

GRANT BRIEFING DOCUMENT

GA-10-18

rev. 2/13/13

From:

Name: Theresa Wellman

Dept: Planning

Phone: 7798

This is a request to

- review, approve, and/or sign a grant agreement/award
- other Application

Grant title: Community Development Block Grant

Grantor: HUD

Amount: \$ 263,343

Attestation:

- Match is *not* required.
- Match is required. Match will be met in the form of ¹ _____

I attest that this asset has been approved/appropriated in ² _____

[Signature]
Department Director signature

Planning
Dept

9/1/13
Date

Routing

Initials

Date

Comments

	Initials	In	Out	Comments
<input checked="" type="checkbox"/> originating Dept Director	<u>EW</u>	<u>9/1</u>	<u>9/1</u>	
<input checked="" type="checkbox"/> Grants Coordinator	<u>NYP</u>	<u>9/13</u>	<u>9/13</u>	
<input checked="" type="checkbox"/> Finance Director	<u>BTM</u>	<u>9/14</u>	<u>9/14</u>	
<input checked="" type="checkbox"/> City Attorney	<u>AGJ</u>	<u>9/5</u>	<u>9/5</u>	<u>→ Finance</u>
<input checked="" type="checkbox"/> City Manager				
<input checked="" type="checkbox"/> Mayor				<u>yellow tabs</u>
<input checked="" type="checkbox"/> City Clerk				
<input checked="" type="checkbox"/> Finance Committee				
<input type="checkbox"/> Finance Dept				

Return to Originating Department

GRANT Briefing Document, continued

Provide a short narrative. Include:

-program description	- purpose of funds	- due dates
-grant period	-amount of request or award	
-special features, e.g., environmental impact implications, notarization required		

The Fiscal Year 2018 Annual Plan for the City of Annapolis consists of 236,343 in FY 2017 CDBG entitlement funds and \$18,000 in project administration. The City will use 100% of its CDBG funds to benefit low and moderate-income persons. The FY 2018 Annual Plan provides CDBG funds for the following activities.

Anne Arundel County Community Action Housing \$3,143
 Blessed In Tech \$2,372
 Center of Help \$8,065
 Light House Shelter \$5,693
 OIC Job Preparation Training \$6,926
 OHLA Referral and Information \$950
 Restoration Community Dev. Corp. \$5,693
 Samaritan House Counseling \$2,609
 Arundel Lodge Facility Rehab \$23,815
 Newtowne CDC \$2,846
 Samaritan House \$22,415
 Main Street Housing \$8,539
 Microenterprise \$2,846
 Owner Occupied Rehab \$114,786
 Rehab Project Administration \$28,464
 BNI \$2,846

¹ Examples: cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.
² Examples: FY__ Operating Budget, a memorandum of understanding, City Council resolution/ordinance.



GRANT BUDGET FORM

9/1/2017

Grant Title Community Development Block Grant

Grant Award (\$) 236,343.00

Originating Department(s): Planning and Zoning

Dept Contact (Name/Phone): Theresa Wellman 7798

Expenditure Account	Revenue Source				Total per Expend. Type	Comments
	Federal	State	Local	Other		
Salaries					0.00	
Benefits					0.00	
Overtime					0.00	
Supplies					0.00	
Telephone					0.00	
Electricity					0.00	
Fuel and Oil					0.00	
Training & Education					0.00	
R & M - Equipment					0.00	
Special Programs					0.00	
Contract Services					0.00	
Capital Outlay					0.00	
CDBG Entitlement	236,343.00	0.00	0.00	0.00	236,343.00	
Program Income			18,000.00		18,000.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
other (fill-in)					0.00	
Total	236,343.00	0.00	18,000.00	0.00	254,343.00	

TOTAL EXPENDITURES*: 254,343.00

* May be different from Grant Award \$ if there is a match requirement.

Match is not required.

C. Roberts 9/1/17
Department Director Signature/Date

Planning and Zoning

Department

Match is required. Match will be met in the form of ⁽¹⁾ _____

I attest that this asset has been approved/appropriated in ⁽²⁾ _____

Department Director Signature/Date

Department

COMMENTS:

CDBG Entitlement Funds

(1) Examples (Include dollar amounts if applicable): Cash match, equipment loan, staff salaries, volunteer time, contribution from non-City agency.

(2) Examples: FY __ operating budget, a memorandum of understanding, City Council resolution/ordinance.

HOUSING AND COMMUNITY DEVELOPMENT COMMITTEE
 COMMUNITY DEVELOPMENT BLOCK GRANT RECOMMENDATIONS (CDBG)
 FY 2018

ESTIMATED HUD ENTITLEMENT ALLOCATION
 Program Income/Cancelled Projects
 TOTAL

\$236,343
 \$18,000
 \$254,343

Available for Public Services
 Available for Administration

15% \$35,451
 1% \$2,846

Available for Capital Projects
 TOTAL

84% \$216,046
 \$254,343

ORGANIZATION
 PUBLIC SERVICE PROJECTS

DESCRIPTION

FY 2018
 REQUESTED

FY 2018
 RECOMMENDED

Anne Arundel County Community Action
 Blessed In Tech
 Center of Help/
 Light House Shelter
 OIC
 OHIA
 Restoration Community Dev. Corp.
 Samaritan House

Housing Counseling
 Homeless and Crime Prevention
 Referral and Information
 Case Management
 Job Preparation Training
 Referral and Information
 Mentoring Project
 Counseling

Subtotal \$99,500

\$35,451

CAPITAL PROJECTS

Arundel Lodge
 Newtowne CDC
 Samaritan House
 Main Street Housing
 Housing Authority
 Housing Rehabilitation
 Housing Rehabilitation

Facility Rehab
 Microenterprise
 Facilities Improvements
 Facility Rehab
 Facility Rehab
 Owner Occupied Rehab.
 Project Administration

Subtotal \$284,100

\$216,046

ADMINISTRATION PROJECTS

Baltimore Neighborhoods, Inc.

Fair Housing

\$5,000

\$7,846

GRAND TOTAL

\$388,600

\$254,343



U.S. Department of Housing and Urban Development

Baltimore Office
City Crescent Building
10 South Howard Street, 5th Floor
Baltimore, MD 21201-2528

AUG 28 2017

Honorable Mike Pantelides
Mayor of Annapolis
Municipal Building
160 Duke of Gloucester Street
Annapolis, MD 21401

Dear Mayor Pantelides:

SUBJECT: Program Year 2017 Action Plan
Annapolis, Maryland
Approval of Action Plan and Federal Fiscal Year (FFY) 2017 Funding

The HUD Baltimore Office is pleased to approve your Action Plan for Program Year 2017. Your consolidated Program Year 2017 began on July 1, 2017.

The CPD formula grant program assistance for FFY 2017 being approved with the plan is listed below.

Community Development Block Grant (CDBG) Program	\$236,343
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This Office's review of the plan submission has resulted in a determination that the plan is complete and is consistent with the purposes of the Cranston-Gonzalez National Affordable Housing Act of 1990. To carry out Consolidated Plan priority goals and objectives, the plan lists 16 projects to be funded in whole or in part with \$254,343 in CPD formula grant program resources. These resources consist of \$236,343 from the FFY 2017 CDBG allocation, \$4,000 in CDBG program income, and \$14,000 in prior year resources.

We would like to recognize Theresa C. Wellman of your staff for all of her assistance in ensuring that Annapolis' 2017 Action Plan addressed all approval criteria.

Our initial review of the plan submission found instances of incompleteness that were promptly addressed by City staff through revisions to the plan. These included correcting the CDBG overall benefit certification period and providing additional information on consultation.

We determined that the plan was prepared consistent with consultation and citizen participation requirements. No certifications are being challenged. Our review also determined that the plan was consistent with the National Affordable Housing Act of 1990.

If it becomes necessary to amend the Plan, please follow the requirements in the Consolidated Plan final rule and Annapolis' citizen participation plan concerning substantial amendments. The amendment process includes, for substantial amendments, giving citizens an opportunity to comment on proposed amendments, and, for all amendments, making the amendment available to the public and notifying HUD when an amendment has been adopted. Amendment notifications will be in the form of a letter describing the amendment and submission of an amended plan using the eCon Planning Suite software embedded in IDIS.

Our review did not include a detailed programmatic review of projects included on the Table of Proposed Projects. It is the grantee's responsibility to ensure that all programs or projects included in the plan will meet all programmatic requirements. If there are any questions concerning whether a proposed CDBG program or project will meet applicable programmatic requirements, we would be happy to respond to a specific written inquiry which describes in full the program or project proposed and the specific programmatic issue for which Annapolis seeks our determination.

This letter transmits grant agreement documents for the FFY 2017 CPD formula grant funding described above. Through execution of these documents, Annapolis will be assuming responsibility for carrying out its CDBG program in compliance with all program requirements, including requirements pertaining to timely implementation. It will also be assuming responsibility for all other Federal requirements applicable to this formula grant program, including the responsibility to affirmatively further fair housing. This matter is addressed in more detail in the enclosed "Plan Advice and Guidance."

The certifications included in the plan submission stated that the City will affirmatively further fair housing and will also comply with Section 3 requirements. We wish to also remind the City that it must also comply with all applicable federal civil rights statutes and regulations and specifically with Section 109 of the Housing and Community Development Act of 1974 and Section 504 of the Rehabilitation Act of 1973.

The "Plan Advice and Guidance" addresses several matters. Among these, it describes the process by which the City will access funds and conduct reporting through the Integrated Disbursement and Information System (IDIS). For the third year in a row, formula grant funds now being awarded will be drawn down in accordance with grant-based accounting principles. Please also note that the "Plan Advice and Guidance" also includes a description of special conditions included in the CDBG grant agreement.

Information entered into IDIS will constitute the core data for much of the annual consolidated report (called the Consolidated Annual Performance and Evaluation Report, or CAPER), which is next due on September 28, 2017. We recommend that the report preparation

process also be seen as an opportunity to review progress in carrying out projects and activities in order to facilitate timely performance.

A primary goal of the Department is to reduce housing discrimination, affirmatively further fair housing through CPD programs, and promote diverse, inclusive communities. To that end, we encourage your community to take all measures necessary to ensure compliance with the Fair Housing requirements and other civil rights requirements associated with these funds. A copy of your 2017 Action Plan was provided to the Office of Fair Housing and Equal Opportunity for review. Comments from that review are enclosed with this letter as part of the Advice and Guidance under the heading "Recommendations of the Fair Housing Program Center. These comments, which we commend to your attention, include grantee-specific observations concerning action plan contents and fair housing enforcement,. Any questions or observations concerning these comments should be directed to Carolyn K. Punter, Program Compliance Branch Chief, Fair Housing Program Center, HUD Baltimore Office, who may be reached by telephone at (410) 209-6514 or by email at carolyn.k.punter@hud.gov.

Enclosed are three duplicate originals of the CDBG Funding Approval/Agreement (HUD-7082). This agreement constitutes the contract between the Department of Housing and Urban Development (HUD) and Annapolis, Maryland. Please execute all duplicate originals, retain one duplicate original for local records, and return the other two duplicate originals to this Office as soon as possible.

Upon receipt of fully-executed grant agreements, this Office will take initial actions required to make FFY 2017 funding available in the Line of Credit and in the Integrated Disbursement and Information System (IDIS). Failure to execute and return grant agreements within 60 days of the date of this letter may be deemed to constitute rejection of a grant and cause for HUD to determine that the funds are available for reallocation to other grantees.

HUD requests that any public notification of the receipt of the FFY 2017 CDBG Program funds, any announcement of the activities to be funded, and any sign erected on a construction site of any pertinent capital project identify the U.S. Department of Housing and Urban Development as the funding source. We also request that the HUD Baltimore Office be notified in advance of, and be asked to participate in, any significant events, such as ground breaking and ribbon cutting ceremonies, for projects assisted with this Federal funding.

This Office looks forward to working with Annapolis during the coming year to accomplish the goals and objectives set forth in its Consolidated Plan and its Action Plan, to increase program knowledge and to improve systems and procedures facilitating timely performance and timely performance and program compliance, to address impediments to fair housing choice, to utilize HUD's data systems as effective financial management and program management tools, and to submit complete and accurate consolidated reports.

General Consolidated Reporting Requirements

The City's Consolidated Program Year 2016 ended on June 30, 2017. The Consolidated Annual Performance and Evaluation Report (CAPER) covering that consolidated program year (the period from July 1, 2016 through June 30, 2017) is due in the HUD Baltimore Office no later than September 28, 2017. CAPERs are to be submitted consistent with the format in the eCon Planning Suite software embedded in IDIS, with additional information as required.

Observations and Recommendations of the Fair Housing Program Center

This Office reminds all of its formula grantees of their responsibility to affirmatively further fair housing. Formula grantees must assume the responsibility for fair housing planning, which, until the grantee is required to prepare and implement an Assessment of Fair Housing as specified in the July 16, 2015 rule, includes conducting an analysis to identify impediments to fair housing choice within its jurisdiction, taking appropriate actions to overcome the effects of any impediment identified through that analysis, and maintaining records reflecting the analysis and actions in this regard. Grantees which have not recently updated their analysis of impediments should strongly consider doing so.

As required by the Consolidated Plan final rule at 24 CFR 91.520(a) and consistent with HUD direction, the CAPER narrative must include a description of actions taken to affirmatively further fair housing, including actions taken regarding completion of an analysis of impediments to fair housing choice, a summary of impediments identified in the analysis, and actions taken to overcome the effects of impediments identified through the analysis. Please ensure that the 2016 CAPER includes a list of the current impediments to housing choice and a complete and current description of all actions taken within the program year to address impediments included in the AL.

Although it is not required for jurisdictions to identify activities and allocations of funds to combat ALL impediments to fair housing choice each program year, FHCO will monitor the City actions to adequately address each of its identified impediments throughout the five-year planning cycle. FHCO notes that impediment #1, Fair Housing Education and Outreach, and Impediment #3, the Continuing Need for Accessible and Affordable Housing Units, will be addressed this program year. FHCO anticipated outcomes of these efforts to be included within the jurisdiction's Program Year 2017 CAPER.

Funding Approval/Agreement

Title I of the Housing and Community Development Act (Public Law 930383)
 HI-00515R of 20515R

U.S. Department of Housing and Urban Development
 Office of Community Planning and Development
 Community Development Block Grant Program

OMB Approval No. 2506-0193
 exp 5/31/2018

1. Name of Grantee (as shown in item 5 of Standard Form 424) City Of Annapolis	3a. Grantee's 9-digit Tax ID Number 526000764	3b. Grantee's 9-digit DUNS Number 074922246
2. Grantee's Complete Address (as shown in item 5 of Standard Form 424) 160 Duke Of Gloucester St Fl 2 Annapolis, MD 21401-2517	4. Date use of funds may begin (mm/dd/yyyy)	
	5a. Project/Grant No. 1 B-17-MC-24-0014	6a. Amount Approved \$236,343.00
	6b. Project/Grant No. 2	6b. Amount Approved

Grant Agreement: This Grant Agreement between the Department of Housing and Urban Development (HUD) and the above named Grantee is made pursuant to the authority of Title I of the Housing and Community Development Act of 1974, as amended, (42 USC 5301 et seq.). The Grantee's submissions for Title I assistance, the HUD regulations at 24 CFR Part 570 (as now in effect and as may be amended from time to time), and this Funding Approval, including any special conditions, constitute part of the Agreement. Subject to the provisions of this Grant Agreement, HUD will make the funding assistance specified here available to the Grantee upon execution of the Agreement by the parties. The funding assistance specified in the Funding Approval may be used to pay costs incurred after the date specified in item 4 above provided the activities to which such costs are related are carried out in compliance with all applicable requirements. Pre-agreement costs may not be paid with funding assistance specified here unless they are authorized in HUD regulations or approved by waiver and listed in the special conditions to the Funding Approval. The Grantee agrees to assume all of the responsibilities for environmental review, decision making, and actions, as specified and required in regulations issued by the Secretary pursuant to Section 104(g) of Title I and published in 24 CFR Part 58. The Grantee further acknowledges its responsibility for adherence to the Agreement by sub-recipient entities to which it makes funding assistance hereunder available.

U.S. Department of Housing and Urban Development (By Name) Charles Halm		Grantee Name City Of Annapolis	
Title CPD Director		Title	
Signature 	Date (mm/dd/yyyy) AUG 28 2017	Signature	Date (mm/dd/yyyy)

7. Category of Title I Assistance for this Funding Action: Entitlement, Sec 106(b)	8. Special Conditions (check one) <input type="checkbox"/> None <input checked="" type="checkbox"/> Attached	9a. Date HUD Received Submission (mm/dd/yyyy)	10. check one <input checked="" type="checkbox"/> a. Orig. Funding Approval <input type="checkbox"/> b. Amendment Amendment Number
		9b. Date Grantee Notified (mm/dd/yyyy)	
		9c. Date of Start of Program Year (07/01/2017)	
11. Amount of Community Development Block Grant			
a. Funds Reserved for this Grantee		FY (2017) \$236,323.00	FY (2016) \$ 20.00
b. Funds now being Approved			
c. Reservation to be Cancelled (11a minus 11b)			

12a. Amount of Loan Guarantee Commitment now being Approved N/A	12b. Name and complete Address of Public Agency City Of Annapolis 160 Duke Of Gloucester St Fl 2 Annapolis, MD 21401
Loan Guarantee Acceptance Provisions for Designated Agencies: The public agency hereby accepts the Grant Agreement executed by the Department of Housing and Urban Development on the above date with respect to the above grant number(s) as Grantee designated to receive loan guarantee assistance, and agrees to comply with the terms and conditions of the Agreement, applicable regulations, and other requirements of HUD now or hereafter in effect, pertaining to the assistance provided it.	12c. Name of Authorized Official for Designated Public Agency Title Signature

HUD Accounting use Only

Batch	TAC	Program Y	A	Reg	Area	Document No.	Project Number	Category	Amount	Effective Date (mm/dd/yyyy)	F
	153										
	176										
		Y					Project Number		Amount		
		Y					Project Number		Amount		

Date Entered PAS (mm/dd/yyyy)	Date Entered LOCCS (mm/dd/yyyy)	Batch Number	Transaction Code	Entered By	Verified By
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8. Special Conditions.

- (a) The period of performance for the funding assistance specified in the Funding Approval ("Funding Assistance") shall begin on the date specified in item 4 and shall end on September 1, 2024. The Grantee shall not incur any obligations to be paid with such assistance after September 1, 2024.
- (b) If Funding Assistance will be used for payment of indirect costs pursuant to 2 CFR 200, Subpart E - Cost Principles, attach a schedule in the format set forth below to the executed Grant Agreement that is returned to HUD. The schedule shall identify each department/agency that will carry out activities with the Funding Assistance, the indirect cost rate applicable to each department/agency (including if the de minimis rate is charged per 2 CFR §200.414), and the direct cost base to which the rate will be applied. Do not include indirect cost rates for subrecipients.

<u>Administering Department/Agency</u>	<u>Indirect cost rate</u>	<u>Direct Cost Base</u>
_____	_____ %	_____
_____	_____ %	_____
_____	_____ %	_____

- (c) In addition to the conditions contained on form HUD 7082, the grantee shall comply with requirements established by the Office of Management and Budget (OMB) concerning the Dun and Bradstreet Data Universal Numbering System (DUNS), the System for Award Management (SAM.gov), and the Federal Funding Accountability and Transparency Act as provided in 2 CFR part 25, Universal Identifier and Central Contractor Registration, and 2 CFR part 170, Reporting Subaward and Executive Compensation Information.
- (d) The grantee shall ensure that no CDBG funds are used to support any Federal, State, or local projects that seek to use the power of eminent domain, unless eminent domain is employed only for a public use. For the purposes of this requirement, public use shall not be construed to include economic development that primarily benefits private entities. Any use of funds for mass transit, railroad, airport, seaport or highway projects as well as utility projects which benefit or serve the general public (including energy-related, communication-related, water-related and wastewater-related infrastructure), other structures designated for use by the general public or which have other common-carrier or public-utility functions that serve the general public and are

subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfield as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Public Law 107-118) shall be considered a public use for purposes of eminent domain.

- (e) The Grantee or unit of general local government that that indirectly receives CDBG funds may not sell, trade, or otherwise transfer all or any such portion of such funds to another such entity in exchange for any other funds, credits or non-Federal considerations, but must use such funds for activities eligible under title I of the Act.
- (f) E.O. 12372-Special Contract Condition - Notwithstanding any other provision of this agreement, no funds provided under this agreement may be obligated or expended for the planning or construction of water or sewer facilities until receipt of written notification from HUD of the release of funds on completion of the review procedures required under Executive Order (E.O.) 12372, Intergovernmental Review of Federal Programs, and HUD's implementing regulations at 24 CFR Part 52. The recipient shall also complete the review procedures required under E.O. 12372 and 24 CFR Part 52 and receive written notification from HUD of the release of funds before obligating or expending any funds provided under this agreement for any new or revised activity for the planning or construction of water or sewer facilities not previously reviewed under E.O. 12372 and implementing regulations.
- (g) CDBG funds may not be provided to a for-profit entity pursuant to section 105(a)(17) of the Act unless such activity or project has been evaluated and selected in accordance with Appendix A to 24 CFR 570 - "Guidelines and Objectives for Evaluating Project Costs and Financial Requirements." (Source - P.L. 113-235, Consolidated and Further Continuing Appropriations Act, 2015, Division K, Title II, Community Development Fund).