

STATE OF MARYLAND CDBG PROGRAM

**FFY26 / SFY 2027
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**Wes Moore, Governor
Aruna Miller, Lt. Governor**

*Jacob R. Day, Secretary
Julia Glanz, Deputy Secretary*

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
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**MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION SFY 2027**

1. Name of Jurisdiction: City of Havre de Grace	2. County (Municipal applicants only):Harford
3. Address:711 Pennington Ave, Havre de Grace MD 21078	4. Name of Subrecipient or Business, if applicable, and their Unique Entity Number: NA
5. FID Number: 52-6000-796 Unique Entity Number: HH2TV6FXKD46	6. Name, phone number and email of jurisdiction's contact person for this application: Wanda Boker, wandab@havredegracemd.com , 443-655-8935
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Roof Repair and Replacement and HVAC replacement for the Somerset Manor Community Activity & Management Offices Building. The Community Building & Management Offices for the Somerset Manor HUD community is located at 101 Stansbury Court, Havre de Grace, Maryland 21078. This address provides essential services to the Somerset Manor HUD community including a weekly food bank and biweekly health clinic. It is also where the large variety of outreach, educational and social programming for the Somerset Manor community is held.	
8. Project type: <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input type="checkbox"/> Public Services	9. National objective(s): <input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight
10. CDBG request: \$ 159,880 Local funds(In-kind)\$ <u>21,000</u> Other funds \$ Total costs \$ 180,380	11. U.S. Congressional District No. MD01 State District No. 34 (List State legislators for entire district): State Senator Mary-Dulany James State Delegate Andre Johnson State Delegate Steve Johnson
12. Date Public Hearing held: June 1 2026 (Attach minutes and hearing notice to application)	13. Required Resolution attached? <input checked="" type="checkbox"/> Yes
14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes Dated: September 16, 2024 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes Dated: September 16, 2024 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. If applicable, did you complete Debarment Check on application subrecipient or business? <input type="checkbox"/> No NA	
17. Digital Photos and Drive included? <input checked="" type="checkbox"/> Yes (User permissions must allow view <u>and</u> download) Photos Sent with Proposal	18. Date: May 12, 2026

PART A

PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

The proposed project ***Roof Repair/Replacement and HVAC Replacement for the Somerset Manor Community Building & Management Offices*** located at 101 Stansbury Court, Havre de Grace, Maryland 21078.

The Current state of the roof is in disrepair. There are two types of roofs at the Somerset Manor CC building. The shingle roof (dark brown) will be completely replaced and the metal roof (tan) will be refinished (cleaned and painted). All gutters and downspouts at all roof areas will be replaced. The shingles show significant staining signifying advanced age and UV exposure, they have reached their expected useful life and are susceptible to leakage and water damage, and need to be replaced. The gutter and downspout for the asphalt shingle roof areas also require replacement.

The 1-story metal roof area has debris and staining and the painted finish is substantially deteriorated, requiring a power washed and modern polymer coating designed for metal roof surfaces. The gutter and downspouts also need to be coated along with the metal roof. All of the above would considerably improve the integrity of the roof and sustainability and appearance of the building.

The existing HVAC units have exceeded the end of their useful life expectancy and are experiencing recurring mechanical failures. Both units experienced failed draft inducer fan motors, confirming deterioration and declining system reliability. The systems also show reduced operating efficiency, increased wear on critical components and rising maintenance costs. Full replacement will improve reliability and reduce long term maintenance costs and service interruptions, increase energy efficiency and extend service life by approximately 15 years. HVAC replacement scope of work provides necessary materials, equipment, supervision, and installation services required to replace two existing rooftop HVAC units serving the facility. The replacement systems consist of gas-fired furnaces for heating and split-system condensing units for air conditioning. The required work scope includes the following:

- Removal and disposal of two existing rooftop HVAC units and associated components.
- Furnishing and installation of two new gas-fired furnace systems.
- Furnishing and installation of two new outdoor condensing units for air conditioning.
- Installation of compatible evaporator coils, refrigerant piping, condensate drains, and related accessories.
- Reconnection and modification of existing ductwork as required for proper operation.
- Reconnection of existing electrical service, controls, gas piping, and thermostat wiring.
- Charging and testing refrigerant systems.
- Startup, testing, balancing, and commissioning of the new HVAC systems.
- Verification that all systems operate in accordance with manufacturer specifications.
- Removal of all debris and cleanup of work areas upon completion.
- All work shall comply with applicable local, state, and federal codes and regulations.

The proposed roof work would considerably extend the life of the roof and sustainability of the Sommerset Manor Community Building & Management Offices, which provide essential services to the residents of the Somerset Manor HUD Community, including a weekly food bank and bi-weekly health clinic, and a host of programming to build life skills like money management and healthy living, as well as continuing education opportunities.

A Somerset Manor resident speaks about the need for the Community Building:

The community building is the heartbeat of Somerset Manor, with our community room at its core. It is essential to replace the aging rooftop to prevent any potential issues or accidents in the future. Our Somerset Manor Community is a small and unique community. It is the only public housing authority in Harford County Maryland. I remember the first event I organized here. It was in the summer of 2012, and I named it "Summer Jam". It was my first resource fair for our community. It was a great experience and a great success!

PART B

PROJECT NEED/IMPACT: Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

The Current state of the roof is in disrepair. The shingles show significant staining signifying advanced age and UV exposure, they have reached their expected useful life and are susceptible to leakage and the risk of water damage and need to be replaced. The gutter and downspout for the asphalt shingle roof areas also require replacement. The 1-story metal roof area has debris and staining and the painted finish is substantially deteriorated, requiring a power washed and modern polymer coating designed for metal roof surfaces. The gutter and downspouts also need to be coated along with the metal roof.

The HVAC system needs replacement because units have exceeded the end of their useful life expectancy and are experiencing recurring mechanical failures and inefficiencies. The work scope for HVAC replacement is the following:

- Removal and disposal of two existing rooftop HVAC units and associated components.
- Furnishing and installation of two new gas-fired furnace systems.
- Furnishing and installation of two new outdoor condensing units for air conditioning.
- Installation of compatible evaporator coils, refrigerant piping, condensate drains, and related accessories.
- Reconnection and modification of existing ductwork as required for proper operation.
- Reconnection of existing electrical service, controls, gas piping, and thermostat wiring.
- Charging and testing refrigerant systems.
- Startup, testing, balancing, and commissioning of the new HVAC systems.
- Verification that all systems operate in accordance with manufacturer specifications.
- Removal of all debris and cleanup of work areas upon completion.
- All work shall comply with applicable local, state, and federal codes and regulations.

All of the above would considerably improve the integrity of the roof and sustainability and appearance of the building.

The proposed roof work would considerably extend the life of the roof and sustainability of The Sommerset Manor Community Building & Management Offices, which provide essential services to the residents of the Somerset Manor HUD Community, including weekly food bank and bi-weekly health clinic, and a host of programming designed for life skills like money management and healthy living, as well as continuing education opportunities.

PART B WORKSHEET

NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.

1. As CDBG funds are "Gap" financing, did you pursue *appropriate* other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? Please list the funding source, amount and whether it is committed, pending, or denied.

The City is unaware of other public or private funding sources and no other funding has been solicited or granted

2. Documentation of commitment of funds must be attached, including copies of award and/or rejection letters, current statements of funds availability, etc.

NA

3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges?

No

If yes, what is the estimated monthly cost? _____

Is the cost per person or households? _____

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? Yes ___ No ___

If yes, what is the % increase? _____

How were new or increased costs were determined?

Discuss how the grantee or subrecipient determined that charges are affordable to beneficiaries: NA

PART C
COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support from community members and groups and potential beneficiaries for this project and the CDBG funding. <i>NOTE: This activity is separate from the public hearing(s).</i>
<p>Outreach and public information for the project includes:</p> <ul style="list-style-type: none"> • Public Comments Collection between May 20- June 1, Monday through Friday 9am – 5pm at City Hall; • Public Hearing at City Council Meeting; June 1, 2026 • Application announcement posted in City Council Meeting Agenda on City website; publication within the Somerset Manor HUD community through the Somerset Manor Residents Association, and publication in the regional newspaper <i>The Aegis</i> on May 20, 2026

PART D
LOCAL PLANNING/GROWTH MANAGEMENT:
Answer the following questions:
<p>1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do <i>not</i> submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should ATTACH a copy of the REFERENCED portion which specifically mentions your project.</p> <p>The proposed project supports the City's Comprehensive Plan (2025 Envision Havre de Grace Comprehensive Plan) and Sustainable Communities Plan by providing safe and appropriate public infrastructure for its citizens, for all needs and incomes, and continuing to enforce the City's Property Maintenance Code.</p> <p>2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them.</p> <p>NA</p> <p>3. Is your project located in a Priority Funding Area? Yes</p> <p style="text-align: center;">ATTACH MAP(S) OF PROJECT AREA</p> <p style="text-align: center;">List Census Tract(s) and Block Groups for all projects:</p>
Overhead Map with HUD GIS Data is attached. The Somerset Manor Housing Development is a HUD financed Managed by the Havre de Grace Housing Authority.

**PART E
NATIONAL OBJECTIVE:**

1. Using the attached “National Objective” chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

1. Benefit to Low and Moderate Income Persons:

X Area Benefit (LMA) 100% Determined by survey or census HUD qualifying data
(Attach Survey Approval Ltr)

- Housing (LMH)** Single Family Multi-Family
 Financial Assistance
 Water and Sewer Connections

- Limited Clientele (LMC)** Presumed
 51% of clientele are persons whose family is LMI
 Nature and location conclude area is primarily LMI
 Removal of architectural barriers

- Jobs (LMJ)** Job Creation Job Retention

Total estimated # of beneficiaries 143 CDBG \$ per beneficiary \$ _____
Total estimated # of LMI beneficiaries 143 CDBG \$ per LMI beneficiary \$ _____
% of LMI beneficiaries to total 100%

- 2. Elimination of Slum and Blight:** Area Basis Spot Basis

NATIONAL OBJECTIVE CHART

Nat. Objective	Subcategory	Definition	Test	Examples
Low/Moderate Income Persons	Area Benefit (LMA)	Activity benefits all residents in an area where at least 51% of the residents are LMI	<ul style="list-style-type: none"> * Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns * Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD. 	<ul style="list-style-type: none"> * water and sewer lines * neighborhood facilities * roadway improvements
Low/Moderate Income Persons	Limited Clientele (LMC)	Activity that benefits a limited number of people as long as at least 51% of those served are LMI	<p>Activity must qualify under one of the following:</p> <ul style="list-style-type: none"> * Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or * Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or * Be of such a nature and in such a location that it can be concluded that clients are primarily LMI 	<ul style="list-style-type: none"> * construction of senior center * services for the homeless * meals on wheels for the elderly * construction of job training facilities for the disabled * construction of Head Start Center
Low/Moderate Income Persons	Housing Activities (LMH)	Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons	<ul style="list-style-type: none"> * Structures with one unit must be occupied by LMI persons * If structure contains more than 1 unit, at least 51% must be LMI occupied * 2-unit structures must have at least one unit occupied by a LMI household * Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure 	<ul style="list-style-type: none"> * rehabilitation of owner-occupied housing * conversion of non-residential structures into permanent housing * infrastructure for new housing
Slum/Blight	Area Basis (SMA)	Activity that aids in the prevention or elimination of slums or blight in a designated area	<ul style="list-style-type: none"> * Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and * Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and * Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation 	<ul style="list-style-type: none"> * public facilities or improvements * elimination of safety hazards
Slum/Blight	Spot Basis (SBS)	Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area	<ul style="list-style-type: none"> * Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective * Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety <p>NOTE: Must demonstrate code enforcement actions taken by the local government</p>	<ul style="list-style-type: none"> * elimination of damaged retaining wall creating danger for pedestrians * demolition of vacant, deteriorating building
Low/Moderate Income Persons	Jobs (LMJ)	Activity that results in the creation and/or retention of jobs	<ul style="list-style-type: none"> * At least 51% of jobs must be taken by LMI persons * At least 51% of jobs must be retained by LMI persons * Permanent, full-time jobs only * LMI status is determined by income of the family 	<ul style="list-style-type: none"> * acquisition of land to construct a distribution center * extension of water and sewer service to land to be developed for a business(s) * acquisition of equipment

**Low/Moderate Income Benefit
Worksheet A
Area Basis (LMA)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through area benefit (LMA) activities, please fill out this form and attach it to Part E of your application.

1. **Estimated** Total Beneficiaries 143 (Count by Persons)
2. **Estimated** Total LMI Beneficiaries 143 (Count by Persons)
3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

Count for all estimated persons in the service area:	RACE	Ethnicity (Hispanic or Latino)
a. Total White	<u>57</u>	<u>9</u>
b. Total Black or African American	<u>74</u>	—
c. Total Asian	<u>4</u>	—
d. Total American Indian or Alaska Native	<u>0</u>	—
e. Total Native Hawaiian or Other Pacific Islander	<u>0</u>	—
f. Total American Indian or Alaska Native and White	<u>0</u>	—
g. Total Asian & White	<u>0</u>	—
h. Total Black or African American & White	<u>8</u>	—
i. Total American Indian or Alaska Native & Black or African American	<u>0</u>	—
j. Other Multi-Racial	<u>0</u>	—
Total (number of all by <u>Race</u> must be the same as #1 above)	<u>143</u>	<u>9</u>

4. **Total** Number of Female-Headed Households 53 (out of 58 total households)
5. **Total** Number of Disabled 20
6. Describe the proposed accomplishments of the project:

The Current state of the roof is in disrepair and the HVAC system needs replacing. The shingles show significant staining signifying advanced age and UV exposure, they have reached their expected useful life and are susceptible to leakage and the risk of water damage and need to be replaced. The gutter and downspout for the asphalt shingle roof areas also require replacement. The 1-story metal roof area has debris and staining and the painted finish is substantially deteriorated, requiring a power washed and modern polymer coating designed for metal roof surfaces. The gutter and downspouts also need to be coated along with the metal roof. All of the above would considerably improve the integrity of the roof and sustainability and appearance of the building.

**Low/Moderate Income Benefit
Worksheet B
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated** Total Beneficiaries _____ (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries _____ (*Count by Persons*)

Your project will qualify using ONE of the three categories identified below. Select the most appropriate.

- ▶ If the project benefits a group *presumed* to be low and moderate income, please identify the group:

- | | |
|---|---|
| <input type="checkbox"/> Abused Children | <input type="checkbox"/> Elderly Persons |
| <input type="checkbox"/> Battered Spouses | <input type="checkbox"/> Illiterate Adults |
| <input type="checkbox"/> Migrant Farm Workers | <input type="checkbox"/> Severely Disabled Adults |
| <input type="checkbox"/> Homeless Persons | <input type="checkbox"/> Person Living with AIDS |

- ▶ If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:

- ▶ If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

Describe the proposed accomplishments of the project:

**Low/Moderate Income Benefit
Worksheet C
Housing (LMH)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated** Total Beneficiaries *Count* _____ *Units AND* _____ *Persons*

2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? _____

Of these, how many are to be occupied by LMI persons? _____

3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? _____

Of these, how many are to be occupied by LMI persons? _____

4. For housing rehabilitation, how many total units will be rehabilitated? _____

5. For housing rehabilitation, how many total units will receive emergency repairs? _____

6. If providing financial assistance to homebuyers, how many homebuyers will be assisted?

7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area? Y N

If yes, provide specific explanation of why this area was targeted.

8. Will program income be generated by this activity? Y N

If yes, provide Re-Use Plan as an attachment to this application. *Previously approved Re-Use Plans will not be accepted*

**Slum/Blight
Worksheet D**

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One: Slum and Blight - Area Basis **OR** Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area:

Have an official designation of blight by local government? No Yes

If yes, what is the date of designation? _____

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law? No Yes

Have a substantial percentage of deteriorated buildings? No Yes

If yes, what is the percentage? ___%

3. Does the activity address one or more of the blighting conditions? How?
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

NOTE: If your project involves the acquisition of property as an activity to eliminate blight, then the national objective should address the intended use of the property.

**Low/Moderate Income Benefit
Worksheet E
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create new jobs? _____
Or will this project result in retention of existing jobs? _____
2. How many total jobs are estimated to be created? _____
Of those created, how many will be taken by LMI persons? _____
3. How many total jobs are estimated to be retained? _____
Of those jobs retained, how many are retained by LMI persons? _____

Taken By Standard

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons,
2. a listing by job title of all employees at the time the application for assistance is submitted,
3. a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance,
4. evidence supporting the estimated number of jobs to be created.

Retention Standard

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. a clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts,
2. a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons,
3. a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

Business Information

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Name of Business;
2. Ownership of Business;
3. Business Management;
4. Company History including start-up date, type of operation, progress and number of employees to date;
5. Current Location(s);
6. Product Line(s) or Service;
7. Discuss their market area(s) including geography, major customers and other
8. Characteristics; and
9. Certificate of Good Standing from the State of Maryland if an existing business.

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statements for principal owner(s) and a five-year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.

PART F

SOURCES AND USES OF FUNDS: List each specific project activity separately (*please break down the costs as far as possible*). Type in the actual sources of other funding. Indicate whether funds are “L” for loan or “G” for grant. INDICATE STATUS OF FUNDS using “P” for pending, “C” for committed, “R” for received, “N” for no action. Attach commitment letters and cost estimates directly behind this page of the application. For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

THE APPLICANT IS THE JURISDICTION. ALL PROJECTS MUST INCLUDE ADMINISTRATIVE COSTS FOR THE APPLICANT.

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG:	APPLICANT	HOUSING AUTHORITY	OTHER:			
Roof and HVAC Replacement/Repair							
Supervision/Environmental Lead ACM	8,750						Requesting funds from CDBG
Demolition -remove existing shingles, depose of tear off debris	11,420						Requesting funds from CDBG
Carpentry/Roofing/Installation	91,320						Requesting funds from CDBG
HVAC Upgrade/Replacement	42,500						Requesting funds from CDBG
Contingency for Inflation @3%	5,890						
Administration							
In Kind Project Administration at 5% x 12 months x 2 City (Grants Manager and Procurement Officer)		\$11,000					Committed in kind
In-Kind Project Administration at 5% x 12 months for HABC President & CEO			10,000				Committed in kind
TOTALS BY SOURCES OF FUNDS	\$159,880	\$11,000	\$10,000	\$	\$	\$	

PART G

STAFFING AND PROJECT MANAGEMENT: This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

Identify the primary person for the *jurisdiction* who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.

The City of Havre de Grace, in partnership the Havre de Grace Housing Authority, currently receiving technical assistance from the Housing Authority of Baltimore County) will administer the proposed grant funds. The City of Havre de Grace has extensive experience administering state and federal public funding including DHCD and CDBG awards. Abdullahi Abdi is the City Director of Finance.

Identify others who will assist in the administration of this CDBG project.

Michele Widman, City Procurement Officer
 Wanda Boker, City Grants Manager
 Janet Abrahams, HABC President and CEO

Amount of funds requested for Project Administration, if any: NA

If Project Administration funds requested for staffing, please identify the following:

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds

If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.

Expenses	Estimated Costs

PART H

PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

EXAMPLE: For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	August 1, 2026	
Environmental Review	August 1, 2025	October 15, 2026
Preliminary Engineering	Completed	
Site Acquisition	October	November
Bidding & Selection for Engineering	October	November
Meeting 180 Day Expenditure Requirement	August 1, 2026	January 28, 2026
Engineering Complete	November	December
Bidding & Selection Construction	December	January
Construction	January 2027	December 2028

NOTE: An Environmental Review is the first step for every funded grant after award date

	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD	August 1 2026		Applicant
ENVIRONMENTAL REVIEW	August 1 2026	October 15, 2026	Applicant
PROCUREMENT	October 15, 2026	November 30, 2026	Applicant
Roof Installation and Repair	December 1, 2026	January 31, 2027	Procured Contractor
HVAC Replacement	February 1, 2027	April 30, 2027	Procured Contractor
Final Reporting, Final Reimbursements & Ribbon Cutting Ceremony	May 1, 2027	July 31, 2027	

PART I

DAVIS BACON / BUILD AMERICA BUY AMERICA:

Do Davis-Bacon wage rates apply to the project? Yes

If yes, do cost estimates reflect the use of Davis-Bacon rates? Yes

Discuss Davis-Bacon rates and their impact on the project.

Contractors procured for the proposed project will be required to pay federal prevailing wages for the work performed.

Explain how you calculated the rates into your cost estimates.

Vendor estimates respect Davis-Bacon wage requirements

Explain how you factored in Build America Buy America requirements for iron and steel and listed construction materials, if applicable. When the City procures vendors for work we make sure that *Build America Buy America* requirements are in the code.

PART J					
ACQUISITION / RELOCATION:					
Has site control been secured? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain how:					
Has an option been secured? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain how:					
Estimated cost of acquisition: \$			Sources of funds for acquisition:		
Number of parcels to be acquired: Residential: Business			Will acquisition be done with eminent domain if needed? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is acquisition of easements required? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, did applicant include costs associated with the Uniform Act? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Has anyone been forced to move from the site within the three months prior to the initial application for funds? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, explain:					
Estimated cost of relocation: \$			Sources of funds for relocation:		
# Units in Property(s) _____	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					
10. Do the activities of this project trigger the one-for-one replacement housing requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, discuss how you plan to meet these requirements.					
11. If property is to be leased, describe lease terms.					

PART K

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.

Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? Yes No

If yes, please attach a copy.

In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? Yes No If yes, please explain:

Has the jurisdiction adopted a fair housing ordinance? Yes No

Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? Yes No If yes, please describe:

Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

PART L

ENVIRONMENTAL IMPACT: Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.

Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? Yes The building was built in 1974 (52 years old)

Will your project involve or impact an archaeological site? No

Will your project impact any wildlife that is threatened or endangered? No

Will your project involve the abatement or removal of asbestos from a building?
 No

Will your project involve the abatement or removal of lead-based paint from a building?
 No

Is your project new construction? Yes, the replacement of a roof on an existing building
If you answered YES, is the proposed project located in any of the following:

- Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mudflow, and/or flood related erosion hazard
- 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:

Non of the above mentioned designations for flood and hazard areas are involved or included.

PART M

PROCUREMENT: All procurement must comply with the requirements and processes identified in the CDBG Financial and Procurement Manual.

REMINDER – For existing contractual agreements with an engineering firm, the applicant must be able to demonstrate that they hired the specific firm through a competitive process AND that the contract was for no more than a three year period with an option to extend twice for one year periods for a total of five years. Additionally, the contract must have identified all potential projects to be undertaken during the three to five year period including the one included in this application.

1. Will your project use CDBG funds for professional services? No

If yes, is it for new services? Yes No

If yes, will services be under a new contract? Yes No

If no, please explain:

Funds will be used for procured contractors to repair/replace the roof and replace the HVAC units on the roof of the *Somerset Manor Community Activity & Management Offices Building*.

2. Will your project use CDBG funds for construction? Yes

If yes, attach the proposed scope of work and estimated costs for construction and materials.

If yes, will construction be under a new contract(s)? Yes

If no, is it for a change order? Yes No

If the answer is yes, please contact CDBG staff to discuss further.

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG 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 attributable 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 with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
 - a) 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
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
 - a) 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; and

- b) if any funds other than Federal 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 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
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
11. will comply with the requirements of the Build America, Buy America Act which was included in the federal Infrastructure Investment and Jobs Act which was signed into law on November 15, 2021;
12. will comply with the requirements of the Right to Report Crime and Emergencies from One's Home which was included in the Violence Against Women Act Reauthorization Act of 2022;
13. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
14. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

Typed Name and Title
Chief Elected Official

Signature

Date