

ACDS

ARUNDEL COMMUNITY DEVELOPMENT SERVICES, INC.

ANNE ARUNDEL COUNTY
ACTIVITY RECOMMENDATION FORM
for
CAPITAL PROJECTS
LOCAL FISCAL YEAR 2013

**Community Development Block Grant (CDBG)
Program**

Home Investment Partnerships (HOME) Program

2666 Riva Road, Suite 210
Annapolis, MD 21401

CAPITAL PROJECTS
AFFIRMATION TO FURTHER
FAIR HOUSING

As a recipient of federal funds being administered by Anne Arundel County, all subrecipients developing housing and/or sponsoring housing related projects are required to promote and affirmatively market housing to ensure fair housing choice for all persons, regardless of race, color, religion, sex, familial status, disability and notional origin. While exceptions may exist for housing projects or programs tailored to a specific special needs clientele, all programs and projects are required to comply with the federal Fair Housing Act.

Signature of Authorized Representative

Date

Print Name

Title

IMPORTANT INFORMATION

- Recommendations must be received at the ACDS office by **12:00 noon, Thursday, December 1, 2011.**
- One original Activity Recommendation Form and one copy must be submitted to:

Arundel Community Development Services, Inc.
ATTN: Beth Brush
2666 Riva Road, Suite 210
Annapolis, MD 21401

- Attached is a copy of our Activity Selection Guidelines (Exhibit I), Overview of Federal Guidelines (Exhibit II), Agency Requirements, (Exhibit III), and Goals and Strategies (Exhibit IV), which we will use to prioritize funding applications for the next five years. All agencies who are awarded grant funds must show evidence that they are able to comply with requirements outlined in Exhibit III. Please read these requirements and contact us if you have any questions prior to applying for funds.

Please mark you calendar for the following dates to be part of the Budget Process for Local Fiscal Year 2013:

October Public Hearing - Thursday, October 27, 2011, 6:30 p.m.

- Report accomplishments from previous year
- Gather information on needs

March Public Hearing - March 8, 2012, 6:30 p.m.

- Announce FY 2013 Funding Recommendations

All meetings will be held in the ACDS conference room located at - 2666 Riva Road, 2nd Floor, Annapolis, MD.

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 Beth Brush of the Planning staff at 410-222-7600, ext. 153 or e-mail ebrush@acdsinc.org. **Those submitting a new recommendation are strongly encouraged to contact the Planning Staff to discuss their proposal before submitting an application.**

**ANNE ARUNDEL COUNTY
ACTIVITY RECOMMENDATION FORM
FOR CAPITAL PROJECTS
LOCAL FISCAL YEAR 2013**

Project Information

Project Title: _____

Amount of Funds Requested: \$ _____

Total Project Budget: \$ _____

I. APPLICANT INFORMATION

Organization Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Contact Person: _____ Title: _____

E-mail: _____ Federal ID Number: _____

DUNS 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 meets 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 BENEFICIARIES

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

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

What percentage of total beneficiaries will be low and moderate income? _____

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

3. Please identify the target population 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): _____

V. PROJECT GOALS

Using the format below, please outline the project's **goal**, the **strategy** you will utilize to meet the goal, and the **outputs** you will achieve, and how these **outputs** and **outcomes** will be measured.

GOAL: What is the goal of your program or activity?

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

STRATEGY: What strategy are you implementing to meet your 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.)

VII. PROPERTY INFORMATION

(Complete only if the project involves property acquisition.)

1. Where is the project located or to be located?

If the project is to be located at a specific location, please give the address.

Please describe the current use of the proposed location for the project.

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.

2. If the proposed project is for a specific location, do you have site control (deed, contract of sale)? Yes No

If no, please describe plans for obtaining site control with an estimated date for when you plan to have site control.

3. If the proposed project is for a specific location, what is the current zoning for the site? _____

Demonstrate how the proposed project is in compliance with local zoning codes and land use designations or describe any zoning or land use challenges currently being reviewed that may affect the project.

IX. PROJECT BUDGET

Complete the detailed budget below which specifically outlines the sources and uses of all project funds, and how the funds will be used to cover total project costs. Please add to the spreadsheet as necessary.

SOURCES AND USES

- I. **USES** (List all uses of funds for the project such as acquisition, design, rehabilitation, etc.)

	<u>USES</u>	<u>DOLLAR AMOUNT</u>
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
	Total Uses/Total Project Cost	\$

- II. **SOURCES** (List all sources of funds for the project)

	<u>SOURCES</u>	<u>DOLLAR AMOUNT</u>
1.	Request from ACDS	\$
2.		\$
3.		\$
	Total Sources for Project	\$

III. USES FOR FUNDS REQUESTED FROM ACDS

(List all of the specific items from the Project Budget above that you are requesting from ACDS.)

	<u>DOLLAR AMOUNT</u>
1.	\$
2.	\$
3.	\$
4.	\$

X. 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	Pending	Denied
Source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

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

Certification

“I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided in this application is true. By signing this application, I understand that ACDS may take photographs of the project or activity described in this application and I further acknowledge that ACDS owns all rights to the photographs and may use these photographs for advertising or promotional purposes.”

_____	_____
Signature of Representative	Date

_____	_____
Print Name	Title

ACTIVITY SELECTION GUIDELINES

- The activities selected to receive funding must be eligible activities, as defined on page 5.
- 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 the special needs populations.
 2. The County will concentrate housing and community development activities in the neighborhood revitalization areas of the Severn area, Brooklyn Park, and the Glen Burnie area.
 3. Priority for public service dollars will be given to (i) housing-related programs and services that improve housing stability and quality of life and (ii) 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.

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	\$44,950	\$51,400	\$57,800	\$64,200	\$69,350	\$74,500	\$79,650	\$84,750

effective June 1, 2011

Slums and Blight - For an activity to meet this objective, it must be designed to prevent or eliminate slum and blight conditions. If you are proposing an activity which you believe meets this objective, please contact ACDS so we may provide technical assistance to determine if the activity meets the federal definition of slums and blight.

Eligible Capital Activities

In addition to meeting a national objective, the proposed project must be an eligible CDBG activity. These activities include, but are not limited to:

- Acquisition and/or rehabilitation of real property, which is:
 - (1) blighted or deteriorated;
 - (2) appropriate for rehabilitation or conservation;

- (3) appropriate for historic preservation, urban beautification, open spaces and the provision of recreational opportunities;
 - (4) needed for the provision of eligible public works, facilities and improvements;
 - (5) appropriate for the development of housing; or
 - (6) needed for other public purposes.
- Acquisition, construction, reconstruction, or installation of public improvements or facilities, such as:
 - (1) shelters for the homeless;
 - (2) water and sewer facilities;
 - (3) flood and drainage improvements;
 - (4) community, senior and health centers; or
 - (5) parking, streets, curbs, gutters and sidewalks, parks, and playgrounds.
 - Clearances, demolition, and removal of buildings.
 - Removal of architectural barriers to the handicapped or elderly.
 - Acquisition, construction and reconstruction of privately owned utilities necessary for neighborhood revitalization and to prepare sites for the construction of sale or rental housing.
 - Rehabilitation of public housing and improvements of other publicly owned residential buildings.
 - Rehabilitation of historic properties.
 - Homeownership assistance to income eligible homebuyers.

Ineligible Activities

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

- Construction of, or improvements to, general government buildings and schools.
- Routine operation, maintenance, and repair of public facilities.

HOME Program

The HOME Program was created to provide decent affordable housing to low income households. The following activities are eligible for HOME funds:

- Rehabilitation and reconstruction of owner-occupied housing.
- Acquisition, rehabilitation, or construction of affordable housing for homebuyers.
- Acquisition, rehabilitation, or construction of affordable housing for renters.
- Financial assistance for rent and security deposits for low income tenants who have special needs, as defined in the County's Consolidated Plan.

AGENCY REQUIREMENTS

All agencies applying for funding must meet the following requirements:

Personnel: the agency must provide adequate administration of the program to ensure completion of the project. If the project is accepted for funding, the agency may be required to provide a copy of its Personnel Policies and Drug-Free Workplace Policy.

Non-Discrimination: Each agency receiving funds from the County is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the County, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.

Accounting: Each agency shall maintain accounting records which are in accordance with general accepted accounting principles and auditing practices, such as described in OMB Circular A-102, "Uniform Requirements for Assistance to State and Local Governments," OMB Circular A-122, "Cost Principles for Non-Profit Agencies."

Audits and Financial Reports: An agency must provide a copy of its most recent Independent Audit and Management letter. Non-federal entities that expend \$500,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year. Non-federal entities that expend less than \$500,000 a year in federal awards must submit a financial statement and other support documents to show how the CDBG funds were utilized. Local governments and nonprofit agencies are required to comply with OMB Circular A-133 "Audits of States, local governments, and non-profit agencies."

Insurance: Once an agency's project has been awarded funds, at the time signing of the agreement, the agency must provide evidence of insurance, including, but not limited to, comprehensive general liability insurance in the amount not less than One Million Dollars (\$1,000,000) and Automobile Liability Insurance with a combined single limit of not less than One Million Dollars (\$1,000,000), worker's compensation, fire and extended coverage, builder's risk and other coverage as deemed necessary by ACDS, with an indemnification and hold harmless acceptable to ACDS and naming ACDS as an additional insured.

Other Federal Requirements: An Agency may be responsible for complying with other Federal Requirements, depending on the size and scope of the proposed project. These requirements may include: Fair Housing and Equal Opportunity rules, Affirmative Marketing requirements, Handicapped Accessibility, Equal Opportunity Employment, Section 3 Economic Opportunities, Minority and Women Owned Business outreach, Labor requirements, Conflict of Interest, Debarred Contractors, Flood Insurance, Site and Neighborhood Standards, Lead Based Paint, Uniform Relocation Act, and Environmental Review.

ANNE ARUNDEL COUNTY
CONSOLIDATED PLAN GOALS & STRATEGIES: FY 2011 – FY 2015

I. AFFORDABLE HOMEOWNERSHIP HOUSING

GOAL & INTENDED OUTCOME	
<i>HOMEOWNERSHIP HOUSING GOAL: Maintain the existing supply of affordable housing for homeownership; increase the supply of well maintained and well designed affordable homeownership units; and assist low and moderate income buyers with the purchase of their first home.</i>	
STRATEGIES	
I.A.	Provide low interest financial resources to low and moderate income County homeowners to make energy efficiency improvements, eliminate substandard housing conditions, and reduce maintenance costs, thereby allowing them to remain in their homes, while improving the overall quality of the community and its housing stock.
I.B.	Provide financial counseling and technical assistance to low and moderate income homeowners throughout the rehabilitation process to ensure that (i) the scope of work meets the homeowner's rehabilitation needs and financial capacity; and (ii) quality work is completed in a timely manner by qualified contractors.
I.C.	Increase the supply of quality affordable housing units through the acquisition and rehabilitation of existing housing, including foreclosed units, and through the acquisition of land and construction of new units for qualified households.
I.D.	Explore opportunities for use of surplus Board of Education properties and County owned surplus properties for adaptive reuse as workforce housing.
I.E.	Provide homeownership education and counseling to prepare potential homebuyers for the financial commitment and responsibilities of purchasing a home, through intensive individual budget and credit counseling and group seminars on the homebuying process, ensuring future homeownership success.
I.F.	Increase homeownership opportunities for first time homebuyers by lowering the upfront purchase cost through the provision of funds for mortgage write-down, closing cost and down payment assistance.
I.G.	Provide comprehensive foreclosure prevention counseling to existing homeowners by providing technical assistance and intensive one-on-one counseling to develop a plan of action, repair credit, assistance with loan modifications and lender negotiations, and legal referrals to avoid foreclosure.
I.H.	Continue to develop opportunities to partner with the federal and State government, private lenders, and nonprofit organizations to create new financing tools to assist first time homebuyers with their purchase of a home.
I.I.	Promote all homeownership programs throughout the entire County for all households, regardless of race, religion, ethnicity, sex, disability, or other protected class status by marketing these programs through specially targeted housing fairs, community meetings and seminars.

II. AFFORDABLE RENTAL HOUSING

GOAL & INTENDED OUTCOME	
<i>Maintain and expand the existing supply of affordable rental housing through rehabilitation efforts and new construction of affordable units disbursed throughout the County.</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 privately owned 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 housing to limited income tenants.
II.C	Encourage and facilitate construction by private developers of new affordable rental units by providing funds, in the form of gap financing, to make such projects feasible. Priority shall be given to projects that serve low income families, projects located in the County’s targeted growth areas, projects located near transit stations and employment center, projects that are mixed use or mixed income, and projects serving areas of the County that have been traditionally less affordable.
II.D	Provide a Payment in Lieu of Taxes (PILOT) program to encourage developers to produce affordable multifamily housing by reducing operating expenses and maximizing private financing. Encourage developers to serve an increased number of low income tenants by structuring PILOT agreements such that the PILOT payment is prorated to reflect the number of units being set aside for very low income tenants.
II.E	Explore changes to land use regulations which would allow affordable multifamily housing in nonresidential zones or in lower density residential zones traditionally limited to single-family housing.

III. PUBLIC HOUSING & RENTAL SUBSIDY PROGRAMS

GOAL & INTENDED OUTCOME	
<i>Provide rental assistance and support services to low income households by expanding effective programs 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 efforts to maintain and expand its tenant based rental subsidy programs.
III.B	Encourage outreach efforts to potential landlords facilitating increased acceptance of tenant based rental subsidies throughout the County thus avoiding concentration of subsidized or assisted housing and allowing for full utilization of available vouchers.

PUBLIC HOUSING & RENTAL SUBSIDY PROGRAMS (continued)	
GOAL & INTENDED OUTCOME	
<i>Provide rental assistance and support services to low income households by expanding effective programs and continue efforts to maintain the long term physical and social viability of the County's existing public housing inventory.</i>	
STRATEGIES	
III.C	Encourage and facilitate efforts to complete renovations or modernization improvements to the County's public housing inventory to ensure long term viability.
III.D	For public housing communities being developed, priority will be given to mixed income family housing serving a variety of income levels and include opportunities for homeownership.
III.E	Encourage supportive service programs that support the most vulnerable public housing residents, including recreation and education programs for youth and congregate services for the elderly.

IV. SPECIAL NEEDS - PHYSICAL & DEVELOPMENTAL DISABILITIES, MENTAL ILLNESS, SUBSTANCE ABUSE, HIV & AIDS, and the Elderly

GOAL & INTENDED OUTCOME	
<i>HOUSING AND RELATED SERVICES FOR SPECIAL NEEDS POPULATIONS GOAL: Assist in making available a variety of affordable housing options, which, in conjunction with needed supportive services, enable persons with special needs – including those with physical and developmental disabilities, mental illness, substance abuse challenges, HIV and AIDS, and the elderly – to live independently as possible in the community of their choice.</i>	
STRATEGIES	
IV.A	Expand and maintain the supply of housing for persons with special needs through various mechanisms such as the acquisition and rehabilitation of group housing, and expansion of tenant based rental assistance programs which enable independent living.
IV.B	Assist supportive housing nonprofit organizations to maintain, rehabilitate, and make accessible the existing supply of supportive housing serving persons with special needs.
IV.C	Assist elderly and low income home-owners with disabilities to make accessibility repairs and alterations to their homes thereby allowing them to remain in their homes.
IV.D	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.
IV.E	Support the efforts of special needs providers to maintain and/or develop facilities that provide community based services, such as vocational and day programs to persons with disabilities.
IV.F	Increase the capacity and sustainability of nonprofit organizations enabling these organizations to maintain and expand their ability to provide housing and support services to the special needs populations.

V. HOMELESS

GOAL & INTENDED OUTCOME	
<p><i>Work toward ending and preventing homelessness by (i) increasing the supply of affordable permanent housing with supportive services; (ii) preventing families and individuals from becoming homeless; (iii) ensuring adequate interim or short term housing options; and (iv) providing comprehensive essential services to support the efforts of transiting quickly from homelessness to stable housing.</i></p>	
STRATEGIES	
V.A	Provide financial assistance and counseling to households, at risk of losing their homes and becoming homeless.
V.B	Assist homeless persons, including chronically homeless, veterans, and unaccompanied youth, quickly access permanent affordable housing with accompanying supportive services.
V.C	Expand and maintain the supply of permanent supportive housing for homeless persons, including chronically homeless, veterans, and unaccompanied youth, through various mechanisms such as the acquisition and rehabilitation of group housing, development of transitional and permanent housing, and expansion of tenant based rental assistance programs.
V.D	Support the continued operation of existing day programs, emergency, transitional, and domestic violence shelters, as well as the development or enhancement of those facilities and accompanying services.
V.E	Support and develop projects which provide supportive services such as case management, counseling, literacy, life skills, workplace training, and child care serving homeless families and individuals, and victims of domestic violence.
V.F	Support and develop programs which attempt to engage the homeless, including the chronically homeless, and connect them with the resources they need to work toward independence.
V.G	Increase the capacity and sustainability of nonprofit organizations to provide housing and supportive services to homeless populations.

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	
VI.A	Expand programs to acquire and rehabilitate homes in order to improve and stabilize the housing stock, increase the community’s overall desirability, and increase affordable housing opportunities.
VI.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.
VI.C	Support programs and efforts which seek to improve the quality of life for the residents of the County neighborhood revitalization areas, such as after school and child care programs, elderly services, health services, family support programs, and job training opportunities.
VI.D	Intensively market the County’s homeownership counseling and foreclosure prevention programs within the community to help residents increase and maintain successful homeownership.
VI.E	Work with the condominium associations and residents of the Severn area to develop and initiate a plan of action to address community needs, initiate improvements to the community’s commonly owned areas including the aging residential structures, and improve their financial capability and stability.

VIII. ECONOMIC OPPORTUNITIES

GOAL & INTENDED OUTCOME	
<i>Support the economic empowerment of low and moderate income residents by ensuring the availability of services such as job training and placement, transportation, child care resources, and other services which directly support a household's ability to obtain gainful employment and financial independence.</i>	
STRATEGIES	
VII.A	Support activities that improve the skills of low and moderate income persons access employment opportunities and obtain financial independence.
VII.B	Support the provision of quality affordable child care for low and moderate income residents to enable parents to work or obtain employment training.
VII.C	Support the transportation needs of low and moderate income residents to allow them to gain or maintain employment.

IX. HISTORIC PRESERVATION

GOAL & INTENDED OUTCOME	
<i>Focus historic preservation activities in older minority communities on facilities that enhance community identity and underscore community values.</i>	
STRATEGIES	
VII.A	Support the rehabilitation and adaptive reuse of properties identified in joint venture with the Maryland Historical Trust and other historic preservation organizations serving minority communities in order to preserve culturally and historically significant structures, while at the same time, providing physical space for community needs including access to services such as health care, Head Start programs, recreation, senior activities, housing counseling & youth services.

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