



## FFY2016 Application for Funding Community Development Block Grant (CDBG)

### Program Description

The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and suitable living environment, and by expanding economic opportunities, principally for low-and moderate-income persons.

Local goals and objectives; and funding priorities may be directed towards both housing and non-housing community development activities which address one or more of the following national objectives:

- (1) benefit low- and moderate-income persons;
- (2) aid in the prevention or elimination of slums or blight;
- (3) carry out activities that meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and where other financial resources are not available to meet such needs.

CDBG funds may not be used for activities which do not meet these broad national objectives.

### Eligible Activities

**For FFY2016, the Howard County Community Development Block Grant Program will provide funding for the following eligible activities:**

- I. acquisition and rehabilitation of residential structures when used for the purpose of providing decent, safe and affordable housing opportunities for low-mod income households
- II. housing counseling services
- III. fair housing activities
- IV. public service activities which focus on economic self-sufficiency through financial literacy, job training, and workforce development
- V. special economic development activities carried out by a qualified Community – Based Development Organization (CBDO). (Please see page 11 for the CBDO definition and Checklist for a qualifying as a CBDO).
- VI. public facilities and improvements



**PROGRAM YEAR 2016 PROPOSED CONSOLIDATED / ACTION PLAN SCHEDULE**

December 17, 2016	Public Notice published in newspapers (Howard Times / Columbia Flyer)
January 6, 2016	<b>Public Meeting</b> and Application for Funding (RFP) - Gateway Building Room #303 – 3:00-5:00 P.M.
February 4, 2016	Notice of Public Hearing (PH#1) published in newspapers (Howard Times / Columbia Flyer)
February 11, 2016	RFP Submission Deadline
February 23, 2016	<b>Public Hearing #1</b> – Housing & Community Development - Gateway Building Room #303 – 6:00 pm
March 11, 2016	Notice of conditional selection/rejection to applicants
March 17, 2016	FFY16 DRAFT Consolidated Plan / Action Plan public comment period begins (30-day review period)
March 31, 2016	Notice of Public Hearing (PH#2 and PH#3) published in newspapers (Howard Times / Columbia Flyer)
April 4, 2016	Council Resolution regarding DRAFT Consolidated Plan / Action Plan Introduced at County Council Meeting
April 14, 2016	<b>Public Hearing #2</b> - HCD Board to vote on Consolidated Plan / Action Plan submission
April 18, 2016	<b>Public Hearing #3</b> - County Council Hearing -Testimony on DRAFT Consolidated Plan / Action Plan
April 18, 2016	Public comment period ends
May 2, 2016	County Council vote on resolution regarding DRAFT Consolidated Plan / Action Plan
May 15, 2016	<b>FINAL</b> Consolidated Plan / Action Plan due to HUD (45 days prior to end of fiscal year)
July 1, 2016	CDBG / HOME Award Notice received from HUD

## ATTACHMENTS CHECKLIST

- Articles of Incorporation and Bylaws
- Federal Tax Exempt Determination Letter For 501 ( c )3 or 501 ( c )4 Organizations
- Current List of Board of Directors
- Board of Directors - Authorization to request funds
- Board of Directors - Designation of authorized official
- Current Organization Chart
- Current Year Approved Salary Schedule
- Current Year Approved Agency Budget
- Current Position Descriptions (CDBG-supported staff only)
- Most recent Audit or Financial Statement
- Certificate of Good Standing from the Maryland Department of Taxation
- Sources and Uses of Funds for the Project
- Current Year Approved Agency Budget – Must Include all Revenue Sources

### Additional attachments for Community – Based Development Organizations (CBDO's):

- Formal Request Letter for CBDO Eligibility
- Complete the attached Community Based Development Organization (CDBO) checklist (page 11)

## APPLICATION SUBMISSION

### FORMAT

- Use the checklist to ensure that you are submitting a complete package as Howard County Housing reserves the right to reject any incomplete application package.
- Submit completed applications with a cover memo and clipped at the top. Do not utilize 3-ring binders, spiral binding or hole punching.
- Submit **FOUR (4)** copies – one (1) original with original signature and three (3) copies of the completed application.
- Submit **ONLY** one (1) set of the required attachments.



**DEADLINE**

- Application packages must be submitted on or before **February 11, 2016, by 3:00 p.m.**
- Completed applications may be mailed or hand delivered to:

Howard County Housing  
6751 Columbia Gateway Drive, 3<sup>rd</sup> Floor  
Columbia, MD 21046  
Attn: Brian Perry, Acting Chief of Community Planning and Grants Management



**Community Development Block Grant (CDBG)  
FFY2016 Application for Funding**

Name of Organization: \_\_\_\_\_

Organization Mailing Address: \_\_\_\_\_

Organization DUNS: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Tax ID#: \_\_\_\_\_

Contact Person For This Application: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Organization:  Non-Profit  For-Profit  Governmental  other

Funding is For:  New Program/Project  Continuation of an Existing Program

Project Name/Title: \_\_\_\_\_

Project Location: \_\_\_\_\_

Amount of This Request: \$ \_\_\_\_\_

**Acknowledgement and Certification**

"I acknowledge that funds are to be used in such a manner as to ensure the principal benefit to low- and moderate-income persons. I certify that I have reviewed this application in its entirety and that, to the best of my knowledge and belief, all of the information provided in this application is true and accurate. I further certify that I am officially authorized to sign for and represent the organization in the submission of this application."

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name / Title

**SECTION A: Project Summary (20 pts.)**

(Narrative responses for this section may not exceed 4 pages)

Proposed CDBG eligible activity: (Check only one)

- Acquisition of Real Property
- Rehabilitation of Residential and Non-residential Structures
- Limited Public Services
- Special Economic Development Activity
- Fair Housing
- Housing Services

- A.1** Provide a clear and concise overview of the proposed project, highlighting the specific community need(s) that the project will address and how the project will benefit low and moderate-income persons.
- A.2** Briefly describe any sub-populations that are to be served by this project, (i.e. homeless, veterans, etc.) including characteristics such as age, gender, ethnicity and income levels; the estimated number to be served and what outcomes can be expected as a result of implementing the proposed project.
- A.3** Select one of the following HUD Objectives and one corresponding Outcome that most appropriately reflects the impact of the proposed activity:

**OBJECTIVES**

- Suitable Living Environment** - In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- Decent Affordable Housing** - This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured under Suitable Living Environment).
- Creating Economic Opportunity** - This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

**OUTCOMES**

- Availability/Accessibility - This outcome category applies to activities that make services, infrastructure, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people.
  
- Affordability - This outcome category applies to activities that provide affordability in a variety of ways in the lives of low-and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
  
- Sustainability - Promoting Livable or Viable Communities. This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low-and moderate-income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

**A.4** Describe how your organization will coordinate the activities of the proposed project with existing services/programs within the community.

**SECTION B: Organizational Capacity / Qualifications (20 pts.)**

(Narrative responses for this section may not exceed 2 pages)

- B.1** Provide a brief summary of the organization’s history, mission and goals, followed by organizational strengths and recent accomplishments.
  
- B.2** Describe the organizations current staffing structure (identifying key staff and expertise) and provide detailed information demonstrating the organization’s and staff’s ability to successfully implement the proposed project. Identify all staff who maintain professional licenses, certifications or other credentials that are necessary to ensure the successful implementation of the project.
  
- B.3** Briefly describe the role of the Board and any volunteers in the implementation of the proposed project.

**SECTION C: Performance and Evaluation (35 pts.)**

(Narrative responses for this section may not exceed 3 pages)

- C.1** Describe in detail how the project will be implemented, identifying specific activities in chronological sequence and the projected timeframe for completing the project. If there are other organizations that will act as partners during the implementation, describe their role(s).
- C.2** Identify the specific population (children, seniors, homeless, etc.) and the projected number of persons / households to be served during each quarter of FFY2016. Describe in detail the types of service(s) and or programs that will be provided and briefly discuss the qualitative outcomes that are expected and the impact on the identified population.
- C.3** Describe the method(s) and tools that will be used to collect data, measure performance (both quantifiable and qualitative) and calculate income eligibility demonstrating that project beneficiaries are low- and moderate-income persons.
- C.4** Who will be responsible for measuring performance against projected outcomes and describe their role in the overall implementation of the project? How frequently will performance be measured?
- C.5** Discuss in detail the long-term impact that the proposed project will have on the community and outline at least two (2) specific strategies that will be used to ensure the projects future sustainability with or without CDBG funding.

**SECTION D: Project Budget (25 pts.)**

(Narrative responses for this section may not exceed 3 pages)

- D.1** Provide a narrative description of the proposed use of CDBG funds.
- D.2** Provide a completed Sources & Uses of Funds Chart for the proposed project.
- D.3** If applicable, provide a brief description of all in-kind contributions (cash and non-cash) that will support the proposed project/activity.
- D.4** What is your organization's strategy for addressing potential funding shortfalls?
- D.5** Are there other funding applications pending or anticipated to be submitted that if rejected, would prevent the proposed project from being implemented? If so, please explain.
- D.6** Complete the attached Line Item Budget for the proposed project.



**\*\*\*\*\*Notes for Completing the Budget Page\*\*\*\*\***

1. For all non-capital projects/activities, no more than 55% of the total project budget may be represented as CDBG funds.
2. Any salary budgeted as 100% CDBG must reflect a position that is exclusive to the CDBG-funded program/activity.
3. CDBG funds may not be used for general agency/organization operating expenses.



**Community Development Block Grant  
Proposed Project Budget FFY 2016**

**Note: Where CDBG funds are not applicable to a specific line item, enter a value of zero.**

Line Item Description	CDBG	All Other Sources	Total	CDBG Percentage
<b>(1)</b> Salaries - (Position/Title)	0.00	0.00	0.00	%
Fringe (benefits/FICA/Unemployment/Workers Comp)	0.00	0.00	0.00	%
<b>(2)</b> Salaries- (Position/Title)	0.00	0.00	0.00	%
Fringe (benefits/FICA/Unemployment/Workers Comp)	0.00	0.00	0.00	%
<b>(3)</b> Salaries- (Position/Title)	0.00	0.00	0.00	%
Fringe (benefits/FICA/Unemployment/Workers Comp)	0.00	0.00	0.00	%
<b>(4)</b> Salaries- (Position/Title)	0.00	0.00	0.00	%
Fringe (benefits/FICA/Unemployment/Workers Comp)	0.00	0.00	0.00	%
Utilities	0.00	0.00	0.00	%
Equipment Lease/Purchase	0.00	0.00	0.00	%
Supplies	0.00	0.00	0.00	%
Insurance (Liability)	0.00	0.00	0.00	%
Furniture	0.00	0.00	0.00	%
Leasing	0.00	0.00	0.00	%
Training/Professional Development	0.00	0.00	0.00	%
Travel Expense	0.00	0.00	0.00	%
Professional Services (Contractors/Consultants etc)	0.00	0.00	0.00	%
Other Program Costs (Specify)	0.00	0.00	0.00	%
Other Program Costs (Specify)	0.00	0.00	0.00	%
Other Program Costs (Specify)	0.00	0.00	0.00	%
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>%</b>



### Community Based Development Organization (CBDO) Checklist

The information contained in this checklist refers to the definition of Community Based Development Organizations (CBDOs) in 24 CFR 570.204. The checklist is a tool for participating jurisdictions concerning the documents they must receive from a nonprofit before it may be certified or recertified as a CBDO.

Organization:	Date:
Address:	

#### Characteristics of a Community Based Development Organization

If this applies to the Organization: **please cite where applicable and provide documentation**

I. Association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the jurisdiction of the recipient; and

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II. Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income; and

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III. May be either non-profit or for-profit, provided any monetary profits to its shareholders or members must be only incidental to its operations; and

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# Howard County

HOUSING

IV. Maintains at least 51 percent of its governing body's membership for low- and moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation; and

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V. Is not an agency or instrumentality of the recipient and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under paragraph (c)(1)(iv) of this section); and

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VI. Except as otherwise authorized in paragraph (c)(1)(v) of this section, requires the members of its governing body to be nominated and approved by the general membership of the organization, or by its permanent governing body; and

VII. Is not subject to requirements under which its assets revert to the recipient upon dissolution; and

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VIII. Is free to contract for goods and services from vendors of its choosing.

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**Please submit applicable supporting documentation along with this check list.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Staff Use Only**

Approval by:

Name:

Date: