

CITY OF CUMBERLAND

COMMUNITY DEVELOPMENT BLOCK GRANT

PROGRAM

2024-2025 ACTION PLAN/PROJECT REQUEST

PUBLIC HEARINGS

PUBLIC NOTICE

This is to notify the public that beginning on January 2, 2024 the **City of Cumberland** is soliciting for Community Development Block Grant Project requests for the 2024 Annual Action Plan which begins July 1, 2024. The City will be receiving an estimated \$800,000 in CDBG funds this coming year. Project requests for funding consideration *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 populations and projects must also address at least one of those priority goals/objectives described in the 5-year plan. Potentially eligible activities may include acquisition, blight removal, housing/commercial/facility rehabilitation, neighborhood improvements, recreation, beautification, job creation activities, public facilities, public services, and infrastructure improvements. Special consideration applies this year to potential projects providing access to affordable housing opportunity.

The City of Cumberland will be holding its first Public Hearing to receive community needs and project requests on Tuesday, February 6, 2024 at 6:15 p.m. during the regular Mayor & City Council Meeting at City Hall. Please see the agenda posted on the city website for exact times and details if you wish to attend. The Council Chambers is wheelchair accessible. Persons who require additional accommodations should contact Lee Borrer at the Department of Community Development, Lower Level, City Hall at least 3 days prior to the meeting to make necessary arrangements.

The deadline to submit a project request is Friday, February 16, 2024. Project requests are rated and ranked based on initial eligibility, ability to address an identified goal in the Consolidated Plan, agency capacity/experience, project complexity, matching funds, and funding availability.

Please submit project requests by February 16, 2024 to the City of Cumberland Department of Community Development, City Hall, 57 N. Liberty Street - Lower Level, Cumberland, Maryland 21502. Contact Ms. Lee Borrer within the Department of Community Development at 301-759-6437 or TDD # 1-800-735-2258 to address questions. You can also e-mail a project request, comments, and questions to lee.borrer@cumberlandmd.gov.

MANDATORY*

**TWO TECHNICAL ASSISTANCE MEETINGS WILL BE HELD ON
WEDNESDAY, JANUARY 17, 2024 AT 10 A.M. AND AT 2:00 P.M.**

***ATTENDANCE AT ONE OF THE TECHNICAL ASSISTANCE MEETINGS IS REQUIRED IN ORDER TO SUBMIT A PROPOSAL FOR 2024-2025 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING. PLEASE RSVP, TO LEE.BORROR@CUMBERLANDMD.GOV FOR ONE OF THE MEETINGS LISTED.**

Technical assistance meetings consist of a brief overview of the CDBG application/proposal process, guidance on new requirements within the CDBG program, and answers to questions related to goals or projects. Each meeting will be held within City Hall, Mayor and City Council Chambers (2nd floor of City Hall). Visit cumberlandmd.gov for details regarding live vs virtual meeting should unexpected COVID 19 pandemic requirements be re-instated.

The 30-day comment period will begin on March 28, 2024 when recommended projects are posted to the official City of Cumberland website and end on April 29, 2024 affording the public the opportunity to comment on the projects proposed for funding and on the draft 2024-2025 CDBG Annual Action Plan. Written comments may be submitted to Ms. Lee Borrer.

A second Public Hearing will be held on Tuesday, April 2, 2024 (see agenda for final date confirmation) at 6:15 p.m. during the regular Mayor & City Council meeting at City Hall or official Zoom virtual meeting should unexpected COVID 19 provisions affect this date, to provide a forum for participation and comments on the draft Annual Action Plan recommended projects. Final adoption of the Annual Action Plan will occur at the end of the comment period, at the regular Mayor & Council meeting on Tuesday, May 7, 2024 (see www.ci.cumberland.md.us under Community Development for confirmation.)

Community Betterment project proposals for neighborhoods with active community groups will be accepted through February 16, 2024. All questions and comments should be forwarded to Ms. Lee Borrer at 301-759-6437.

2024 CDBG Annual Action Plan Timeline

Tuesday, January 2, 2024	Public Notice/Announcement
Tuesday, January 9, 2024	Focus Group Meeting- 10 a.m. Housing
Wednesday, January 10, 2024	2 p.m. Economic Development
Thursday, January 11, 2024	Focus Group Meeting- 10 a.m. Homeless & Special Populations
Tuesday, January 16, 2024	Focus Group Meeting- 10 a.m. Non-Housing Community Development
Wednesday, January 17, 2024	Non-Profit Technical Assistance Meetings-10 a.m. and 2 p.m. choices
Tuesday, February 6, 2024	1 st Public Hearing – 6:15 p.m. Presentation *public opportunity to express needs Proposals/project requests
Friday, February 16, 2024	Deadline for Project Requests
February 20 – March 4, 2024	Internal review of projects and development of draft Action Plan
Thursday, March 28, 2024	Announce 2024 CDBG project funding recommendations
Thursday, March 28, 2024	Begin Comment Period of Plan
Tuesday, April 2, 2024	2 nd Public Hearing – Receive comments on DRAFT Plan
Monday, April 29, 2024	End Comment Period of Plan
May 7, 2024	Adoption of Final Plan by M&CC
September 2024	Final Approval expected from HUD
September* 2024	Distribution of Formal Funding Award Letters
October* 2024	Funds Available for Expenditures

CDBG PROJECT REQUEST FOR FUNDING CHECKLIST

- ✓ Agency Name, Address, Fax #
- ✓ Standard REQUIRED Documents @ the Agency
- ✓ 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, 2024)
 - 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 16, 2024.

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

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

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

2023 City of Cumberland Community Development Block Grant

Standard Required Documents/Forms

- ☐ Unique Identity ID (SAMS) formerly DUNS # requirement
- ☐ 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
- ☐ Violence Against Women Act (VAWA) Policy/Procedure if applicable
- ☐ Hous/Homeless providers or Hous/Homeless service providers
- ☐ Equal Opportunity Affirmative Action Plan (Human Resources)
- ☐ Buy American Act Policy/Procedure for CDBG Construction project (Procurement Policy with inclusion of Section 3, BABA and EO clause inclusion)

Agency Information

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