

STATE OF MARYLAND CDBG PROGRAM

**SFY 2021
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT** dhcd1@co.pg.md.us

**Lawrence J. Hogan, Governor
Boyd K. Rutherford, Lt. Governor**

Kenneth C. Holt, Secretary

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION SFY 2021**

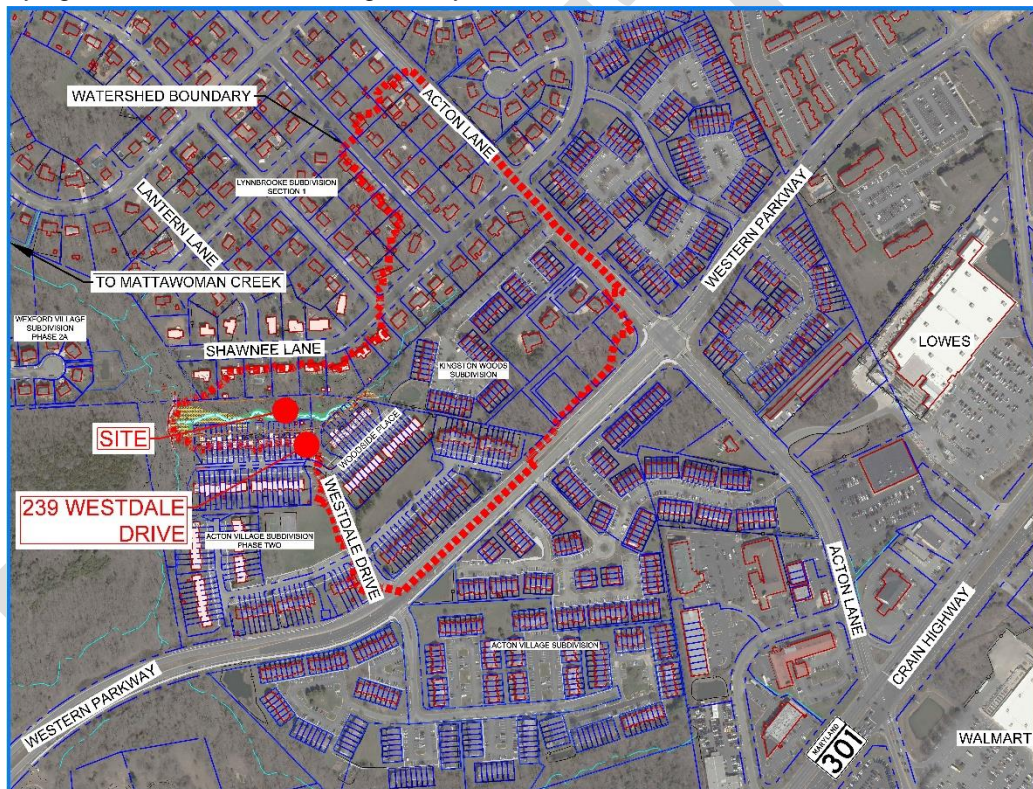
1. Name of Jurisdiction: County Commissioners of Charles County, MD	2. County (Municipal applicants only): Charles
3. Address: 200 Baltimore Street La Plata, Maryland 20646	4. Name of Subrecipient or Business, if applicable, and their DUNS Number: N/A
5. FID Number: 52-6000925 DUNS Number: 080570500	6. Name, phone number and email of jurisdiction's contact person for this application: Pat King, kingp@charlescountymd.gov 301-934-0136
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): <p>The National Pollutant Discharge Elimination System (NPDES): The Westdale Drive Stream Relocation and Restoration Project is located within the rear yards of 9 existing townhome, nearby 20 additional townhomes and 2 open space Homeowners Association (HOA) properties within the Acton Village subdivision in Waldorf, Charles County, MD. The central-most location of the project is near 239 Westdale Drive, Waldorf, MD 20601. The project proposes to relocate over 800 linear feet of degraded and eroding stream valley from the townhome rear yards onto two (2) adjacent open space parcels owned by the Acton Village HOA. Over time, some of the homeowners have attempted to surmount the stream by installing numerous culverts, bridges and fences along the stream which has conversely expedited erosion, decreased habitat quality and constricted portions of the stream which has led to large amounts of runoff creating flooding conditions for several of the adjoining homes. This project seeks to relocate the stream off private properties to reduce ongoing damages and restore the stream to increase water quality and wildlife habitat.</p>	
8. Project type: <input type="checkbox"/> Housing <input type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input checked="" 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 \$ <u>1,113,546</u> Other funds \$ _____ Total costs \$ <u>1,913,546</u>	11. U.S. Congressional District No. <u>5</u> State District No. <u>28</u> (List State legislators for entire district): Debra M. Davis (D) Edith J. Patterson (D) C. T. Wilson (D)
12. Date Public Hearing held: (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 type="checkbox"/> Yes <input type="checkbox"/> No Dated: _____ If not, did you attach new plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: _____ If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A	
16. If applicable, did you complete Debarment Check on application subrecipient, developer or business? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A	
<input checked="" type="checkbox"/> 17. Digital Photos and CD included? <input type="checkbox"/> Yes <input type="checkbox"/> No (each must be labeled)	18. Date: _____

PART A

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

Charles County recently formed a new “Resiliency Authority” to address significant community issues resulting from climate change impact. The Resiliency Authority will lead this project through completion, addressing both the natural conservation needs and mitigation of climate change.

The NPDES: Westdale Drive Stream Relocation and Restoration project is intended to relocate an eroding and incised stream from the rear of private townhome properties to adjacent property owned by the Acton Village HOA. The Acton Village subdivision is a private townhome community located in northern Waldorf, on both sides of the Western Parkway between Acton Lane and Hamilton Drive. Phase Two of the subdivision commenced construction in 1981 and was constructed adjacent to an existing small stream which drained to an unnamed tributary of the Mattawoman Creek (MDE 8-Digit Watershed #02140111), with portions of the channel allowed to remain within the rear yards of 29 townhome lots. When Phase two was designed and approved, the ± 34 -acre upstream watershed was mostly undeveloped. However, as upstream areas developed, the amount of runoff directed to the small channel increased, and the channel is no longer capable of conveying the flows without flooding nearby residences.



Private

homeowners have attempted to stabilize the stream and surrounding property, as well as prevent ongoing flooding of their residences, by installing various culverts, rock armoring, fill earth, and fencing along the stream valley. Unfortunately, many of these homeowner actions have only led to a decrease in the conveyance capacity of the stream valley which has increased flooding upstream in close proximity of their efforts and resulted in additional homeowners being flooded. In May 2019, following receipt of numerous homeowner complaints, County staff coordinated a field review of the area with MDE staff to both review existing conditions and discuss options for correcting the situation. The meeting concluded with concurrence that the most beneficial and appropriate solution to the issue was to relocate the stream off private properties, and further away from the existing dwellings, onto the Acton Village HOA open space parcels. Following this meeting, the County retained the services of engineering firm Vista Design, Inc. to review the stream and associated watershed to develop options for correcting the situation.

Unfortunately, in July 2019 the area experienced a storm event calculated as equivalent to a 500-year event. The storm destroyed many of the homeowner installed drainage improvements, flooding many of the residences, and left the stream valley in an unstable condition that threatens to further damage surrounding

properties during future rain events if not corrected. Unfortunately, the property owners do not have the financial means to correct the damages from the July 2019 storm event and again reached out to the Charles County government for assistance.

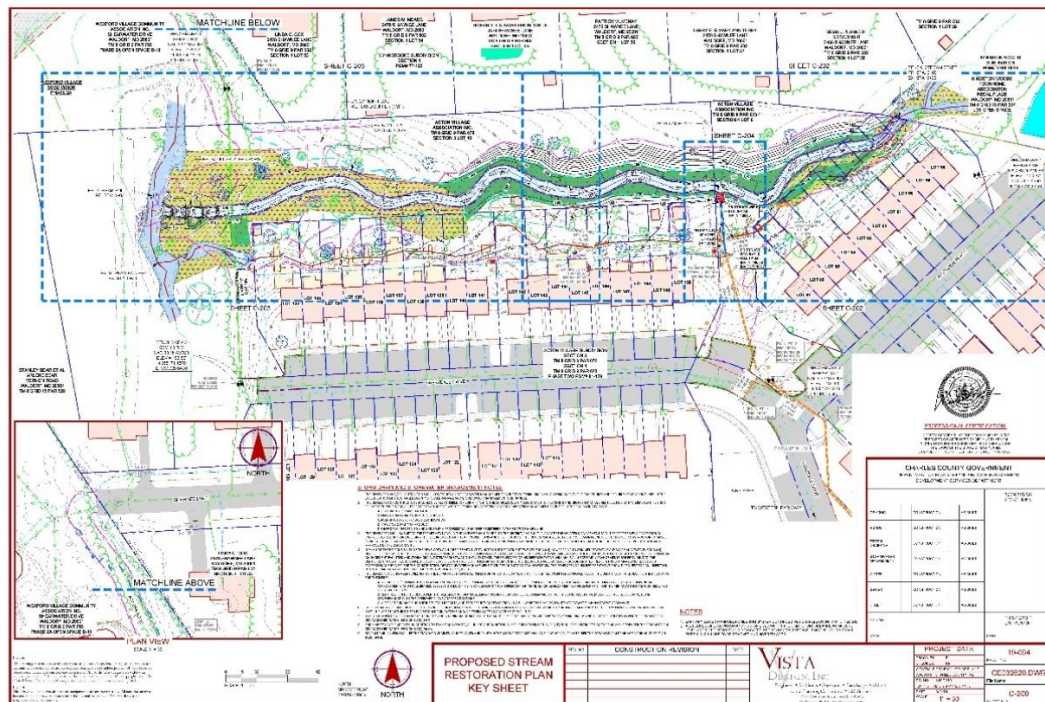


Following a review of the existing stream valley, surrounding properties and upstream watershed, Vista Design developed a conceptual plan for relocating the stream off private properties in keeping with the recommendations of MDE staff and in accordance with current regulations for stream

restoration projects. Following review by County staff, a Public Informational Meeting (PIM) was held on December 3, 2019 to share the plan with concerned homeowners, and to provide them a venue to voice their feedback, concerns and opinions with County staff. The PIM meeting was well attended by property owners along the stream, and all residents in attendance agreed with the proposal to relocate the stream. Following the PIM, the County commissioned Vista Design to pursue engineering design on the stream relocation project and to seek all required local, State

of Maryland and Federal approvals needed to construct. As of this date, the engineering plans have completed their 90% reviews by all review agencies, and it is anticipated that all approvals and permits will be received by March 2021.

Through the proposed stream relocation, the County is seeking to not only protect the adjoining Acton Village residents from further property damages due to flooding, but to also protect the stream valley, and downstream receiving waterbodies, from ongoing erosion within the existing stream. As a result of this proposed project, the relocated and restored stream will reduce nutrient runoff to downstream waterbodies by over 280 lbs./yr. of Nitrogen, 19 lbs./yr. of Phosphorus and 31 tons/yr. of suspended solids.



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 NPDES: Westdale Drive Stream Relocation and Restoration project is intended to restore and protect properties regularly damaged by an undersized and actively eroding stream channel, as well as prevent sediment from the eroding stream being conveyed into sensitive downstream waterbodies. The project includes the relocation of an active stream from the rear of private properties onto an HOA owned open space parcel.

The NPDES: Westdale Drive Stream Relocation and Restoration project was initiated following repeated flooding of adjacent townhome properties. Many of the impacted property owners indicate they experience flooding on a yearly basis and have taken steps to control the stream by installing culverts, fences or rock armoring. Unfortunately, these techniques have had the opposite effect and have instead decreased the conveyance capacity of the stream, thereby increasing the frequency of flooding. The homeowner installed modifications have also led to many areas of the private properties becoming overwhelmed with trash and debris traveling downstream from upstream areas, which has become both a physical and financial impairment for many homeowners quiet enjoyment of their properties. Due to financial limitations of the residents, the community has long approached the Charles County government seeking financial and engineering assistance to resolve the issue and avoid the ongoing blight that the flooding is causing within the Acton Village subdivision.

An additional concern that this project seeks to is the relocation of the existing stream out of the yards of the affected homeowners. Due to erosion, the stream has migrated closer to the townhome dwellings, and in many locations has in a nearly three (3) foot deep channel being within 10-15 feet of the dwellings. In addition, and debris washing into the Acton Village subdivision from upstream areas results in blockages along the stream channel that traps shallow pools that are prime mosquito breeding. As such, many homeowners are unable to enjoy utilize their rear yards without fear of mosquito illnesses.



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Relocation of the stream away from the townhome dwellings will improve flood resiliency within the Acton Village subdivision, eliminate lateral and vertical erosion within the stream channel due to increased upstream storm flows which is resulting in excess suspended solids on the property, reduce property blight associated with resident's inability to utilize their rear yards, and mosquito infestations within the greater Waldorf. In addition, the relocated stream will be designed to current stream restoration regulations and will include the reduction of nutrient transport (over 280 lbs./yr. of Nitrogen, 19 lbs./yr. of Phosphorus, and 31 tons/yr. of suspended solids) to the downstream Mattawoman and Chesapeake Bay.



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Creek

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?**

The county has identified some local resources but has not yet secured additional funding from other state or local sources.

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

Pending

- 3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? _____ N/A**

If yes, what is the estimated monthly cost? _____

Is the cost per person or households? _____

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? _____

If yes, what is the % increase? _____

Discuss how costs were determined: N/A

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

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).*

County staff from DPW and PGM Departments visited the site on multiple occasions to evaluate an area of flooding concern within Acton Village and speaking to the affected residents. Afterwards, County staff directed multiple corrective measures be prepared for review and have kept the residents abreast on the proposed improvements. Several of the affected residents along with the Homeowners Associate has requested assistance from the County to resolve this issue.

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

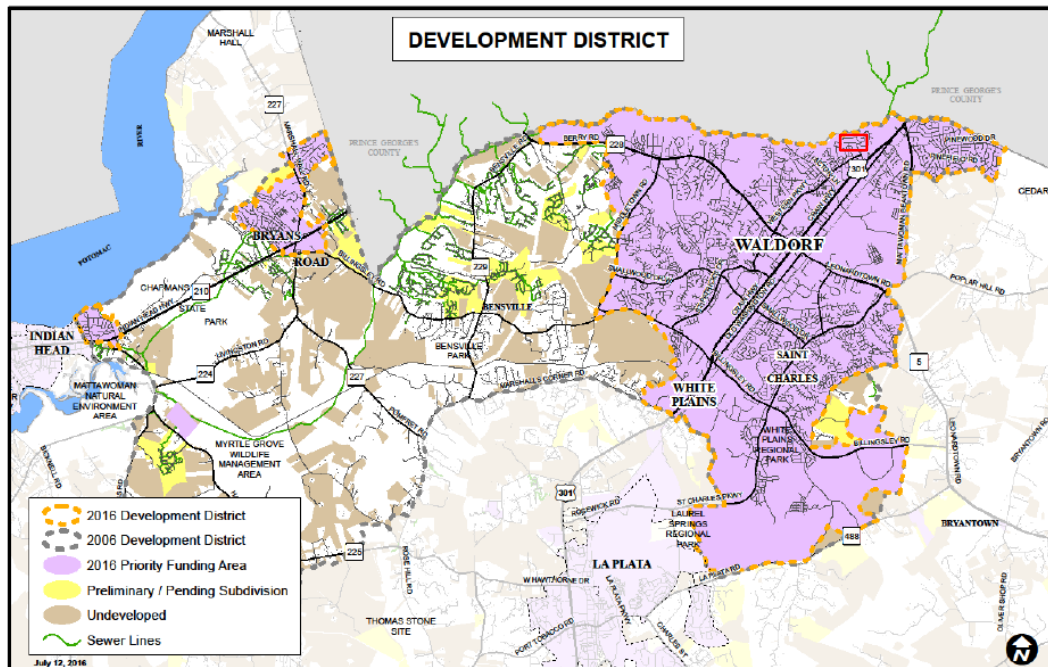
List Census Tract(s) and Block Groups for all projects:

(1) This project conforms to the following Commissioner Goals & Objectives:

- Goal2: Institutional Governance and Policy –Resource Stewardship (including Asset Management & Fiscal Responsibility:
 - County seeking State grants to help defray project costs
- Goal3: Environment–Climate Change Best Management Practices
 - Relocation of stream away from dwellings will provide additional conveyance capacity to mitigate negative impacts of climate change
- Goal5: Quality of Life –Public Safety
 - Relocation of stream will improve flood resiliency in the watershed

- (2) Economic Development – This project is not related to any economic development initiatives.
- (3) Priority Funding Map:

Figure 3-2, Development District



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.

X1. Benefit to Low and Moderate Income Persons:

☒ **Area Benefit (LMA)** ☐ % Determined by survey or census (Attach Survey Approval Ltr)
Submitted and Pending approval

- ☐ **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 9 CDBG \$ per beneficiary \$ _____
Total estimated # of LMI beneficiaries 8 CDBG \$ per LMI beneficiary \$ _____
% of LMI beneficiaries to total _____%

- ☐ **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 9 (*Count by Persons*)

2. **Estimated** Total LMI Beneficiaries 8 (*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	<u> </u>	<u> </u>
b.	Total Black or African American	<u> 8 </u>	<u> 0 </u>
c.	Total Asian	<u> </u>	<u> </u>
d.	Total American Indian or Alaska Native	<u> </u>	<u> </u>
e.	Total Native Hawaiian or Other Pacific Islander	<u> </u>	<u> </u>
f.	Total American Indian or Alaska Native and White	<u> </u>	<u> </u>
g.	Total Asian & White	<u> </u>	<u> </u>
h.	Total Black or African American & White	<u> </u>	<u> </u>
i.	Total American Indian or Alaska Native & Black or African American	<u> </u>	<u> </u>
j.	Other Multi-Racial	<u> </u>	<u> </u>
Total (number of all by <u>Race</u> must be the same as #1 above)		<u> 8 </u>	<u> 0 </u>

4. **Total** Number of Female-Headed Households 8

5. **Total** Number of Disabled 1

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 _____ (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries _____ (*Count by Persons*)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Elderly Persons
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Illiterate Adults
<input type="checkbox"/> Migrant Farm Workers	<input type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Homeless Persons	<input type="checkbox"/> Person Living with AIDS
4. 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:
5. 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:

Describe the proposed accomplishments of the project:

N/A INTENTIONALLY LEFT BLANK

**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

N/A INTENTIONALLY LEFT BLANK

**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.

N/A INTENTIONALLY LEFT BLANK
**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);
6. Product Line(s) or Service;
7. Discuss their market area(s) including geography, major customers and other Characteristics; and
8. 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: G	APPLICANT	OTHER:	OTHER:	OTHER:		
Design Services	\$139,200 (P)					\$139,200	
Construction Services	\$660,800(P)	\$779,200 (C)				\$1,440,000	General Fund
Construction Surveillance		\$36,000 (C)				\$36,000	General Fund
Const. Inspection Services		\$72,000 (C)				\$72,000	General Fund
Title Services		\$1,440 (C)				\$1,440	General Fund
Plan Review Services		\$2,000 (C)				\$2,000	General Fund
Construction Contingency		\$144,000 (C)				\$144,000	General Fund
Project Admin. (Cash)		\$78,906				\$78,906	
Project Admin. (In-Kind)							
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$800,000	\$1,113,546	\$	\$	\$	\$1,913,546	

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

John Stevens, Chief of Capital Services will serve as the backup person for the grant administration. Mr. Stevens will be the primary person in charge of design and construction management of the project as he has managed CDBG grant funded projects in the past for Charles County Government. Other Charles County Government staff under Mr. Stevens' supervision will also assist in the management of design and construction services.

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

Pat King, Community Development Administrator and Rita Wood, Housing Authority Chief will ensure all Community Development Block Grant regulations and requirements are met.

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

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	March 1, 2021	
Environmental Review	March	May 2021
Preliminary Engineering	Completed	
Site Acquisition	June	June 2021
Bidding & Selection Engineering	July	August 2021
Meeting 180 Day Expenditure Requirement	August	August 2021
Engineering	September	December 2021
Bidding & Selection Construction	January 2022	February 2022
Construction	March	February 2023

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	January 2021	March 2021	DHCD
Environmental Review	March 2021	June 2021	DCS
Bidding	June 2021	August 2021	Capital Services
Contractor Selection and Pre-Construction Meeting	October 2021	October 2021	Capital Services
Construction	November 2021	January 2023	Capital Services

PART I

DAVIS BACON:

1. Do Davis-Bacon wage rates apply to the project? ☒ Yes ☐ No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? ☒ Yes ☐ No
3. Use the space below to:

a.
on the project; and

Discuss Davis-Bacon rates and their impact

b.
your cost estimates.

Explain how you calculated the rates into

- a. Utilizing Davis-Bacon rates for the NPDES: Westdale Drive Stream Restoration and Relocation project is anticipated to increase the total project cost by approximately 40% compared to not utilizing Davis Bacon rates. This is primarily due to the large number of man-hours that is anticipated to be required to complete the project.

- b. The attached cost estimate was prepared based upon a review of costs for similar projects within Charles County, including a review of both large- and small-scale projects, various material suppliers, and varying contractors. The cost estimate provided is our engineer's best estimation of the actual costs for the completed project and are subject to the variances in contractor schedules and material availability. As such, the estimate is subject to change.

PART J

ACQUISITION / RELOCATION:

1. Has site control been secured? ☐ Yes ☐ No If yes, explain how:

N/A

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

N/A

3. Estimated cost of acquisition:

\$ 0

4. Sources of funds for acquisition:

N/A

5. Number of parcels to be acquired:

Residential: 0

Business 0

6. Will acquisition be done with eminent domain if needed?

☐ Yes ☐ No: N/A

7. Is acquisition of easements required? ☒ Yes ☐ No

If yes, did applicant include costs associated with the Uniform Act? ☐ Yes ☒ No

No cost associated with acquisition of easement.

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:

\$ N/A

10. Sources of funds for relocation:

N/A

# 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	8	1	0	9	0
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. N/A

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

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 4 employees in the last 3 years file a Claim with either the EEOC or the MD Civil Rights Commission based on a variety of factors - discrimination of race and sex and disability and retaliation, hostile work environment, retaliation. No complaints file regarding discrimination of employment.

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 ordinance 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 ordinance 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?

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 complaints regarding housing discrimination.

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**

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.

1. Will your project involve the renovation or rehabilitation of a building that is at least 50 years old or is located in a national historic register district? ☐ Yes ☒ No

2. Will your project involve or impact an archaeological site? ☐ Yes ☒ No

3. Will your project impact any wildlife that is threatened or endangered? ☐ Yes ☒ No

See attached Environmental review letter from Maryland Department of Natural Resources

4. Will your project involve the abatement or removal of asbestos from a building?
☐ Yes ☒ No

5. Will your project involve the abatement or removal of lead-based paint from a building?
☐ Yes ☒ No

6. 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:

The NPDES: Acton Village Stream Relocation / Restoration project proposes the relocation and restoration of +/- 800 feet of a perennial stream. This project does not propose any changes to existing townhome infrastructure. Relocating the stream north and away from the existing townhomes into the wooded open space parcel owned by the Acton Village Homeowners Association will alleviate existing stream channel erosion and flooding issues to adjoining homeowners. Environmental review for the project by Maryland Department of Natural Resources concluded that "there are no official State or Federal records for listed plant or animal species within the delineated area shown on the map provided." Review letter has been attached for reference.

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 applicant:
 - 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 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
 - 12. 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, County Commissioners

Signature

Date