

2021 CDBG Annual Action Plan

CITY OF CUMBERLAND, MD

Application Package



Contact:

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CDBG PROJECT REQUEST FOR FUNDING CHECKLIST

- ✓ Agency Name, Address, Fax #
- ✓ Contact Person, Phone #, e-mail Address
- ✓ Project Name
- ✓ Project Description (Please see recommended project description attached)
 - Project timeline with benchmarks by quarters (based on funds available October 1, 2021)
 - Description of collaboration with other agencies/partners in carrying out project
 - Projected # and demographics of primary beneficiaries and timeliness of benefit occurring
 - Outreach effort planned to stimulate participation by minorities and disabled persons
- ✓ Total Project Cost (Please show ALL project funds on a proposed budget sheet preferably in a spreadsheet format. Please see attached suggested budget sheet format.)
 - Total CDBG Funds Requested
 - Source(s) of other funds including assurance of receipt and date of availability of funds
- ✓ Identify 2020-2024 Consolidated Plan Goal/Objective(s) being achieved by project; attached and at <http://www.ci.cumberland.md.us/> or request a copy from the Department of Community Development)
- ✓ National Objectives Achieved: (Select ONE only)
 - Primarily Benefits Low/Moderate Income Persons
 - Eliminates Slum/Blight
 - Addresses an Urgent Need - i.e. un-fundable, immediate, and having occurred within last 18 months (i.e. natural disaster)
- ✓ Briefly describe agency's background/program experience, personnel capacity, financial capacity, audit requirements, and state whether or not the agency has insurance/bonding/worker's compensation.
- ✓ Briefly describe how you will monitor progress in implementing the program. Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress. ****very important
- ✓ Please submit two (2) copies of your proposal (both UNBOUND) to the City of Cumberland Department of Community Development, City Hall - Lower Level, Cumberland, Maryland, 21502, by February 17, 2021.

Detailed information should be provided in **bulleted** order to allow for a more accurate review of each request. It is recommended that proposals be limited to no more than five (5) pages + attachments. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT LEE BORROR AT (301) 759-6437 OR E-MAIL AT LEE.BORROR@CUMBERLANDMD.GOV

CDBG PROJECT REQUEST FOR FUNDING CHECKLIST

Recommended Project Description

Briefly describe the proposed project. The narrative should include the need or problem to be addressed in relation to the Consolidated Plan or other community development priorities, as well as the population to be served or the area to benefit. Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule.

In your project summary, further:

- Indicate how you will identify clients. Provide an estimate of the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics.
- Be very specific about who will carry out the activities, the location in which they will be carried out, the period over which the activities will be carried out, and the frequency with which the activities will be carried out, and the frequency with which services will be delivered.
- For service programs, include how you propose to coordinate your services with other community agencies and leverage resources.
- Describe the site where the program will be implemented. How will clients get to the facility? What efforts will your agency and partners make to promote your program and reach isolated individuals? Describe how the facility complies with Americans with Disabilities Act (ADA) requirements regarding accessibility.

Budget Sheet Example

Budgeted Items	CDBG Funding \$	Other Funding Source * \$	Other Funding Source * \$	TOTAL \$
1. Operating**				
2. Supplies**				
3. Equipment**				
4. Rent**				
5. Etc...**				
Project TOTAL	\$	\$	\$	\$

*USE AS MANY FUNDING SOURCES AS NECESSARY

**Example only, please use actual budget items of your project

2021 CDBG Annual Action Plan Timeline

Wednesday, January 4, 2021	Public Notice/Announcement
Tuesday, January 12, 2021	Focus Group Meetings-Public/Sect 8 Housing, Econ Dev, Housing 10 a.m.
Wednesday, January 13, 2021	Focus Group Meetings-Homeless, Special Populations, Non-Hous 2p.m.
January 19 (Tues) & Jan 21 (Thurs), 2021	Non-Profit Technical Assistance Meetings-10:00 a.m. and 2 p.m. choices
Wednesday, January 20, 2021	Homelessness Board Meeting
Tuesday, February 2, 2021	1st Public Hearing – 6:15 p.m. Presentation Opportunity to express needs Proposals/project requests
Wednesday, February 17, 2021	Deadline for Project Requests
February 17 - March 5, 2021	Internal review of projects and development of draft Action Plan
Tuesday, March 16, 2021	Announce 2021 CDBG project funding recommendations
Tuesday, March 16, 2021	Begin Comment Period of Plan
Tuesday, April 6, 2021	2nd Public Hearing – Receive comments on DRAFT Plan
Friday, April 16, 2021	End Comment Period of Plan
April 20, 2021	Adoption of Final Plan by M&CC
September 2021	Final Approval expected from HUD
September* 2021	Distribution of Formal Funding Award Letters
October* 2021	Availability of Funds

GOALS

2020-2024 City of Cumberland Community Development Block Grant Five Year Consolidated Plan

HOUSING, ECONOMIC DEVELOPMENT, HOMELESSNESS

Rental Units Rehabilitated

Homeowner Housing Rehabilitated

Homeowner Housing Added

Rental Units Constructed

Direct Financial Assistance to Homebuyers

Public Facilities or Infrastructure Activities for Low/Mod Income Housing Benefit

Public Service Activities for Low/Mod Income Housing Benefit

Businesses Assisted

Jobs Created/Retained

Façade Treatment/Business Building Rehabilitation

Public Facility or Infrastructure Activities

Public Services

2020-2024 Community Development Block Grant Goals

Goal Outcome Indicator

Unit of Measure

Public Facility or Infrastructure Activities

Persons Assisted

Public Facility or Infrastructure Activities for Low/Moderate Income Benefit

Households Assisted

Public Service Activities

Persons Assisted

Public Service Activities for Low/Moderate Income Benefit

Households Assisted

Façade Treatment/Business Building Rehabilitation

Businesses

Rental Units Rehabilitated

Household/Hous Units

Homeowner Housing Rehabilitated

Household/Hous Units

Homeowner Housing Added

Household/Hous Units

Rental Units Constructed

Household/Hous Units

Direct Financial Assistance to Homebuyers

Households Assisted

Homeless Person Overnight Shelter

Persons Assisted

Overnight/Emergency Shelter/Transitional Housing Beds Added

Beds

Homeless Prevention

Persons Assisted

Businesses Assisted

Businesses Assisted

Jobs Created/Retained

Jobs

Housing for Homeless Added

Household/Hous Units

NATIONAL OBJECTIVES

1. Low/Moderate income benefit – area, limited clientele, housing, or jobs
2. Blight removal – area, spot blight
3. Urgent need – unfundable, immediate, occurred in last 18 months

CDBG ELIGIBLE ACTIVITIES

1. Acquisition of property, disposition of property
2. Public facilities and improvements – acquisition, construction, reconstruction or installation
3. Clearance activities
4. Public services to low/moderate income clientele
5. Payment of non-federal share of other grants for eligible projects
6. Relocation, only as last resort to implement a project
7. Removal of architectural barriers to the handicapped
8. Privately-owned utilities as part of eligible project
9. New Construction
10. Rehabilitation of housing for low/moderate income
11. Commercial rehabilitation (code violations only), unless tied to job creation
12. Code enforcement
13. Historic preservation
14. Renovation of closed buildings
15. Economic development activities
16. Subrecipient activities; contracted to qualified organization
17. Planning activities; feasibility studies
18. Administration
19. Low-income homeownership assistance
20. Housing services support – Title II Cranston-Gonzales National Affordable Housing Act
21. Micro-enterprise assistance – credit, technical assistance, support
22. Assistance to institutions of higher education
23. Rehabilitation assistance – single family, public housing, façade/code corrections on For-profit structures, Non-profit structures
24. Lead based paint hazard evaluation/reduction
25. Economic development assistance – acquisition, improvements, assistance to business when appropriate, economic development support services
26. Community based development organizations – community economic development, neighborhood revitalization, or elderly construction project
27. Technical assistance to Public/Non-profit entities to increase capacity related to CDBG qualified activities

**Non-profit Agencies and Organizations
Standard Required Documents/Forms**

2021 City of Cumberland Community Development Block Grant

Standard Required Documents/Forms

- Articles of Incorporation/Bylaws**
- Certificate of Good Standing with the State**
- State and Federal Tax Exemption Determination Letters**
- List of Board Members (updated)**
- Authorization to Request Funds**
- Designation of Authorized Official(s)**
- Organizational Chart**
- Resumes of Program Administrator and Fiscal Officer**
- Annual Financial Statements and Audit**
- Conflict of Interest Policy**
- Document of Compliance with National Objectives**

Agency Information

- Background/Program Experience**
- Personnel/Staff Capacity**
- Financial Capacity**
- Monitoring**
- Audit Requirements (most recent audit)**
- Insurance/Bonding/Worker's Compensation**
- Additional Information**

City of Cumberland CDBG - 2020 Income Limits*

Income Level	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low Income 30% of Median	\$15,300	\$17,500	\$19,700	\$21,850	\$23,600	\$25,350	\$27,100	\$28,850
Low Income 50% of Median	\$25,500	\$29,150	\$32,800	\$36,400	\$39,350	\$42,250	\$45,150	\$48,050
Moderate Income 80% of Median	\$40,800	\$46,600	\$52,450	\$58,250	\$62,950	\$67,600	\$72,250	\$76,900

in family _____ Total Family Annual Anticipated Income _____

Program Administrator _____ Date _____

Effective 7/1/2020
*Income limits are subject to change by HUD