

STATE OF MARYLAND CDBG PROGRAM

**SFY 2025
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



Maryland

**DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**

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

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

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258*



MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION SFY 2025

1. Name of Jurisdiction: Talbot County, Maryland	2. County (Municipal applicants only):
3. Address: Talbot County Courthouse 11 North Washington Street Easton, MD 21601	4. Name of Subrecipient or Business, if applicable, and their Unique Entity Number: For All Seasons, Inc. XHURM8M42Z65
5. FID Number: 52-60001028 Unique Entity Number: FMPYS5DSWK49	6. Name, phone number and email of jurisdiction's contact person for this application: Mary Kay Verdery, Grants Administrator Office: 410-770-8002 Fax: 410-770-8007 E-mail: mkverdery@talbotcountymd.gov
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): For All Seasons Capital Improvement Renovation Project. HVAC upgrades and interior renovations. For All Seasons, Behavioral Health & Rape Crisis Center (410.822.1018) 300 Talbot Street, Easton, MD 21601	
8. Project type: <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input type="checkbox"/> Public Services	9. National objective(s): <input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight
10. CDBG request: \$ <u>750,000</u> Local funds \$ <u>6,000</u> Other funds \$ <u>1,315,000</u> Total costs \$ <u>2,071,000</u>	11. U.S. Congressional District No.1 State District No. 37B (List State legislators for entire district): House of Representative: Andy Harris Senators: Benjamin Cardin, Chris Van Hollen, Jr. State Senator: Johnny F. Mautz State Del: Christopher T. Adams State Del: Thomas Hutchinson
12. Date Public Hearing held: 5-28-2024 (Attach minutes and hearing notice to application)	13. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: June 12, 2020 If not, did you attach new plan? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
16. If applicable, did you complete Debarment Check on application subrecipient or business? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No For All Seasons, Inc.	
17. Digital Photos and Drive included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (each must be labeled)	18. Date: 5/21/2024

PART A

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

Since 1986, For All Seasons, Inc. has been a cornerstone of support for the residents of Talbot County, the Mid-Shore region, and the state providing essential behavioral health and rape crisis services to all in need, regardless of one's ability to pay. We serve clients from age ___ to ___. Recognizing the escalating demand for our services, we are proposing an expansion and renovation of our existing facility to better serve our community's needs. This capital improvement project will improve For All Seasons' headquarters built in 1957, located at 300 Talbot Street in Easton. These improvements are essential and will expand our capacity to support low- and moderate-income residents of Talbot County by increasing our ability to provide consistent, high-quality services in a safe, secure, and respectful environment.

Key upgrades will include:

- **HVAC upgrades**, including duct work to enhance air quality and energy efficiency;
- **Renovation of five bathrooms** to meet the increased usage and ensure compliance with the latest health and safety standards;
- **Replacement of emergency exit doors and locks** to enhance security and safety;
- **Installation of new, improved insulation** to increase energy efficiency and comfort;
- **Interior refurbishments** including repainting and recarpeting of the entire facility to provide a welcoming and professional environment;
- **Server room enhancements**, including a new server to boost our telehealth capabilities, ensuring robust and uninterrupted online service delivery to our remote clients;
- **Space reconfiguration** to include the enclosure of the second story vestibule and improvements in the space efficiencies of existing office layouts to create more functional service areas;
- **Exterior upgrades**, including the demolition of the agency's current fence and construction of a new fence demarking the perimeter of the parking lot and the adjacent residential property; and
- Other similar upgrades as necessary.

These enhancements will not only expand our operational capacity but also directly address the increasing and urgent community needs for mental health and victim support services in Talbot County. By improving and enlarging our facility, For All Seasons will be able to provide enhanced services to a greater number of clients, thereby supporting our mission to serve all community members, regardless of their ability to pay. The expansion project will be bid out using the State DHCD procurement policy. They are ready to commence immediately upon funding and procurement approval, ensuring timely benefits to the community.

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.

For All Seasons, Inc. serves as a critical provider of mental health and victim support services in Talbot County, where there is a clear and documented need for increased capacity in these areas. Despite the area's affluent reputation, there exists a significant segment of the population, particularly low and moderate-income residents, facing severe challenges related to mental health and access to adequate support services. This capital project will significantly amplify our ability to offer mental health and victim support services, enabling us to address the needs of an ever-growing patient population.

As noted below, every major Talbot County needs assessment notes the urgent need for increased mental health services.

The Talbot County ARPA Survey clearly identified the critical need for improved access to mental health services within the county. The voices of our community members in the survey highlight the urgency and importance of expanding mental health facilities. In the public comments of the survey, the need for investment in mental health supports is mentioned an astounding 41 times.

The Talbot County Community Needs Assessment published by the Neighborhood Service Center, Inc. (2019 – 2022) named “increased assistance for mental health and drug abuse” as a top 5 priority, noting that Talbot County suffers from a mental health provider shortage that significantly impairs community members from receiving necessary services.

Similarly, the Community Health Needs Assessment & Implementation Plan published by University of Maryland Shore Regional Health – our region’s official community health needs assessment and plan, per the Maryland Community Health Resources Commission – highlights the increasingly urgent need for increased mental health capacity in our community. The 2019-2022 plan listed mental health as the number four priority; the 2023-2025 plan elevated mental health to the number one priority.

Maryland Department of Health’s State Health Improvement Process (SHIP) Data notes that there has been significant and consistent negative movement on the issue of emergency department visits related to mental health in Talbot County. The data notes that 1 in 13 Talbot County residents have visited our emergency department for mental health-related reasons; five years prior, that number was 1 in 20. The need is dire and increasing.

For All Seasons’ services significantly reduce the need for emergency room visits for mental health crises by providing accessible, community-based preventative care and support. This not only alleviates the burden on our local hospital system, but also results

in considerable healthcare savings. Studies show that for every dollar invested in expanded mental health care, returns of up to four dollars can be realized in improved health outcomes and productivity.

By enhancing For All Seasons' capacity to provide enhanced mental health and sexual assault support services, this project directly addresses these urgent community calls for significant investments in mental healthcare. This project will particularly address the needs of underserved populations, including low- and moderate-income youth, adults, and families; people of color; and other vulnerable groups.

PART B WORKSHEET

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

- 1. As CDBG funds are "Gap" financing, did you pursue *appropriate* other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?**

For All Seasons, Inc. has proactively pursued a comprehensive mix of funding sources, including federal, state, and private donations, to ensure the financial sustainability and success of our proposed expansion project. Recognizing that Community Development Block Grant (CDBG) funds serve as gap financing, we have diligently sought other substantial funding avenues to cover the majority of the project costs.

State Sources

Local Bond Initiatives: We have successfully secured \$300,000 in the 2022 Capital Bond program, spearheaded by Maryland Delegate Jefferson L. Ghrist, as well as a \$100,000 Capital Bond Grant in 2024 spearheaded by Senator Johnny F. Mautz.

Local/County Sources

Talbot County ARPA Funds:

We have applied for \$500,000 in American Rescue Plan Act (ARPA), through the County which remains pending.

Private Donations and Grants

We are targeting \$250,000 in private donations and grants. This funding is being pursued last, to leverage the commitment of state and federal funds to attract private donors. This approach ensures that private funders see a strong backing from governmental bodies, increasing their confidence in the viability and community support for the project.

The strategic combination of these funding sources, along with the requested CDBG funds, is designed to cover the full cost of the necessary capital improvements at our facility. This layered financing approach not only underscores our commitment to maximizing every dollar but also ensures that we have a diverse and stable funding base to complete the project successfully. The status of these requests, mostly pending, reflects ongoing negotiations and the usual timelines associated with governmental and private funding processes.

2. Please provide copies of award and rejection letters.

The final legislation for the 2022 Capital Bond Grant is attached. The 2024 Capital Bond Grant legislation is not yet publicly available.

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 new or increased costs were determined: N/A

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).

For All Seasons, Inc. has deeply engaged the local community in the development of this project and the preparation of this application, reflecting our commitment to a collaborative and inclusive approach to enhancing mental health and victim support services in Talbot County.

Throughout the project planning process, we have actively collaborated with several key stakeholders and organizations to ensure that our proposed enhancements meet the most pressing needs and are integrated with broader community initiatives. These partners include:

Town of Easton and Talbot County Government for regulatory support and alignment with local development plans.

Talbot County Office of Economic Development and Tourism and the Mid-Shore Regional Council to align our expansion with regional economic goals.

The **Maryland Community Health Resources Commission** and **Maryland Department of Health**, ensuring compliance with state health services standards and leveraging state resources.

Engagement with other federal, state, and local entities, including the **Governor's Office for Crime Prevention and Policy**, further embedding our services within the state's framework for health and safety.

In developing this application, For All Seasons has sought and received substantial community support, indicating strong local backing for our initiative.

We are currently in the process of obtaining formal letters of support from:

Dock Street Foundation and **Grayce B. Kerr Foundation**, both of which have been long-standing supporters of community health projects in Talbot County.

Mid-Shore Regional Council, which has been instrumental in identifying this project as a priority under the Community Economic Development Strategy (CEDS).

Linda Webb, Executive Director of the **Talbot County Department of Social Services**, has been closely involved in addressing community needs that overlap with our services.

Additionally, we are in dialogue with other local leaders and organizations to gather further endorsements, underlining the broad-based community endorsement for our expansion 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? Yes No**

ATTACH MAP(S) OF PROJECT AREA

- **Priority Funding Area Map**
- **2020 Census Tract for Easton, MD**
- **Town of Easton, MD Zoning – Property located in CG zone**
-

List Census Tract(s) and Block Groups for all projects: 9604

Chapter 4, Community Services and Facilities, of the Talbot County Comprehensive Plan (2016) includes a Healthcare and Social Services Policy 4.13 which states that “Talbot County shall continue to support its healthcare and social service agencies in order to maintain and improve community resilience and foster community health.”

Under the Plan’s Mental Health Services section in Chapter 4, majority of the County’s mental health needs were outlined to be served by the now-defunct Mental Health Association in Talbot County (MHATC, page 4-9). In many ways, For All Seasons has provided the services that filled the gap when this agency ceased operation.

The For All Seasons project is located within the Town of Easton Priority Funding Area. A copy of the PFA map is provided with the location maps labeled Part D.

The 2010 Town of Easton Comprehensive Plan goals include limiting the geographic outward expansion of the Town of Easton, balancing and integrating mix of land uses within the town, and improving the appearance of all aspects of development in the Town of Easton.

The town’s Economic and Development goals and objectives include nurturing a healthy and diverse local economy by retaining and expanding existing businesses and industries. As well as protecting the historic character of Easton and supporting projects and efforts which enhance that character, with commercial rehabilitation as redevelopment in Downtown listed as a top priority for future commercial development.

For All Seasons’ importance to the Talbot County community cannot be overstated. The urgent need for accessible, community-based mental healthcare is dire and increasing.

PART E

NATIONAL OBJECTIVE:

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

1. Benefit to Low and Moderate Income Persons:

Area Benefit (LMA) % Determined by survey or census (Attach Survey Approval Ltr)

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

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

Jobs (LMJ) Job Creation
 Job Retention

Total estimated # of beneficiaries 2,966 CDBG \$ per beneficiary \$ 252.87
Total estimated # of LMI beneficiaries 2,653 CDBG \$ per LMI beneficiary \$ 252.70
% of LMI beneficiaries to total 89.4 %

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

Our project is structured to ensure that at least 51% of the beneficiaries are from LMI households, a figure that significantly surpasses the minimum requirement. Historical data indicates that approximately 64% of our clientele are Medicaid recipients, while an additional 26% benefit from our financial hardship program, which accommodates individuals and families whose incomes are aligned with federal poverty guidelines but may not qualify for Medicaid. This clear documentation and adherence to eligibility criteria ensure that our services are targeted towards and utilized by LMI persons.

For All Seasons maintains detailed records of all client interactions, income verification processes, and service delivery metrics. These records are regularly reviewed to ensure ongoing compliance with CDBG requirements and to monitor the effectiveness of our outreach and support strategies. Our documentation process is audited annually to verify that at least 51% of the clients served fall within the LMI threshold, aligning with the goals and regulations of the CDBG program.

NATIONAL OBJECTIVE CHART

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

**Low/Moderate Income Benefit
Worksheet 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 2,966 (Count by Persons)

2. **Estimated** Total LMI Beneficiaries 2,653 (Count by Persons)

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

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

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

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

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

For All Seasons, Inc. is dedicated to providing mental health and victim support services to individuals and families, particularly those who are low or moderate income (LMI). Consistently, we serve a clientele where a significant majority qualifies as low or moderate income, meeting and exceeding the requirements set forth for Limited Clientele Activities under Community Development Block Grant (CDBG) program guidelines.

Historically, approximately 64% of our clients are Medicaid recipients. Medicaid eligibility is aligned with federal poverty guidelines, which ensures that these clients are within the LMI category. Our intake and documentation processes verify Medicaid status, ensuring compliance and accurate reporting.

In addition to our Medicaid clientele, about 26% of our service users benefit from our financial hardship policy, which allows for no-cost or reduced-cost services. This policy is

specifically designed to assist individuals and families who may not qualify for Medicaid but whose income levels and family size meet the federal guidelines for LMI status. Like with Medicaid, eligibility for this program is documented through a formal application process that records family size and income.

Describe the proposed accomplishments of the project:

DRAFT

PART F

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

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

ACTIVITY	SOURCES OF FUNDS					TOTALS BY ACTIVITY	STATUS
	CDBG:	APPLICANT	OTHER :	OTHER:	OTHER:		
		Talbot County	Private Donations	Capital Bond	ARPA Funds		
HVAC Upgrades	100,000			250,000		350,000	C
Renovation of 5 bathrooms	50,000					50,000	C
Replacement of emergency doors and locks	75,000					75,000	P
Installation of new, improved insulation	75,000					75,000	P
Interior refurbishments	100,000					100,000	P
Server room enhancements	100,000					100,000	P
Space reconfiguration	250,000					250,000	P
Architectural Services				80,000		80,000	C
Fence Demolition and Reconstruction				10,000		10,000	C
Property Acquisition			415,000	60,000	250,000	725,000	P/C
Project Admin. (In-Kind)		6,000				6,000	C
General Admin. (Cash)					250,000	250,000	P
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$750,000	\$6,000	\$415,000	\$400,000	\$500,000	\$2,071,000	

PART G

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

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

Mary Kay Verdery, Talbot County Grants Administrator. Handling Talbot County grant administration since March 2021 to include CDBG projects, to include the Family Support Center-Early Head Start MD-21-CD-22, Chesapeake Multicultural Resource Center MD-22-CD-29, and St. Vincent de Paul MD-24-CD-25. Mary Kay also administers the ERAP and ARPA program funding for the County.

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

Beth Anne Dorman, President & CEO, 410-822-1018, grantsadmin@forallseasonsinc.org
Oversees For All Seasons' grants management program, described below:

For over 30 years, For All Seasons has been awarded and managed large state grant contracts, including grants from the Governor's Office of Crime Prevention, Youth, and Victim Services (previously the GOCCP). For All Seasons' long track record of grant management includes the Victims of Crime Act (VOCA), Sexual Assault/Rape Crisis (SARC), Violence Against Women Act (VAWA), Child Sex Trafficking Screening and Services Act Regional Navigator, and Maryland Victims of Crime (MVOC) grant programs. These large public grants are complemented by smaller grant investments from private investments. Last fiscal year (FY23), the agency managed 42 awarded grants, representing approximately \$3.4M.

Bonnie Thomas, Director of Finance
Tina Grace Jones, Chief Financial Officer
Patti Cannon, Chief Operating Officer
Erica Batson, Director of Administration and IT
Lauren Kay Weber, VP of Strategy and Development

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

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

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

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

Expenses	Estimated Costs

PART H

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

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

<u>Activity</u>	<u>Begin</u>	<u>Completion</u>
Grant Award	July 15, 2024	
Environmental Review	July 16, 2024	September 29
Preliminary Engineering	Completed	
Site Acquisition	October	November
Bidding & Selection Engineering	December	January 2025
Meeting 180 Day Expenditure Requirement	January 12, 2025	January 12, 2025
Engineering	February	June
Bidding & Selection Construction	June	August
Construction	September	July 31, 2026

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

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
GRANT AWARD		JULY 2024	Applicant
ENVIRONMENTAL REVIEW	JULY 2024	SEPT 2024	Applicant
Site Plan Review	July 2024	September 2024	Subrecipient
Permitting	July 2024	September 2024	Subrecipient
Engineering	July 2024	September 2024	Subrecipient
Bid Selection/Contract	August 2024	October 2024	Subrecipient
Renovations/Retrofits	October 2024	October 2025	Subrecipient
Meeting 180 day Expenditure	January 2025	January 2025	Subrecipient

PART I

DAVIS BACON / BUILD AMERICA BUY AMERICA:

1. Do Davis-Bacon wage rates apply to the project? Yes No

If yes, do cost estimates reflect the use of Davis-Bacon rates? Yes No

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

The applicant understands that Davis Bacon wages will be included as part of the project. The cost estimates have been adjusted in the proposed budget to account for Davis Bacon wages.

3. Explain how you calculated the rates into your cost estimates.

Viewed proposed Davis Bacon wage decision provided by DHCD for this project.

4. Explain how you factored in Build America Buy America requirements for iron and steel and listed construction materials, if applicable.

Renovation of the For All Seasons facility will include compliance with BABA requirements for all applicable construction materials.

PART J

ACQUISITION / RELOCATION:

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

For All Seasons purchased the site located at 300 Talbot Street, Easton, MD 21601 in 2007. Additional funding sources will be used to pay pending mortgage. SDAT for attached.

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

3. Estimated cost of acquisition:

 \$ N/A

4. Sources of funds for acquisition:

 N/A

5. Number of parcels to be acquired:
 Residential: N/A
 Business N/A

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:

 \$ N/A

10. Sources of funds for relocation:

 N/A

# Units in Property(s)	Number of Units Occupied at time of application		Number of Occupants to be Displaced	Number of Occupants to Remain	
	Owner	Tenant		Total	Temporarily Relocated
Residential					
Business					

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

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

 N/A

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:

In 2014, the Talbot County Council appointed the Talbot County Affordable Workforce Housing Commission. The Commission is an advisory board assembled by the Talbot County Council for exploring the availability of affordable and workforce housing in Talbot County. The Commission offers insight and guidance to the Council for consideration in the development of affordable and workforce housing initiatives, programs, funding and/or legislation.

In 2016, Talbot County partnered with Habitat for Humanity Choptank on a CDBG application to create new affordable home ownership opportunities with the creation of seven infill shovel ready building lots. These properties are now improved with seven owner occupied new construction, durable and energy efficient single-family homes in the Town of St. Michaels.

The Talbot County Comprehensive Plan (2016) speaks to the importance of housing (workforce, affordable and assisted) in Chapter 4, Community Services and Facilities. Talbot County works with many agencies in the County on addressing housing needs such as Talbot County Department of Social Services, Neighborhood Service Center, Talbot Interfaith Shelter and Habitat for Humanity Choptank.

The County has been diligently working toward hiring a Housing Coordinator. We have been advertising since September 2023 and are in the process of conducting interviews.

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?

Habitat for Humanity and the Talbot Housing Authority, Neighborhood Service Center, Talbot Interfaith Shelter, Talbot County Department of Social Service, along with St. Vincent de Paul, all work to provide aspects of affordable housing. We are not aware of any issues or complaints from these agencies.

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?

YES

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.

7. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? Yes No
8. Will your project involve or impact an archaeological site? Yes No
9. Will your project impact any wildlife that is threatened or endangered? Yes No
10. Will your project involve the abatement or removal of asbestos from a building?
 Yes No
11. Will your project involve the abatement or removal of lead-based paint from a building?
 Yes No
12. 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:

PART M

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

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

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

If yes, is it for new services? Yes No

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

If no, please explain:

2. Will your project use CDBG funds for construction? Yes No

If yes, will construction be under a new contract(s)? Yes No

If no, is it for a change order? Yes No If the answer is yes, please contact CDBG staff to discuss further.

STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
 - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

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

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

Chuck F. Callahan, President
Talbot County Council

Signature

Date