

STATE OF MARYLAND **CDBG PROGRAM**

COVID FUNDING

APPLICATION – ROUND 2

August 2020



Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Kenneth Holt, Secretary

Department of Housing and Community Development
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706



**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CORONAVIRUS FUNDING – APPLICATION – ROUND #2**

1. Name of County: Charles

2. Address: County Commissioners of Charles County
200 Baltimore Street
La Plata, Maryland 20646

3. FID Number: 52-6000925

4. DUNS Number: 080570500

5. Name, phone number, and email of County's CDBG contact person for this application:
Pat King, 301-934-0136 kingp@charlescountymd.gov

6. If applicable, identify subrecipients whose projects are included in this application:
The Charles County Chapter of the Maryland Association of Social Services Boards
Chairman, Beatrice Johnson
Co-chairman, Earle Knapp

7. Number of Projects Included in this Application: 1

8. Required Resolution attached? ☒ Yes ☐ No

9. Total CDBG request: \$ \$750,000
Total Local funds \$ _____
Total Other funds \$ \$18,000
Total all costs \$ \$768,000

10. U.S. Congressional District No. 5
State District No. 28
(List State legislators for **entire** district):
Debra M. Davis (D)
Edith J. Patterson (D)
C. T. Wilson (D)

11. Date Public Hearing Advertised: 9/4/2020

12. Date Public Hearing Held: September 15, 2020

13. Is Citizens Participation Plan current? ☒ Yes ☐ No Please attach.
If not, did you attach new plan? ☐ Yes ☐ No

14. Is Residential Anti-Displacement Plan current? ☒ Yes ☐ No Please attach.
If not, did you attach new plan? ☐ Yes ☐ No

15. Date Application Submitted:

PART A

SUMMARY OF APPLICATION: Summarize the information found in the application.

The Charles County chapter of the Maryland Association of Social Services Boards (CC-MASSB) is a 501c3 nonprofit proposing to manage the administration of CDBG Corona Virus Funds, round #2. CC-MASSB has been in existence for more than 10 years and operates based on by-laws, policies and operational procedures as laid out in MD Law, §§3-501 through 3-503 and the statewide MASSB Foundation. The over-all mission of MASSB is to “To provide financial assistance to support at risk families, children and vulnerable adults.”

CC-MASSB will work in concert with the Charles County COVID-19 Relief Collaborative (Collaborative) to ensure a “no wrong door” approach to identifying, establishing the eligibility of and funding when appropriate, those residents who are subject to eviction consistent with the policies and procedures as outlined in the CDBG-CV Round 2 Policies and Guidance.

INITIAL SCREENING:

The Collaborative has established procedures for screening potential applicants to ensure eligibility for the various eviction funds (e.g., CARES funds, CDBG-Corona-Virus Funds Round 1, State and County funds, local donations) of its partners. Resident applications that meet eligibility requirements are then routed to the appropriate partner for further action based on available funding and compliance with eligibility requirement of the funding source. CC-MASSB will use this County-wide screening process to determine initial eligibility for CDBG-CV Round 2 funding and appropriate applicants will be forwarded to the CC-MASSB for further verification and eviction relief as appropriate.

All partners obtain Releases of Information from applicants that allow the sharing of all information for the purposes of verifying eligibility.

FINAL VERIFICATION OF ELIGIBILITY:

The final verification of eligibility for CDBG-CV Round 2 funding will be completed by the Charles County Department of Social Services Emergency Services Unit and will include a review of all relevant documents, including:

- Screening documents provided by the partner organization that may have had the initial contact with the applicant;
- meet income eligibility requirements based on total household income at the time of application, adjusted for household size, using the CDBG definition of annual adjusted gross income, and;
- assurance that other CARES-related funds were not previously used for rental assistance.
- be a Charles County resident residing in Charles County;
- not be renting a unit from a family member;
- provide proof the household has been affected by coronavirus such as proof of loss of job or reduced hours;
- provide proof of need for rental assistance such as eviction notice or letter from landlord stating past due amounts.

APPROVAL OF RENTAL PAYMENT:

CC-MASSB will review each approved application, ensuring that all relevant documents were collected and demonstrate consistency with CDBG-CV Round 2 funding policies. If approved, CC-MASSB will approve the issuance of a check to the landlord directly.

MONITORING AND REPORTING:

CC-MASSB will ensure that a spreadsheet of applicants, verified documentation and approvals for funding are maintained in order to provide monthly data reports to County Government. This spreadsheet will also track verification that ensures that no other CARES funds were used for prior eviction-relief.

CC-MASSB reports to County Government will also include any additional information the County requires to verify the appropriate use of these funds.

The CC-MASSB spreadsheet will be available to partners in the Collaborative to further ensure that if CDBG-CV Round 2 funding is used, partners will not use any other federal funds (i.e., CARES funds) are used for future claims.

EVICTIION PREVENTION ACTIVITIES:

The CCDSS and the Collaborative will develop procedures for educating landlords, Judges, residents and other interested partners on the steps that need to be taken to use CDBG-CV Round 2 funding in accordance with the Trump administrations announcement of the 4-month halt on eviction proceedings.

The Collaborative is working with Circuit and District Court Judges to identify residents facing eviction and to intervene with landlords in advance of the finalization of eviction proceedings. Prior to issuing eviction notices, individuals facing eviction will be referred to Collaborative partners to be screened for rental assistance. CC-MASSB will benefit from this partnership by gaining access to residents unaware of this benefit.

PART B

NEED: Describe the need for rental assistance in your county as a result of the coronavirus, the proposed accomplishments and impact of activities. Identify data sources.

Number of households in need of rental assistance at time of application:

% of population of county in need of assistance:

Data on Corona Virus-related evictions does not exist due to the moratorium on evictions of the last few months. Data used to calculate an estimate of need for the purpose of this proposal include Unemployment Insurance (UI) claims, Charles County demographics including a job sector analysis, current Court filings for evictions and median rental costs.

The population of Charles County is 163,257 (United States Census Bureau, 2019). Fair market rents in the County are: studio apartment - \$1,457; 1-bedroom - \$1,500; 2-bedroom - \$1,707; 3-bedroom - \$2,215, and 4-bedroom, \$2,707 with a median rent of \$1,487 per month. (Federal housing data and AffordableHousingOnline.com research).

The Maryland Department of Labor reports a 44% increase in unemployment claims in Charles County from February through July 2020. This equates to an increase from 3,137 individuals to 7,090 with a high of 8,069 in May, 2020. Charles County's labor force is recorded at 88,727 people (July, 2020).

Charles County is also a predominantly service-oriented employment area with limited manufacturing, natural resources or construction related employment. For example, of the 40,202 individuals reported as "working" by the Charles County Economic Development Department, in the fourth quarter of 2019, 3,930 were employed in these industries while 26,268 were employed in "service" industries (e.g., transportation, education and health services, leisure and hospitality)¹. McKinsey & Company report the Arts, education, recreation, food service and educational services as the hardest hit by the Corona Virus.

The clerk of the Circuit Court of Charles County reports that there are 450 eviction hearings scheduled from September 17 to October 8, 2020 (personal communication). It is reasonable assumed that some of these evictions are for reasons other than non-payment of rent connected to COVID-19. However, this number (450) can be used for purposes of estimating those facing eviction for reasons of related to the Corona Virus in the next twelve months.

ANALYSIS:

The 44% increase in unemployment claims can be considered an impact of Corona Virus. The decrease in claims from May to July (8% and 6% in June and July respectively) may reflect Maryland's "Road to Recovery" which includes reopening some businesses. As the "Road to Recovery" continues, we assume more businesses will be hiring. However, given the high number of service related jobs in the County and the fact that this job sector is the "hardest hit" by Corona Virus related job loss, we estimate job growth to be minimal.

The total of 450 people currently scheduled in Court for eviction hearings likely includes multiple reasons for eviction. However, using the 44% increase of UI claims and assuming the UI Claim increase is due to a Corona Virus-related job loss, of this 450, 198² persons are potentially eligible for rental assistance under CDBG Corona Virus Round #2 funding. Dividing 198 by the five full months of increased unemployment claims (March – July 2020),

¹ The rest of the total amount of employed individuals are accounted for by those in government positions.

² Because most of these 198 cases will likely be heard in Court prior to any CDBG-CV Round 2 funding availability, these numbers are NOT included in the final estimate for funding.

40 persons per month are estimated to apply for rental assistance due to Corona Virus related job loss.

Using 40 persons/month as the base number of applicants and assuming continued decreases in unemployment claims in the next 12 months (based on the percentage decrease in UI claims from May through July), we estimate 351 additional persons will face Corona Virus-related eviction between November 2020 and December 2021. Simply because other factors will decrease actual application for and approval of rental relief of this 351 persons (e.g., lack of adequate documentation, failure to follow through on the application, movement out of County, lack of knowledge of assistance available and assistance paid from other sources) we can further reduce the total number requesting rental assistance under this grant by half, resulting in a total of 175 persons eligible for rental relief under this round of CDBG Corona Virus funding.

Anticipating a total of 175 unique persons facing eviction in the next twelve months and assuming that six months of eviction prevention funds will be needed per person and assuming the median rental costs of \$1,487, we forecast that a total of \$1,561,350 is needed to serve the population.

PART C

PROJECT SUMMARY: Please complete Part C for each project. If more than one subrecipient, complete Part C for each. Attach requested support information as well as any other relevant information.

DESCRIPTION:

Emergency Rental Assistance for Low and Moderate Income Households: Charles County proposes to offer up to six months of rental assistance to households affected by the coronavirus.

SUBRECIPIENT:

CC-MASSB is the only subrecipient.

IS THIS A NEW SERVICE OR ACTIVITY? ☐ Yes ☒ No New sub-recipient

IF NO, PLEASE DESCRIBE THE QUANTIFIABLE INCREASE FOR SERVICE OR ACTIVITY:

NUMBER OF HOUSEHOLDS TO RECEIVE ASSISTANCE: 76

AVERAGE AMOUNT OF ASSISTANCE PER HOUSEHOLD: \$8922

TOTAL AMOUNT OF CDBG FUNDS REQUESTED FOR THIS PROJECT: \$750,000. Although this does not represent the total amount estimated to serve the 175 households, it is a reasonable amount of funding to request given the total amount allocated for Maryland.

SCHEDULE:

It is anticipated that all grant recipients can begin to incur costs as of October 20, 2020 after consultation with CDBG staff and if the Subrecipient Agreement(s) has been executed, if required.

ACTIVITY**START DATE****COMPLETION DATE**

Notification of award

October 20, 2020

October 20, 2020

Partner & Community Notification

October 21, 2020

On-going

Applications made available

November 1, 2020

December 1, 2021

PROJECT MANAGEMENT:

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements and past project implementation.

The CC-MASSB Board Chair (Beatrice Johnson) and Co-chair (Earle Knapp) will serve as the primary administrators of this grant.

Ms. Johnson is the founder and Executive Director of BKJ Brokerage Firm, Inc. (est. 2008) where she manages staff and a broad array of services to assist recipients of the DDA Community Pathways Waiver-Self Directed Program.

Mr. Knapp has over 40 years of experience managing federal funds (as well as staff) as part of the Department of State and as the fiscal manager for a retired State Senator.

Ms. Renee Curry (Supervisor), Toby Holland and Joseph McWilliams (FIA Specialists II) work in the Emergency Services Unit at the Charles County Department of Social Services. They are well-versed in screening for eligibility for federal benefits and will provide technical assistance and support as needed.

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

3. If requesting funding for Project Administration for staffing, please identify the following:

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

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

Expenses	Total Funds

PROJECT BUDGET – Attach description of how costs were determined and identify if any funds committed, pending or to be sought are private, state, local or federal funds made available specifically to address coronavirus.

ACTIVITY	SOURCES OF FUNDS					TOTALS	SOURCE*
	CDBG	LOCAL (Cash)	LOCAL (In-kind)	FEDERAL	OTHER		
1Eligibility Determination (Salary)			\$18,000			\$18,000	C
2Emergency Rental Assistance	\$675,000					\$675,000	P
3							
4							
5							
6							
7							
8							
9							
PROJECT ADMINISTRATION	\$75,000					\$75,000	
TOTALS BY SOURCES OF FUNDS	\$750,000	\$	\$18,000	\$	\$	\$768,000	

Local includes County and/or Subrecipient

*Note if each source is Committed (C), Pending (P) or Not Sought (N)

PART D			
SUMMARY OF ALL PROJECTS:			
LIST OF ALL PROJECTS	CDBG REQUEST	TOTAL LEVERAGE	TOTAL
1Emergency Rental Assistance	675,000	18,000	
2			
3			
4			
5			
6			
7			
8			
9			
PROJECT ADMINISTRATION FOR COUNTY	75,000		
TOTALS BY SOURCES OF FUNDS	\$750,000	\$18,000(In-kind)	\$768,000

PART E

GRANT MANAGEMENT PLAN: Applicants are to respond to questions below as to how the grant will be managed by the County.

1. Identify the primary person who will administer this grant. Discuss their experience with CDBG regulations and requirements and past grant implementation.

Pat King, Community Development Administrator, will administer the CDBG project. Ms. King has over 22 years' experience administering housing programs and has assisted with the County's CDBG program during that time. Additionally, Ms. King has administered the CDBG program as the primary point person for more than four years.

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

Rita Wood, Housing Authority Chief

3. Discuss how you will manage subrecipient(s).

4. If requesting funding for Project Administration for County government staffing, please identify the following:

Person	# Hours Anticipated to Work on Grant	Hourly Wage	Total Funds
Pat King			\$ 75,000

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

Expenses	Total Funds

PART F

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that grants received will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.) and that the County and its subrecipients, if any, will affirmatively further fair housing. Complete the following to demonstrate compliance or to identify any issues.

1. What is the most recent date of the county's written employment and personnel policies and practices? 12/1/2018
Are they consistent with current federal equal opportunity guidelines? ☒ Yes ☐ No
2. In the past three years, have any complaints of discrimination in employment been filed against the county by employees or applicants? ☒ Yes ☐ No
If yes, please explain: Two employees within the last three years have filed a claim with either the EEOC or the Maryland Civil Rights Commission based on discrimination of race and sex and disability and retaliation. One case has been resolved favorably for the county and the other is pending. There have been no claims on discrimination of employment.
3. In the past three years, have any complaints of discrimination in employment been filed against any of the subrecipients by employees or applicants? ☐ Yes ☒ No
If yes, please explain.
4. Has the county 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/private issues or complaints regarding discrimination?

Agencies supporting and promoting fair housing in our community include the Charles County Service & Advocacy Network and Southern Maryland Tri-County Community Action Committee. We have not been informed of issues or complaint regarding discrimination.

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 the required number of public hearings, conducted a needs assessment and provided appropriate notice to ensure participation of citizens in the development the project(s) 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 has adopted and maintains 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
4. 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
5. 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
6. has adopted and is enforcing or will adopt prior to commencing grant activities:
 - 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.

7. 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.
 - 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.
8. will adhere to federal and state Code of Conduct standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
9. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary; and
10. 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
11. has not requested funds that duplicate other sources of funds made available to address the preparation, prevention or recovery of the coronavirus.

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
President, County Commissioners

Signature

Date

ENVIRONMENTAL REVIEW RECORD

Grantee: Charles

Program: Emergency Rental Assistance

Compliance with Other (58.6) Laws and Authorities

Description: The County will provide funding to low and moderate income households as emergency rental assistance. The funding is temporary as it is only for a 6 month period.

The following federal requirements do not apply to temporary assistance:

1. Airport Runway Clear Zones and Accident Potential Zones
2. Coastal Barrier Resources
3. Flood Disaster Protection Act of 1973, as amended.

By signing below the Responsible Entity certifies in writing that the activities under this program are Categorically Excluded (not subject to 58.5) and meets the conditions specified for such determination per section 24 CFR 58.35(b).

Reuben B. Collins, II, Esq.
President, County Commissioners

Date

**Maryland Community Development Block Grant Program
Request for Release of Funds and Certification**

This form is to be signed by the grantee when requesting the Release of Funds for their Maryland Community Development Block Grant (CDBG) funded project, and requesting the authority to use such funds. Please submit to the Maryland CDBG Environmental Officer upon completion.

Part 1. Program Description and Request for Release of Funds (to be completed by grantee.)

1. Project Name Emergency Rental Assistance	2. Grant Number	3. OMB Catalog Number(s) 14.228
4. Name and address of responsible grantee County Commissioners of Charles County, Maryland		
5. For information about this request contact: <i>(grantee contact name and phone number)</i> Pat King, 301-934-0136		
6. Project Address <i>(street, city, county, for project location)/</i> c/o County Commissioners of Charles County, Maryland 200 Baltimore Street, LaPlata, Maryland 20646		
7. Brief Project Description		

Funds to be used for up to six months of emergency rental assistance for low and moderate income households affected by coronavirus.

Part 2. Environmental Certification

With reference to the above Project(s)/Activity(s), I, the undersigned officer of this jurisdiction, certify that:

1. We have fully carried out the responsibilities for environmental review, decision-making and action pertaining to the project(s) named above.
2. We have assumed responsibility for and complied with and will continue to comply with, the National Environmental Policy Act of 1969, as amended, and the environmental procedures, permit requirements and statutory obligations of the laws cited in 24 CFR 58.5; and also agree to comply with the authorities in 24 CFR 58.6 and applicable state and local laws.
3. We have assumed responsibility for and complied with and will continue to comply with Section 106 of the National Historic Preservation Act, and its implementing regulations 36 CFR 800, including consultation with the State Historic Preservation Officer, Indian tribes and Native Hawaiian organizations, and the public.
4. After considering the type and degree of environmental effects identified by the environmental review completed for the proposed project described in Part 1 of this request, I have found that the proposal ☐ *did* ☒ *did not* require the preparation and dissemination of an environmental impact statement.
5. We have disseminated and/or published in the manner prescribed by 24 CFR 58.43 and 58.55 a notice to the public in accordance with 24 CFR 58.70 and as evidenced by the attached copy (copies) or evidence of posting and mailing procedure.

6. The dates for all statutory and regulatory time periods for review, comment or other action are in compliance with procedures and requirements of 24 CFR Part 58.
7. In accordance with 24 CFR 58.71(b), the responsible entity will advise the recipient (if different from the responsible entity) of any special environmental conditions that must be adhered to in carrying out the project.

As the duly designated certifying official of the responsible entity, I also certify that:

8. I am authorized to and do consent to assume the status of Federal official under the National Environmental Policy Act of 1969 and each provision of law designated in the 24 CFR 58.5 list of NEPA-related authorities insofar as the provisions of these laws apply to the HUD responsibilities for environmental review, decision-making and action that have been assumed by the responsible entity.
9. I am authorized to and do accept, on behalf of the jurisdiction personally, the jurisdiction of the Federal courts for the enforcement of all these responsibilities, in my capacity as certifying officer of the responsible entity.

Signature of Chief Elected Official	Title President, Commissioner President
Reuben B. Collins, II, Esq.	Date Signed
Address 200 Baltimore Street, LaPlata, Maryland 20646	

Based on form HUD-7015.15
OMB No. 2506-0087
(exp. 08/31/2023)

Maryland Community Development Block Grant Program
Application Checklist

Attachment	Required Submission ?	Included ?
Residential Anti-Displacement Plan	Only if new plan	
Citizen Participation Plan	Only if new plan	
Clearinghouse Submission	Yes	
Environmental Review Forms	Yes	
Local Resolution	Yes	
Limited English Proficiency Form	Yes	
Public Hearing Minutes from Hearing	Yes	
Public Hearing Notice	Yes	
Statement of Assurances and Certifications	Yes	
Original Application and 2 Copies	Yes	