

ACDS

ARUNDEL COMMUNITY DEVELOPMENT SERVICES, INC.

ANNE ARUNDEL COUNTY

Activity Recommendation Form

for

PUBLIC SERVICES

LOCAL FISCAL YEAR 2010

COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM

EMERGENCY SHELTER GRANT
(ESG) PROGRAM

HOUSING OPPORTUNITIES FOR PERSONS
WITH AIDS (HOPWA) PROGRAM

IMPORTANT INFORMATION

- Recommendations must be received at the ACDS office by Wednesday, October 29, 2008 at 4:00 p.m.
- One original Recommendation Form and one copy must be submitted to:

Arundel Community Development Services, Inc.
ATTN: Erin S. Karpewicz
2666 Riva Road, Suite 210
Annapolis, MD 21401

- Please see important information regarding selection guidelines (attached as Exhibit I) and federal program guidelines (attached as Exhibit II) before you complete the Recommendation Form.
- To discuss whether or not a specific activity may be eligible, to request an electronic version of the application, or to learn more about the application requirements, please contact Erin Karpewicz of the Planning Staff at (410) 222-7600 extension 154 or e-mail ekarpewicz@acdsinc.org. Those submitting a new or first-time recommendation are **strongly encouraged to contact the Planning Staff to discuss their proposal before submitting an application.**
- A **public hearing** to discuss the details of the recommendation process will be held at **6:30 p.m. on October 23, 2008** at:

**Arundel Community Development Services, Inc.
2666 Riva Road, Suite 210
Annapolis, MD 21401**

**LOCAL FISCAL YEAR 2010
ACTIVITY RECOMMENDATION FORM
FOR PUBLIC SERVICES**

Project Information

Project Title: _____

Type of Funds Requested Amount of Funds Requested: \$ _____

- CDBG
- ESG
- HOPWA

Total Project Budget: \$ _____

I. APPLICANT INFORMATION

Organization Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Title: _____

E-mail: _____ Federal ID Number: _____

Incorporation Date and State: _____

501(c)(3) Registration Date: _____

II. EXECUTIVE SUMMARY

In one page or less, provide a brief summary of your project. Please be sure to address the following items: the purpose of the project, how many people will be served, and how the funding will be used.

III. DESCRIPTION OF NEED

Describe how your project or program will meet an unmet housing and community development need. Please provide Census data, waiting list information, statistics and any other data that will help document the need for the activity you are recommending.

IV. PROJECT LOCATION AND BENEFICIARIES

1. Where is the proposed project to be located?

2. What is the primary service area(s) for this project? (attach map)

Briefly describe the boundaries of the service area and provide census tract numbers.

3. Is there another project providing the same service in the same service area?

Yes No

If yes, please explain why both projects are needed in order to meet a need.

4. How many people will directly benefit from this project? _____

Of those, how many are low and moderate income? _____

5. Please identify the number of persons with special needs that this project will serve, if applicable.

Persons who are homeless: _____

Persons with physical disabilities: _____

Persons with mental illness: _____

Persons with HIV/ AIDS: _____

Elderly persons: _____

At-risk children and youth: _____

Other (specify): _____

6. How will you document participant(s) income (if required)?

7. If applying for ESG funds, how will you document that participants are homeless?

8. If applying for HOPWA funds, how will you document that participants are medically diagnosed with HIV/AIDS?

V. PROJECT GOALS

Using the following chart, please describe how your proposed project meets one of the Goals and one of the Strategies from the County's 5 year Consolidated Plan (attached as Exhibit III), as well as the expected outputs and outcomes and how they will be measured.

GOAL: What Consolidated Plan goal does your project fall under?

(Example: Maintain and expand the existing supply of affordable rental housing.)

STRATEGY: What is the Consolidated Plan strategy associated with that goal?

(Example: Provide financing and technical assistance to rehabilitate large multifamily affordable rental housing projects.)

OUTPUTS: Using this strategy, how many outputs or units will be served?

(Example: Develop 82 affordable rental units through acquisition and rehabilitation of an existing complex.)

OUTCOMES: What are the program outcomes you want to achieve or long term indicators that you are achieving success?

(Example: 82 low income families will have permanent, affordable housing.)

MEASUREMENT: How will you measure the outcomes?

(Example: Collection of household and income data, leasing data, 25 year affordability period.)

VI. ORGANIZATION EXPERIENCE AND CAPACITY

1. Number of paid staff:

Full time: _____ Part time: _____

2. Number of paid staff that will work on this project:

Full time: _____ Part time: _____

3. Number of volunteer staff:

Full time: _____ Part time: _____

4. What is the amount of your organization's current annual operating budget?

List your major source(s) of funding:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

5. Do you currently receive funding - or are you applying for funding - through other County Agencies? Yes No

If yes, provide the agency name, contact person, amount requested, and program funded.

Agency Name: _____

Contact Person: _____

Amount Requested: _____ Program Funded: _____

6. Describe your organization's mission, activities currently being undertaken, and how your proposed project furthers that mission and current activities.

VII. PROJECT BUDGET

Please complete the following budget chart for this project, including all budget items, the total budget for each item, and what funds are being requested for each line item.

BUDGET ITEM	TOTAL BUDGET	FUNDS REQUESTED
Salaries/Benefits (list each position) _____ _____ _____ _____ _____ _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____ \$ _____
Rent/Leasing Costs	\$ _____	\$ _____
Utilities/Telephone (please specify) _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
Equipment	\$ _____	\$ _____
Insurance	\$ _____	\$ _____
Office Supplies	\$ _____	\$ _____
Printing/Postage	\$ _____	\$ _____
Audit/Accounting	\$ _____	\$ _____
Other (please describe) _____ _____ _____ _____	\$ _____ \$ _____ \$ _____ \$ _____	\$ _____ \$ _____ \$ _____ \$ _____
TOTAL BUDGET	\$ _____	\$ _____

VIII. LEVERAGING

1. Have you applied or do you intend to apply for funding from other sources for this project? Yes No

If no, why not? _____

If yes, where have you applied? (If approved, please provide a copy of the commitment letter.)

	Approved <input type="checkbox"/>	Pending <input type="checkbox"/>	Denied <input type="checkbox"/>
Source			
Contact Person			

	Approved <input type="checkbox"/>	Pending <input type="checkbox"/>	Denied <input type="checkbox"/>
Source			
Contact Person			

	Approved <input type="checkbox"/>	Pending <input type="checkbox"/>	Denied <input type="checkbox"/>
Source			
Contact Person			

2. Please identify all of the sources of funds available for the project you are recommending and if the funds will be provided to you in the form of a loan or a grant.

Source of Funds	Loan/Grant	Amount
		\$
		\$
		\$
		\$

3. If you will use volunteers or in-kind contributions for this project, please explain.

IX. QUESTIONS FOR NEW APPLICANTS ONLY

If this is the first time that your project will receive federal funds from ACDS, please answer the following questions.

1. Do you anticipate needing additional funds from ACDS for this project in future years? Yes No

If yes, how many years do you anticipate applying for funds? _____

Why is continued ACDS funding necessary?

2. How will the project be continued in the future if federal funds are not available? Provide details as to a fundraising plan to ensure the project's long term success.

ACTIVITY SELECTION GUIDELINES

- The activities selected to receive funding must be eligible activities, as defined by the federal regulations.
- Activities must meet a Consolidated Plan Goal and Strategy. A copy of the Consolidated Plan Goals and Strategies is attached as Exhibit III.
- Priority will be given to projects and programs which address the County's guiding principles. The three guiding principles are as follows:
 1. The County will make as its utmost priority the stabilization, maintenance, redevelopment and expansion of affordable housing, whether it be for homeowners, renters, or special needs populations.
 2. The County will concentrate housing and community development activities in the neighborhood revitalization areas of Brooklyn Park, the Severn community, and the Glen Burnie area.
 3. Public service dollars will be targeted toward (i) new start-up programs that support housing activities and (ii) new start-up programs that benefit those living in neighborhood revitalization areas.
- The recommended activities must provide maximum public benefits relative to cost.
- The recommendation should define the outcomes the activity will produce and how those outcomes will be measured.
- The recommended activity must not duplicate services available from the County or services being provided by another organization serving the same service area/population as the proposed activity.
- All activities should leverage other funding sources to the greatest extent possible, demonstrating cost sharing opportunities and in-kind contributions.
- Recommended activities should constitute a new or substantial increase in services. Activities requiring multi-year funding will be encouraged to seek other sources of funding after three years.
- Priority will be given to activities which serve residents of Anne Arundel County. If sufficient funds are available, activities located in the City of Annapolis will be considered, especially to the extent that they have a regional benefit.

OVERVIEW OF FEDERAL GUIDELINES

CDBG Program

In order to qualify for federal CDBG funds, public service activities must meet the *Low and Moderate Income Benefit* National Objective, as described below.

Low and Moderate Income (LMI) Benefit – In order to qualify as meeting this objective an activity must benefit Low and Moderate Income persons (LMI persons). This is accomplished by serving persons whose households earn 80 percent of area median income (AMI) and below (see chart below), or by serving persons presumed to be Low and Moderate Income such as those with special needs, persons with disabilities, homeless persons and the elderly. Additionally, in order to meet the criteria of LMI benefit, a project must serve a minimum of 51 percent low and moderate income persons OR the project must be located in an area predominantly inhabited by LMI residents. However, activities which serve more than the required LMI persons are reviewed more favorably since they are serving more persons with limited incomes than what is required by the federal regulations.

	Family Size 1	Family Size 2	Family Size 3	Family Size 4	Family Size 5	Family Size 6	Family Size 7	Family Size 8
80 % of AMI	\$43,050	\$49,200	\$55,350	\$61,500	\$66,400	\$71,350	\$76,250	\$81,200

effective May 2008

CDBG Eligible Activities

In addition to meeting a national objective, the proposed project must be an eligible CDBG activity. These public service activities include:

- Homeownership assistance, crime prevention programs, child care, drug abuse and other health needs counseling, and programs that meet education and/or recreational needs.

CDBG Ineligible Activities

The following activities are ineligible for assistance through the CDBG program:

- Routine operation, maintenance, and repair of public facilities.

- Assistance to churches to support inherently religious activities, such as worship, religious instruction, or proselytization.

ESG Program

To be eligible for ESG funds, any proposed activity must provide housing or services to homeless persons or persons who are at risk of becoming homeless. The following activities are eligible under the ESG Program.

- Essential services for the homeless, such as services concerned with employment, drug abuse and other health needs counseling, education, and transportation.
- Maintenance, operation, insurance, utilities and furnishings for an emergency shelter.
- Efforts to prevent persons from becoming homeless, such as emergency financial assistance to prevent evictions or utility service termination.

HOPWA Program

The HOPWA program was created to provide housing and supportive services for low and moderate income persons (see income chart) who are medically diagnosed with HIV/AIDS and their families. Eligible activities include:

- Housing information services which assist eligible persons in locating, acquiring, financing, and maintaining housing.
- Fair housing counseling.
- Identification of housing resources.
- Lease and repair of facilities to provide housing.
- Project or tenant based rental assistance.
- Short-term rent, mortgage, and utility payments to prevent homelessness.
- Supportive services such as health, mental health, housing placement, substance abuse counseling, nutritional services, etc.
- Operating costs for housing.
- Technical assistance to establish and operate a community residence.

**ANNE ARUNDEL COUNTY
 CONSOLIDATED PLAN GOALS & STRATEGIES: 2006-2010**

I. AFFORDABLE HOMEOWNERSHIP HOUSING

GOAL & INTENDED OUTCOME	
<i>Maintain the existing supply of affordable housing for homeownership; increase the supply of well maintained and well designed affordable homeownership units; and assist first time low and moderate income buyers with the purchase of their first home.</i>	
STRATEGIES	
I.A.	Provide low interest financing to households so that they can make substantial improvements to their homes enabling them to remain in their homes.
I.B.	Continue to provide technical assistance for the rehabilitation and reconstruction of low income, owner-occupied homes.
I.C.	Increase the supply of quality affordable units through acquisition and rehabilitation efforts.
I.D.	Increase the supply of new affordable housing by writing down the cost of the land through various mechanisms such as when County surplus land is made available at no cost for new housing or when federal, State, or County dollars are used to purchase land for the construction of new housing.
I.E.	Provide counseling to prepare first time low and moderate income homebuyers for homeownership as well as to provide counseling to current homeowners facing foreclosure on their home.
I.F.	Lower the costs for first time homebuyers by providing funds for mortgage write-down, as well as down payment and closing cost assistance.
I.G.	Explore opportunities to partner with the State, private banks and social investors to create new financing tools to help first time homebuyers purchase homes.

II. AFFORDABLE RENTAL HOUSING

GOAL & INTENDED OUTCOME	
<i>Maintain and expand the existing supply of affordable rental housing through rehabilitation efforts, new construction and rental assistance programs.</i>	
STRATEGIES	
II.A.	Provide financing and technical assistance to rehabilitate and modernize large multifamily affordable rental housing projects and small scattered site rental units.
II.B.	Monitor, encourage and assist owners of rental properties previously financed with federal subsidies to secure new financing for the rehabilitation and continuation of these properties as affordable or encourage them to sell their properties to new owners who are able to rehabilitate them and continue to offer them as affordable to limited income tenants.

GOAL & INTENDED OUTCOME (continued)	
<i>Maintain and expand the existing supply of affordable rental housing through rehabilitation efforts, new construction and rental assistance programs.</i>	
STRATEGIES	
II.C	Facilitate construction by private developers of new affordable rental units by providing funds, in the form of gap financing, to make such projects feasible.
II.D	Provide a Payment In Lieu of Taxes (PILOT) program to developers of affordable multifamily housing to maximize private financing.
II.E	Explore changes to land use regulations which would allow affordable multifamily housing in nonresidential zones.

III. PUBLIC HOUSING & RENTAL SUBSIDY PROGRAMS

GOAL & INTENDED OUTCOME	
<i>Provide rental assistance and support services to low income households by utilizing available programs as effectively and extensively as possible, and continue efforts to maintain the long term physical and social viability of the County's existing public housing inventory.</i>	
STRATEGIES	
III.A	Support the Housing Commission's continued operation of tenant based rental subsidy programs and continue efforts to expand the availability and supply of these programs.
III.B	Encourage efforts to increase the number of landlords accepting tenant based rental subsidies.
III.C	Encourage and facilitate the Housing Commissions effort to maintain and improve their rental communities.
III.D	Encourage programs such as recreation and education programs or congregate services which serve the most vulnerable public housing residents, youth and elderly.

IV. HOMELESS

GOAL & INTENDED OUTCOME	
<i>Work toward ending and preventing homelessness by (1) increasing the supply of affordable permanent housing with supportive services; (2) preventing families and individuals from becoming homeless; (3) ensuring adequate interim or short term housing options; (4) providing comprehensive essential services to support their efforts to transition quickly from interim or short term housing to permanent housing as well as maintain permanent housing placement.</i>	
STRATEGIES	
IV.A	Provide emergency financial assistance and counseling to households who are at risk or in danger of being evicted from their rental units.
IV.B	Continue to support the operation of existing emergency, transitional, and domestic violence shelters and seek funds for the enhancement of those facilities and accompanying services.
IV.C	Support projects which provide supportive services such as counseling, literacy, life skills, workplace training, and child care serving homeless individuals and families, and victims of domestic violence.
IV.D	Assist homeless people, including chronically homeless, access permanent affordable housing with accompanying supportive services.
IV.E	Support programs which attempt to engage the unsheltered homeless possibly chronically homeless, and connect them with the resources they need to work toward independence.

V. SPECIAL NEEDS - PHYSICAL & DEVELOPMENTAL DISABILITIES, MENTAL ILLNESS, SUBSTANCE ABUSE, HIV & AIDS

GOAL & INTENDED OUTCOME	
<i>Assist in making available a variety of affordable housing options, which, in conjunction with any needed supportive services, will enable those persons with special needs including those with physical and developmental disabilities, mental illness, substance abuse challenges and those with HIV and AIDS to live as independently as possible in the community and to prevent homelessness and hospitalization.</i>	
STRATEGIES	
V.A	Expand the supply of housing with supportive services for persons with special needs.
V.B	Maintain and make accessible the existing supply of housing with supportive services for persons with special needs.
V.C	Maintain rental assistance programs with supportive services which allow persons with special needs to choose their own housing in the private rental market.

GOAL & INTENDED OUTCOME (continued)	
<i>Assist in making available a variety of affordable housing options, which, in conjunction with any needed supportive services, will enable those persons with special needs including those with physical and developmental disabilities, mental illness, substance abuse challenges and those with HIV and AIDS to live as independently as possible in the community and to prevent homelessness and hospitalization.</i>	
STRATEGIES	
V.D	Expand rental assistance programs with supportive services which allow persons with special needs to choose their own housing in the private rental market.
V.E	Support efforts to provide education and outreach to landlords so they will be more willing to participate in tenant based rental assistance programs.
V.F	Assist low income homeowners with disabilities to make accessibility modifications so that they can remain in their homes.
V.G	Support the efforts of special needs providers to develop facilities for day and vocational programs that provide services to individuals with physical and developmental disabilities.

VI. THE ELDERLY POPULATION

GOAL & INTENDED OUTCOME	
<i>Assist in making available a variety of affordable housing options, which, in conjunction with any needed supportive services, will maximize independence and enable the County's senior residents to live as independently as possible in the community as well as to age in place.</i>	
STRATEGIES	
VI.A	Develop new affordable housing communities to serve the needs of the elderly.
VI.B	Support programs and explore financing opportunities for providing supportive services for the elderly which enable them to remain in their homes or in rental communities, allowing them to age in place.
VI.C	Explore options for structuring Payment In Lieu Of Taxes (PILOT) Agreements so that payments can be used to fund services to enable elderly tenants to maintain their independence.
VI.D	Continue to assist elderly homeowners to alter their homes in a way which makes their home more accessible and allows them to remain in their home for a longer period of time.

VII. NEIGHBORHOOD REVITALIZATION

(1) Severn Area, (2) Brooklyn Park and (3) Glen Burnie Area

GOAL & INTENDED OUTCOME	
<i>Concentrate housing and community development expenditures in order to revitalize neighborhoods in accordance with community plans which include projects and activities that create or retain affordable housing, stabilize neighborhoods and improve the overall quality of life.</i>	
STRATEGIES	

(1) SEVERN AREA

VII.A	Continue and expand programs to acquire and rehabilitate homes to stabilize and improve housing stock, promote homeownership, and encourage residential stability.
VII.B	Continue to offer a variety of programs and incentives that will encourage homeowners to invest in their community by upgrading and modernizing their homes, thus stabilizing the housing stock and improving the quality of neighborhoods.
VII.C	Continue to seek solutions for improving the quality of life by improving the management of the townhouse communities.
VII.D	Support activities and opportunities, such as recreation programs for youth, which will improve the quality of life for the residents of the Severn area.
VII.E	Continue to explore opportunities to create a centralized community facility to provide services to the community.

(2) BROOKLYN PARK AREA

VII.F	Offer a variety of programs and incentives that will encourage homeowners to invest in their community by upgrading and modernizing their homes, thus stabilizing the housing stock and improving the overall appearance of the neighborhood.
VII.G	Continue and expand programs to acquire and rehabilitate homes in Brooklyn Park as a means of expanding the supply of affordable housing and encouraging homeownership.
VII.H	Support programs that provide services to youth and elderly, the community’s most vulnerable populations.
VII.I	Continue to explore opportunities for financing projects and activities that will improve the quality of life for residents and stabilize the community.

(3) GLEN BURNIE COMMUNITY

VII.J	Begin intensive planning during the first year of the Consolidated Plan and implement as much of the plan as possible during the five year period.
VII.K	Assess the need for a tailored property rehabilitation program for current homeowners to enhance and renovate their homes, and implement the program throughout the five year period.

GOAL & INTENDED OUTCOME (continued)	
<i>Concentrate housing and community development expenditures in order to revitalize neighborhoods in accordance with community plans which include projects and activities that create or retain affordable housing, stabilize neighborhoods and improve the overall quality of life.</i>	
STRATEGIES	
VII.L	Identify needed supportive services and specific neighborhoods which would benefit from them.
VII.M	Acquire and rehabilitate older homes to stabilize affordable housing and stimulate neighborhood revitalization.

VIII. ECONOMIC OPPORTUNITIES

GOAL & INTENDED OUTCOME	
<i>Support low and moderate income residents to take advantage of jobs by providing the linkage to organizations which provide job training, funding to supportive services which directly support a household to obtain gainful employment, and funding for ideally located affordable housing options near employment centers.</i>	
STRATEGIES	
VIII.A	Support activities that improve the skills of low to moderate income persons to enable them to access employment opportunities.
VIII.B	Support the provision of quality affordable child care for low and moderate income residents to enable parents to work or obtain training.
VIII.C	Support the transportation needs of low and moderate income residents in getting to and from their jobs.
VIII.D	Directly support efforts to construct affordable housing located near employment centers.

IX. HISTORIC PRESERVATION

GOAL & INTENDED OUTCOME	
<i>Focus historic preservation activities in older minority communities and on facilities that enhance community identity and underscore community values.</i>	
STRATEGIES	
IX.A	Support the rehabilitation and adaptive reuse of properties identified in joint venture with the Maryland Historical Trust and other historic preservation organizations within or serving minority communities in order to provide physical space for community needs including access to services such as health care, Head Start Programs, recreation, senior activities, housing counseling and youth services.