

# ***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  
Lanham, MD 20706  
301/429-7525  
TTY/RELAY 711 or 1/800-735-2258*



<b>MARYLAND</b> <b>COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM</b> <b>APPLICATION SFY 2025</b>	
1. Name of Jurisdiction: Charles County	2. County (Municipal applicants only):
3. Address: Oriole Lane, La Plata, MD 20646	4. Name of Subrecipient or Business, if applicable, and their Unique Entity Number:  Oriole Lane Family LLC
5. FID Number: 52-6000925  Unique Entity Number: 080570500	6. 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 ( <b>Full street address(es) and zip code of Project is required</b> ): Project Title: Oriole Lane 9% Apartments Brief Description: Oriole Lane 9% Apartments is a new construction workforce housing apartment community targeting families in Charles County. Location: The development will be located along Oriole Lane and Magnolia Drive on the west side of Route 301-Crain Highway in the Town of La Plata. The street address is Oriole Lane, La Plata, MD 20646.	
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      \$ <u>20,942,579</u>  Total costs      \$ <u>21,742,579</u>	11. U.S. Congressional District No. 5 <sup>th</sup> State District No. 28 (List State legislators for <b>entire</b> district): Arthur Ellis Debra Davis Edith Patterson C.T. Wilson
12. Date Public Hearing held: May 7 <sup>th</sup> 2024 (Attach minutes and hearing notice to application)	13. Required Resolution attached? <input 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: 4/11/2024

## **PART A**

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

Oriole Lane 9% Apartments involves the purchase of 3.06 acres of land at a price of \$800,000 for the development of an affordable family housing community located along Oriole Lane and Magnolia Drive on the west side of Route 301-Crain Highway in the Town of La Plata. The street address is Oriole Lane, La Plata, MD 20646.

Oriole Lane presents an opportunity to create workforce housing in a Community of Opportunity near employment centers, transportation, quality schools and other daily needs. The development will consist of 48 units in two garden-style buildings serving families in Charles County. This development will include two-, three-, and four-bedroom units and a separate community clubhouse. Oriole Lane will offer residents a variety of community amenities including a large multipurpose room with kitchenette, TV lounge area, Wi-Fi access, computer stations and fitness center. The Oriole Lane site will be connected with an accessible sidewalk route and walking paths, as well as ample open green space.

The development will be professionally managed by Humphrey Management LLC which has experience in workforce housing and currently manages communities in Maryland, Virginia, Pennsylvania, and West Virginia.

## 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 need for affordable housing in Charles County is acute. A market survey performed by Real Property Research Group in the Oriole Lane area showed only 47 out of 4,262 units vacant for an overall market vacancy rate of 1.1%. Adams Crossing, the one general occupancy tax credit community in the market area without deep subsidies, has two vacancies for a vacancy rate of 0.6%. The Charles County Comprehensive Plan also references the shortage of affordable housing in the County.

Oriole Lane will help provide much needed affordable housing units to Charles County. Oriole Lane 9% Apartments will serve families with incomes that are 30% to 60% of the HUD Area Median. Estimated rents will range from \$850 to \$1725 for two-bedroom units, \$975 to \$1850 for three-bedroom units and \$1090 to \$1950 for four-bedroom units. These rental rates include water, sewer and trash collection. At least five percent (5%) of the units will be fully UFAS-compliant and at least two percent (2%) of the units will be equipped with hearing/vision features to provide options for disabled households.

## 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?**

Multiple funding sources have been pursued at a state and federal level. An award for Federal 9% low-income housing tax credits has been received in the amount of \$1.5 million. The project received an award for Rental Housing Program Funds from Maryland Community Development Association, the housing finance agency for the State of Maryland in the amount of \$3 million. The development team has secured letters of intent from a tax credit syndicator and for permanent financing. 45L Energy Credits will be used as an additional source of funding. The developer is also deferring development fee as a source of equity in the amount of \$563,721. With all sources accounted for there is a gap in financing of \$800,000 which can be shown on Form 202.

- 2. Please provide copies of award and rejection letters.**

The following funding letters are provided for reference:

- The Low-Income Housing Tax Credit Reservation letter dated November 28, 2022 from the Maryland Department of Housing and Community Development awarding \$1.5 million in annual tax credits to the project.
- Hudson Housing Capital (tax credit syndicator) dated April 2, 2024 for a proposed \$12.4 million equity investment in tax credits and 45L credits.
- AGM Financial Services letter dated April 27, 2022 for terms of a FHA 221 (d)(4) permanent mortgage for the project.

- 3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? Yes, rent which also includes water, sewer and trash service. Residents will pay for electric separately.**

**If yes, what is the estimated monthly cost?** Estimated rents will range from \$850 to \$1725 for two-bedroom units, \$975 to \$1850 for three-bedroom units and \$1090 to \$1950 for four-bedroom units.

**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?** N/A New Construction

**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:**

All 48-units will be restricted to household incomes from 30% to 60% of HUD Area Median Income (AMI). The restrictions are a requirement to secure the low-income housing tax credits. These restrictions will be laid out in a recorded Regulatory Agreement and Partnership Operating Agreement.

### **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).*

#### Community Support

Letters of support from community agencies, non-profits, and organizations will be forthcoming with the final application.

#### Community Involvement

The Oriole Lane project was presented or was discussed at the following meeting with the Mayor of the Town of La Plata, the Town of La Plata Board of Appeals, and the Town of La Plata Design Review Board:

- April 8, 2022 – The development team met with Mayor Jeannine James in person to discuss the proposed project and development timeline.
- April 4, 2023 – The project was presented to the Town of La Plata Planning Commission Hearing.
- April 12, 2023 – The project was presented to the Town of La Plata's Board of Appeals to permit a Special Exception for the adjoining senior/age-restricted parcel of this development. Members of the community were permitted to comment on the project as part of the public comment process. The Board of Appeals unanimously approved the Special Exception application to permit senior living on that part of the development.
- February 13, 2024 – The project was presented for an initial introduction to the Town of La Plata's Design Review Board during a public meeting.
- March 13, 2024 – The project was presented during a follow-up public hearing with the Design Review Board, where the project was unanimously approved for its design and site layout.

## 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?   X   Yes           No

### ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects:

1. The Oriole Lane 9% Apartments project is consistent with portions of the Charles County Comprehensive Plan (2016). Section 10-24 of the Charles County Comprehensive Plan states "A Housing Stock Study was completed in June 2015 and confirmed many of the previous findings that the area of greatest need was for low income housing opportunities. The study found that based on HUD Area Median Family Income in the Washington D.C. region of \$107,000 for a family of four, the categories of income ranges used indicate that the workforce income extends from \$107,001 to \$128,400 for a family of four. While housing is available for those within the workforce housing income range, market rate housing for low income does not meet demand." Oriole Lane will provide 48-units of housing for families between 30% and 60% area median income.
2. A market feasibility analysis was performed by Real Property Research Group on April 4th, 2022. The conclusion of the analysis determined the Oriole Lane 9% Apartment project to be in a good location for a multifamily rental community. The analysis determined the project would need to capture 1.4% of all income-qualified renter households in order to lease all 48 units at the property which is well below the capture rate required by Maryland Community Development Administration.
3. Project is located in a Priority Funding Area. Map of project showing PFA designation is attached.

## 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 198 CDBG \$ per beneficiary \$4,040.40

Total estimated # of LMI beneficiaries 198 CDBG \$ per LMI beneficiary \$4,040.40

% of LMI beneficiaries to total 100%

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

The project will meet the National Objective of providing "Benefit to Low and Moderate Income Persons" by acquiring property upon which will be developed 48 apartments that will serve as permanent housing for families earning less than 60% of the HUD Area Median. The development will be income restricted to 60% AMI under the Low-income Tax Credit Program (LIHTC) which is approximately \$92,820 for a family of four in Charles County, Maryland.

The development will have tenant services provided through a CORES certified organization. These services provide a vast array of different educational, advancement, social and enrichment activities.

**NATIONAL OBJECTIVE CHART**

<b>Nat. Objective</b>	<b>Subcategory</b>	<b>Definition</b>	<b>Test</b>	<b>Examples</b>
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"> <li>* 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</li> <li>* Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.</li> </ul>	<ul style="list-style-type: none"> <li>* water and sewer lines</li> <li>* neighborhood facilities</li> <li>* roadway improvements</li> </ul>
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"> <li>* 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</li> <li>* Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or</li> <li>* Be of such a nature and in such a location that it can be concluded that clients are primarily LMI</li> </ul>	<ul style="list-style-type: none"> <li>* construction of senior center</li> <li>* services for the homeless</li> <li>* meals on wheels for the elderly</li> <li>* construction of job training facilities for the disabled</li> <li>* construction of Head Start Center</li> </ul>
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"> <li>* Structures with one unit must be occupied by LMI persons</li> <li>* If structure contains more than 1 unit, at least 51% must be LMI occupied</li> <li>* 2-unit structures must have at least one unit occupied by a LMI household</li> <li>* Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure</li> </ul>	<ul style="list-style-type: none"> <li>* rehabilitation of owner-occupied housing</li> <li>* conversion of non-residential structures into permanent housing</li> <li>* infrastructure for new housing</li> </ul>
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"> <li>* Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and</li> <li>* 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</li> <li>* 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</li> </ul>	<ul style="list-style-type: none"> <li>* public facilities or improvements</li> <li>* elimination of safety hazards</li> </ul>
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"> <li>* Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective</li> <li>* Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety</li> </ul> NOTE: Must demonstrate code enforcement actions taken by the local government	<ul style="list-style-type: none"> <li>* elimination of damaged retaining wall creating danger for pedestrians</li> <li>* demolition of vacant, deteriorating building</li> </ul>
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none"> <li>* At least 51% of jobs must be taken by LMI persons</li> <li>* At least 51% of jobs must be retained by LMI persons</li> <li>* Permanent, full-time jobs only</li> <li>* LMI status is determined by income of the family</li> </ul>	<ul style="list-style-type: none"> <li>* acquisition of land to construct a distribution center</li> <li>* extension of water and sewer service to land to be developed for a business(s)</li> <li>* acquisition of equipment</li> </ul>

**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 48 Units AND 198 Persons*
  
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? 48    Of these, how many are to be occupied by LMI persons? 100%
  
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? 0    Of these, how many are to be occupied by LMI persons? N/A
  
4. For housing rehabilitation, how many total units will be rehabilitated? N/A
  
5. For housing rehabilitation, how many total units will receive emergency repairs? N/A
  
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? N/A
  
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.  
  
This area was targeted due to a lack of affordable housing in the area.
  
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

## 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 (L)	Private (L)	TC Equity (G)	MD RHP (L)	Developer (G)		
Land Acquisition	\$800,000					\$800,000	CDBG=P
Construction		\$629,906	\$10,615,128	\$2,000,000		\$13,245,034	C
Fees Related to Construction			\$1,608,650	\$621,867		\$2,230,517	C
Financing Fees		\$1,526,101		\$378,133		\$1,904,234	C
Syndication Costs		\$202,500				\$202,500	C
Developer Fee		\$1,730,186			\$563,721	\$2,293,907	C
Reserves and Escrows		\$506,387				\$506,387	C
Acquisition – Other Costs		\$241,200	\$208,800			450,000	C
Project Admin. (Cash)							
Project Admin. (In-Kind)							
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$800,000	\$4,836,280	\$12,432,578	\$3,000,000	\$563,721	\$21,632,579	

**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.

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

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

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds

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

Expenses	Estimated Costs

## 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>
Tax Credit Award	Completed		Subrecipient
Concept 65% Plans	Completed		Subrecipient
Initial Engineering	Completed		Subrecipient
Construction Documents	July 2024	July 2024	Subrecipient
Environmental Review	August 2024	September 2024	Subrecipient
CDBG Grant Award	June 2024	August 2024	Subrecipient
LIHTC Viability & Commitment Package	August 2024	September 2024	Subrecipient
Acquisition	December 2024	December 2024	Subrecipient
Construction Bid	August 2024	August 2024	Subrecipient
Construction	December 2024	April 2026	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.

CDBG funds will be used for acquisition which will not trigger Davis Bacon Wages.

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:  
Executed purchase and sale agreement with current land owners.

2. Has an option been secured? ☐ **Yes** ☐ **No** If yes, explain how:  
N/A

3. Estimated cost of acquisition:

\$ 800,000

4. Sources of funds for acquisition:

CDBG Funds and private loan.

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					
Business					

10. Do the activities of this project trigger the one-for-one replacement housing requirements? ☐ Yes ☒ No

If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.



## PART K

**FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.**

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? ☒ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? ☒ Yes ☐ No If yes, please explain:

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.

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

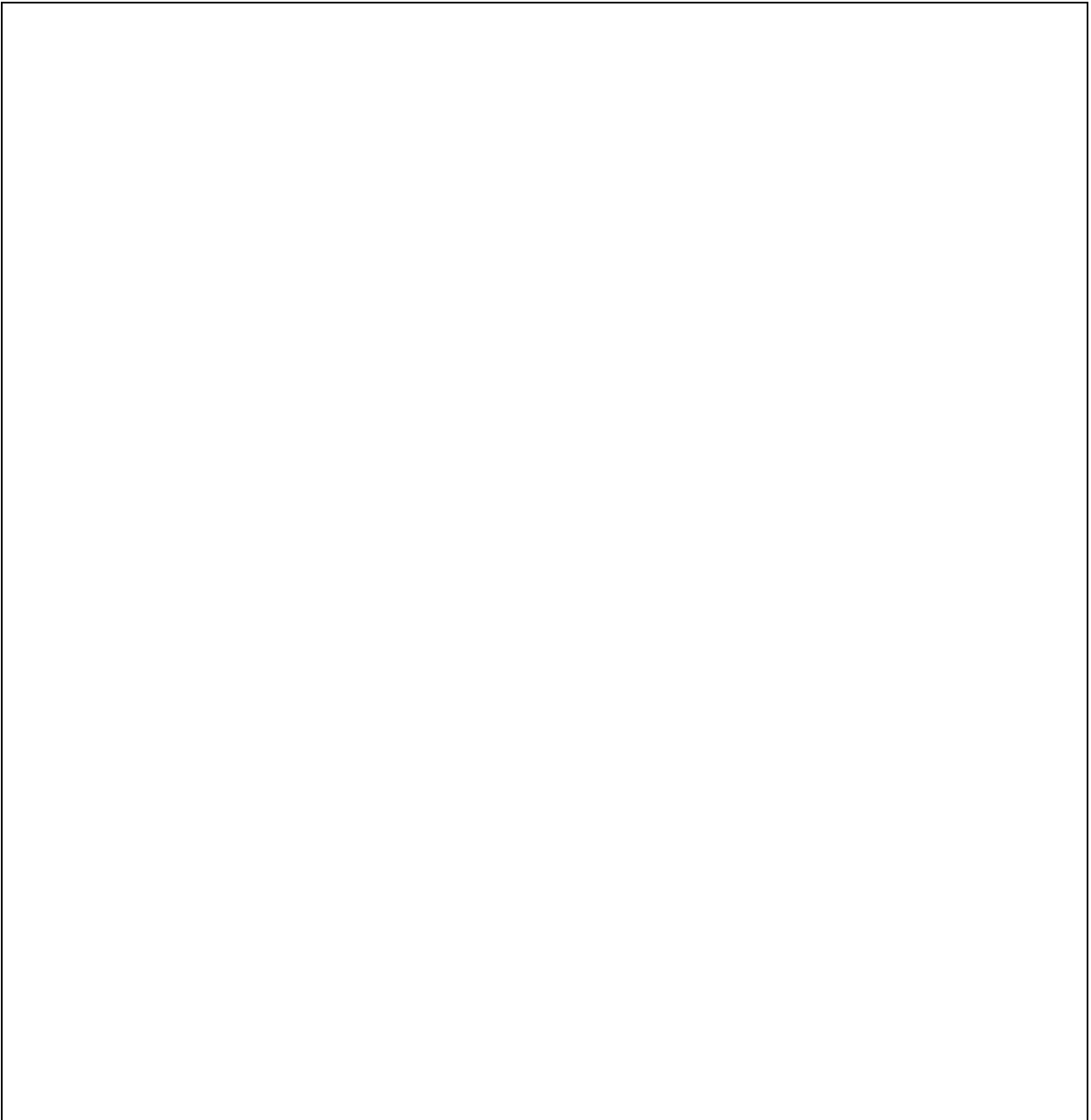
If no, please explain:

CDBG funds will be used for acquisition of the development parcel, and therefore no procurement process is necessary.

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