

**CITY OF CUMBERLAND
COMMUNITY DEVELOPMENT BLOCK GRANT
PROGRAM
2020-2024 FIVE YEAR CONSOLIDATED
PLAN
2020-2021 ACTION PLAN/PROJECT REQUEST
PUBLIC HEARINGS
PUBLIC NOTICE**

This is to notify the public that the **City of Cumberland** is currently soliciting for Community Development Block Grant Project Requests for the 2020-2024 Five Year Consolidated Plan and the 2020-21 fiscal year, which begins July 1, 2020. The City will be receiving approximately \$750,000 in CDBG funds this coming year. Project requests *must* be developed to meet one of the following national objectives: 1) primarily benefit low-income persons, 2) be of an urgent and otherwise non-fundable need, or 3) address slum/blight. In addition, the City's Consolidated Plan has prioritized identified needs for the area's low-income and special needs population and projects must also address at least one of those priority goals/objectives described in the 5-year plan. Eligible activities may include acquisition, blight removal, housing, neighborhood improvements, recreation, beautification, job creation activities, public facilities, public services, and infrastructure improvements.

The City of Cumberland will be holding its first Public Hearing to receive needs and project requests on Tuesday, February 4, 2020 at 6:15 p.m. during the regular Mayor & City Council Meeting at City Hall. A presentation of the results of the needs analysis and market assessment will be provided at the Mayor and City Council Public Work Session prior to the public meeting that same evening. Please see the agenda posted on the City website for exact times. The meeting room is handicapped accessible. Anyone needing additional accommodations should contact the Department of Community Development, Lower Level, City Hall at least 3 days prior to the meeting to make necessary arrangements. You can participate in the needs survey by completing one here: <https://www.surveymonkey.com/r/KSXYBCV>.

The deadline to submit a project request is Thursday, February 20, 2020. Once all project requests are received, the City will rate and rank those requests based on their initial eligibility, ability to address an identified goal in the Consolidated Plan proposed goals, agency capacity/experience, project complexity, matching funds, and funding availability.

Please submit your project requests by February 20, 2020 to the City of Cumberland Department of Community Development, City Hall, 57 N. Liberty Street - Lower Level, Cumberland, Maryland 21502. If you have any questions you can contact Ms. Lee Borrer within the Department of Community Development at 301-759-6437 or TDD # 1-800-735-2258. You can also e-mail a project request, comments, and questions to Lee Borrer at lee.borrer@cumberlandmd.gov.

MANDATORY*

**TECHNICAL ASSISTANCE MEETINGS WILL BE HELD ON
WEDNESDAY, JANUARY 15, 2020 AT 10 A.M. AND THURSDAY, JANUARY 16, 2020 AT 2:00 P.M.**

Technical assistance meetings will consist of a brief overview of the CDBG application/proposal process, guidance on new requirements within the CDBG program, and any questions related to goals or projects.

Each meeting will be held in the City Hall Mayor and City Council Chambers (2nd floor of City Hall).

***ATTENDANCE AT ONE OF THE TECHNICAL ASSISTANCE MEETINGS IS REQUIRED IN ORDER FOR ANY AGENCY/ORGANIZATION TO SUBMIT A PROPOSAL FOR 2020-2021 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING. PLEASE RSVP TO ONE OF THE MEETINGS LISTED ABOVE.**

A second public hearing will be held on Tuesday, April 7, 2020 (see agenda for final date confirmation) at 6:15 p.m. during the Mayor & City Council meeting at City Hall to receive comments on the draft Consolidated Plan and the draft Analysis of Impediments.

The 30-day comment period will begin on March 17, 2020 and end on April 17, 2020 affording the public opportunity to comment on the projects proposed for funding and the draft 2020-24 CDBG Five Year Consolidated Plan. Written comments may be submitted to Ms. Lee Borrer. Final adoption of the Consolidated Plan including projects for the upcoming fiscal year will occur at the end of the comment period, at the regular Mayor & Council meeting on Tuesday, April 21, 2020.

Community Betterment project proposals for neighborhoods with active community groups will be accepted through February 20, 2020. All questions and comments should be forwarded to Ms. Lee Borrer at 301-759-6437.

2020-2024 CDBG/Consolidated Plan And 2020 Annual Plan Application Process And Analysis of Impediments to Fair Housing

Friday, January 3, 2020	Begin Notice for Proposed Projects
Monday January 13, 2020	Focus Group Meetings-Public/Sect 8 Housing, Econ Dev, Housing
Tuesday, January 14, 2020	Focus Group Meetings-Homeless, Special Populations, Non-Hous CD
January 15(Wed) & Jan 16 (Thurs), 2020	Non-Profit Technical Assistance Meeting-10:00 a.m. and 2 p.m. City Hall, respectively
Wednesday, January 15, 2020	Homelessness Board Meeting
Tuesday, February 4, 2020	1 st Public Hearing – 6:15 p.m. Needs Assessment/MarketAnalysis Presentation Opportunity to express needs Proposals/project requests Receive comments on Draft Citizen Participation Plan
Thursday, February 20, 2020	Deadline for Project Requests
February 20 - March 12, 2020	Internal review of projects and development of draft Consolidated Plan/Action Plan
Tuesday, March 17, 2020	Announce CDBG funding recommendations
Tuesday, March 17, 2020	Begin Comment Period of Plan
Tuesday, April 7, 2020	2 nd Public Hearing – Receive comments on DRAFT Plans and DRAFT Citizen Participation Plan – 6:15 p.m. City Hall
Tuesday, April 17, 2020	End Comment Period of Plan
April 21, 2020	Adoption of Final Plan by M&CC for Submission of Five Year Plan, Annual Action Plan, and Updated

September 2020

**Citizen Participation Plan to HUD
for Review**

September*

Final Approval by HUD

**Distribution of Formal Funding
Award Letters**

October*

Availability of Funds

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, 2020)
 - 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 20, 2020.

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

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

2020-2024 Community Development Block Grant Goals

<i>Goal Outcome Indicator</i>	<i>Unit of Measure</i>
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

City of Cumberland – 2019 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	\$14,350	\$16,400	\$18,450	\$20,500	\$22,150	\$23,800	\$25,450	\$27,100
Low Income 50% of Median	\$23,950	\$27,400	\$30,800	\$34,200	\$36,950	\$39,700	\$42,450	\$45,150
Moderate Income 80% of Median	\$38,300	\$43,800	\$49,250	\$54,700	\$59,100	\$63,500	\$67,850	\$72,250

in family _____ Total Family Annual Anticipated Income _____

Program Administrator _____ Date _____

Effective 6/28/2019

*Income limits are subject to change by HUD

Standard Required Documents/Forms

2020 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**

2020 Sub-Recipient Required Information

****if this changes mid-year, please submit current information**

- **The US Department of Housing and Urban Development has required the City of Cumberland Dept of Community Development to acquire information from our sub-recipients. If you do not currently have any of the requested information, please begin the process/application immediately to receive the necessary data. Please Print.**

1. **Organization DUNS #** _____
2. **Organization EIN/TIN #** _____
3. **Organization Name:** _____
4. **Organization Address:** _____
5. **Organization Type: Governmental, Faith-based, Inst of Higher Educ, or Non-Profit**
6. **CHDO Eligible: Yes** ___ **No** ___
7. **Organization Contact Information:**
 - a. **First Name** _____
 - b. **Middle Initial** ___
 - c. **Last Name** _____
 - d. **Title** _____
 - e. **Email Address** _____
 - f. **Address** _____
 - g. **City** _____
 - h. **State/Zip** _____
 - i. **Telephone Number** _____

8. **Organization Backup Contact Information:**
 - a. **First Name** _____
 - b. **Middle Initial** ___
 - c. **Last Name** _____
 - d. **Title** _____
 - e. **Email Address** _____
 - f. **Address** _____
 - g. **City** _____
 - h. **State/Zip** _____
 - i. **Telephone Number** _____

9. **OMB Circular 133: Does your agency receive over \$500,000.00 from federal sources?** _____ **yes** _____ **no** If you checked yes, you are required to submit a copy of a single agency audit within 180 days of the end of your fiscal year.

City of Cumberland

2020-2024 Five Year Consolidated Plan

Name of Agency: _____

Contact Person: _____

Phone/Email: _____

Name of Program: _____

Group Served: _____

Location of Program: _____

Geographic Area Served: _____

Ages Served: _____ **Income Group(s) Served:** _____

CDBG Project Requests for City Residents

Project Name: _____

Years Funding Requested: \$ _____ 1 \$ _____ 2 \$ _____ 3

\$ _____ 4 \$ _____ 5

Matching Funds Expected: \$ _____ **Each year?** _____ Y/N

Type of Project: Public Service _____ Facility _____ Infrastructure _____ Econ Dev _____ Historic Preserv _____ Recreation _____ Housing _____ Other _____

**Please complete a form for each additional Project for which you will request funding over the next 5 years beginning 2020.*