

10-183-18

ID # 183 (City Council)

GRANT BRIEFING DOCUMENT

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: \$ 260,857

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 _____

C. P. ...

Department Director signature

Planning

Dept

6/4/18

Date

Routing

Initials

Date

Comments

| | | In | Out | |
|---|------------|------------|-------------|----------------------------------|
| <input checked="" type="checkbox"/> originating Dept Director | <i>TW</i> | <i>6/4</i> | <i>6/4</i> | |
| <input checked="" type="checkbox"/> Grants Coordinator | <i>WJP</i> | | <i>6/12</i> | |
| <input checked="" type="checkbox"/> Finance Director | | | | |
| <input type="checkbox"/> City Attorney | <i>QJL</i> | | <i>6/6</i> | <i>TO FINANCE</i> |
| <input checked="" type="checkbox"/> City Manager | <i>tz</i> | | <i>6/6</i> | |
| <input checked="" type="checkbox"/> Mayor | | | | |
| <input checked="" type="checkbox"/> City Clerk | | | | |
| <input checked="" type="checkbox"/> Finance Committee | | | | <i>approved by FINCOM 6/6/18</i> |
| <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 2019 Action Plan for the City of Annapolis consists of 260,857 in FY 2019 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 2019 Annual Plan provides CDBG funds for the following activities.

PUBLIC SERVICE PROJECTS

- Anne Arundel County Community Action-Housing Counseling-\$4,000
- Blessed In Tech- Mentoring and case management -\$2,629
- Center of Help-Referral and Information-\$8,500
- Light House Shelter -Case Management-\$6,000
- OIC- Job Preparation Training- \$8,500

CAPITAL PROJECTS

- Arundel Lodge -Facility Rehab-\$18,250
- Housing Authority- Facility Rehab- \$16,300
- Housing Rehabilitation- Owner Occupied Rehab,-\$150,000
- Housing Rehabilitation-Rehab Project Administration-\$37,178

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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 Title Community Development Block Grant

Grant Award (\$) 260,857.00

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 | 260,857.00 | 0.00 | 0.00 | 0.00 | 260,857.00 | |
| Program Income | | | | | 0.00 | |
| other (fill-in) | | | | | 0.00 | |
| other (fill-in) | | | | | 0.00 | |
| other (fill-in) | | | | | 0.00 | |
| other (fill-in) | | | | | 0.00 | |
| Total | 260,857.00 | 0.00 | 0.00 | 0.00 | 260,857.00 | |

TOTAL EXPENDITURES*: 260,857.00

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

Match is not required.

C. P. [Signature]
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 FY 2019

(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.

| Application for Federal Assistance SF-424 | | Version 02 |
|---|---|---|
| *1. Type of Submission | *2. Type of Application | *If Revision, select appropriate letter(s): |
| <input type="checkbox"/> Preapplication | <input checked="" type="checkbox"/> New | |
| <input checked="" type="checkbox"/> Application | <input type="checkbox"/> Continuation | * Other (Specify) |
| <input type="checkbox"/> Changed/Corrected Application | <input type="checkbox"/> Revision | |
| *3. Date Received: | 4. Application Identifier: | |
| 5a. Federal Entity Identifier: | *5b. Federal Award Identifier: | |
| State Use Only: | | |
| 6. Date Received by State: | 7. State Application Identifier: | |
| 8. APPLICANT INFORMATION: | | |
| * a. Legal Name: City of Annapolis | | |
| * b. Employer/Taxpayer Identification Number (EIN/TIN): 52-6000764 | *c. Organizational DUNS: 074922246 | |
| d. Address: | | |
| *Street1: 160 Duke of Gloucester Street | | |
| Street 2: | | |
| *City: Annapolis | | |
| County: Anne Arundel | | |
| *State: Maryland | | |
| Province: | | |
| Country: USA | *Zip/ Postal Code: 21401 | |
| e. Organizational Unit: | | |
| Department Name: Planning and Zoning | Division Name: Community Development | |
| f. Name and contact information of person to be contacted on matters involving this application: | | |
| Prefix: Ms. | First Name: Theresa | |
| Middle Name: C. | | |
| *Last Name: Wellman | | |
| Suffix: | | |
| Title: Community Development Administrator | | |
| Organizational Affiliation: | | |
| *Telephone Number: 410-263-7961 | Fax Number: 410-263-1129 | |
| *Email: fcw@annapolis.gov | | |

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type: C. City or Township Government

Type of Applicant 2: Select Applicant Type:
C. City or Township Government

Type of Applicant 3: Select Applicant Type:
C. City or Township Government

*Other (specify):

*10. Name of Federal Agency:
U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:
14.218
CFDA Title:
Community Development Block Grant

*12. Funding Opportunity Number:

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):
City of Annapolis

*15. Descriptive Title of Applicant's Project:
Housing and Community Development Activities

Attach supporting documents as specified in agency instructions.

| | | |
|--|----------------------------|------------|
| Application for Federal Assistance SF-424 | | Version 02 |
| 16. Congressional Districts Of: Maryland | | |
| *a. Applicant | *b. Program/Project: | |
| City of Annapolis | | |
| Attach an additional list of Program/Project Congressional Districts if needed. | | |
| 17. Proposed Project: | | |
| *a. Start Date: July 1, 2018 | *b. End Date: June 30, 201 | |
| 18. Estimated Funding (\$): | | |
| *a. Federal | \$260,857.00 | |
| *b. Applicant | | |
| *c. State | | |
| *d. Local | | |
| *e. Other | | |
| *f. Program Income | | |
| *g. TOTAL | \$260,857.00 | |
| *19. Is Application Subject to Review By State Under Executive Order 12372 Process? | | |
| <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372 | | |
| *20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.) | | |
| <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) | | |
| <input checked="" type="checkbox"/> **I AGREE | | |
| ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions. | | |
| Authorized Representative: | | |
| Prefix: Mr. | *First Name: Gavin | |
| Middle Name: | | |
| *Last Name: Buckley | | |
| Suffix: | | |
| *Title: Mayor | | |
| *Telephone Number: 410-263-7997 | Fax Number: 410-216-9284 | |
| *Email: mayor@annapolis.gov | | |
| *Signature of Authorized Representative: | Date Signed: | |

Application for Federal Assistance SF-424

Version 02

***Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing --The jurisdiction will affirmatively further fair housing.

Uniform Relocation Act and Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

Anti-Lobbying --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 135.

Signature of Authorized Official

Date

GAVIN BUCKLEY, MAYOR
Title

APPROVED FOR FORM AND LEGAL SUFFICIENCY:
Obley J. Jensen 06/06/18
OFFICE OF THE CITY ATTORNEY

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

Following a Plan -- It is following a current consolidated plan that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) FFY 2018 [a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

3. Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.