

CITY OF CUMBERLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

2025-2029 FIVE YEAR CONSOLIDATED PLAN

2025 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 2025-2029 Five Year Consolidated Plan and the 2025-26 fiscal year, which begins July 1, 2025. The City will be receiving an estimated \$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 will prioritize 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 upcoming draft. 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 18, 2025 at 6:15 p.m. during the regular Mayor & City Council Meeting at City Hall. A presentation of the draft Citizen Participation Plan will also be provided at the meeting beginning the 30-day comment period from February 18 - March 18, 2025. Please see the agenda posted on the City website for exact times. The meeting room is accessible. If you require additional accommodations please contact the Department of Community Development, Lower Level, City Hall at least 3 days prior to the meeting to make necessary arrangements. Please participate in the Community Development survey at <https://arcg.is/0Way4W1>.

The deadline to submit a project request is Tuesday, February 25, 2025. 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 25, 2025 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, please contact Ms. Lee Borror 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 Borror at lee.borror@cumberlandmd.gov.

MANDATORY (CHOOSE ONE)*

TECHNICAL ASSISTANCE MEETINGS WILL BE HELD ON

**WEDNESDAY, JANUARY 22, 2025 AT 2 P.M., THURSDAY, JANUARY 23, 2025 AT 10 A.M. AND THURSDAY,
JANUARY 23, 2025 AT 2 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 AN AGENCY/ORGANIZATION TO SUBMIT A PROPOSAL FOR 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING. PLEASE RSVP TO ONE OF THE MEETINGS LISTED ABOVE.**

A second public hearing will be held on Tuesday, March 18, 2025 regarding the Analysis of Impediments to Fair Housing Choice (AI) at 6:15 p.m. during the Mayor and City Council meeting at City Hall to provide a presentation of the draft Analysis and to receive public comments on the findings. The AI public comment period begins on March 18, 2025-April 18, 2025.

A third public hearing will be held on Tuesday, May 6, 2025 at 6:15 p.m. during the Mayor & City Council meeting at City Hall to provide a presentation of the draft Consolidated Plan.

The 30-day comment period will begin on May 6, 2025 and end on June 6, 2025 affording the public opportunity to comment on the projects proposed for funding and the draft 2025-29 CDBG Five Year Consolidated Plan and 2025 Annual Action Plan. Written comments may be submitted to Ms. Lee Borror. 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, June 17, 2025.

Five Year Planning Needs Assessment Meetings will be located at City Hall on January 27, 2025 at 2:30 p.m. and January 28, 2025 at 10 a.m. **See Cumberland's official website to access additional information, meeting dates and the public survey; <https://www.cl.cumberland.md.us/>**

Community Betterment project proposals for neighborhoods with active community groups will be accepted through February 25, 2025. All questions and comments should be forwarded to Ms. Lee Borror at 301-759-6437.

TIMELINE

2025-2029 CDBG/Consolidated Plan And 2025 Annual Plan Application Process, Citizen Participation Plan And Analysis of Impediments to Fair Housing Updates

Saturday, January 18, 2025	Begin Notice for Proposed Projects
Monday January 27, 2025	Focus Group Meetings-Public/Sect 8 Housing, Homelessness, Housing; 2:30 p.m.
Tuesday, January 28, 2025	Focus Group Meetings-Economic Development, Non-Hous CD, Special Populations 10 a.m.
January 22 (Wed) & Jan 23 (Thurs), 2025	Non-Profit Technical Assistance Meetings-(1/22) 2 p.m. (1/23) at 10 a.m. & 2 p.m.
Tuesday, February 18, 2025	1 st Public Hearing – 6:15 p.m. Needs Assessment/Market Analysis Opportunity to express needs Proposals/project requests Receive comments on Draft Citizen Participation Plan, begin comment
Tuesday, February 25, 2025	Deadline for Project Requests; Eval -March 27
February 25 - March 27, 2025	Internal review of projects and development of draft Consolidated Plan/Action Plan
Tuesday, March 18, 2025	2 nd Public Hearing at 6:15-Receive comments on Analysis of Impediments, begin comment period on AI. End Comment Period on CPP
Tuesday, May 6, 2025	Announce CDBG funding recommendations

Tuesday, May 6, 2025

**3rd Public Hearing at 6:15 p.m. –
Receive comments on DRAFT
Consolidated and Annual Action
Plans 6:15 p.m. City Hall**

Friday, June 6, 2025

**End Comment Period of 2025-2029
Consolidated and 2025 Annual
Action Plans**

Tuesday, June 17, 2025

**Adoption of Final Plans by M&CC
for Submission of 2025-2029 Five -
Year Plan, 2025 Annual Action
Plan, and Updated Citizen
Participation Plan and Analysis of
Impediments to Fair Housing to
HUD for Review**

September 2025

Final Approval by HUD

September

**Distribution of Formal Funding
Award Letters**

October

Availability of Funds

***see special announcements on official City of Cumberland social media and website for any changes
to the timeline or meetings**

2025 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 SAM Unique Identity ID # _____

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 \$750,000.00 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.

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, 2025)
 - 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 2025-2029 Community Development Block Grant 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 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 25, 2025.

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

City of Cumberland

2025-2029 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 2025.

2025-2029 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

NATIONAL OBJECTIVES

1. Low/Moderate income benefit – area, limited clientele, housing, or jobs
2. Blight removal – area, spot blight
3. Urgent need – un-fundable, 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***

2025 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

2025 Sub-Recipient Required Information

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h. State/Zip _____

i. Telephone Number _____

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Quick Start Guide for Getting a Unique Entity ID (SAM)

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity ID (SAM).

If you want to only get a Unique Entity ID (SAM) and do not want to complete a full entity registration in SAM.gov, choose one of the following links that best describes your entity:

[Your entity has a DUNS Number and is registered in SAM.gov](#)

[Your entity has a DUNS Number and is not registered in SAM.gov](#)

[Your entity does not have a DUNS Number and today's date is before April 4, 2022](#)

[Your entity does not have a DUNS Number and today's date is after April 4, 2022](#)

Your entity has a DUNS Number and is registered in SAM.gov

If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID (SAM). It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here.](#)

Your entity has a DUNS Number and is not registered in SAM.gov

If you currently have a DUNS Number, only need to get a Unique Entity ID (SAM), and do not want to complete a full entity registration in SAM.gov, follow these steps to get a Unique Entity ID (SAM):

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.



Quick Start Guide for Getting a Unique Entity ID

2. After you sign in, the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button.

The screenshot shows the SAM.gov workspace. On the left, there is a 'Entity Management' widget with a red dashed border. Inside the widget, there is a 'Get Started' button with an orange arrow pointing to it. The 'Entity Management' section also includes a 'Entity Registration' table with columns for ID, Name, Status, and Actions (Copy, Download, Edit). Below this is a 'Last Update Date' section. On the right, there is a 'Profile' section with icons for Dashboard, Search, and Logout, and a 'Pending Requests' section showing '0 pending requests' and a 'See All' link. At the bottom, there is a 'Notifications' section showing '0 available notifications' and a 'See All' link.

3. On the next page, enter information about your entity. All fields are required, unless marked as optional.

The screenshot shows a 'Enter Entity Information' page with a progress bar at the top. The progress bar has four steps: 1. Enter Entity Information (highlighted in blue), 2. Validate Information, 3. Request UEI, and 4. Receive UEI. Below the progress bar, there is a section titled 'Enter Entity Information' with the sub-instruction 'All the following information will be used to validate your entity, unless marked as optional.' There are four input fields: 'Unique Entity ID' (with a placeholder '00000000000000000000000000000000'), 'Legal Business Name' (with a placeholder 'Your legal business name is the name you registered with your state filing office.'), 'Physical Address' (with a placeholder 'Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.'), and 'Country' (with a dropdown menu showing 'United States').





Quick Start Guide for Getting a Unique Entity ID

4. On the next page, validate that the information provided is correct. If the information provided does not match your Dun & Bradstreet record exactly, you will be able to proceed. For assistance updating your Dun & Bradstreet record, please contact Dun & Bradstreet.

Deselect the checkbox near the bottom of the page if you want to restrict the public viewing of your entity information in SAM.gov. If you deselect the checkbox, only you and federal government users will be able to view your Unique Entity ID (SAM) record. Other entities and users of SAM.gov will not be able to view your Unique Entity ID (SAM) record. Then, select "Next."

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

XXXXXXXXX-XXXXX-XXXXX-XXXXX LLC

DUNS Unique Entity ID

Physical Address

XXXXXXXXX, XXXXX, XXXXX, XXXXX, XXXXX United States

WE FOUND THE FOLLOWING MATCH:

XXXXXXXXX-XXXXX-XXXXX-XXXXX LLC

DUNS Unique Entity ID

Physical Address

XXXXXXXXX, XXXXX, XXXXX, XXXXX, XXXXX United States

Allow the selected record to be a public display record.

If you feel displaying non-sensitive information like your registration status, legal business name, and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM.gov public data file. Learn more about SAM.gov public search results.



Previous Cancel Next





Quick Start Guide for Getting a Unique Entity ID

5. On the next page, your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity. Select the checkbox to certify, then select the "Request Unique Entity ID" button.

Request Unique Entity ID

You have completed validation. Select Request Unique Entity ID to be assigned a Unique Entity ID.

VERIFIED MATCH:

LLC • Public

Unique Entity ID

Physical Address

UNITED STATES

Before requesting your Unique Entity ID, please certify under penalty of law that you are authorized to conduct transactions for this entity to reduce the likelihood of unauthorized transactions. Then select Request Unique Entity ID.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request Unique Entity ID

6. On the last page, your Unique Entity ID (SAM) will be displayed and you can begin to use it for your entity.

Receive Unique Entity ID

Congratulations! You have been assigned the following Unique Entity ID.

B-00000000000000000000000000000000

VERIFIED MATCH:

LLC • Public

Unique Entity ID

Physical Address

UNITED STATES





Quick Start Guide for Getting a Unique Entity ID

Your entity does not have a DUNS Number and today's date is before April 4, 2022

Before April 4, 2022, the DUNS Number issued by Dun & Bradstreet is the authoritative entity identifier used by the federal government. You need to get a DUNS Number first before you can request a Unique Entity ID (SAM).

Go to fedgov.dnb.com/webform to request a free DUNS Number. It can take 1-2 business days before your DUNS Number is issued. When you are assigned your DUNS Number, return to SAM.gov and follow the steps outlined under the "[Your entity has a DUNS Number and is not registered in SAM.gov](#)" section of this guide.

Your entity does not have a DUNS Number and today's date is after April 4, 2022

After April 4, 2022, the federal government will have no requirement for the DUNS Number. You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM) is provided to entities who request to only get a Unique Entity ID (SAM) and to entities who complete an entity registration.

Sign In to your SAM.gov account and the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button to begin requesting your Unique Entity ID (SAM).

