

2017 Annual Plan

Project Proposal Checklist

City of Cumberland

Community Development Block Grant Program

Department of Community Development



Contact:

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CITY OF CUMBERLAND

2017 ANNUAL ACTION PLAN/CDBG PROJECT REQUEST

PUBLIC HEARING NOTICE

This is to notify the public that the **City of Cumberland** is currently soliciting for Community Development Block Grant Project Requests for the 2017-18 fiscal year, which begins July 1, 2017. The City will be receiving an estimated \$700,000 in CDBG funds. Project requests *must* be developed to meet one of the following national objectives: 1) primarily benefit low-income persons, 2) be of an urgent and otherwise non-fundable need, or 3) address slum/blight. In addition, the City's Consolidated Plan has prioritized identified needs for the area's low-income and special needs population and projects must also address at least one of those. Examples of eligible activities include property acquisition, blight removal, housing, neighborhood improvements, recreation, beautification, job creation activities, public facilities, public services, and infrastructure improvements.

The City of Cumberland will be holding its first Public Hearing to receive project requests on Tuesday, February 7, 2017 at 6:15 p.m. during the Mayor & City Council Meeting at City Hall. This meeting room is accessible. Any requests for additional accommodations should be directed to the Department of Community Development, Lower Level, City Hall at least 3 days prior to the meeting to make necessary arrangements.

The deadline to submit a project request is Tuesday, February 24, 2017. Once all project requests are received, staff will rate and rank those requests based on initial eligibility, ability to address an identified goal in the Consolidated Plan, agency capacity/experience, project complexity, matching funds, and funding availability.

If you have a specific project that you would like to have considered for funding, please submit your project request in writing by 4 pm February 24, 2017 to the City of Cumberland Department of Community Development, City Hall, 57 N. Liberty Street - Lower Level, Cumberland, Maryland 21502. If you have any questions you can contact Ms. Lee Borrer, Department of Community Development at 301-759-6437 or TDD # 1-800-735-2258. You can also e-mail a project request or question to Lee Borrer at lee.borrer@cumberlandmd.gov.

MANDATORY*

**TECHNICAL ASSISTANCE MEETINGS WILL BE HELD ON
WEDNESDAY, JANUARY 18, 10:00 A.M. AND THURSDAY, JANUARY 19, AT 2:00 P.M.**

Technical assistance meetings will consist of a brief overview of the CDBG application/proposal process, updates about new requirements within the CDBG program, and question/answer session related to goals or projects. Each meeting will be held in the City Hall Council Chambers (2nd floor of City Hall).

***ATTENDANCE AT ONE OF THE TECHNICAL ASSISTANCE MEETINGS IS REQUIRED IN ORDER FOR ANY AGENCY/ORGANIZATION PROPOSAL TO BE CONSIDERED FOR 2017-2018 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING. PLEASE RSVP TO MS. BORRER FOR ONE OF THE MEETINGS LISTED ABOVE.**

A second public hearing will be held on Tuesday, April 4, 2017 (see agenda for final date confirmation) at 6:15 p.m. during the Mayor & City Council meeting at City Hall to recommend projects for submittal in the 2017 Action Plan. A 30-day comment period will begin on March 16, 2017 and end on April 18, 2017 affording the public opportunity to comment on the projects proposed for funding. Final adoption of the Plan including projects for the upcoming fiscal year will occur at the end of the comment period, at the regular Mayor & Council meeting, Tuesday, April 18, 2017.

2017 Annual Plan Application Process Important Dates to Remember

Wednesday, January 4, 2017	Begin Notice for Proposed Projects
Wednesday, January 18, 2017	Non-Profit Technical Assistance Meeting-10:00 a.m. City Hall
Thursday January 19, 2017	Non-Profit Technical Assistance Meeting-2:00 p.m. City Hall
Tuesday, February 7, 2017	1 st Public Hearing – 6:15 p.m. Opportunity to express the need of your agencies proposal/project
Friday, February 24, 2017	Deadline for Project Requests
February 24 - March 16, 2017	Internal review of projects and development of draft Consolidated Plan/Action Plan
Thursday, March 16, 2017**	Announce CDBG funding recommendations
Tuesday, April 4, 2017	2 nd Public Hearing – Receive comments on DRAFT Plan – 6:15 p.m. City Hall
Thursday, March 16, 2017**	Begin Comment Period of Plan
Tuesday, April 18, 2017**	End Comment Period of Plan
April 18, 2017**	Adoption of Final Plan by M&CC for Submission of Plan to HUD for Review
August 2017	Final Approval by HUD
August 2017*	Distribution of Formal Funding Award Letters
October*	Availability of Funds

*Tentative - Pending HUD Approval of Application and all applicable reviews and clearances

** Tentative

CDBG PROJECT REQUEST FOR FUNDING CHECKLIST

- ✓ Agency Name, Address, Fax #
- ✓ Contact Person, Phone #, e-mail Address
- ✓ Project Name
- ✓ Project Description (Please see recommended project description attached)
 - Project timeline with benchmarks by quarters (based on funds available October 1, 2017)
 - Description of collaboration with other agencies/partners in carrying out project
 - Projected # and demographics of primary beneficiaries and timeliness of benefit occurring
 - Outreach effort planned to stimulate participation by minorities and disabled persons
- ✓ Total Project Cost (Please show ALL project funds on a proposed budget sheet preferably in a spreadsheet format. Please see attached suggested budget sheet format.)
 - Total CDBG Funds Requested
 - Source(s) of other funds including assurance of receipt and date of availability of funds
- ✓ Identify 2015-2019 Consolidated Plan Goal/Objective(s) being achieved by project; attached and at <http://www.ci.cumberland.md.us/> or request a copy from the Department of Community Development)
- ✓ National Objectives Achieved: (Select ONE only)
 - Primarily Benefits Low/Moderate Income Persons
 - Eliminates Slum/Blight
 - Addresses an Urgent Need - i.e. un-fundable, immediate, and having occurred within last 18 months (i.e. natural disaster)
- ✓ Briefly describe agency's background/program experience, personnel capacity, financial capacity, audit requirements, and state whether or not the agency has insurance/bonding/worker's compensation.
- ✓ Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress. ****very important
- ✓ Please submit two (2) copies of your proposal (both UNBOUND) to the City of Cumberland Department of Community Development, City Hall - Lower Level, Cumberland, Maryland, 21502, by **February 24, 2017**.

Detailed information should be provided in **bulleted** order to allow for a more accurate review of each request. It is recommended that proposals be limited to no more than five (5) pages + attachments. **IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT LEE BORROR AT (301) 759-6437 OR E-MAIL AT LEE.BORROR@CUMBERLANDMD.GOV**

CDBG PROJECT REQUEST FOR FUNDING CHECKLIST

Recommended Project Description

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule.

In your project summary, further:

- ❑ Indicate how you will identify clients. Provide an estimate of the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.
- ❑ Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried out, and the frequency with which services will be delivered.
- ❑ For service programs, include how you propose to coordinate your services with other community agencies and leverage resources.
- ❑ Describe the site where the program will be implemented. How will clients get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

Budget Sheet Example

Budgeted Items	CDBG Funding \$	Other Funding Source * \$	Other Funding Source * \$	TOTAL \$
1. Operating**				
2. Supplies**				
3. Equipment**				
4. Rent**				
5. Etc...**				
Project TOTAL	\$	\$	\$	\$

*USE AS MANY FUNDING SOURCES AS NECESSARY

**Example only, please use actual budget items of your project

CITY OF CUMBERLAND

2015-2019 Community Development Block Grant Five Year Plan Goals

Public Facilities/Infrastructure

Public Facilities/Infrastructure for Housing benefit: affordable housing, public housing, special needs

Public Services-Non-Housing Benefit: homeless prevention, transportation options, supportive services for special needs population

Public Services-Housing Benefit: affordable housing, public housing, residential maintenance/codes, accessibility improvements, supportive services for special needs

Rental Units Rehabilitated: affordable housing, production of new units, accessibility improvements, residential historic preservation, accessibility improvements to public and other housing

Homeowner Housing: production of affordable housing units, providing homeownership opportunities, affordable housing options, affordable housing acquisition, affordable housing

Homeowner Housing Rehab: affordable housing, residential property maintenance/codes violations, housing accessibility improvements, single family residential rehab, energy efficiency improvements, residential historic preservation, supportive services for special needs population

Direct Financial Assistance to Homebuyers: affordable housing, affirmatively furthering fair housing

Rapid Rehousing

Homeless Shelter, Overnight/Emergency/Transitional Housing Beds Added, Homeless Prevention

Businesses Assisted for Economic Development

NATIONAL OBJECTIVES

1. Low/Moderate income benefit – area, limited clientele, housing, or jobs
2. Blight removal – area, spot blight
3. Urgent need – unfundable, immediate, occurred in last 18 months

CDBG ELIGIBLE ACTIVITIES

1. Acquisition of property, disposition of property
2. Public facilities and improvements – acquisition, construction, reconstruction or installation
3. Clearance activities
4. Public services to low/moderate income clientele
5. Payment of non-federal share of other grants for eligible projects
6. Relocation, only as last resort to implement a project
7. Removal of architectural barriers to the handicapped
8. Privately-owned utilities as part of eligible project
9. New Construction
10. Rehabilitation of housing for low/moderate income
11. Commercial rehabilitation (code violations only), unless tied to job creation
12. Code enforcement
13. Historic preservation
14. Renovation of closed buildings
15. Economic development activities
16. Subrecipient activities; contracted to qualified organization
17. Planning activities; feasibility studies
18. Administration
19. Low-income homeownership assistance
20. Housing services support – Title II Cranston-Gonzales National Affordable Housing Act
21. Micro-enterprise assistance – credit, technical assistance, support
22. Assistance to institutions of higher education
23. Rehabilitation assistance – single family, public housing, façade/code corrections on For-profit structures, Non-profit structures
24. Lead based paint hazard evaluation/reduction
25. Economic development assistance – acquisition, improvements, assistance to business when appropriate, economic development support services
26. Community based development organizations – community economic development, neighborhood revitalization, or elderly construction project
27. Technical assistance to Public/Non-profit entities to increase capacity related to CDBG qualified activities

2017 Sub-Recipient Required Information

**if this changes mid-year, please submit current information

- The US Department of Housing and Urban Development has required the City of Cumberland Dept of Community Development to acquire information from our sub-recipients. If you do not currently have any of the requested information, please begin the process/application immediately to receive the necessary data. Please Print.

1. Organization DUNS # _____
2. Organization EIN/TIN # _____
3. Organization Name: _____
4. Organization Address: _____
5. Organization Type: Governmental, Faith-based, Inst of Higher Educ, or Non-Profit
6. CHDO Eligible: Yes ___ No ___
7. Organization Contact Information:
 - a. First Name _____
 - b. Middle Initial ___
 - c. Last Name _____
 - d. Title _____
 - e. Email Address _____
 - f. Address _____
 - g. City _____
 - h. State/Zip _____
 - i. Telephone Number _____

8. Organization Backup Contact Information:
 - a. First Name _____
 - b. Middle Initial ___
 - c. Last Name _____
 - d. Title _____
 - e. Email Address _____
 - f. Address _____
 - g. City _____
 - h. State/Zip _____
 - i. Telephone Number _____

9. OMB Circular 133: Does your agency receive over \$500,000.00 from federal sources? _____yes _____no If you checked yes, you are required to submit a copy of a single agency audit within 180 days of the end of your fiscal year.

Federal regulations require us to request this information. We ask your cooperation in supplying this information. This information will be used only to determine the eligibility status and level of benefit and for statistical purposes.

Program _____

Program Participant _____

Home Address _____

Family Size _____

Please circle gross income level of your family on the chart below.

2016 Income Limits-City of Cumberland

Income Level	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Extremely Low (30%)	\$15,200	\$17,350	\$20,160	\$24,300	\$28,440	\$32,580	\$36,730	\$40,890
Very Low	\$25,250	\$28,850	\$32,450	\$36,050	\$38,950	\$41,850	\$44,750	\$47,600
Low (80%)	\$40,400	\$46,200	\$51,950	\$57,700	\$62,350	\$66,950	\$71,550	\$76,200

RACE	Check All That Apply	
White		
Black or African American		
Asian		
American Indian or Alaskan Native		
Native Hawaiian or Other Pacific Islander		
American Indian or Alaskan Native & White		
Asian & White		
Black or African American & White		
Amer Indian or Alaskan Native & African Amer or Black		
Other Multi-Racial (Describe)		
White Hispanic		
Black or African American Hispanic		
HEAD OF HOUSEHOLD INFORMATION	Yes	No
Female		
Elderly		
Disabled		

I certify that this information is complete and accurate by signing below.

Signature (Required)

Date

WARNING: Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the United States Government. 4/5/2016