

CITY OF ANNAPOLIS

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Guidelines and Application *Local Fiscal Year 2018*



*COMMUNITY DEVELOPMENT DIVISION
Department of Planning and Zoning
145 Gorman Street
Annapolis, MD 21401
410-263-7961
410-263-1129 (fax)
Maryland Relay 711*

TABLE OF CONTENTS

GUIDELINES

Introduction

Submission Requirements	1
Program Requirements	2
National Objective	2
Local Objectives	2
Eligible Activities.....	4
Ineligible Activities	5
Selection Criteria	6
Outcome Performance Measurements.....	7
Application Process and Tentative Schedule	9
Contractual Agreements.....	10
For More Information.....	10
Technical Assistance.....	10
Special Note	10
Conflict of Interest Questionnaire	10

APPLICATION

**THE CITY OF ANNAPOLIS
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY 2018**

The City of Annapolis is in its 33rd year as a recipient of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD). Over the years, these federal funds have provided the City the opportunity to address the housing and community development needs of Annapolis' low and moderate income citizens. The City has used CDBG funds to provide homeownership opportunities, housing rehabilitation services, and support various human service organizations.

The success of the Annapolis community development program lies with its citizen's participation. The City's many caring citizens and community organizations help to identify programs and projects for CDBG funding. Once the City makes funding available, these same groups and individuals work to carry out the approved programs and projects. In Fiscal Year 2018, which begins July 1, 2017, the City expects to receive approximately \$248,000 in CDBG funds. Of this amount, the city will spend 85 percent on housing and community development projects and 15 percent on public service activities. **Applications are due Friday, December 9, 2016 at 4:30 p.m.**

Submission Requirements

Applications must be received at the City Planning and Zoning Office by **Friday, December 9, 2016 at 4:30 p.m.** **Applications received after the above date and time will not be considered. Extensions will not be permitted.**

Please submit one original to:

City of Annapolis
Department of Planning and Zoning
Community Development Division
ATTN: Theresa Wellman
145 Gorman Street 3rd Floor
Annapolis, MD 21401

The application is available on the City's webpage at <http://www.annapolis.gov/government/city-departments/planning-and-zoning/community-development/cdbg-program>. Fax or email submissions will NOT be accepted.

Complete all parts and questions in the application form. Incomplete applications will be returned to the applicant without further funding consideration.

City staff will scan the applications to provide electronic copies to the Housing and Community Development Committee for review. **To facilitate the scanning process, please do not have the applications and attachments bound in any way (no staples, binders, spirals, etc.). Also, please submit the application and the attachments on 8-1/2" x 11" paper only.**

All applicants must submit one (1) original application with original signatures. In addition to the application, please provide the following information.

1. List of the Board of Directors
2. Name of your accountant and/or attorney
3. Copy of your latest Audit/Financial Statement or Federal Tax Form 990
4. Certificate of Good Standing (within 6 months) from the MD Department of Taxation
5. Articles of Incorporation
6. By Laws
7. Documentation that the sponsoring agency is a certified nonprofit 501 (c) (3) agency.

Please note all organizations must provide their Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) in the application for funding. Organizations should verify that they have a DUNS number or take steps needed to obtain one as soon as possible. Applicants may obtain a DUNS number by calling 1-866-705-5711.

Program Requirements for the Use of CDBG Funds

HUD requires that the activities funded with CDBG funds meet the following criteria:

- The project must meet a HUD National Objective.
- The project must meet local goals and objectives as outlined in the City's Consolidated Housing and Community Plan.
- The project must be eligible based on HUD's definition.
- Eligible organizations must be nonprofit 501 (c) (3) agencies serving Annapolis residents. Organizations based outside the City may be eligible as long as the majority of the proposed beneficiaries are City of Annapolis residents.
- All proposed projects must be located in the City and benefit primarily Annapolis citizens. If the project is not located in the City, please provide documentation that shows the project serves primarily Annapolis residents.

National Objectives

To qualify for CDBG funds, a project must meet the Low and Moderate Income (LMI) Benefit National Objective. This means that an activity must benefit LMI persons or households. This is accomplished by:

- a. Serving individuals or households that earn 80 percent of area median income (AMI) and below (see chart below which will update in FY 2017), or
- b. Serving persons presumed to be LMI such as those with special needs, persons with disabilities, homeless persons and the elderly, or
- c. The project must be located in an area predominantly inhabited by LMI residents.

HUD LOW AND MODERATE INCOME GUIDELINES EFFECTIVE 2016								
Family Size	1	2	3	4	5	6	7	8
Max. Household Income	\$46,000	\$52,600	\$59,150	\$65,700	\$71,000	\$76,250	\$81,500	\$86,750

Local Objectives

In addition to meeting a "national objective" applicants are required to develop projects that meet at least one of the City's local objectives (below) outlined in the City's Housing and Community Development Consolidated Plan, which may be found on the City's web page <http://www.annapolis.gov/government/city-departments/planning-and-zoning/community-development/cdbg-program>.

Housing Goals

- Continue to provide financial assistance to low and moderate income homeowners to rehabilitate their existing owner-occupied housing.
- Provide support to affordable housing developers/owners to rehabilitate

- housing units that are rented to low and moderate income tenants.
- Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the community through rehabilitation of vacant buildings and new construction.
 - Promote fair housing choice through education and outreach in the community.
 - Assist low and moderate income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.
 - Support the local public housing authority in its efforts to improve and maintain the existing public housing communities, and promote homeownership programs through the use of Section 8 Vouchers for home purchase.

Homeless Goals

- Support the Continuum of Care (CoC): Support the local CoC's efforts to provide emergency shelter, transitional housing, and permanent supportive housing to persons and families who are homeless or who are at risk of becoming homeless.
- Assist providers in the operation of housing and support services for the homeless and persons at-risk of becoming homeless.
- Continue to support the prevention of homelessness and programs for Rapid Re-Housing.
- Support the development of permanent supportive housing for homeless individuals and families.

Special Needs Goals

- Increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, and persons with other special needs through rehabilitation of existing buildings and new construction.
- Improve the accessibility of renter occupied housing by making reasonable accommodations for the physically disabled.
- Increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, and persons with other special needs through rehabilitation of existing buildings and new construction.
- Improve the accessibility of renter occupied housing by making reasonable accommodations for the physically disabled.

Community Development Goals

- Support improvement or construction of public facilities serving low and moderate income neighborhoods.
- Support Vital Public Services concerned with assisting children and youth, providing persons with office skills training and job training, providing persons with information and referral and other services that promote family stability and self-sufficiency.

Employment Goals

- Support job creation and economic development by assisting microenterprises.

Administration Goals

- Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing, and compliance with all Federal, state, and local laws and regulations.

Eligible Activities

HUD regulations also specify categories of activities that are eligible for CDBG funding. Generally, the two types of projects are:

- **Public Service Activities** (e.g. operating expenses for human services). The City is restricted by law to spending no more than 15% of its funds on public service activities.
- **Capital Projects** (e.g., construction, rehabilitation, acquisition, demolition, clearance, etc.).

According to federal CDBG regulations outlined at 24 CFR 570, the basic eligible activities include a variety of uses including homeownership activities, rental housing activities, public facilities, and public services. The following list includes possible activities that organizations may implement with CDBG dollars:

- Provision of public services, including but not limited to those concerned with crime prevention, drug abuse, education, homebuyer down payment assistance, energy conservation, and recreational needs.
- Acquisition of real property by purchase, long-term lease, or donation.
- Acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes.
- Clearance, demolition, and removal of buildings and improvements.
- Repairs to sidewalks, parks, playgrounds, publicly owned utilities and public buildings (in areas showing physical deterioration).
- Relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, non-profit organizations, and farm operations.
- Housing services, housing counseling, loan processing, and inspections

- Direct homeownership assistance to low or moderate-income households.
- Rehabilitation and Preservation of privately owned buildings, low-income public housing, publicly or commercially owned industrial buildings, non-profit owned non-residential buildings, and manufactured housing.
- Code enforcement, including costs incurred for inspection for code violations and enforcement of codes in deteriorating or deteriorated areas.
- Historic preservation, including rehabilitation, preservation, or restoration of publicly and privately owned historic properties.
- Economic Development Activities including the acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings or real property; the provision of assistance (such as loans, grants, and technical assistance) to private non-profit business; microenterprise assistance to facilitate economic development, including financial support (such as grants and loans), technical assistance, and counseling.
- Activities by Community-Based Development Organizations (CBDOs) as grants or loans to any CDBO qualified to carry out neighborhood revitalization, community economic development, or energy conservation projects. CBDOs qualifying under HUD criteria are organizations organized under state or local laws to engage in community development activities in specific geographic areas within communities. The complete list of HUD criteria for qualifying as a CBDO can be found at 24 CFR 570.204.
- Planning, Urban Environmental Design and Policy-Planning-Management-Capacity Building Activities including planning activities which consist of data gathering, studies, analysis, preparation of plans and the identification of actions that will implement such plans.
- Policy-planning-management-capacity building activities that enable a recipient to determine its needs, set goals and objectives, and devise, evaluate, and carry out projects and activities.

Ineligible Activities

- Acquisition, construction, or reconstruction of buildings for the general conduct of government, general government expenses, political activities.
- Purchase of construction equipment, fire protection equipment, furnishings and personal properties, operating, and maintenance expenses.
- Income payments.
- Construction of new housing.

Selection Criteria

In addition to the HUD requirements discussed previously, the City also takes into consideration the following factors when evaluating a CDBG project for funding:

- The recommended activities must provide maximum public benefits relative to cost.
- The organization must define the outcomes and measurement of those outcomes (Page 7).
- The project must leverage other funding sources to the greatest extent possible, demonstrating cost sharing opportunities, and in-kind contributions.
- The project must be ready to go which may include factors such as zoning compliance, site control, funding other than CDBG it committed, etc. If the proposal is a capital project, project cost estimates must be accurate and reflect Davis-Bacon wage rates, if applicable.
- The project cannot duplicate services offered by another organization.
- The sponsor must have the administrative capacity to carry out the project, e.g., has previous experience with similar projects.
- The Applicant must demonstrate financial capacity/stability.

Outcome Performance Measurement

Recipients of federal funding are required to assess the outcomes of projects/programs by establishing and tracking measurable goals and objectives. All approved applicants will be required to comply with the Performance Measurement System.

Objectives

1. *Creates a suitable living environment*

This objective relates to activities designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, child care, literacy or elderly health services.

2. *Decent housing*

This objective focuses on housing programs where the purpose of the program is to meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment.

3. *Creates economic opportunities*

This objective applies to the types of activities related to economic development, commercial revitalization, or job creation.

Outcomes

1. *Improve availability/accessibility*

This outcome applies to activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low and moderate income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low and moderate income people where they live.

2. *Improve affordability*

This outcome applies to activities that provide affordability in a variety of ways in the lives of low and moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.

3. *Improve sustainability*

This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

Outcome Measurement

What indicators, verifiable information or data will be used to measure an outcome to see if it was actually attained?

These outcome measurements will vary depending on the project. In addition to traditional measures of outputs, i.e., number of persons served, services provided, etc., outcome language describes the impact of the activity on the client.

The following are performance measurement indicators for public facility and public services projects:

- **Public facility or infrastructure:** This indicator shows the number of persons that have been assisted by public facility or infrastructure activities that provide individuals with new or improved access to the facility or infrastructure. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of household units that no longer have access to a substandard service.
- **Public service:** This indicator shows the number of persons that have been assisted with new or improved access to a service. If the activity was used to meet a quality standard or to measurably improve quality, then this indicator will report the number of persons that no longer have access to a substandard service.

Application Process and Tentative Schedule

The City accepts applications for community development annually and awards the funds on a competitive basis. Applicants have approximately 45 days from the date the application is available to the deadline to prepare applications. The submitted applications are evaluated in a three-step process: threshold review, project evaluation, and funding recommendations. Only applications that are complete, meet threshold requirements, and are received by the deadline, will go forward for evaluation. To meet the threshold requirements, the project must meet a national objective as required by HUD and include proposed activities that are eligible as defined by HUD.

CDBG staff evaluates all projects that meet the threshold requirements and makes recommendations to the Housing and Community Development Committee (HCDC). The City's HCDC has oversight responsibility for the CDBG program and the use of CDBG funds. The Committee makes its recommendation for funding to the City Council, which approves all CDBG-funded projects. The CDBG process for FY 2018 is as follows:

Oct. 2016	CDBG staff sends out applications to nonprofit organizations and interested citizens for projects eligible for CDBG funding. City staff assists community groups and nonprofit organizations in developing proposals.
Nov. 2016	HCDC holds a needs public hearing to ascertain community problems and issues and to review CDBG progress in FY 2016.
Dec. 2016	Applications are due on December 9, 2016 at 4:30 p.m. Following submittal, CDBG staff reviews proposals to determine eligibility and prepares questions for the February public hearing. Ineligible projects will be returned to the applicant and are not sent forward.
Jan. - Mar. 2017	The HCDC holds the 2nd public hearing to hear presentations on the projects by the project sponsors. The CDBG Staff makes funding recommendations to HCDC. The HCDC selects the projects to recommend to the City Council for funding.
April 2017*	The HCDC submits its recommendations to the City Council for inclusion in the City's FY 2018 budget and Action Plan. The Action Plan is the City's application to HUD for the CDBG funds. The recommendations are reviewed and approved by the Mayor and City Council. CDBG staff publishes a notice in the local newspaper inviting the public to comment on the Action Plan at a second public hearing public hearing in April.
May * 2017	The CDBG Staff submits the FY 2018 Action Plan to HUD May 15, 2017.
June * 2017	CDBG staff completes the environmental review process for capital projects and notifies the awarded applicants.
July - August * 2017	HUD approves the Action Plan and releases the funds through the environmental review process. The funds are available beginning July 1, 2017 for the selected projects. All CDBG awarded applicants must have an executed Subrecipient Agreement with the City prior to disbursement of funds.

* Deadlines in the months above may adjust based on when the City receives its allocation from HUD

All meetings will be held in City Hall – 160 Duke of Gloucester Street, Annapolis MD. If you have a disability or Limited English Proficiency and require special accommodations, please contact us five business days prior to the meeting at 410-263-7961 x 7798.

Contractual Agreements

Grant recipients, also referred to as Subrecipients, will be required to enter into a contractual agreement with the City of Annapolis to receive a CDBG grant award. The agreement contains the federal requirements for receiving a CDBG federal grant. The agreement also contains the Subrecipient's program description, timeframe, budget, scope of services, reporting requirements, and outlines other federal requirements. The signature page contains the signatures of persons authorized to enter into contractual agreements. The signature of the Subrecipient Executive Director and Board Chair will legally obligate the Subrecipient to the terms and conditions of the contract.

The agreement will be executed once both the organization and the City have signed the contract. Reimbursement for expenses of projects which occur prior to entering into a written contract will be not honored. A formal contract is mandatory, regardless of the amount of the grant awarded. Applicants are responsible for knowing and understanding the terms of their contracts and deadlines for submitting documentation and reports. The organization must complete the project within by the end of the program year (June 30, 2018), unless otherwise agreed upon.

For More Information

Technical Assistance: The Community Development staff is available to help you with technical advice and to answer any questions you might have. To discuss whether a specific project meets both HUD's and the City's requirements, you may contact Theresa Wellman, Community Development Administrator at (410) 263-7961 extension 7798 or e-mail TCW@annapolis.gov. Those submitting a new or first-time proposal are strongly encouraged to contact Ms. Wellman to discuss their proposal before submitting an application.

Special Note: It is the policy of the City, in the exercise of its police powers for the protection of the public safety, public health and general welfare, to assure equal opportunity to all persons to live in decent housing facilities and to eliminate discrimination in all housing accommodations regardless of race, color, gender identity, religion, disability, familial status, sexual orientation, marital status, sex, lawful income, or national origin, and to that end to prohibit discrimination in all housing accommodations by any person.

The City meets the provisions of the American's with Disabilities Act, especially Title II, and with Section 504 of the Rehabilitation Act of 1973. All persons and organizations with projects or programs, which meet the requirements of the CDBG program, will be considered for funding.

Conflict of Interest: Please fill out the Conflict of Interest Questionnaire on page 12 of the application form.



City of Annapolis
Department of Planning & Zoning
145 Gorman Street, 3rd Fl
Annapolis, MD 21401-2535

PlanZone@annapolis.gov • 410-263-7961 • Fax 410-263-1129 • TDD use MD Relay or 711 • www.annapolis.gov

Community Development Block Grant (CDBG) Program
Project Request for Fiscal Year 2018 Funds
Deadline: Friday, December 9, 2016, at 4:30 p.m.

Organization name _____

Address _____

Phone _____ Fax _____ Email _____

Contact _____ Title _____

Address _____

Phone _____ Fax _____ Email _____

Federal ID # _____ DUNS # _____

Incorporation Date _____ State _____

501(c)(3) Registration date _____

Project title _____

CDBG amount requested \$ _____ Total project amount \$ _____

Project location _____

Eligible activity _____

Faith-based Organization Yes No

Certification

"I certify that I have reviewed this application and that to the best of my knowledge and belief, all the information provided in this application is true."

Signature of Chief Executive Officer

Date

Print name _____ Title _____

EXECUTIVE SUMMARY

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

A. DESCRIBE THE PROBLEM

Describe the specific problem(s) the project is intended to help solve and the people it is intended to help. Please include data used to identify and verify the need for the project such as Census data, waiting list information, and/or other statistics.

B. DESCRIBE THE PROJECT

Describe the project and the activities that your organization will perform or services that will be provided, i.e. how this project is the solution to the previously described problem, and how your organization will use the CDBG funds.

C. PROJECT LOCATION AND BENEFICIARIES

1. What is the location of the proposed project?

2. Are you serving clients citywide or is there a service area?

If there is a service area(s) for this project, please describe the boundaries of the service area and provide census tract numbers and a map.

3. Does another organization provide the same service in the same service area?

Yes No

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

4. Number of people will directly benefit from this project _____

Of those, number who are low and moderate income _____

CDBG cost per low and moderate income persons. _____

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. Describe how you will provide documentation that the beneficiaries are low and moderate income persons or households. (Please see the income limits on page 2 of the application guidelines).

D. OUTCOME AND PERFORMANCE MEASUREMENT

Program Component (Please check **ONE** appropriate box that corresponds to the purpose for which funding is being requested.)

<input type="checkbox"/> Housing	<input type="checkbox"/> Public Facilities and Improvements
<input type="checkbox"/> Public Services	<input type="checkbox"/> Economic Development
<input type="checkbox"/> Homeless Activities	

Program Objective (Please check **ONE** appropriate box which corresponds to the Objectives established by HUD)

<input type="checkbox"/> Suitable Living Environment	<input type="checkbox"/> Decent Housing	<input type="checkbox"/> Creating Economic Opportunities
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OUTCOMES – The benefits to individuals, families, organizations and the community resulting from a program or activity. Outcomes are produced during or after their involvement in an activity. The outcomes may be one of the following: (1) Availability/Accessibility of services, (2) Affordability of services, or (3) Sustainability (Promoting livable or viable communities). Please check **ONE** desired outcome.

<input type="checkbox"/> Availability/Accessibility	<input type="checkbox"/> Affordability	<input type="checkbox"/> Sustainability
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OUTCOME MEASUREMENT – Describe evaluation tools, methods and benchmarks to measure achievements of the outcome

D. LOCAL GOALS

1. Which Consolidated Plan goal does your project meet? Please check ONE of the following:

Housing Goals

Continue to provide financial assistance to low and moderate-income homeowners to rehabilitate their existing owner-occupied housing.

Provide support to affordable housing developers/owners to rehabilitate housing units that are rented to low and moderate income tenants.

Increase the supply of decent, safe, sound, and accessible housing that is affordable to owners and renters in the community through rehabilitation of vacant buildings and new construction.

Promote fair housing choice through education and outreach in the community.

Assist low and moderate income households to become homeowners by providing down payment assistance, closing cost assistance, and requiring housing counseling training.

Support the local public housing authority in its efforts to improve and maintain the existing public housing communities, and promote homeownership programs through the use of Section 8 Vouchers for home purchase.

Homeless Goals

Support the Continuum of Care (CoC): Support the local CoC's efforts to provide emergency shelter, transitional housing, and permanent supportive housing to persons and families who are homeless or who are at risk of becoming homeless.

Assist providers in the operation of housing and support services for the homeless and persons at-risk of becoming homeless.

Continue to support the prevention of homelessness and programs for Rapid Re-Housing.

Support the development of permanent supportive housing for homeless individuals and families.

Special Needs Goals

Increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, and persons with other special needs through rehabilitation of existing buildings and new construction.

Improve the accessibility of renter occupied housing by making reasonable accommodations for the physically disabled.

Increase the supply of affordable, decent, safe, sound, and accessible housing for the elderly, persons with disabilities, and persons with other special needs through rehabilitation of existing buildings and new construction.

Improve the accessibility of renter occupied housing by making reasonable accommodations for the physically disabled.

Community Development Goals

Support improvement or construction of public facilities serving low and moderate income neighborhoods.

Support Vital Public Services concerned with assisting children and youth, providing persons with office skills training and job training, providing persons with information and referral and other services that promote family stability and self-sufficiency.

Employment Goals

Support job creation and economic development by assisting microenterprises.

Administration Goals

Provide program management and oversight for the successful administration of Federal, state, and local funded programs, including planning services for special studies, environmental clearance, fair housing, and compliance with all Federal, state, and local laws and regulations.

2. Please explain how the proposed project addresses the local goal selected.

E. ORGANIZATION EXPERIENCE AND CAPACITY

Full time Part time

- | | | | |
|----|---|-------|-------|
| 1. | Number of paid staff | _____ | _____ |
| 2. | Number of paid staff that will work on this project | _____ | _____ |
| 3. | Number of volunteer staff | _____ | _____ |
| 4. | Describe your organization's mission, current activities, and how your proposed project furthers that mission and current activities. | | |

5. Describe your organization's most recent key accomplishments.

6. Please, discuss your organization's administrative capacity to carry out the project successfully, e.g., has previous experience with similar projects.

7. Please discuss your organization's financial capacity. Please describe the fiscal management, disbursement methods, financial reporting, record keeping and accounting procedures.

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

\$ _____

9. List your major source(s) of funding:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

F. PROJECT BUDGET for PUBLIC SERVICES PROJECTS

Budget item	CDBG funds requested	Other funding	Source (Federal, State, Private)	Other funding committed or requested?	Total project cost
Salaries (list each position)	\$	\$			\$
Rent/Leasing Costs					
Telephone					
Travel					
Contract Services					
Equipment					
Insurance					
Office Supplies					
Printing/Postage					
Audit/Accounting					
Other (please describe)					
Total Budget	\$	\$			\$

2. Will you use volunteers or in-kind contributions for this project, please explain.

G. PROJECT BUDGET FOR CAPITAL PROJECTS

Budget Item	Total amount of CDBG Requested	Other Funds	Source (Federal, State, Private)	Other funding committed or requested?	Total Project Costs
<i>PROJECT COSTS</i>	\$	\$			\$
Acquisition					
a. Cost of Building or Land					
b. Settlement Costs					
Hard Construction Costs					
a. Cost of Construction					
b. Contingency					
Relocation Costs					
Holding Costs					
Architecture and Engineering					
Construction Administration					
Application Fee					
Environmental/Lead Survey					
Marketing					
Permits & Fees					
Appraisals					
Hazard & Builders Risk					
Taxes (Property)					
Accounting					
Legal					
Title/Recording					
Inspection Fees					
Other:					
TOTAL	\$	\$			\$

2. Will you use volunteers or in-kind contributions for this project, please explain.

FOR CAPITAL PROJECTS ONLY

PROPERTY INFORMATION

(Complete only if the project involves property acquisition, construction, and/or rehabilitation.)

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

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

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

4. 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.

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

6. 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.

7. Will Davis Bacon wages rates apply?

Yes	No
-----	----

CONFLICT OF INTEREST QUESTIONNAIRE

The Code of the City of Annapolis prohibits “employees” and “officials” of the City, as defined by [Chapter 2.08](#) of the City Code, from participating on behalf of the City in any matter in which they have certain financial or business interests. Each applicant for Community Development Block Grant (CDBG) funding from the City shall complete and submit this Conflict of Interest Questionnaire to allow the City to determine if the applicant or any of its staff, employees, Board of Directors, officers, and/or governing body would be in a conflict of interest under the City Code.

- a. Is there any member(s) of the applicant's staff, employees, Board of Directors, officers, and/or governing body who currently is or has/have been within one (1) year of the date of this application a City employee, official, or consultant, or a member of the City Council?

Yes No

If yes, please list the names(s) and City position below:

- b. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one (1) year of the date of this application a City employee, official, consultant, or a member of the City Council?

Yes No

If yes, please list the name(s) and City position below:

- c. Is there any member(s) of the applicant's staff, employees, Board of Directors, officers, and/or other governing body who are business partners and/or family members of a City employee, official, or consultant, or a member of the City Council?

Yes No

If yes, please list the name(s) and the business partner's/family member's City position below:

If you have answered “YES” to any of the above, the CDBG Office and the City shall review those financial and/or business interests to determine whether a real or apparent conflict of interest exists between the applicant and the acceptance of CDBG funding from the City.

Name of Applicant's Authorized Official: _____

Authorized Official's Title: _____

Signature of Authorized Official: _____

**CITY OF ANNAPOLIS
COMMUNITY DEVELOPMENT BLOCK GRANT FY 2018**

DOCUMENT CHECK LIST

1 original

IRS tax-exempt determination letter

Copy of your Articles of Incorporation

Bylaws

Project Map

Recent (within 6 months) Certificate of Good Standing from the Maryland Department of Assessments and Taxation (Call 410-767-1340 to obtain a Certificate)

Current list Board of Directors

Name your accountant and/or attorney

Copy of your latest Audit/Financial Statement or Federal Tax Form 990

Signature of Chief Executive Officer

If this is a rehabilitation or construction project, provide evidence of site control, e.g., deed, lease, etc.

If capital project, provide evidence of zoning compliance

Signed Conflict of Interest Form

CDBG Staff Only

All forms are included/complete: Yes No

Reviewer signature _____ Date _____