

STATE OF MARYLAND CDBG PROGRAM

**SFY 2025
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**Wes Moore, Governor
Aruna Miller, Lt. Governor**

*Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary*

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
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TTY/RELAY 711 or 1/800-735-2258*



MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION SFY 2025	
1. Name of Jurisdiction: Charles	2. County (Municipal applicants only):
3. Address: 8190 Port Tobacco Road 4. Port Tobacco, Maryland 20677	5. Name of Subrecipient or Business, if applicable, and their Unique Entity Number: LifeStyles of Maryland Foundation, Inc. DUNS: 155610178
6. FID Number: 52-6000925 Unique Entity Number: 080570500	7. Name, phone number and email of jurisdiction's contact person for this application: Barbara Farmer, Community Development Supervisor, 301-934-0124 farmerb@charlescountymd.gov
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Domestic Violence Safe Housing Purchase	
8. Project type: <input checked="" type="checkbox"/> Housing <input type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input 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>800,000</u> Local funds \$ _____ Other funds \$ _____ Total costs \$ _____	11. U.S. Congressional District No. 005 State District No. 28 (List State legislators for entire district): Delegate Debra Davis Delegate Dr. Edith Patterson Delegate C.T. Wilson
12. Date Public Hearing held: 05/07/2024 (Attach minutes and hearing notice to application)	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: March 16, 2020 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: March 16, 2020 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 or business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
17. Digital Photos and Drive included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (each must be labeled)	18. Date: 04/25/2024

PART A

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

LifeStyles of Maryland Foundation, a local 501(c)(3) organization, has proposed to replace its current safe house, Gayle's Place, by purchasing housing for more domestic violence survivors to be served. This new home will provide up to 12 emergency and transitional housing-rapid rehousing individuals at a time. Currently, the agency is only able to serve a maximum of eight individuals in its rented townhome. Eligible persons must be actively fleeing a domestic violence situation and be in fear of potential reoccurrence.

The agency would like to purchase a house that allows for better security of its participants, expand the number of bedrooms and bathrooms available, and provide appropriate space for staff to come on site and meet with participants.

The house, located in Charles County, will provide a four-bedroom home with a full basement to house a maximum of 12 individuals who are survivors of domestic violence or sexual assault. The home is situated on a private lot, with ADA accessibility and the ability to install proper safety and security equipment. Persons who enter the program are able to stay up to one year in the home, and receive client-centered case management, referrals to counseling and supportive services, and assistance in transitioning to more permanent housing. Persons in the emergency and transitional housing beds will have a maximum of twelve months of housing. All participants in the program will be able to receive case management support to assist with their transition to more permanent housing.

The purchase of this home will decrease LifeStyles' current operating expenses for the project annually by approximately \$24,600. Currently, LifeStyles pays monthly rent and all operating costs for the home. Property acquisition will allow those funds to be spent annually on other program-related activities to support the participants in their transition. The agency currently receives funding from the MD Governor's Office on Crime Control & Prevention (GOCCP) and U.S. Department of Housing and Community Development's Continuum of Care grants to maintain the operational costs of the program and to provide security deposit and rental assistance funding for persons to transition.

To protect the safety of beneficiaries that will be served, the property acquisition will be for an undisclosed location in Charles County.

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.

The National Network to End Domestic Violence (NNEDV) produced for its eighteenth year the "Domestic Violence Counts 2023," a comprehensive look at 1,626 domestic violence programs throughout the country on the same day, September 6th, 2023. In the report, it states that 76,975 victims were served in one day, and "44,616 domestic violence victims found refuge in emergency shelters or transitional housing provided by local domestic violence programs, a decrease of less than one percent from a year ago. In addition to a safe place to lay their heads at night, shelter residents were provided with a variety of comprehensive services...32,359 adults and children received nonresidential assistance and services, including counseling, legal advocacy, and children's support groups." Non-residential services covered an array of areas, from outreach and training programs, court accompaniment, and advocacy services. One of the main services that were requested, and oftentimes not met, was housing services. 23,348 hotline calls were made in the nation that day. Victims throughout the nation made 13,335 requests for services, including emergency shelter, housing, transportation, childcare, and legal representation that could not be provided because programs did not have the resources to provide these services. This was a 5 percent increase from last year (12,692 requests). Emergency shelter and transitional housing continue to be the most urgent unmet needs with 12,692 requests unmet. Fifty-four percent of the unmet needs were focused on housing and shelter. The persons included in this study were both domestic violence and sexual assault victims.

Of the 79,335 domestic violence victims included in the mentioned study, 1,135 individuals were from Maryland, and 555 individuals received emergency and transitional housing services. There were 299 unmet requests for services statewide. With the continued unmet needs, it is clear there is a growing need to provide additional quality emergency and transitional housing in the state, particularly in Southern Maryland. Gayle's Place has expanded the availability of designated beds for domestic violence survivors for at least eight individuals, and hotel stays have provided an immediate alternative when shelter space is not available. This includes services offered by a local shelter, Catholic Charities' Angel's Watch.

LifeStyles currently is a nonprofit located in Charles County that for the past 26 years has been providing emergency assistance and housing services to the community, primarily focused on our most vulnerable populations of the homeless and at-risk populations. We have worked diligently to meet the growing demands for affordable housing services for persons that have limited or no income. Our ability to connect with local landlords, hotels and motels, and also providing direct emergency and transitional housing services has allowed us to assist individuals and families, including domestic violence victims, with the housing services they need to reach sustainability. This project will allow at least 35 individuals annually to receive safe accommodations during their time of crisis (up to one year). Currently, Gayle's House is a 3-bedroom home. This move will allow us to accommodate up to 12 persons depending upon household composition. This will allow us to increase our current occupancy levels by 50 percent.

Footnote:

Domestic Violence Counts 2023: A 24-Hour Census of Domestic Violence Shelters and Services; National Network to End

Domestic Violence; chrome-extension://efaidnbmnnnibpcajpcgicfindmkaj/https://nnedv.org/wp-content/uploads/2024/03/18th-Annual-DV-Counts-Report-National-Summary-FINAL-EN.pdf.

Domestic Violence Counts Summary: Maryland: chrome-extension://efaidnbmnnnibpcajpcgicfindmkaj/https://nnedv.org/wpcontent/uploads/2024/03/18th-Annual-DV-Counts-Report-MD-Summary.pdf

PART B WORKSHEET

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?

Lifestyles' currently receives operational funding for Gayle's Place. Those funds are provided by: the state Governor's Office on Crime Control and Prevention (GOCCP) grant program Victims of Crime Act (VOCA); and, also funding from the U.S. Department of Housing and Urban Development's Continuum of Care Notice of Funding Availability (CoC NOFA). We have requested renewal funds for FY 2025 and those grants are currently estimated at \$207,600 annually and assist with the current portion of the rent and utilities of the existing home, the salary of a case manager, purchase of security equipment for the new home, as well as funding to pay for security deposits and first month's rents for those that are transitioning from the program. LifeStyles was awarded funding from the CoC NOFA of \$55,580 and is awaiting notice from GOCCP.

In addition, annually LifeStyles hosts a fundraiser prioritizing funding to support women and children in crisis.

2. Please provide copies of award and rejection letters.

3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? Yes, program fees for transitional housing beneficiaries

If yes, what is the estimated monthly cost? \$250 for households of 1 – 2; \$350 for households of 3+

Is the cost per person or households? Per household

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? Not applicable

If yes, what is the % increase? _____

Discuss how new or increased costs were determined:

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

The services provided at Gayle's Place are affordable because they are less than 30 percent of a person's monthly income if they were receive public benefits income.

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).*

Lifestyles' Gayle's Place safe house for domestic violence female survivors and their children has been in existence for the last eleven years. It has assisted 55 households (117 individuals) with receiving immediate shelter from fleeing a domestic violence incident. We have received federal, state and local funding support to implement and operate this program due to the increased demand for immediate housing services. LifeStyles also receives funding for transportation services to assist participants in getting to and from court, medical- and employment related activities. We have also received in-kind contributions of furniture, food, clothing and other necessities to support the home. Since its inception, we have had two successful monitoring visits from the Governor's Office of Crime Control and Prevention regarding the house operations.

The agency has partnered with multiple entities during the course of this project to support domestic violence survivors. This includes: Catholic Charities' Angel's Watch; Southern Maryland Center for Family Advocacy; Department of Social Services; and, law enforcement agencies.

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:

Gayle's House fits within the Charles County Commissioners goals for 2023 – 2026, presented on April 9, 2024, which supports residents' quality of life: "Create a policy to promote safe, quality and affordable housing across a range of income brackets to meet the needs of our residents." (<https://www.charlescountymd.gov/our-county/goals-and-objectives#ad-image-0>)

This project will meet two of the targeted housing needs, providing emergency and transitional housing for the rising domestic violence population, and greater overall housing diversity. This housing diversity will also allow affected households the opportunity to receive safe and stable housing until more permanent housing can be secured. We will request the ability to re-use this program income to support the operations of the home, i.e, utility costs, insurance. The ability to provide safe housing strengthens a household's quality of life.

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.

☒ **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

☒ **Limited Clientele (LMC)**

☐ Presumed

☒ 51% of clientele are persons whose family is LMI

☐ Nature and location conclude area is primarily LMI

☐ Removal of architectural barriers

☐ **Jobs (LMJ)**

☐ Job Creation

☐ Job Retention

Total estimated # of beneficiaries 12 CDBG \$ per beneficiary \$20,000

Total estimated # of LMI beneficiaries 12 CDBG \$ per LMI beneficiary \$20,000

% of LMI beneficiaries to total 100%

☐ **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	Activity must qualify under one of the following: <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 NOTE: Must demonstrate code enforcement actions taken by the local government	<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 12 (Count by Persons)
2. **Estimated** Total LMI Beneficiaries 12 (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.

Count for all estimated persons in the service area:		<i>RACE</i>	<i>Ethnicity (Hispanic or Latino)</i>
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 (Count by Persons)

2. **Estimated** Total LMI Beneficiaries 12 (Count by Persons)

Your project will qualify using ONE of the three categories identified below. Select the most appropriate.

- If the project benefits a group *presumed* to be low and moderate income, please identify the group:

- ☐ Abused Children
- ☒ Battered Spouses
- ☐ Migrant Farm Workers
- ☒ Homeless Persons

- ☐ Elderly Persons
- ☐ Illiterate Adults
- ☐ Severely Disabled Adults
- ☐ Person Living with AIDS

- 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:

Not applicable

- 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:

The agency collects demographic data on each individual that enters the program, including income data. This will determine that all persons are low- to moderate-income individuals.

Describe the proposed accomplishments of the project:

LifeStyles has been able to provide safe housing services for 11 years in Charles County. It has provided served 55 individuals during this time in the house with safe shelter. During this time, there have been no safety incidents of the participants, and approximately 88% of the participants have transitioned to more permanent housing. The project plans to continue in this success, providing a safe and peaceful environment for persons to access resources, regain their independence, and build their confidence to become survivors and not victims.

**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 ☐ N
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, then 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):
3. Product Line(s) or Service;
4. Discuss their market area(s) including geography, major customers and other Characteristics; and
5. 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:		
Property acquisition	\$695,000					\$695,000	G
Environmental review							
Relocation costs							
Project administration							
Appraisal	\$550.00					\$550.00	G
Settlement Cost	\$10,000.00					\$10,000	G
Earnest Money Deposit	\$5,000.00					\$5,000	G
Project Admin. (Cash)	\$5,000.00					\$5,000	G
Project Admin. (In-Kind)		\$6,500				\$6,500	P
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$715,500	\$19,500	\$	\$	\$	\$735,000	

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 for the *jurisdiction* who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

The Community Development Supervisor, with the assistance from the Housing Authority Chief will administer the CDBG project. The Community Development Supervisor has over 18 years' experience administering housing programs and has provided secondary support to the County's CDBG program during that time. Additionally, the Community Development Supervisor has administered the CDBG program for the past three years.

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

Sandy Washington is the CEO for LifeStyles and will assist with the administration of this project through LifeStyles. She is familiar with CDBG submissions, as the agency over its inception has been a CDBG recipient multiple times through both Charles and Calvert County governments. She will work alongside the finance staff to document all match support. She has been involved in the community for more than 40 years, developing and implementing economic development and housing projects. She is working collaboratively with the current property owner, business, and community officials to acquire this property for the benefit of low- to moderate-income individuals. She has been passionate about serving this targeted population for more than 40 years.

Corae Young is the COO and will serve as Project Manager. She has been with the organization for more than 19 years. She currently supports the operations of Gayle's Place and is familiar with the needs and demands of this targeted population.

LifeStyles receives federal, state, local, and private funding and has the organizational capacity to manage all funding and reporting requirements. We have worked closely with the county in looking how to enhance housing programs that will serve the targeted population.

3. Amount of funds requested for Project Administration, if any: \$0

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

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Barbara Farmer, Community Development Supervisor			\$5,000.00

5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.			
Expenses		Estimated Costs	

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	July 15, 2024	
Environmental Review	July 16, 2024	September 29
Preliminary Engineering	Completed	
Site Acquisition	October	November
Bidding & Selection Engineering	December	January 2025
Meeting 180 Day Expenditure Requirement	January 12, 2025	January 12, 2025
Engineering	February	June
Bidding & Selection Construction	June	August
Construction	September	July 31, 2026

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		July 2024	Applicant
ENVIRONMENTAL REVIEW	July 2024	August 2024	Applicant
Purchase settlement	August 2024	August 2024	Subrecipient
Notification to current Landlord	August 2024	September 2024	Subrecipient
Relocation	September 2024	October 2024	Subrecipient

PART I

DAVIS BACON / BUILD AMERICA BUY AMERICA:

1. Do Davis-Bacon wage rates apply to the project? ☐ Yes ☒ No

If yes, do cost estimates reflect the use of Davis-Bacon rates? ☐ Yes ☐ No

2. Discuss Davis-Bacon rates and their impact on the project.

The Davis-Bacon/Build Buy America does not apply to this grant request because an improved property will be purchased that will not require renovation or construction.

3. Explain how you calculated the rates into your cost estimates.

4. Explain how you factored in Build America Buy America requirements for iron and steel and listed construction materials, if applicable.

PART J

ACQUISITION / RELOCATION:

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:

\$ 700,000

4. Sources of funds for acquisition:

CDBG, Private donations

5. Number of parcels to be acquired:

Residential: 1

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	1	0	0	0	8
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. Not applicable

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:

We have had four discrimination cases in the last three years from today's date. Two cases were filed with EEOC, one was open and closed the same day and the other case we received a favorable response. The other 2 cases were filed with our Local Government Insurance Trust (LGIT) and we are not aware they have been filed with the EEOC.

None have been filed against Lifestyles'

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:

The Dept. of Planning and Growth Management promotes fair housing practices mainly through zoning which promotes affordable housing and allows diverse housing types, from townhouses and apartments to group homes, multiplexes, and accessory dwelling units. In addition, several of the county's zoning districts allow increased densities and mixed-use development in certain areas.

The county zoning also offers density bonuses for developments providing a minimum amount of affordable housing. The county also supports fair housing in its Comprehensive Plan policies – for example, the Plan contains recommendations to increase the number of housing units in the county available for renter occupancy, and to support programs to upgrade substandard housing.

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?

The Charles County Justice & Advocacy Coalition is a group of approximately 25 organizations and individuals who meet quarterly to advocate for those who need affordable housing. Lifestyles' is a member of this coalition, and actively shares information and data that will enlighten and inform others of the challenges that exist in our county, and region. They have not informed us of any complaints regarding discrimination. Fair housing advocates or agencies that work in Charles County include Southern Maryland Tri-County Community Action Committee, Inc.

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?

Yes. All the buildings that are open to the public are ADA compliant.

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.

7. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? ☐ Yes ☒ No
8. Will your project involve or impact an archaeological site? ☐ Yes ☒ No
9. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☒ No
10. Will your project involve the abatement or removal of asbestos from a building?
☐ Yes ☒ No
11. Will your project involve the abatement or removal of lead-based paint from a building?
☐ Yes ☒ No
12. Is your project new construction? ☐ Yes ☒ 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:

PART M

PROCUREMENT: All procurement must comply with the requirements and processes identified in the CDBG Financial and Procurement Manual.

REMINDER – For existing contractual agreements with an engineering firm, the applicant must be able to demonstrate that they hired the specific firm through a competitive process AND that the contract was for no more than a three year period with an option to extend twice for one year periods for a total of five years. Additionally, the contract must have identified all potential projects to be undertaken during the three to five year period including the one included in this application.

1. Will your project use CDBG funds for professional services? ☐ Yes ☒ No

If yes, is it for new services? ☐ Yes ☐ No

If yes, will services be under a new contract? ☐ Yes ☐ No

If no, please explain:

2. Will your project use CDBG funds for construction? ☐ Yes ☒ No

If yes, will construction be under a new contract(s)? ☐ Yes ☐ No

If no, is it for a change order? ☐ Yes ☒ No If the answer is yes, please contact CDBG staff to discuss further.

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 requirements of the Build America, Buy America Act which was included in the federal Infrastructure Investment and Jobs Act which was signed into law on November 15, 2021;
 - 12. will comply with the requirements of the Right to Report Crime and Emergencies from One's Home which was included in the Violence Against Women Act Reauthorization Act of 2022;
 - 13. 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
 - 14. will ensure that, if applicable, any subrecipient, 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.

Reuben B. Collins, II, Esq., President
Typed Name and Title
Chief Elected Official

Signature

Date