housing office, job training services, and other related agencies of federally funded projects that may result in hiring in the near future.
- Require bid submittals from Section 3 Businesses or from businesses using Section 3 Business subcontractors to include a Section 3 Business Certification form.
- Insert Section 3 Clause in selected contractor's contract and include specific language to detail contractor's Section 3 intent related to new hires and/or Section 3 Businesses as subcontractors.
- At pre-construction conference, explain Section 3 requirements including certification process prior to hiring. Provide contractor with Section 3 Self-Certification Forms to use when accepting applications for employment.
- Require contractor to submit a list of all current employees who will work on the project.
- Review and approval by grantee of Section 3 Self-Certification Form submitted by the contractor before a hire is made.
- Review payroll records to document the participation of Section 3 hire(s) on the project.
- Review payroll records to document the participation of Section 3 Business employees on the project.
- At the completion of the work under the contract, complete CDBG Section 3 Tracking Form which documents Section 3 compliance.

The City will document efforts undertaken during the procurement process and maintain them in the CDBG files.

ATTEST/WITNESS:

\_\_\_\_\_  
Sandra E. Tripp-Jones  
City Manager

BY: \_\_\_\_\_  
Victoria Jackson-Stanley  
Mayor

This Section 3 Plan is hereby adopted by \_\_\_\_\_ on \_\_\_\_\_, 2017.  
It is effective for a 5 year period until \_\_\_\_\_.