

**Resolution 1-16
Resolution to Adopt Community Development
Block Grant Plan Policies & Support CDBG
Grant Application**

RESOLUTION

Resolution of the Commissioners of Leonardtown committing to working toward the goals established by the Maryland Community Development Block Grant Program Citizen Participation Plan and Residential Anti-Displacement and Relocation Assistance Plan and to Support the Submission of a Community Development Block Grant Application.

PART I:

WHEREAS, the Commissioners of Leonardtown recognize that there is a significant need for creating an environment for the citizens of Leonardtown where no one is excluded from participation or benefit due to race, color, national origin, ethnicity, gender, disability, familial status, marital status, age or religion; and,

WHEREAS, the Commissioners of Leonardtown share an awareness and commitment of working toward the goals of these plans; and

WHEREAS, the Commissioners of Leonardtown have shown their support of these programs and plans most recently by supporting the Cedar Lane Fire Safety Project with the CDBG funding; and

WHEREAS, the applicable law and regulations require approval of the Maryland Community Development Block Grant Program Citizen Participation Plan and Residential Anti-Displacement and Relocation Assistance Plan by the Commissioners of Leonardtown;

NOW, THEREFORE BE IT RESOLVED THAT the Commissioners of Leonardtown hereby adopt this resolution and the goals of the attached Plans;

PART II:

WHEREAS, The State of Maryland through the Department of Housing and Community Development has solicited applications from eligible jurisdictions to apply for funding under the Maryland Community Development Block Grant Program; and

WHEREAS, The Town of Leonardtown is eligible to apply for funds from the Maryland Community Development Block Grant Program through the Maryland Department of Housing and Community Development; and

WHEREAS; The Commissioners of Leonardtown have held the required public hearing related to the formulation of Leonardtown's Block Grant Application; and

WHEREAS; The Commissioners of Leonardtown understand and acknowledge that they would be responsible for completion of grant activities and any corrective actions including the repayment of funds if necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of Leonardtown authorize the submittal of an application for Community Development Block Grant funds in the amount of \$201,925.00, this 9th day of May, 2016 for the follow project:

Installation of an elevator to enable elderly and handicapped persons to reach the second floor of 22670 Washington Street, Leonardtown, MD in compliance with ADA guidelines.

BE IT FURTHER RESOLVED, that Daniel W. Burris, Mayor, is authorized and empowered to execute any documents required for the submission of the application.

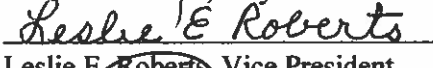
IN WITNESS WHEREOF, the resolution is executed this 9th day of May, 2016.

ATTEST/WITNESS:


Laschelle McKay, Town Administrator

COMMISSIONERS OF LEONARDTOWN:

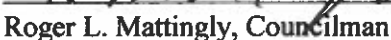

Daniel W. Burris, Mayor


Leslie E. Roberts, Vice President


Thomas M. Combs, Councilman


Hayden T. Hammett, Councilman


J. Maguire Mattingly, IV, Councilman


Roger L. Mattingly, Councilman

RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Commissioners of Leonardtown will take every preventable action to minimize the involuntary displacement of persons or businesses when using federal funds received from the Maryland Community Development Block Grant funds as a source of funding in our projects. In the event that displacement occurs, the Commissioners of Leonardtown, hereby agrees to comply with all requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (“URA”), as amended, as described in 49 CFR Part 24; and with the Housing and Community Development Act of 1974 (“HCD Act of 1974”), as amended, as described in 24 CFR Part 42.

RELOCATION

The Commissioners of Leonardtown will provide relocation assistance as required under the URA to all persons or businesses displaced as a direct result of assisted activities. They shall be provided relocation benefits which, at a minimum, include:

- Relocation assistance planning and advisory services;
- Moving expenses;
- Referral to comparable replacement unit; and
- Replacement housing payments for 42 months.

Low and moderate income households displaced by the acquisition or demolition of housing or by the conversion or rehabilitation of low and moderate income dwellings to another use are entitled to additional benefits under the requirements of 24 CFR 42.350. These additional benefits include:

- Security deposits and credit checks,
- Referral to comparable replacement unit; and
- Replacement housing payments for 60 months.

Additionally, legal, low and moderate income tenants are also eligible for:

- Referral to at least one suitable, decent, safe and sanitary replacement dwelling unit. The Commissioners of Leonardtown shall advise tenants of their rights under the Federal Fair Housing Act, 42 U.S.C. §§ 3601—3619,, and of replacement housing opportunities in such a manner that, wherever feasible, they will have a choice between relocation within their neighborhood and other neighborhoods; and
- Each person must be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of utilities for a replacement dwelling (comparable replacement dwelling or decent, safe, and sanitary replacement dwelling to which the person relocates, whichever costs less) to the “Total Tenant Payment.” All or a portion of this assistance may be offered through a certificate or voucher for rental assistance (if available) provided under Section 8 of the United States Housing Act of 1937, 42 U.S.C. § 1437f.

In addition, in consideration of the financial assistance received from the Maryland CDBG Program, particularly when such assistance is used for acquisition, rehabilitation, demolition, or conversion which results in temporary relocation, the Commissioners of Leonardtown agrees to assist either the temporarily displaced residential or business tenant or owner occupant during the time they are displaced. Those receiving temporary relocations shall receive at a minimum:

- Interim living costs;
- Relocation assistance planning and advisory services;
- Reasonable moving expenses; and
- Rental Assistance (if moving to more expensive unit).

ONE FOR ONE REPLACEMENT HOUSING

In the event that low and moderate income dwelling units are demolished or converted to a use other than as low/moderate-income housing, the Commissioners of Leonardtown will replace all units that were occupied or were vacant but deemed occupiable as required under Section 104(d) of the HCD Act of 1974, as amended.

All replaced housing will be provided within three (3) years of the commencement of the demolition or rehabilitation relating to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Commissioners of Leonardtown will make public and submit to the Maryland CDBG Office the following information in writing:

- A. A description of the proposed assisted activity;
- B. The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- C. A time schedule for the commencement and completion of the demolition or conversion;
- D. The general location on a map and approximate number of dwellings units by size (number of bedrooms) that will be provided as replacement dwelling units;
- E. The source of funding and a time schedule for the provision of replacement dwelling units; and
- F. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling for at least ten (10) years from the date of initial occupancy.

GENERAL POLICIES

1. The Commissioners of Leonardtown will take every preventable action to minimize the involuntary displacements of persons or businesses during the implementation of our CDBG funded projects. Examples of actions that may be taken include:

- Stage rehabilitation of assisted housing to allow tenants to remain during and after rehabilitation, working with empty buildings or groups of empty units first, so they can be rehabilitated first, and tenants moved in before rehabilitation of occupied units or buildings is begun.
- Establish temporary relocation facilities in order to house families whose displacement will be of short duration, so they can move back to their neighborhoods after rehabilitation or new construction.
- Provide counseling to assist homeowners and renters to understand the range of assistance that may be available to help them in staying in the area being revitalized.

2. The Commissioners of Leonardtown may enter into a written agreement with a subrecipient, or the owner of the assisted property, under which either may pay all or part of the cost of the required relocation assistance.

3. The Commissioners of Leonardtown understand the cost of relocation assistance and other benefits shall be paid from CDBG funds or such other funds as may be available from any source including the jurisdiction's general fund.

4. The Commissioners of Leonardtown will refer owners and/or tenants to the State CDBG Program if there is a disagreement with the determination that these requirements do not apply to an acquisition or a displacement.

5. The Commissioners of Leonardtown will prepare a specific Relocation Plan in the event that funding is requested for a project where it is known that displacement will occur.

ATTEST/WITNESS

Isabelle McKay

Daniel W. Burns
(Typed Name of Chief Elected Official)


(Signature)

This Anti-Displacement Plan is hereby adopted by Commissioners of Leonardtown
on May 9, 2016. It is effective for a 5 year period until May 9, 2021.

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
CITIZEN PARTICIPATION PLAN

The Commissioners of Leonardtown have adopted this Citizen Participation Plan to meet the citizen participation requirements of 24 CFR 570.486 and 24 CFR 91.115(e). Regulations require that each unit of general local government receiving or expecting to receive Maryland Community Development Block Grant Funds:

- Furnish citizens with information related to the availability of CDBG funding including the amount the State makes available under each state fiscal year, the eligible CDBG activities, and the eligible uses of CDBG funds;
- Provide for and encourage citizen participation, particularly by low and moderate income persons who reside in slum or blighted areas and areas in which CDBG funds are proposed to be used;
- Ensure that citizens will be given reasonable and timely access to local meetings, information and records relating to the unit of general local government's proposed and actual use of CDBG funds;
- Provide technical assistance to groups representative of persons of low and moderate income that request assistance in developing proposals in accordance with procedures developed by the State. Such assistance need not include providing funds to such groups;
- Provide for a minimum of two public hearings, each at a different stage of the project, for the purpose of obtaining citizen's views and responding to proposals and questions. Together the hearings must cover community development and housing needs, development of proposed activities and a review of program performance. Public hearings to cover community and economic development and housing needs must be held before submission of an application to the State. There must be reasonable notice of the hearings and they must be held at times and locations convenient to potential or actual beneficiaries, with accommodations for the handicapped. Public hearings shall be conducted in a manner to meet the needs of non-English speaking residents where a significant number of non-English speaking residents can reasonably be expected to participate;
- Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities in an application to the State and, for grants already made, activities which are proposed to be added, deleted, or substantially changed from the unit of general local government's application to the State. Substantially changed means changes made in terms of purpose, scope, location or beneficiaries as defined by criteria established by the State;
- Provide citizens with the (County/Town) Residential Anti-Displacement and Relocation Assistance Plan if proposed applications to be submitted will likely to result in displacement of persons or businesses from their homes or businesses;
- Provide citizens the address, phone number and times for submitting complaints and grievances, and provide timely written answers to written complaints and grievances, within 15 working days where practicable.

CDBG funded activities may serve beneficiaries outside the jurisdiction of the unit of general local government that receives the grant, provided the unit off general local government

determines that the activity is meeting its needs in accordance with section 106(d)(2)(D) of the Act.

PROVISION OF INFORMATION, PUBLIC HEARINGS AND COMMENTS

The Commissioners of Leonardtown will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of 8:30 am – 4:30 pm at the following location: 41660 Courthouse Drive, Leonardtown, MD 20650.

Where possible, The Commissioners of Leonardtown will provide copies of documents or access to copying services to citizens or groups requesting information at their own expense.

Information will be furnished to citizens through public notice in The County Times Newspaper, a newspaper of general circulation. The Commissioners of Leonardtown may also provide additional information to its citizens about the CDBG Program through articles in local newspapers, newsletters or community bulletins, flyers distributed door to door or at presentations made at community meetings.

The Commissioners of Leonardtown will hold at least one public hearing to receive input by citizens on the housing and community and economic development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held in conjunction with a regularly scheduled meeting of the elected public officials prior to submission of an application for CDBG funds.

If the MD CDBG Program funds the activity, a second hearing on program performance must be held at some point during the grant period after the activity has been initiated.

The MD CDBG Program requires that notice of a public hearing be published in a newspaper of general local circulation no less than five (5) days in advance of the hearing. Hearings will be held at times and locations convenient to actual or potential beneficiaries and at locations accessible to the disabled. Documentary evidence that the required notices are published and public hearings are held in accordance with the plan will be maintained. Copies of the actual notices and/or affidavits shall be a part of the files, in addition to minutes of the hearings. Written minutes of the hearing and an attendance roster will be maintained by The Commissioners of Leonardtown at the following location: 41660 Courthouse Drive, Leonardtown, MD 20650.

If necessary, the Commissioners of Leonardtown will make arrangements for a translator when it is expected that non-English speaking persons will participate. Similarly, a signer shall be provided for a deaf or mute participant. If special accommodations are necessary, however, requests should be made to the Commissioners of Leonardtown @ 301-475-9791, at least 5 days advance notice is requested.

The Commissioners of Leonardtown will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to: The Commissioners of Leonardtown at PO Box 1, Leonardtown, MD 20650.

TECHNICAL ASSISTANCE

When requested to provide technical assistance to groups representative of persons of low and moderate income, the Commissioners of Leonardtown will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, the Commissioners of Leonardtown may offer a referral to the State or to a consultant who can provide the necessary expertise.

COMPLAINTS AND GRIEVANCES

Citizens who wish to submit a complaint or grievance may do so by calling or writing: The Commissioners of Leonardtown at PO Box 1, Leonardtown, MD 20650. The Commissioners of Leonardtown shall make reasonable effort to provide a response in writing to written complaints or grievances within 15 working days.

AMENDMENTS TO APPLICATIONS OR GRANTS

The Commissioners of Leonardtown will provide citizens notice of, and opportunity to comment on, substantial changes to grants already made, including changes in the purpose, scope, location or beneficiaries. This can be achieved through public notice describing the change and establishing a comment period or through public hearing.

This Citizen Participation Plan is hereby adopted by the Commissioners of Leonardtown on May 9, 2015. It is effective for a 5 year period until May 9, 2021.


CHIEF ELECTED OFFICIAL


WITNESS

