1. Pine Street Revitalization Housing Activities Packet

Documents:

- FINAL_MEMO_TO_COUNCIL_2.2.21_NEIGHBORHOOD_EFFORTS.PDF
- FINAL_BUDGET_MEMO_CDBG_GRANT_FEBRUARY_2021.PDF
- CDBG_APPLICATION_ELEVATOR_JAN_2021_(002).PDF
- FINAL_SCANNED_CDBG_GRANT_PHASE_2_PINE_STREET_NEIGHBORHOOD_REVITALIZATION_FEBRUARY_9_2021.PDF
Date: February 2, 2021
To: Mayor and Commissioners of Cambridge
From: Pat Escher, A.I.C.P., City Planner
Regarding: Neighborhood Revitalization Efforts

Mayor and Commissioners of Cambridge:

I would like to provide an update with respect to the work that has been done and our on-going efforts with the revitalization work. The list below includes both Habitat- and City- owned properties.

One thing that needs to be mentioned early on with regards to our efforts, these early phases of the revitalization have been dealing with the most neglected properties. Therefore, there are a number of properties that will be demolished. The majority of these properties listed below are County tax sale properties that have been sitting vacant for years. They are in such disrepair due to neglect, that they cannot be rehabilitated. Several years ago, the State changed some laws that now allow Counties to foreclose on properties not claimed at a tax sale, which clears them of most of their encumbrances with respect to titles and liens, thereby, allowing their sale to the City and Habitat.

As the City moves forward and most hazardous properties are removed, the process will shift to more rehabilitation of the houses. The intent is to retain the historic character of the neighborhood with the retention of as many homes as possible.

**Pine Street**

*403 – City-owned - demolished; may be retained as open space, pending small area plan
*412/414 – purchased by Habitat and demolished; this lot, along with 414 Pine Street pending its demolition, will be new house construction by Habitat
*504 – purchased by Habitat and will be either a demolition or rehabilitation, pending further review
*521 – purchased by Habitat and will be either a demolition or rehabilitation, pending further review
*810 – City-owned - demolished; may be held for side yard
High Street

443 – Habitat property that may have a new house or pending planning efforts, may be
used as access to property behind High Street and some other properties
*507 – new house completed by Habitat, and qualified homeowner has moved in
*517 – purchased by Habitat and demolished; will serve as a driveway/off-street parking
for house at 519 High Street
*519 – new house under construction by Habitat
*522 – City-owned - demolished and is anticipated to be site for new house construction
*603 – new house under construction by Habitat
615 – new house under construction by Habitat
617 – planned new house construction by Habitat
619 – combined with 617 High Street driveway for improved lot size by Habitat
625 – County-owned - demolished by County and sold to neighboring property owner
*632 – City-owned - demolished; may be retained as open space, pending small area
plan
*726 – City-owned - planned for new house construction
*728 – City-owned - planned for new house construction

Wells Street Properties

Properties purchased by Habitat from the County. These properties will be developed
outside the grant process with separate funds. Habitat is in the process of surveying the
properties, and some properties will be combined to provide better lots with on-site
parking.

607 – planned new house construction - Habitat
608 – planned new house construction - Habitat
609 – planned new house construction - Habitat
610 – planned new house construction - Habitat
613 – planned new house construction - Habitat
615 – planned new house construction - Habitat
617 – planned new house construction - Habitat
618 – planned house replacement - special loans - private
621 – planned new house construction - Habitat
623 – planned new house construction - Habitat
625 – planned new house construction - Habitat

Douglas Street

*600/602 – City-owned - demolitions pending; 600 Douglas could potentially provide
improved lot for adjacent property owner and new house construction on the remaining
portion, pending further discussion and analysis
*604 – City-owned - developable lot
*606 – City-owned - developable lot
*610 – City-owned - developable lot
632 – City-owned - developable lot - along with two adjacent lots. The properties are catty corner from Cornish Park and adjacent to 647 Washington Street. Purchase from private citizen.

**Park Lane**

*810 – City-owned - vacant  
*811 – City-owned - to be demolished  
*813 – City-owned - to be demolished  
*823 – City-owned - vacant  
*825 – City-owned - vacant

**Chesapeake Court**

Properties will need additional research and survey work.

600 – City-owned - developable lot  
606 – City-owned - developable lot  
608 – City-owned - developable lot  
619 – City-owned - developable lot

**Phillips**

547 – City-owned - developable lot  
*700 – City-owned - building acquired to renovate for community/non-profit uses

**Washington Street**

647 – City-owned - developable lot

**Home Rehabilitation/Repair**

*Two owner-occupied home rehabilitation projects occurred: Fairmount Avenue and Hubbard Street. Home addresses confidential due to being currently owner-occupied. Home rehabilitation projects completed by Habitat.

NOTE: Asterisked (*) properties above indicate those housing activities completed with Community Development Block Grant (CDBG) grant funding – Phase 1 funded by the State’s Department of Housing & Community Development (DHCD).
Memorandum

Date: February 12, 2020

To: Commissioners of Cambridge

From: Pat Escher, A.I.C.P., City Planner


Enclosed is the latest budget for the neighborhood revitalization project with our partners, Dorchester County and Habitat for Humanity Choptank. This project began in 2018 with funding of a Community Development Block Grant (CDBG) for $647,953.

To date the project has spent or allocated all of the CDBG grant funds.

<table>
<thead>
<tr>
<th>CDBG Grant Funds</th>
<th>Amount</th>
<th>Allocated</th>
<th>Expended</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Acquisition</td>
<td>$123,953</td>
<td>$114,693</td>
<td>$114,693</td>
<td>$9,260</td>
</tr>
<tr>
<td>Demolition/Clearing</td>
<td>$99,000</td>
<td>$76,640</td>
<td>$76,640</td>
<td>$40,000</td>
</tr>
<tr>
<td>Rehabilitation</td>
<td>$150,000</td>
<td>$60,000</td>
<td>$60,000</td>
<td>$90,000</td>
</tr>
<tr>
<td>Rehabilitation for Resale</td>
<td>$35,000</td>
<td>$35,000</td>
<td>$35,000</td>
<td></td>
</tr>
<tr>
<td>New Construction</td>
<td>$120,000</td>
<td>$120,000</td>
<td>$120,000</td>
<td></td>
</tr>
<tr>
<td>Project Admin. (Housing Specialist 1)</td>
<td>$120,000</td>
<td>$60,000</td>
<td>$60,000</td>
<td></td>
</tr>
<tr>
<td>(Housing Specialist 2)</td>
<td>$60,000</td>
<td>$25,514.60</td>
<td>$25,514.60</td>
<td></td>
</tr>
</tbody>
</table>
City's Matching Funds Committed

- Rehabilitation $30,037 Allocated
- Property Acquisition $100,000 Allocated
- Project Admin. $20,000 Allocated
  City staff in-kind

Habitat Matching Funds Committed

- Rehabilitation $25,000 Allocated $25,500 Funds expended
- Rehabilitation for Resale $240,000 Allocated
- New Construction $180,000 Allocated $294,272 Funds expended
- Project Admin. $40,800 Allocated $53,908 Funds expended

Dorchester County has contributed $18,000 in-kind donations with the demolition of two properties (625 and 632 High Street) in the neighborhood.
STATE OF MARYLAND
CDBG PROGRAM

SFY 2021
APPLICATION

COMMUNITY DEVELOPMENT
SPECIAL PROJECTS

Lawrence J. Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Kenneth C. Holt, Secretary

DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258
1. Name of Jurisdiction:  
City of Cambridge

2. County (Municipal applicants only):  
Dorchester

3. Address:  
410 Academy St.  
Cambridge, MD 21613

4. Name of Subrecipient or Business, if applicable, and their DUNS Number:  
N/A

5. FID Number: 52-6000780  
DUNS Number: 078283132

6. Name, phone number and email of jurisdiction’s contact person for this application:  
Patrick Comiskey  
410-228-4020  
pcomiskey@choosecambridge.com

7. Project title, brief description & location (Full street address(es) and zip code of Project is required):  
Installation of Elevator at the Old City Hall Building at 307 Gay St., Cambridge, MD 21613  
This project will make the second floor of this building accessible to citizens with handicaps and injuries. We are planning on re-inhabiting the former city hall bringing other divisions into the building as well as the current city hall workers. This will add an additional 10 workers in the downtown and draw more traffic to the downtown during the business day. This will also put more businesses within walking distance of city hall. We will be restoring the most iconic building in our downtown that was built 9 decades ago.

8. Project type:  
☐ Housing  ☑ Public Facilities  ☐ Other  ☑ Economic Services  ☐ Other

9. National objective(s):  
☐ Low and moderate income benefit  ☑ Elimination of slum/blight

10. CDBG request:  $ 260,000  
Local funds:  $ 50,000  
Other funds:  $ 0  
Total costs:  $ 310,000

11. U.S. Congressional District No.: First  
State District No. 37th  
(List State legislators for entire district):  
Senator Adelaide Eckardt  
Delegate John Mautz  
Delegate Christopher Adams

12. Date Public Hearing held: 1/20/21  
(Attach minutes and hearing notice to application)

13. Required Resolution attached?  ☑ Yes  ☐ No

If not, did you attach new plan?  ☑ Yes  ☐ No

15. Is Anti-Displacement Plan current?  ☑ Yes  ☐ No  Dated: 1/20/21  
If not, did you attach new plan?  ☑ Yes  ☐ No

16. If applicable, did you complete Debarment Check on application subrecipient, developer or business?  
☐ Yes  ☑ No

17. Digital Photos and CD included?  ☑ Yes  ☐ No  (each must be labeled)  
18. Date: 1/20/21
PART A
PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

See attached.
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.

See attached.
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? What is the status of those requests?

   No other funding for the elevator project has been requested from other agencies. However, other costs of renovating the building will be borne by the City.

2. Please provide copies of award and rejection letters.

   N/A

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? __________

   If yes, what is the % increase? __________

   Discuss how costs were determined:

   Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries:
PART C
COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. NOTE: This activity is separate from the public hearing(s).

There are 283 residents residing directly in the downtown district. Most of these people live in apartments on top of commercial buildings. Many of these residents are of low-and-moderate income and a significant number live alone. These persons are the most at risk health wise with the toxic substances from the old City Hall being dispersed into the air. There are 3176 persons living within 2500 feet of the old city hall. These neighborhoods adjacent to the downtown are characterized by poor housing and other indicators of economic distress. These residents can be assumed to be living in economic distress and likely to have adverse health conditions.

The project is supported by several non-profit partners in revitalization such as Habitat for Humanity and the Dorchester County government.

A public hearing was held on 11/14/20, at 2:30 p.m. in Cambridge City Hall in support of an application to the Environmental Protection Agency for funds to remediate hazards in the building. The citizens are in support of cleaning up the contamination in the old City Hall and putting the building to a new use which will contribute to the revitalization of the downtown.

The City also has a Facebook page for communicating with the public. It will post information there on the progress of this project.
PART D
LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

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 not 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.

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.

3. Is your project located in a Priority Funding Area? ___ X __ Yes ___ No

ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects: Census Tract 970500 Block Group 1

Cambridge’s Comprehensive Plan calls for utilizing underused areas where infrastructure exists and development has occurred but the space is not being used to its fullest. The city hall building is one such location. Additionally the plan calls for developing within the existing city to improve the spaces there as opposed to expanding out into the farmland and woodland surrounding the city. This project would be in line with this part of the project as well.

This project is also consistent with the mission of the Cambridge Neighborhood Revitalization Plan to improve neighborhoods, land use and quality of life through comprehensive strategies and partnerships; including engagement of residents and businesses around permanent and temporary repurposing of vacant land, beautification, blight mitigation, improvement and marketing of new & existing housing, social cohesion strategies, and enhanced human services.

The City’s Sustainable Communities Action Plan also supports this project by encouraging downtown revitalization.
### 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.

<table>
<thead>
<tr>
<th>1. Benefit to Low and Moderate Income Persons:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area Benefit (LMA)</td>
</tr>
<tr>
<td>Housing (LMH)</td>
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<tr>
<td></td>
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<tr>
<td>Limited Clientele (LMC)</td>
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</tbody>
</table>

- Jobs (LMJ) | Job Creation | Job Retention |

Total estimated # of beneficiaries 12,260  
CDBG $ per beneficiary $20  
Total estimated # of LMI beneficiaries: 2019  
CDBG $ per LMI beneficiary $124  
% of LMI beneficiaries to total: 16%

2. Elimination of Slum and Blight:  
Area Basis  
Spot Basis
<table>
<thead>
<tr>
<th>Nat. Objective</th>
<th>Subcategory</th>
<th>Definition</th>
<th>Test</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low/Moderate Income Persons</td>
<td>Area Benefit</td>
<td>Activity benefits all residents in an area where at least 51% of the residents are LMI</td>
<td>* 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</td>
<td>* water and sewer lines&lt;br&gt;* neighborhood facilities&lt;br&gt;* roadway improvements</td>
</tr>
<tr>
<td></td>
<td>(LMA)</td>
<td></td>
<td>* Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD.</td>
<td></td>
</tr>
<tr>
<td>Low/Moderate Income Persons</td>
<td>Limited Clientele</td>
<td>Activity that benefits a limited number of people as long as at least 51% of those served are LMI</td>
<td>Activity must qualify under one of the following: &lt;br&gt; * 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 &lt;br&gt; * Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or &lt;br&gt; * Be of such a nature and in such a location that it can be concluded that clients are primarily LMI</td>
<td>* construction of senior center&lt;br&gt;* services for the homeless&lt;br&gt;* meals on wheels for the elderly&lt;br&gt;* construction of job training facilities for the disabled&lt;br&gt;* construction of Head Start Center</td>
</tr>
<tr>
<td></td>
<td>(LMC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low/Moderate Income Persons</td>
<td>Housing Activities</td>
<td>Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons</td>
<td>* Structures with one unit must be occupied by LMI persons&lt;br&gt; * If structure contains more than 1 unit, at least 51% must be LMI occupied&lt;br&gt; * 2-unit structures must have at least one unit occupied by a LMI household&lt;br&gt; * Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure</td>
<td>* rehabilitation of owner-occupied housing&lt;br&gt;* conversion of non-residential structures into permanent housing&lt;br&gt;* infrastructure for new housing</td>
</tr>
<tr>
<td></td>
<td>(LMH)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slum/Blight</td>
<td>Area Basis</td>
<td>Activity that aids in the prevention or elimination of slums or blight in a designated area</td>
<td>* Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and&lt;br&gt; * 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&lt;br&gt; * 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</td>
<td>* public facilities or improvements&lt;br&gt;* elimination of safety hazards</td>
</tr>
<tr>
<td></td>
<td>(SMA)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slum/Blight</td>
<td>Spot Basis</td>
<td>Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area</td>
<td>* Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective&lt;br&gt; * Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety&lt;br&gt; NOTE: Must demonstrate code enforcement actions taken by the local government</td>
<td>* elimination of damaged retaining wall creating danger for pedestrians&lt;br&gt;* demolition of vacant, deteriorating building</td>
</tr>
<tr>
<td></td>
<td>(SBS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Low/Moderate Income Persons</td>
<td>Jobs</td>
<td>Activity that results in the creation and/or retention of jobs</td>
<td>* At least 51% of jobs must be taken by LMI persons&lt;br&gt; * At least 51% of jobs must be retained by LMI persons&lt;br&gt; * Permanent, full-time jobs only&lt;br&gt; * LMI status is determined by income of the family</td>
<td>* acquisition of land to construct a distribution center&lt;br&gt;* extension of water and sewer service to land to be developed for a business(s)&lt;br&gt;* acquisition of equipment</td>
</tr>
<tr>
<td></td>
<td>(LMJ)</td>
<td></td>
<td></td>
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</tbody>
</table>
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 _______ (Count by Persons)

2. **Estimated** Total LMI Beneficiaries ___ (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:

<table>
<thead>
<tr>
<th>Race/Combination</th>
<th>White</th>
<th>Other Hispanic or Latino</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total White</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>b. Total Black or African American</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>c. Total Asian</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>d. Total American Indian or Alaska Native</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>e. Total Native Hawaiian or Other Pacific Islander</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>f. Total American Indian or Alaska Native and White</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>g. Total Asian &amp; White</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>h. Total Black or African American &amp; White</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>i. Total American Indian or Alaska Native &amp; Black or African American</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>j. Other Multi-Racial</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>Total (number of all by Race must be the same as #1 above)</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

4. **Total** Number of Female-Headed Households________

5. **Total** Number of Disabled _________

6. Describe the proposed accomplishments of the project:
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: 12,260  *(Count by Persons)*

2. **Estimated** Total LMI Beneficiaries: 2019  *(Count by Persons)*

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

   - [ ] Abused Children
   - [ ] Battered Spouses
   - [ ] Migrant Farm Workers
   - [ ] Homeless Persons
   - [x] Elderly Persons
   - [ ] Illiterate Adults
   - [ ] Severely Disabled Adults
   - [ ] Person Living with AIDS

4. 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:

   N/A

5. 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:

   N/A

Describe the proposed accomplishments of the project:

Construction of an elevator at the old city hall at 307 Gay St. This building will be converted back into the city hall.
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 X□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
   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, than 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. Provide 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. Provide a listing by job title of all employees at the time the application for assistance is submitted.

3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.

4. Provide 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. Provide 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.
Worksheet E Continued

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.

3. Provide 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 Characteristics; and
8. 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 statement 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.**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SOURCES OF FUNDS</th>
<th>TOTALS BY ACTIVITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction of an elevator at the old city hall- G</td>
<td>CDBG: $250,000.00</td>
<td>$250,000.00</td>
<td>P</td>
</tr>
<tr>
<td>Renovation of old city hall- G</td>
<td>APPLICANT: $50,000</td>
<td>$50,000.00</td>
<td>C</td>
</tr>
<tr>
<td>Project Admin. (Cash)</td>
<td></td>
<td>$10,000.00</td>
<td></td>
</tr>
<tr>
<td>Project Admin. (In-Kind)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Admin. (Cash)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Admin. (In-Kind)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTALS BY SOURCES OF</strong></td>
<td><strong>$260,000.00</strong></td>
<td><strong>$310,000.00</strong></td>
<td></td>
</tr>
</tbody>
</table>
1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation. Pat Escher will be charged with general administration. Ms. Escher has 6 years’ experience in administering CDBG projects. She has administered a number of CDBG projects for the city. She also administers Community Legacy grants. Project administration will be handled by a consulting firm which will prepare the specifications, supervise the bidding process, and inspect the work.

2. Identify others who will assist in the administration of this CDBG project. Ms. Jeannie Ballina, the Housing Coordinator, will assist in grant administration.

3. Amount of funds requested for Project Administration, if any: $10,000.00

4. If Project Administration funds requested for staffing, please identify the following: N/A

<table>
<thead>
<tr>
<th>Person</th>
<th># Hours Anticipated to Work on Project</th>
<th>Hourly Wage</th>
<th>Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultant to prepare the bid, supervise the bid process, and inspect the work</td>
<td>$10,000.00</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Begin</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Award</td>
<td>March 1, 2021</td>
<td>May 2021</td>
</tr>
<tr>
<td>Environmental Review</td>
<td>March</td>
<td>June 2021</td>
</tr>
<tr>
<td>Preliminary Engineering</td>
<td>Completed</td>
<td>August 2021</td>
</tr>
<tr>
<td>Site Acquisition</td>
<td>June</td>
<td>June 2021</td>
</tr>
<tr>
<td>Bidding &amp; Selection Engineering</td>
<td>July</td>
<td>August 2021</td>
</tr>
<tr>
<td>Meeting 180 Day Expenditure Requirement</td>
<td>August</td>
<td>December 2021</td>
</tr>
<tr>
<td>Engineering</td>
<td>September</td>
<td></td>
</tr>
<tr>
<td>Bidding &amp; Selection Construction</td>
<td>January 2022</td>
<td>February 2022</td>
</tr>
<tr>
<td>Construction</td>
<td>March</td>
<td>February 2023</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>BEGIN</th>
<th>COMPLETION</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRANT AWARD</td>
<td></td>
<td>May 1, 2021</td>
<td>Applicant</td>
</tr>
<tr>
<td>ENVIRONMENTAL REVIEW</td>
<td>May 15, 2021</td>
<td>June 30, 2021</td>
<td>Applicant</td>
</tr>
<tr>
<td>Bidding</td>
<td>July 15, 2021</td>
<td>August 31, 2021</td>
<td>Applicant</td>
</tr>
<tr>
<td>Meeting 180 day expenditure requirement</td>
<td>October 31, 2021</td>
<td>October 31, 2021</td>
<td>Applicant</td>
</tr>
<tr>
<td>Installation of elevator</td>
<td>September 15, 2021</td>
<td>December 15, 2021</td>
<td>Contractor</td>
</tr>
</tbody>
</table>
DAVIS BACON:
1. Do Davis-Bacon wage rates apply to the project?  X  Yes  No
2. If yes, do cost estimates reflect use of Davis-Bacon rates?  X  Yes  No
3. Use the space below to:
   a. Discuss Davis-Bacon rates and their impact on the project; and
   b. Explain how you calculated the rates into your cost estimates.

a. This project falls within the threshold of the requirement for the inclusion of Davis-Bacon wage rates. This information will be included in the bid package and discussed at the pre-bid and pre-construction conference meetings. The City will follow all labor standards requirements. This will include site visits and interviews to ensure that the employees are being paid Davis-Bacon wage rates. The City will also review the weekly payrolls submitted by the contractor.

b. This calculation was incorporated into the cost estimate. Many contractors in the area are already paying at or above the Davis-Bacon wage rate. This is due in part to the significant number of jobs being funded by federal funds.
PART J
ACQUISITION / RELOCATION: N/A

1. Has site control been secured? ☐ Yes ☐ No If yes, explain how:

2. Has an option been secured? ☐ Yes ☐ No If yes, explain how:

3. Estimated cost of acquisition: $

4. Sources of funds for acquisition:

5. Number of parcels to be acquired:
   Residential: _____
   Business: _____

6. Will acquisition be done with eminent domain if needed? ☐ Yes ☐ No

7. Is acquisition of easements required? ☐ Yes ☐ No
   If yes, did applicant include costs associated with the Uniform Act? ☐ Yes ☐ No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? ☐ Yes ☐ No ☐ Unknown
   If yes, explain:

9. Estimated cost of relocation: $

10. Sources of funds for relocation:

<table>
<thead>
<tr>
<th># Units in Property(s)</th>
<th>Number of Units Occupied at time of application</th>
<th>Number of Occupants to be Displaced</th>
<th>Number of Occupants to Remain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Owner</td>
<td>Tenant</td>
<td>Total</td>
</tr>
<tr>
<td>Residential</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Do the activities of this project trigger the one-for-one replacement housing requirements? ☐ Yes ☐ No
    If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.
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.

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

2. 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:

3. Has the jurisdiction adopted a fair housing ordinance?  
   - Yes  
   - No

4. 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:

5. 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?

6. 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.

1. Will your project involve the renovation or rehabilitation of a building that is at least 50 years old or is located in a national historic register district?  
   - Yes □  No □

2. Will your project involve or impact an archaeological site?  
   - Yes □  No □

3. Will your project impact any wildlife that is threatened or endangered?  
   - Yes □  No □

4. Will your project involve the abatement or removal of asbestos from a building?  
   - Yes □  No □

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

6. Is your project new construction?  
   - Yes □  No □
   
   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:
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 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

12. will ensure that, if applicable, any sub-recipient, 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.

Mayor Andrew Bradshaw
Typed Name and Title
Chief Elected Official

______________________________   _______
Signature                                                             Date

See Signed PDF
STATE OF MARYLAND
CDBG PROGRAM

SFY 2021
APPLICATION

COMMUNITY DEVELOPMENT
SPECIAL PROJECTS

Maryland
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

Lawrence J. Hogan, Governor
Boyd K. Rutherford, Lt. Governor

Kenneth C. Holt, Secretary

DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258
<table>
<thead>
<tr>
<th></th>
<th>MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION SFY 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Name of Jurisdiction: City of Cambridge</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td>County (Municipal applicants only): Dorchester</td>
</tr>
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<tr>
<td>3.</td>
<td>Address: 410 Academy Street</td>
</tr>
<tr>
<td></td>
<td>Cambridge, MD 21613</td>
</tr>
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<tr>
<td>4.</td>
<td>Name of Subrecipient or Business, if applicable, and their DUNS Number:</td>
</tr>
<tr>
<td></td>
<td>Habitat for Humanity Choptank - 945965168</td>
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<td>5.</td>
<td>FID Number: 52-6000780</td>
</tr>
<tr>
<td></td>
<td>DUNS Number: 078283132</td>
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<tr>
<td>6.</td>
<td>Name, phone number and email of jurisdiction's contact person for this</td>
</tr>
<tr>
<td></td>
<td>application:</td>
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<tr>
<td></td>
<td>Jeannie Bellina</td>
</tr>
<tr>
<td></td>
<td>(410) 901-3291</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jbellina@choscembridge.com">jbellina@choscembridge.com</a></td>
</tr>
<tr>
<td></td>
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<tr>
<td>7.</td>
<td>Project title, brief description &amp; location (Full street address(es) and</td>
</tr>
<tr>
<td></td>
<td>zip code of Project is required):</td>
</tr>
<tr>
<td></td>
<td>Pine Street Revitalization – Housing Phase 2 - multi-site locations</td>
</tr>
<tr>
<td></td>
<td>within/near triangular intersection of High, Pine, and Washington</td>
</tr>
<tr>
<td></td>
<td>Streets</td>
</tr>
<tr>
<td></td>
<td>Pine Street Neighborhood Revitalization activities include: 1)</td>
</tr>
<tr>
<td></td>
<td>Rehabilitation of owner-occupied housing; 2) Acquisition, rehabilitation,</td>
</tr>
<tr>
<td></td>
<td>and resale of housing; 3) New housing construction; and 4) Acquisition</td>
</tr>
<tr>
<td></td>
<td>and demolition of blighted buildings.</td>
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<td></td>
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<tr>
<td>8.</td>
<td>Project type:</td>
</tr>
<tr>
<td></td>
<td>X Housing Facilities</td>
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<tr>
<td></td>
<td>□ Public Facilities</td>
</tr>
<tr>
<td></td>
<td>□ Infrastructure</td>
</tr>
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<td></td>
<td>□ Economic Development</td>
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<tr>
<td></td>
<td>□ Other</td>
</tr>
<tr>
<td></td>
<td>□ Public Services</td>
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<tr>
<td>9.</td>
<td>National objective(s):</td>
</tr>
<tr>
<td></td>
<td>X Low- and moderate-income benefit</td>
</tr>
<tr>
<td></td>
<td>X Elimination of slum/blight</td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>10.</td>
<td>CDBG request: $ 540,000</td>
</tr>
<tr>
<td></td>
<td>Local funds $ 0</td>
</tr>
<tr>
<td></td>
<td>Other funds $ 325,000</td>
</tr>
<tr>
<td></td>
<td>Total costs $ 865,000</td>
</tr>
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<tr>
<td>11.</td>
<td>U.S. Congressional District No.: First State District No. 37th List State</td>
</tr>
<tr>
<td></td>
<td>legislators for entire district):</td>
</tr>
<tr>
<td></td>
<td>Senator Adelaide Eckardt</td>
</tr>
<tr>
<td></td>
<td>Delegate John Mautz</td>
</tr>
<tr>
<td></td>
<td>Delegate Christopher Adams</td>
</tr>
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<tr>
<td>12.</td>
<td>Date Public Hearing held: 1/20/21 (Attach minutes and hearing notice to</td>
</tr>
<tr>
<td></td>
<td>application)</td>
</tr>
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<td></td>
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<tr>
<td>13.</td>
<td>Required Resolution attached? X Yes □ No</td>
</tr>
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<td>---</td>
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</tr>
<tr>
<td></td>
<td>If not, did you attach new plan?</td>
</tr>
<tr>
<td>15. Is Anti-Displacement Plan current?</td>
<td>☒ Yes</td>
</tr>
<tr>
<td></td>
<td>If not, did you attach new plan?</td>
</tr>
<tr>
<td>16. If applicable, did you complete Debarment Check on application subrecipient, developer or business?</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>17. Digital Photos and CD included?</td>
<td>☒ Yes</td>
</tr>
</tbody>
</table>
PART A
PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

Pine Street Historic District (PSHD) is one of nation's oldest continuously operating African American neighborhoods (over 150+ years) with a rich civil rights history. Between 1900-1967, PSHD was a commercially vibrant economic engine with 104 black-owned businesses. Today, there are only ~10 businesses. PSHD is architecturally significant area, as 1 of 2 primary gateways into Cambridge Main Street downtown historic core. PSHD has one of largest collections of factory-built homes on Eastern Shore due to its distinct rhythmic design exclusive to its neighborhood character.

The Cambridge Neighborhood Revitalization Plan has five key areas PSHD residents wanted to focus on: 1) Reduce and Mitigate Housing Vacancy, 2) Improve Housing Quality and Safety, 3) Maintain and Expand Housing Affordability, 4) Facilitate Social Cohesion, and 5) Enhance and Activate Public Spaces. Related housing sub-goals for strategy implementation by City Planning Dept. & Habitat-Choptank include: 1) Establish fund for emergency home repairs and fee-waiver program for low-income homeowners, 2) Continue to monitor condition of neighborhood housing stock, and 3) Partner with private/non-profit developers to build affordable housing on City-owned sites.

In 2018, City became partners with nonprofit Habitat for Humanity-Choptank for affordable housing projects within or near the triangular intersection of High, Pine, and Washington Streets. Since 2018, Habitat has: Built - 3 homes (1 homeowner moved in, and last 2 have qualified homeowners toward home purchases); Rehabbed - 1 (scheduled to start in February/March); Owner-occupied Home Repairs - 5 (2 complete + 3 pending additional funds); and Demolished - 6 demolitions. Nineteen (19) total properties were acquired, of which 14 were City-acquired and 5 were Habitat-acquired properties. Owner-occupied home repairs or replacements have/will include: weatherization, roof, structure, plumbing, HVAC, drywall patches, energy efficient appliances and/or windows. This totals 34 different housing activities, including acquisitions, during 2020.

Single-family homes newly constructed are built to Energy Star standards, incorporate Universal Design principles with aging in place, and are built with durable materials to ensure low-maintenance low-cost home operations. To earn additional bonus points, an attached document in this grant packet provides more details about Habitat Homes Green Building and Universal Design Features. Habitat's Home Repair Program provides up to $30,000 funding to help PSHD residents make needed critical home repairs for qualifying low-income homeowners.

A complete whole house assessment is performed and all systems that need to be brought up to minimum livability codes are included in the work scope. Repairs can include new roofs, correcting structural damage, and making necessary plumbing, heating and HVAC repairs. Systems repairs utilize Energy Star mechanical equipment and durable materials to reduce the cost to operate the home after repairs have been made. Habitat Choptank also operates a weatherization program utilizing Maryland Energy Administration (MEA) funds, and self-funds a Helping Hands Revolving Loan Fund Program that also serves low-income homeowners needing repairs. Habitat Choptank leverages the CDBG funded repairs, along with private and MEA funding to ensure comprehensive health and safety repairs are completed. This additional funding results in a comprehensive, rather than piecemeal, approach to home repair and enables projects that need additional funding to be accepted into the program.
DHCD CDBG funding for Phase 2 would enable the continuation of housing activity in 2021: 1) Rehabilitation of owner-occupied housing (6 home repairs); 2) Acquisition, rehabilitation, and resale of housing (1 home); 3) New housing construction (1 home); and 4) Acquisition and demolition of blighted homes (8 acquisitions and 4 demolitions). This totals 20 different housing activities, but this number could be higher depending on if the City and/or Habitat can acquire any additional properties from Dorchester County government as they come available.

Continued neighborhood revitalization is so needed, as requested by PSHD residents who wish to see their goals realized as stated in the Cambridge Neighborhood Revitalization Plan, dated July 2019. Thank you for your consideration of the City’s request for this grant funding.
Dorchester County, and specifically the City of Cambridge, is an area demonstrating substantial housing challenges. On the Eastern Shore, proximity to water or prominent buildings has created neighborhoods of affluence just blocks apart from low-income neighborhoods. The economic inequity is true in much of Dorchester County, but is particularly noticeable in the City of Cambridge. Housing in low-income neighborhoods is typically of cheaper construction -- some company-built workforce housing for laborers employed by the Phillip's Packing Company in the 1920s. The neighborhood continued to decline with no coordinated investment being made to upgrade or renovate housing stock. With the first phase of CDBG funding, the neighborhood has a more improved appearance with 19 property acquisitions of which there were several demolitions of blighted homes (currently green space), newly constructed homes, home repairs, and a soon-to-be rehabilitated home.

Cambridge faces many challenges, primary one being economic. The Pine Street neighborhood, adjacent to the historic downtown core, is the main neighborhood in Cambridge that is characterized by poor housing and other indicators of economic distress. These residents can be assumed to be living in economic distress and are likely to have adverse health conditions. Estimated 2017 statistics show: City median household income of $39,674 vs. $80,776 for MD. Per capita income was $24,411. In comparison, PSHD statistics indicate: Number of households is 397. Median household income is $12,894. Median house or condo value is $159,100 vs. $273,300 in adjacent neighborhood. Population is 89.9% black, and 10.1% white. Median resident age is 60. Unemployment is 18.7%, while 27.6% residents live below poverty line (City-data.com).

The purpose of the grant request is to continue to provide newly constructed homes and critical home repairs for owner-occupied low- and moderate-income (LMI) households. Critical home repairs address urgent safety, health or durability issues such as roofs, plumbing, and accessibility. Some common issues among the properties included: deteriorated roofs, inadequate windows and doors, and failing exterior finishes. These attributes put the properties at high risk of becoming substandard and creating a diminished quality of life for the residents.

A lack of resources for home repair contributes to housing instability among low-income families and other vulnerable populations in the City. City of Cambridge partnered with Habitat for Humanity Choptank for a housing rehabilitation program with the goal of reducing the number of homes at risk of becoming abandoned or blighted and creating resources to help vulnerable homeowners remain in their homes. As the sub-recipient, Habitat Choptank has experience qualifying homeowners, scheduling and administering grant funding, and managing construction from weatherization and repair to whole house rehabilitation and new home construction.

In 2016, Pine Street neighborhood residents approached City Council to improve its homes and streetscape. City and Salisbury University students used GIS to survey 953 homes in Ward 3 for deteriorating conditions due to poorly constructed workforce housing. Ward 3 households includes the Pine Street Neighborhood Historic District. Survey results revealed over 76% homes were 88-107 years old, with 30% blighted and 14% at risk. Study became impetus for Council to make PSHD neighborhood revitalization a top priority via 2019 adoption of Cambridge Neighborhood Revitalization Plan, goals, and budget. With higher incidence of abandoned and blighted properties and homes with significant maintenance and
health & safety issues, CDBG funding would support goals stated by PSHD residents in its Cambridge Neighborhood Revitalization Plan.

CDBG housing rehabilitation funding will be used to reduce the number of homes identified as at risk in the City of Cambridge, with a targeted focus on Ward 3, an area with the highest poverty rates in the City, as well as the highest concentration of deteriorating homes. Habitat for Humanity Choptank and City of Cambridge has focused its neighborhood revitalization efforts in Ward 3, leveraging CDBG funding with operational funds, and staff/volunteers and other resources to address the housing challenges in the target community. Over the two-year grant period a minimum of 15-20 projects will be completed, reducing the number of families living in homes at-risk of deteriorating beyond repair.

City hired a Housing Specialist for FY2018-2019, but with this person's mainly remote work in Michigan, residents expressed desire to have someone present more frequently in Cambridge. Due to City budget constraints and COVID pandemic, new Housing Specialist only started in August 2020. This person was hired to work in Planning and Zoning, Historic Preservation & Housing Division full-time for a two-year contract to focus specifically on the Pine Street Neighborhood Historic District revitalization and affordable housing.

Residents hope for increased social cohesion to build unity. City's long and illustrative African American history will be celebrated in very unique way, and will begin to create sense of pride and community based on Cambridge's history. Visual enhancements to neighborhood through its housing improvements will begin to dramatically improve this very depressed and under-served portion of City, where 27.6% residents live below poverty line (City-data.com).

With support of its multiple partners in this neighborhood revitalization through improving housing stock and streetscape in this historically significant neighborhood, City has begun to see reinvestment in this area as well as other parts of City. Its revitalization will help improve the economic development of this City, and will hopefully attract more visitors and potential residents who want to live, work, and play in Pine Street neighborhood as part of the broader community of the City of Cambridge.
<table>
<thead>
<tr>
<th>PART B WORKSHEET</th>
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**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? What is the status of those requests?

City is also utilizing DHCD funding from the Community Legacy grant for housing. The City will provide any financial assistance and/or in-kind donations where needed, e.g. tax liens, landfill fees, etc.

2. Please provide copies of award and rejection letters.

   Award Letters are enclosed:
   
   Community Development Block Grant – Phase 1
   Community Legacy Grant

3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges? No\_X\_  

   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? _________

   If yes, what is the % increase? _________
Discuss how costs were determined:

Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries:
PART C
COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. NOTE: This activity is separate from the public hearing(s).

City Council has made Pine Street Historic District (PSHD) neighborhood revitalization a top priority. In Cambridge, results of the recent housing studies have brought the issue of substandard housing to the forefront. Dorchester County and the City of Cambridge are working to reduce the number of abandoned properties by reducing tax sale roles and working to resolve impediments to the sales of properties. The neighborhood revitalization project is supported by non-profit partners Dorchester County government, Habitat for Humanity-Choptank, and Eastern Shore Network for Change, the latter two organizations that have helped with community outreach. Habitat Choptank’s Neighborhood Revitalization program has been working with local governments, community organizations, and most importantly the residents in the community to respond to the needs of the community with an expanded array of housing services.

To support this revitalization, several meetings took place as far as community involvement. This included Community Visioning Sessions (including youth discussions), working group meetings, and City Council meetings below, with most recent dates listed first. Note that due to the City’s election and re-election (for 3 of 6 positions) as well as the two holidays, meetings weren’t held in December 2020. In January 2021, the City is training an entirely new City Council on City staff processes.

Additional community outreach will take place in 2021. Due to the rising numbers of COVID cases and the current cold weather, communication means with residents will be done via print until such time the weather becomes warmer and City staff, partners, and PSHD residents can safely social distance to have meetings outside again.

Public Hearing on CDBG Grant
- January 20, 2021

Pine Street Neighborhood Revitalization Working Group Meetings
- November 16, 2020
- August 5, 2020
- February 27, 2020
- February 20, 2020
- February 13, 2020
- February 6, 2020

Individual Meetings
- November 6, 2020 – Millennials Demand for Change

Community Visioning Sessions
- September 2020 – introduction of new Housing Specialist
  - NOTE: There was a hiatus on this project due to the first Housing Specialist leaving in 2019. Due to budget constraints and COVID, the current Housing Specialist didn’t start until August 2020.
- May 21, 2019
- April 6, 2019
- February 26, 2019 – 49 in attendance
- November 25, 2018
November 15, 2018 – 30 in attendance
May 1, 2018

Pine Street Neighborhood Revitalization
- July 23, 2020
- July 21, 2020
- January 30, 2020

City Council Meetings
- July 8, 2019
- May 28, 2019

In the past, fliers handed door-to-door and e-mail announcements have been the most effective media outreach to residents. In addition, the City has a Facebook (FB) page for the entire City. In mid-November, the City set up a Facebook page specifically on the Pine Street Neighborhood Historic Revitalization to communicate with the public. This will enable the City to share announcements to PSHD residents and partners, make City aware of immediate neighborhood needs, and provide that sense of community PSHD neighbors desire. The Pine Street FB page has 2,455 residents and partners on this page. Project progress will be posted to keep all informed.

A public hearing was held on January 20, 2021 at 4pm to inform residents of the second phase funding for the CDBG grant. Cambridge residents were furnished with information, including but not limited to:
- Amount of CDBG funds available for State Fiscal Year 2021;
- Range of activities that may be undertaken with CDBG funds; and
- Proposed projects under consideration by the City.
PART D
LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

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 not 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.

See below.

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.

N/A

3. Is your project located in a Priority Funding Area? ____ Yes ____ No

List Census Tract(s) and Block Groups for all projects:

The project has properties in:
- Census tracts: 24019970500 and 24019970600
- Census block groups: 240199705001, 240199705002, 240199705003, 240199706002, and 240199706003

The City of Cambridge Comprehensive Plan, adopted March 28, 2011 supports the goal of increasing housing development in and around Cambridge on page 1:

- "The City will optimize currently underused areas; areas where infrastructure is available, and development has already occurred. The core of Cambridge will be in-filled and revitalized. Allowable housing densities within a new and expanded "downtown district" will increase significantly. The City will streamline any regulations that slow or prevent this. In areas targeted for redevelopment, the City will raze condemned buildings and consolidate developable parcels. The City will solicit proposals for redevelopment."

- The proposed improvements align with the Plan as it calls for "a mix of community commercial and institutional establishments that reflect both the historic role of the neighborhood in serving local shopping and entertainment needs and the potential to serve as a destination for its tourists. The historical cultural significance of the Pine Street neighborhood should be celebrated and respected in development and redevelopment activities."

- The Plan continues: "the District is identified in the Downtown District Development program. This is the cultural center of a larger community with special status as one of the oldest continuously occupied African American neighborhoods in the United States. Rough
The Cambridge Comprehensive Plan breaks its goals into Land Use Plan Goals, including housing rehabilitation. One of the five main goals (pg. 68) is “Improve Housing Conditions in the Downtown/Waterfront Development District.” The Cambridge Comprehensive Plan discusses housing on several pages:

☐ The Comprehensive Plan continues in Chapter 6 to detail the commitment of the City to the improvement of housing stock in this neighborhood. On page 98, the Comprehensive Plan emphasizes the use of incentives to promote development and revitalization. “Further incentives that should be studied to promote the District as a location for families include: direct housing assistance targeted to first time homebuyers, college tuition grant assistance for any child residing in the district, and the repair and rehabilitation of existing housing stock.”

☐ Specifically, on page 73, “The City should use all available methods of improving housing stock in Cambridge over the next 20 years; this will mean a sustained commitment of public and private funding and investment. The initial focus of efforts should be on the planned Downtown/Waterfront Development District, where much of the housing is deteriorated. The City should acquire, through eminent domain where necessary, blighted housing and properties, consolidate land into buildable parcels and seek proposals for major redevelopment. In short, the City should pursue a major housing renewal program to improve the opportunities for Cambridge residents to live in and own energy efficient, safe, and attractive housing. This program should be focused on downtown as the first priority.”

☐ The focus on the individual neighborhoods identified in this grant application is substantiated by the Comprehensive Plan. The Pine Street and Virginia Avenue neighborhoods (both in Ward 3) are referred to specifically in Chapter 6 of the plan, page 100: “The Pine Street and Virginia Avenue Residential Neighborhoods: These are meant to be strong and stable family neighborhoods. In these areas, the primary focus will be on restoration of intact and vibrant single-family neighborhoods through major redevelopment, infill, and/or intensive rehabilitation of existing housing stock. When lots can be consolidated into sizable development parcels, the City should exercise its redevelopment authority to redevelop these areas. The City will target its immediate efforts at condemnation and removal of unsafe and obsolete housing in these areas. The City will seek cooperation with property owners in these areas but will move strongly to implement its authority to promote public health and safety and redevelop these areas to meet the housing needs of the community.”

The city has moved forward with a façade improvement program. However, low-income homeowners cannot typically utilize this program as it is a reimbursement incentive, and low-income homeowners do not have access to funds to complete the necessary repairs. CDBG Housing Rehabilitation funds would close this gap, allowing the City of Cambridge and Dorchester County to meet their stated objectives for this community.

The City of Cambridge of Comprehensive Plan also calls for establishment of a Pine Street Cultural District. These housing improvements would create a district flare for Pine Street and could be carried into adjacent parts of the City, especially and including Cambridge Main Street downtown historic core. Pine and High Streets, at the triangular intersection of Washington Street, are the two principal gateway streets to Cambridge’s downtown.

Ward 3, focus of this housing rehabilitation grant, is included in Downtown Development District. CDBG funding would support the sustained commitment of funding to improve the opportunities for Cambridge residents to live in and own energy efficient, safe, and attractive housing.
The Cambridge Neighborhood Revitalization Plan states “The Regional Urban Design Assistance Team (R/UDAT) convened in Cambridge in 2006 to perform an assessment of how the Cambridge Main Street program advance its mission for commercial revitalization and economic enhancements to the City’s historic core. As part of the assessment, the R/UDAT identified the Pine Street neighborhood as a significant area of the City’s core and encouraged rehabilitation of housing and strengthening the economic link to the adjacent downtown business nodes. In addition, some of the recommendations coming out of the R/UDAT were to strengthen code enforcement activities, enhance open space connections, and improve the streetscape on Pine Street.”

The Cambridge Neighborhood Revitalization Plan has five key areas PSHD residents wanted to focus on: 1) Reduce and Mitigate Housing Vacancy, 2) Improve Housing Quality and Safety, 3) Maintain and Expand Housing Affordability, 4) Facilitate Social Cohesion, and 5) Enhance and Activate Public Spaces. Related housing sub-goals for strategy implementation by City Planning Dept. & Habitat-Choptank include: 1) Establish fund for emergency home repairs and fee-waiver program for low-income homeowners; 2) Continue to monitor condition of neighborhood housing stock; and 3) Partner with private/non-profit developers to build affordable housing on City-owned sites, among several others.

This part of the City is serviced by existing City utilities. Pine Street does have some existing commercial uses, and there are other small businesses that are interested in opening on Pine Street.

This project is consistent with the mission of the Cambridge Neighborhood Revitalization Plan to improve neighborhoods, land use and quality of life through comprehensive strategies and partnerships; including engagement of residents and businesses around permanent and temporary repurposing of vacant land, beautification, blight mitigation, improvement and marketing of new & existing housing, social cohesion strategies, and enhanced human services.

Further, the City has developed a blighted housing study, dated February 2017, which issues several recommendations for reducing blighted and substandard housing. Housing rehabilitation programs addressing structural issues are recommended on page 29:

Address Expansion of Blight
There have been numerous studies which have indicated that the housing stock in Cambridge is marginal and declining. The number of properties affected by blight has continued to increase. The issue must be addressed, with specific actions such as applying for funding, planning programs and tracking their progress, in order to continue the progress that the City has made in other areas.

Recommendation:
Partner with area organizations to provide home maintenance education, technical support, and financial assistance to homeowners to encourage and incentivize non-critical home repairs. Implement interdepartmental working group to develop programs, apply for funding, and track progress.

Structural Issues are Most Common/Problematic
Of the properties that received of composite score indicating blighted conditions structural issues, such as deteriorating windows and doors, represented the majority of the attributes that contributed to higher scores. It is immediately important to draw attention to these issues through current code enforcement practices. However, it will also be important to address the capacity of homeowners and to provide support for critical and emergency repairs.
Recommendations:

*Develop or revise City programs to provide funding and technical assistance to homeowners with the goal of improving structural conditions in the ward. Consider developing a fund for emergency home repairs, permit fee waivers for low-income homeowners, and/or targeted home improvement programs funding such as for windows or exterior finishes.*

A program such as the one we are proposing with this application will also go a long way toward acknowledging the historic importance of the study area, where many of the houses are also historic resources that are endangered and stand to be lost without assertive and thoughtful intervention.

Our blight study indicates that:

**Historic Properties account for approximately 76% of the properties in the Ward.**

Most houses are between 88 and 107 years old. These properties are significant not only for their age, but because they provide a physical record of the history of Cambridge, that may not be otherwise recorded. Therefore, in developing a blight elimination strategy, it will be important to include historic preservation strategies to ensure that the affected historic resources are protected. This can be accomplished by rehabilitating properties where possible, employing adaptive reuse at suitable locations and developing guidelines as a part of any rehabilitation programs that the City initiates, in order to ensure that historic preservation standards are met.

These properties are extremely valuable not only as physical historic assets, but also for the sense of community identity that they create. Our community has indicated, through grassroots activism, engagement with the City, that these neighborhoods are important and that the citizens of these areas need help.

In 2016 the City commissioned an **Economic Development Strategic Plan.** Part of that plan (pg. 46) is an analysis of the strengths, weaknesses, opportunities and threats (SWOT) facing the City. The SWOT analysis identified “dilapidated residential and commercial structures” as a weakness and “loss of historic buildings” as a threat. Our proposed program addresses both concerns.

The City’s **Sustainable Communities Action Plan** also supports this project by encouraging downtown revitalization. It is envisioned that with the revitalization of Pine Street, the neighborhood will become a more desirable place to live, work, and play as part of the larger City of Cambridge.
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.

<table>
<thead>
<tr>
<th></th>
<th>1. Benefit to Low and Moderate Income Persons:</th>
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<tbody>
<tr>
<td></td>
<td>☑ Area Benefit (LMA) ☑% Determined by survey or census</td>
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<tr>
<td></td>
<td>☑ Housing (LMH) ☑ Single Family ☐ Multi-Family</td>
</tr>
<tr>
<td></td>
<td>☐ Financial Assistance ☐ Water and Sewer Connections</td>
</tr>
<tr>
<td></td>
<td>☑ Limited Clientele (LMC) ☐ Presumed</td>
</tr>
<tr>
<td></td>
<td>☑ 51% of clientele are persons whose family is LMI</td>
</tr>
<tr>
<td></td>
<td>☐ Nature and location conclude area is primarily LMI</td>
</tr>
<tr>
<td></td>
<td>☐ Removal of architectural barriers</td>
</tr>
<tr>
<td></td>
<td>☐ Jobs (LMJ) ☐ Job Creation</td>
</tr>
<tr>
<td></td>
<td>☑ Job Retention</td>
</tr>
</tbody>
</table>

**NOTE:** As of April 1, 2019, CDBG Program information indicates Cambridge has total population of 12,020, of which 7,735 persons are LMI (64.35%) |
|   | ☐ Nature and location conclude area is primarily LMI |
|   | ☐ Removal of architectural barriers |
|   | ☐ Jobs (LMJ) ☐ Job Creation |
|   | ☑ Job Retention |
|   | Total estimated # of beneficiaries: 8 households x average 3 persons/household = 24 |
|   | CDBG $ per beneficiary = $14,166 |

% of LMI beneficiaries to total 100%, as this program serves only LMI households with housing objectives

<table>
<thead>
<tr>
<th></th>
<th>2. Elimination of Slum and Blight</th>
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<tr>
<td></td>
<td>☐ Area Basis</td>
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<p>| | | |
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<table>
<thead>
<tr>
<th>Nat. Objective</th>
<th>Subcategory</th>
<th>Definition</th>
<th>Test</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low/Moderate Income Persons</td>
<td>Area Benefit (LMA)</td>
<td>Activity benefits all residents in an area where at least 51% of the residents are LMI</td>
<td>* 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.</td>
<td>* water and sewer lines * neighborhood facilities * roadway improvements</td>
</tr>
<tr>
<td>Low/Moderate Income Persons</td>
<td>Limited Clientele (LMC)</td>
<td>Activity that benefits a limited number of people as long as at least 51% of those served are LMI</td>
<td>Activity must qualify under one of the following: * 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</td>
<td>* 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</td>
</tr>
<tr>
<td>Low/Moderate Income Persons</td>
<td>Housing Activities (LMH)</td>
<td>Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons</td>
<td>* 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</td>
<td>* rehabilitation of owner-occupied housing * conversion of non-residential structures into permanent housing * infrastructure for new housing</td>
</tr>
<tr>
<td>Slum/Blight</td>
<td>Area Basis (SMA)</td>
<td>Activity that aids in the prevention or elimination of slums or blight in a designated area</td>
<td>* 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</td>
<td>* public facilities or improvements * elimination of safety hazards</td>
</tr>
</tbody>
</table>
| Slum/Blight (SBS) | Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area | * 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
NOTE: Must demonstrate code enforcement actions taken by the local government | * elimination of damaged retaining wall creating danger for pedestrians
* demolition of vacant, deteriorating building |
| Low/Moderate Income Persons (LMJ) | Activity that results in the creation and/or retention of jobs | * 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 | * 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 _______ (Count by Persons)

2. **Estimated** Total LMI Beneficiaries _______ (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:

   a. Total White
   b. Total Black or African American
   c. Total Asian
   d. Total American Indian or Alaska Native
   e. Total Native Hawaiian or Other Pacific Islander
   f. Total American Indian or Alaska Native and White
   g. Total Asian & White
   h. Total Black or African American & White
   i. Total American Indian or Alaska Native & Black or African American
   j. Other Multi-Racial

   Total (number of all by Race must be the same as #1 above)

   **RACE**  
   **Ethnicity**
   (Hispanic or Latino)

4. **Total** Number of Female-Headed Households _______

5. **Total** Number of Disabled _______

6. Describe the proposed accomplishments of the project:
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:

2. **Estimated** Total LMI Beneficiaries:

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

   - [ ] Abused Children
   - [ ] Battered Spouses
   - [ ] Migrant Farm Workers
   - [ ] Homeless Persons
   - [ ] Elderly Persons
   - [ ] Illiterate Adults
   - [ ] Severely Disabled Adults
   - [ ] Person Living with AIDS

4. 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:

5. 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:
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 8** Units AND **24** Persons

2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? **0**
   Of these, how many are to be occupied by LMI persons? **N/A**

   **NOTE:** Statistics below are based on numbers of housing activities completed in 2019-2020. In 2018, City became partners with nonprofit Habitat for Humanity-Choptank for affordable housing projects within or near the triangular intersection of High, Pine, and Washington Streets. Under the previous grant, Habitat has: Built - 3 homes; Rehabbed - 1 (in process); Home Repairs - 5; and Demolished - 6 total. Fourteen (14) properties were acquired by the City, and 5 by Habitat Choptank, totaling 19 property acquisitions.

   In the second phase of this grant, housing activities will continue as Habitat builds and renovates properties acquired in Phase 1, continues to repair owner-occupied homes, and acquire and demolish properties to prepare for future homeownership opportunities.

3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? **1**
   Of these, how many are to be occupied by LMI persons? **2**

4. For housing rehabilitation, how many total units will be rehabilitated? **6**

5. For housing rehabilitation, how many total units will receive emergency repairs? **0**

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

   Cambridge faces many challenges, primary one being economic. The Pine Street neighborhood, adjacent to the historic downtown core, is characterized by poor housing and other indicators of economic distress. These residents can be assumed to be living in economic distress and are likely to have adverse health conditions. Estimated 2017 statistics show: City median household income of $39,674 vs. $80,776 for MD. Per capita income was $24,411. In comparison, PSHD statistics indicate: Number of households is 397. Median household income is $12,894. Median house or condo value is $159,100 vs. $273,300 in adjacent neighborhood. Population is 89.9% black, and 10.1% white. Median resident age is 60. Unemployment is 18.7%, while 27.6% residents live below poverty line (City-data.com).
This area was specifically targeted because in 2016, residents approached City Council to improve its homes and streetscape. City and Salisbury University students used GIS to survey 953 homes in Ward 3 for deteriorating conditions due to poorly constructed workforce housing. Ward 3 includes homes in the Pine Street neighborhood. Survey results revealed over 76% homes were 88-107 years old, with 30% blighted and 14% at risk. Study became impetus for Council to make PSHD neighborhood revitalization a top priority via 2019 adoption of Cambridge Neighborhood Revitalization Plan, goals, and budget. With higher incidence of abandoned and blighted properties and homes with significant maintenance and health/safety issues, CDBG funding would support goals stated by PSHD residents in its Cambridge Neighborhood Revitalization Plan.

8. Will program income be generated by this activity? X Y □ N
   If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted.

   While the activity itself (critical home repair) will not generate program income, it is possible that the home sales during the affordability period may generate repayment through liens. This income will be returned to the City's program for use in continuing to make critical home repairs for LMI homeowners. Please see attached Re-Use Plan.

---

**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  X □ Slum and Blight - Spot Basis

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

   Multi-sites within or near High, Pine, and Washington Street triangular intersection in Cambridge, MD 21613

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  X □ Yes
     - If yes, what is the date of designation? 2016
     - Please provide a copy with your application.

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

   - Have a substantial percentage of deteriorated buildings? □ No  X □ Yes
What is the percentage? 44%, with 14% homes at risk (3-5.5 points) and 30% homes sub-standard (6+ points) according to 953 properties surveyed using GIS.

3. Does the activity address one or more of the blighting conditions? Yes

4. How? Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

City and Salisbury University students used GIS to survey 953 homes in Ward 3 for deteriorating conditions due to poorly constructed workforce housing. Ward 3 includes homes in the Pine Street neighborhood. Survey results revealed over 76% homes were 88-107 years old, with 30% blighted and 14% at risk. All homes were substandard (or considerable damage or > to 6 points) according to the 953 properties GIS surveyed in Ward 3.

All homes identified were substandard (or considerable damage or > to 6 points) according to the 953 properties GIS surveyed in Ward 3.

Vacant, abandoned, and deteriorated structures identified as safety hazards will be purchased and demolished using CDBG grant funds. MHT, local preservation agencies, and the community are involved in the identification and disposition of these properties. Properties identified for demolition will be cleared and the site will be utilized for construction of new housing for LMI residents, as part of the City of Cambridge's ongoing Neighborhood Revitalization Plan.

5. Describe the proposed accomplishments of the project:

The City of Cambridge will purchase 8 properties and complete 4 demolition activities. Properties acquired by the City will be utilized in the City's Neighborhood Revitalization Plan to provide lots for the construction of new affordable housing for LMI families. Certain lots may not be buildable for safety reasons and will be retained by the City as public green space.

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.

Single-family residential
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? __N/A___ Or will this project result in retention of existing jobs? _____

2. How many total jobs are estimated to be created? __N/A____
   Of those created, how many will be taken by LMI persons? _____

3. How many total jobs are estimated to be retained? __N/A____
   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. Provide 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. Provide a listing by job title of all employees at the time the application for assistance is submitted.

5. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.

6. Provide 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. Provide 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.
Worksheet E Continued

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.

3. Provide 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 Characteristics; and
8. 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 statement 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.

N/A since partner is non-profit Habitat for Humanity Choptank
**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.**

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>SOURCES OF FUNDS</th>
<th>TOTALS BY ACTIVITY</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CDBG:</td>
<td>APPLICANT</td>
<td>MEA:</td>
</tr>
<tr>
<td>Weatherization</td>
<td></td>
<td>$25,000</td>
<td></td>
</tr>
<tr>
<td>Owner-Occupied Rehab</td>
<td>$180,000</td>
<td>$60,000</td>
<td>$240,000</td>
</tr>
<tr>
<td>City Housing Staff</td>
<td>$60,000</td>
<td></td>
<td>$60,000</td>
</tr>
<tr>
<td>Habitat Repair Program</td>
<td>$20,000</td>
<td></td>
<td>$20,000</td>
</tr>
<tr>
<td>Direct Management</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demolition</td>
<td>$80,000</td>
<td></td>
<td>$80,000</td>
</tr>
<tr>
<td>Acquisition</td>
<td>$60,000</td>
<td></td>
<td>$60,000</td>
</tr>
<tr>
<td>New Construction</td>
<td></td>
<td>$150,000</td>
<td>$150,000</td>
</tr>
<tr>
<td>Renovation for Home Ownership</td>
<td>$140,000</td>
<td>$50,000</td>
<td>$190,000</td>
</tr>
<tr>
<td>Project Admin. (Cash)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Admin. (In-Kind)</td>
<td></td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>General Admin. (Cash)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Admin. (In-Kind)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Amount</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>---------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTALS BY SOURCES OF FUNDS</td>
<td>$540,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$220,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$80,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$25,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$865,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

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

Pat Escher, City of Cambridge Division Manager of Planning and Zoning, Historic Preservation, and Housing, will be charged with general administration. Pat Escher has 6 years’ experience in administering CDBG projects. She has administered a number of CDBG projects for the City. She also administers DHCD Community Legacy grants.

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

Rhodana Fields, Habitat Choptank’s Neighborhood Revitalization Manager, will be the project manager for the CDBG housing rehabilitation program. Rhodana has over 23 years' experience with all aspects of construction project management from residential renovation and construction to commercial project management, managing multiple simultaneous projects. During her 11 years with Habitat Choptank, she has managed new construction and rehab projects as well as the weatherization and repair program. Rhodana is Residential Energy Services Network (RESNET) and Building Performance Institute (BPI) certified.

This experience and education has enabled Habitat Choptank to advance the energy efficiency of new construction homes to Energy Star Homes standards. In addition, these skills have been key in the successful administration of Maryland Energy Administration (MEA) grants through the EmPOWER LMI grant. Habitat Choptank has received grant funds from the MEA since 2012, completing over 96 weatherization and repair projects for LMI persons in Habitat Choptank’s two county service area, Dorchester and Talbot counties.

Jeannie Bellina, City of Cambridge Housing Specialist, has prepared and submitted the CDBG grant in the amount of $540,000 for housing activities/improvements as part of the Cambridge Neighborhood Revitalization Plan for the Pine Street Neighborhood Historic District.

3. Amount of funds requested for Project Administration, if any: N/A

4. If Project Administration funds requested for staffing, please identify the following: N/A

<table>
<thead>
<tr>
<th>Person</th>
<th># Hours Anticipated to Work on Project</th>
<th>Hourly Wage</th>
<th>Total Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>


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

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Begin</th>
<th>Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Award</td>
<td>March 1, 2021</td>
<td>May 2021</td>
</tr>
<tr>
<td>Environmental Review</td>
<td>March 2021</td>
<td>May 2021</td>
</tr>
<tr>
<td>Preliminary Engineering</td>
<td>Completed</td>
<td></td>
</tr>
<tr>
<td>Site Acquisition</td>
<td>June 2021</td>
<td>June 2021</td>
</tr>
<tr>
<td>Bidding &amp; Selection Engineering</td>
<td>July 2021</td>
<td>August 2021</td>
</tr>
<tr>
<td>Meeting 180 Day Expenditure Requirement</td>
<td>August 2021</td>
<td>August 2021</td>
</tr>
<tr>
<td>Engineering</td>
<td>September 2021</td>
<td>December 2021</td>
</tr>
<tr>
<td>Bidding &amp; Selection Construction</td>
<td>January 2022</td>
<td>February 2022</td>
</tr>
<tr>
<td>Construction</td>
<td>March 2022</td>
<td>February 2023</td>
</tr>
</tbody>
</table>

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

See chart below
<table>
<thead>
<tr>
<th>Activity</th>
<th>Begin</th>
<th>Completion</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Award</td>
<td>March 1, 2021</td>
<td>May 1, 2021</td>
<td>Applicant</td>
</tr>
<tr>
<td>Environmental Review</td>
<td>May 1, 2021</td>
<td>May 2021</td>
<td>Applicant</td>
</tr>
<tr>
<td>Bidding for Owner-Occupied Repair</td>
<td>May 2021</td>
<td>July 2023</td>
<td>Applicant</td>
</tr>
<tr>
<td>Construction Phase, Owner-Occupied Repair</td>
<td>June 1, 2021</td>
<td>August 2022</td>
<td>Applicant/Habitat</td>
</tr>
<tr>
<td>Purchase Identified Properties</td>
<td>June 1, 2021</td>
<td>June 15, 2022</td>
<td>Applicant</td>
</tr>
<tr>
<td>Demolition of Identified Properties</td>
<td>July 2021</td>
<td>July 2022</td>
<td>Applicant</td>
</tr>
<tr>
<td>Meeting 180-Day Expenditure Requirement</td>
<td>August 2021</td>
<td>August 2021</td>
<td>Applicant</td>
</tr>
<tr>
<td>Construction of Home</td>
<td>July 2021</td>
<td>February 2022</td>
<td>Applicant/Habitat</td>
</tr>
<tr>
<td>Rehab of Home for Homeownership</td>
<td>August 2021</td>
<td>April 2022</td>
<td>Applicant/Habitat</td>
</tr>
<tr>
<td>Homes Sold to LMI Families</td>
<td>March 2022</td>
<td>May 2022</td>
<td>Applicant/Habitat</td>
</tr>
<tr>
<td>Closeout Phase, Repair</td>
<td>October 2022</td>
<td>January 2023</td>
<td>Applicant/Habitat</td>
</tr>
<tr>
<td>Work Complete</td>
<td></td>
<td>January 2023</td>
<td>Applicant/Habitat</td>
</tr>
</tbody>
</table>

Habitat Choptank is ready to proceed with owner-occupied repair projects as soon as grant funds are released. The documentation, program procedures, and policies are in place, and a list of potential applicants is being maintained as Habitat and/or City receive inquiries. Projects will continue on a rolling basis throughout the grant period.

Property acquisition is also ready to proceed as soon as grant funds are released, and will continue on a rolling basis until funds are expended.
<table>
<thead>
<tr>
<th>PART I</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAVIS BACON:</td>
</tr>
<tr>
<td>1. Do Davis-Bacon wage rates apply to the project? □ Yes X □ No</td>
</tr>
<tr>
<td>2. If yes, do cost estimates reflect use of Davis-Bacon rates? □ Yes □ No</td>
</tr>
<tr>
<td>3. Use the space below to:</td>
</tr>
<tr>
<td>a. Discuss Davis-Bacon rates and their impact on the project; and</td>
</tr>
<tr>
<td>b. Explain how you calculated the rates into your cost estimates.</td>
</tr>
</tbody>
</table>

| a. Davis Bacon rates will not be required for this project as each housing item is undertaken individually, and no contracts will be solicited or written for more than one project at a time. |
| b. |


### PART J

#### ACQUISITION / RELOCATION: N/A

1. Has site control been secured? □ Yes X □ No If yes, explain how:

2. Has an option been secured? □ Yes X □ No If yes, explain how:

3. Estimated cost of acquisition:
   $ 

4. Sources of funds for acquisition:

5. Number of parcels to be acquired:
   - Residential: _____
   - Business: _____

6. Will acquisition be done with eminent domain if needed?
   □ Yes □ No

7. Is acquisition of easements required? □ Yes X □ No
   If yes, did applicant include costs associated with the Uniform Act? □ Yes □ No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? □ Yes X □ No □ Unknown
   If yes, explain:

9. Estimated cost of relocation:
   $ 

10. Sources of funds for relocation:

<table>
<thead>
<tr>
<th># Units in Property(s)</th>
<th>Number of Units Occupied at time of application</th>
<th>Number of Occupants to be Displaced</th>
<th>Number of Occupants to Remain</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Owner Tenant</td>
<td>Total</td>
<td>Temporarily Relocated</td>
</tr>
</tbody>
</table>

Residential

Business

10. Do the activities of this project trigger the one-for-one replacement housing requirements? □ Yes □ 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.

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

2. 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:

3. Has the jurisdiction adopted a fair housing ordinance? □ Yes □ No

4. 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:

The City of Cambridge’s updated Comprehensive Plan has been adopted and it identifies incentives that the City will implement for affordable housing. In 2009, former Governor Martin O’Malley announced that an area within the City’s limits, which includes the Cambridge Main Street district, was designated as a Smart Site by DHCD. City staff continues to work with DHCD on many levels. The City also states that April is Fair Housing month through a proclamation.

5. 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?

We are not aware of any such agencies or complaints.

6. 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?

Currently, the old City Hall doesn’t have Americans with Disabilities Act (ADA) compliance; thus, there is a CDBG grant application to install an elevator in this building for improved accessibility to residents and visitors with disabilities.
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.

1. Will your project involve the renovation or rehabilitation of a building that is at least 50 years old or is located in a national historic register district? X ☐ Yes ☐ No

2. Will your project involve or impact an archaeological site? ☐ Yes X ☐ No

3. Will your project impact any wildlife that is threatened or endangered? ☐ Yes X ☐ No

4. Will your project involve the abatement or removal of asbestos from a building? X ☐ Yes ☐ No

5. Will your project involve the abatement or removal of lead-based paint from a building? X ☐ Yes ☐ No

6. Is your project new construction? X ☐ Yes ☐ No

   If you answered YES, is the proposed project located in any of the following:

Abatement or removal of hazards such as asbestos or lead paint from a residence will be performed as required. Habitat Choptank has experienced EPA Lead Safe trained personnel who have managed abatement contractors for previous repair projects. Habitat Choptank maintains a working relationship with several appropriately licensed and HUD approved contractors who can bid on projects as needed and perform abatement work in a timely and professional manner.

The City has submitted a form for project review to the Maryland Historical Trust (MHT). MHT has determined that:
‘CDBG funding will have ‘no adverse effect’ on historic properties provided that the following conditions are met:
☐ Addresses, maps, current photographs, and written work descriptions for each proposed home construction, or rehabilitation project will be submitted to the Trust for review and comment as early as possible and prior to the commencement of work.
☐ Trust comments provided in response to the submittal are then incorporated into the scope of work.”
☐ 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:
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 applicant has:
   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 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

12. will ensure that, if applicable, any sub-recipient, 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.

Mayor Andrew Bradshaw
Typed Name and Title
Chief Elected Official
Signature
Date