

# Maryland Department of Housing and Community Development

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## MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

SFY 11

Policies and Procedures With Exhibits:

- 2009 Low and Moderate Income Limits
- Local Citizen Participation Requirements
- Sample Authorizing Legislation
- Guide for Anti-Displacement and Relocation Plan

Revised March 2010

*Division of Neighborhood Revitalization  
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*Martin O'Malley, Governor  
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Clarence J. Snuggs, Deputy Secretary*

**MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  
**Community Development/Special Projects**

**APPLICATION POLICIES AND PROCEDURES (revised 3/10)**

1. Eligible applicants for the Maryland Community Development Block Grant Program include units of general local government of municipalities under 50,000 population and counties with populations of less than 200,000, excluding HUD entitlement jurisdictions.
2. Activities assisted under the State CDBG program may include the following as defined more specifically in Section 105(a) of Title I of the Housing and Community Development Act of 1974 ("HCD Act of 1974"), 42 U.S.C. § 5305(a), as amended:
  - A. Acquisition of real property.
  - B. Acquisition, construction, reconstruction, or installation of public works facilities.
  - C. Code enforcement in deteriorating areas.
  - D. Clearance, demolition, removal, reconstruction, and rehabilitation of buildings and improvements.
  - E. Removal of material and architectural barriers which restrict mobility and accessibility of elderly or handicapped persons.
  - F. Payments to housing owners for losses of rental income incurred in holding units for relocated individuals and families displaced by activities under the program
  - G. Disposition of real property acquired pursuant to the program
  - H. Provision of a new or quantifiable increase in a public service.
  - I. Payment of the non-federal share required in connection with a federal grant-in-aid program undertaken as part of the program.
  - J. Payment of the cost of completing a project funded under Title I of the Housing Act of 1949, 42 U.S.C. § 1441 et seq.
  - K. Relocation payments for displaced individuals, families, businesses, organizations and farm operations.
  - L. Planning.
  - M. Payment of reasonable administrative costs.
  - N. Assistance including loans and grants for activities carried out by public or private nonprofit entities, including:
    1. acquisition of real property
    2. acquisition, construction, reconstruction, rehabilitation, or installation of:
      - a. public facilities (except for buildings for the general conduct of government), site improvements, and utilities
      - b. commercial or industrial buildings or structures.
    3. planning
  - O. Assistance to neighborhood-based non-profit organizations, local development corporations, nonprofit organizations serving the development needs of communities of non-entitlement areas or entities organized under Section 301(d) of the Small Business Investment Act of 1958, 15 U.S.C. § 681(d), to carry out a neighborhood revitalization or community economic development or energy conservation project.
  - P. Activities necessary to the development of energy use strategies related to the recipient's development goals.
  - Q. Provision of assistance to private for-profit entities, when the assistance is appropriate to carry out an economic development (ED) project.

- R. Rehabilitation or development of housing assisted under former Section 17 of the United States Housing Act of 1937, 42 U.S.C. § 1437o.
- S. Provision of technical assistance to public or nonprofit entities to increase the capacity of the entities to carry out eligible neighborhood revitalization or ED activities.
- T. Housing services such as housing counseling, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant based rental assistance.
- U. Provision of assistance by recipients under Title I of the HCD Act of 1974 to institutions of higher education having a demonstrated capacity to carry out eligible activities.
- V. Provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable the entities to facilitate ED by:
  - 1. providing credit for the establishment, stabilization, and expansion of micro-enterprises;
  - 2. providing technical assistance, advice, and business support services to owners of micro-enterprises and persons developing micro-enterprises; and
  - 3. providing general support to owners of micro-enterprises and persons developing micro-enterprises.
- W. Activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of the housing in primarily low- and moderate-income (LMI) neighborhoods.
- X. Direct assistance to facilitate and expand homeownership among LMI persons.
- Y. Lead-based paint hazard evaluation and reduction, as defined in Section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, 42 U.S.C. § 4851b.

**Note: Buildings for the general conduct of government such as city halls, county administration buildings, and police stations are specifically excluded as are political activities, equipment purchases, furnishings, and operations, maintenance, or repair of public facilities and works.**

- 3. Title I of the HCD Act of 1974 requires that any activity funded with Maryland Community Development Block Grant funds must meet one of three national objectives: 1) benefit persons of low and moderate income (income limits provided in **Exhibit A**); 2) aid in the prevention of slum and blight; or 3) meet an urgent need that is an immediate threat to community health, safety or welfare.
- 4. In accordance with 24 CFR 570.486(a)(5) and the jurisdiction's written Citizen Participation Plan (sample attached as Exhibit B), the jurisdiction must provide for a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions. The first hearing must take place prior to submission of an application to the CDBG Program. It must cover community development and housing needs and discuss the development of proposed activities. The second hearing should provide a review of program performance and status of grant activities. For economic development activities, the hearing should also discuss economic development needs in the community. 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. **A sample public hearing notice is attached as Exhibit C.**

A jurisdiction's Citizen Participation Plan is effective for a three year period. The plan must be current at the time of application. If it is not current or the applicant does not have one, the applicant must submit a new plan with their application.

5. The legislative body of the jurisdiction must pass a resolution authorizing submission of the application, the specific project(s) and the specific amount of funds being requested. The resolution must authorize the application in an amount equal to or greater than the amount requested in the application. Resolutions authorizing a lesser amount will not be accepted. If submitting more than one application, the Resolution should identify the specific amount of each project. Resolutions passed for previously submitted CDBG applications are not valid and will not be accepted. **A copy of the resolution must accompany the application. A sample of an acceptable resolution is attached as Exhibit D.**
6. The State has implemented procedures to ensure that any construction project funded with State resources is consistent with the State's Growth Policy as defined in the Maryland Economic Growth, Resource Protection and Planning Act of 1992. Projects should be consistent with local comprehensive plans.
7. A county may submit an application on behalf of one or more municipalities. In such instances, the municipality(ies) may not submit a separate application for the same project. Each municipality must hold a public hearing; however, the applicant assumes overall responsibility for ensuring that the entire project will be carried out in accordance with CDBG requirements. The applicant must enter into a legally binding cooperative agreement with each participant which incorporates these criteria.
8. The maximum award for community development projects per jurisdiction is \$800,000.
9. Effective as of July 1, 2008, any gross income that will be derived from the use of CDBG funds is to be returned to the State. The previous policies regarding generated income under \$25,000 are no longer in effect for the State of Maryland. All funds will be considered Program Income.

Applicants must submit a Re-Use Plan with their application requesting approval to retain funds at the local level for the same activities. This Plan must be approved by the State in writing. New Re-Use Plans must be submitted with each application. Local governments wishing to retain income must be willing to pass a resolution to repay from general funds any costs that HUD or the State may disallow as a result of the retention and re-use of program income.

10. Approved grantees are required to adopt and make public a Residential Anti-Displacement And Relocation Assistance Plan. Section 104(d) of the HCD Act of 1974, as amended, 42 U.S.C. § 5304(d), requires one-for-one replacement of all low and moderate income dwelling units housing the same number of occupants as could have been housed in the units demolished or converted to another use as a result of CDBG assistance. Section 104(k) of the HCD Act of 1974, 42 U.S.C. § 5304(k), requires that reasonable relocation assistance be provided to persons displaced as a result of the use of CDBG assistance to acquire or

substantially rehabilitate property. **A sample Residential Anti-Displacement and Relocation Assistance Plan is provided in Exhibit E.** The plan must be submitted prior to disbursement of grant funds.

A jurisdiction's Residential Anti-Displacement and Relocation Assistance Plan is effective for a three year period. The plan must be current at the time of application. If it is not current or the applicant does not have one, the applicant must submit a new plan with their application. Please note that a specific plan is required for projects that will actually result in displacement.

11. DHCD requires applicants to complete Debarment Checks on subrecipients prior to submission of application. Guidance will be handed out at application workshop or will be available on the website.
12. Grants generally are awarded for a twenty-four (24) month period, except planning grants, which are expected to be completed in twelve (12) months. One twelve-month time extension is granted only in extenuating circumstances. Further extensions are granted only where circumstances are beyond the grantee's control.
13. An eligible non-entitlement jurisdiction may submit an application for community development funds to the Department of Housing and Community Development (DHCD) during the annual round. An applicant must submit an **ORIGINAL AND FOUR COPIES** of an application. **The certifications must be signed by the chief elected official of the jurisdiction.**

**Applications are due by 5:00 p.m. on Friday, May 21, 2010.**

**Those received after the designated date and time on the 21<sup>st</sup> will be rejected.**

The application should be submitted to:

Cindy Stone  
Director  
Office of Community Programs  
Maryland Department of Housing and Community Development  
100 Community Place  
Crownsville MD 21032

14. Applicants must comply with the Maryland Intergovernmental Review and Coordination Process (COMAR 14.24.04). Simultaneous with the submission of any application for CDBG funding to DHCD, applicants must submit to the State Clearinghouse **SIX COPIES** of a project profile to:

State Clearinghouse  
301 W. Preston Street  
Baltimore MD 21201

The profile must include a cover form; a summary briefly explaining the nature, purpose, scope and justification for the project; a map of the project location and geographic area to be

served; a budget identifying all sources and uses of funds; and staffing for the project. Comments from this review will be forwarded to DHCD.

15. All applications are subject to an application completeness review and a threshold review to determine eligibility of the applicant and the proposed activities, the ability of the project to meet one of the three previously identified national objectives and meet certain performance measures established in the Project Evaluation Guide & Additional Policies and Procedures document.
16. If an application meets the requirements of the completeness and threshold reviews, a committee review is undertaken against criteria established for the appropriate category, either community development or special projects. A funding recommendation is made to the Assistant Secretary for Neighborhood Revitalization, then to the Secretary of DHCD.

**Additional Policies and Procedures governing the State of Maryland's Community Development Block Grant Program can be found in the Consolidated Plan and the Project Evaluation Guide & Additional Policies and Procedures document.**

**• • • Exhibit A • • •**  
**HUD Fiscal Year 2009 CDBG Income Limits**

**These limits are in effect until the 2010 limits are provided by HUD to the State.**

**Included in materials provided at application workshop or available on the website**

• • • Exhibit B • • •  
**SAMPLE MARYLAND COMMUNITY  
DEVELOPMENT BLOCK GRANT PROGRAM  
CITIZEN PARTICIPATION PLAN (3/2008)**

\_\_\_\_\_ has 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 Community Development Block Grant 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;
- Furnish citizens information including but not limited to:
  - the amount of CDBG funds expected to be made available for the current fiscal year (including the grant and anticipated program income);
  - the range of activities that may be undertaken with CDBG funds;
  - the estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
  - the proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under 24 CFR 42.325.
- 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 program, 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 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 citizen's 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 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 of 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**

\_\_\_\_\_ will provide reasonable access to records and information on the proposed and actual use of CDBG funds during regular business hours of \_\_\_\_am-\_\_\_\_pm at the following location: \_\_\_\_\_.  
Where possible, \_\_\_\_\_ 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 \_\_\_\_\_, a newspaper of general circulation. \_\_\_\_\_ 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.

\_\_\_\_\_ will hold **at least one** public hearing to receive input by citizens on the housing and community development needs of the jurisdiction and to discuss the development of proposed activities. This hearing will be held **prior to submission of an application for CDBG funds**. The public notice will state that the following will be discussed:

- the amount of CDBG funds available
- the range of activities that may be undertaken with CDBG funds;
- the estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
- the plans of \_\_\_\_\_ likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under 24 CFR 570.488.

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 \_\_\_\_\_ at the following location: \_\_\_\_\_.

If necessary, \_\_\_\_\_ 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 \_\_\_\_\_ @ \_\_\_\_\_.  
At least \_\_\_ days advance notice is requested.

\_\_\_\_\_ will provide citizens an opportunity to comment on the proposed activities in an application to the State. Written comments may be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **TECHNICAL ASSISTANCE**

When requested to provide technical assistance to groups representative of persons of low and moderate income, \_\_\_\_\_ will assist if possible. Files shall document meetings between the group and the local government. If staff capacity to assist does not exist, \_\_\_\_\_ 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ shall make reasonable effort to provide a response in writing to written complaints or grievances within 15 working days.

### **AMENDMENTS TO APPLICATIONS OR GRANTS**

\_\_\_\_\_ 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 \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_\_\_. It is effective for a 3 year period until \_\_\_\_\_.

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

\_\_\_\_\_  
WITNESS

• • • Exhibit C • • •  
Sample Public Hearing Notice  
(*Jurisdiction*)  
NOTICE OF PUBLIC HEARING

The (*Jurisdiction*) will conduct a Public Hearing to obtain the views of citizens on COMMUNITY DEVELOPMENT AND HOUSING NEEDS, and to offer citizens the opportunity to review an application for (*description and location of project [s]*) which the (*Jurisdiction*) proposes to submit to the State on or before the (*date*) deadline for same. The hearing will be held at the (*Location*) at (*time, day, and date*).

Citizens will be furnished with information including but not limited to:

- the amount of CDBG funds expected to be made available for the current fiscal year;
- the range of activities that may be undertaken with CDBG funds;
- the estimated amount of the CDBG funds proposed to be used for activities that will meet the national objective of benefit to low and moderate income persons; and
- proposed CDBG activities likely to result in displacement and the unit of general local government's anti-displacement and relocation plans required under 24 CFR 42.325.

The Maryland Community Development Block Grant (CDBG) Program is a federally sponsored program designed to assist units of general local government with activities directed toward neighborhood and housing revitalization, economic development, and improved community facilities and services.

Maryland's CDBG Program is administered by the Department of Housing and Community Development (DHCD), in close cooperation with the Department of Business and Economic Development (DBED).

The Maryland CDBG Program reflects the State's economic and community development priorities and provides public funds for activities which meet one of the following national objectives, in accordance with the Housing Community Development Act of 1974, as amended:

1. give maximum feasible priority to activities which will benefit low and moderate income persons and households having an income equal to or less than the Section 8 lower income limits established by HUD;
2. aid in the prevention or elimination of slums or blight;
3. meet other community development needs of an urgent nature, or that are an immediate threat to community health and welfare.

The State of Maryland's allocation of federal funds for the fiscal year (20\_\_\_\_) is estimated to be (\$\_\_\_\_\_).

Efforts will be made to accommodate the disabled and non-English speaking residents with \_\_\_\_\_ days' advance notice to \_\_\_\_\_ (*name and phone number of contact*).

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(Chief Executive Officer of Jurisdiction)

••• Exhibit D •••  
Sample Resolution

**RESOLUTION**

**WHEREAS, 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 (CDBG) Program; and**

**WHEREAS, (Jurisdiction) is eligible to apply for funds from the Maryland CDBG program through the Maryland Department of Housing and Community Development; and**

**WHEREAS, the (Board/Council name) have held the required public hearing(s) related to the formulation of the (Jurisdiction)'s Block Grant Application;**

**NOW, THEREFORE, BE IT RESOLVED, that the (Board/Council name) authorize the submittal of an application for Community Development Block Grant funds in the amount of (\$ \_\_\_\_\_) this (\_\_\_\_) day of ( \_\_\_\_\_ 20\_\_); and**

**BE IT FURTHER RESOLVED, that (Chief Elected Official) is authorized and empowered to execute any and all documents required for the submission of the application.**

(Board /Council name)  
(Jurisdiction)

By: \_\_\_\_\_  
(Mayor/President)

**Attest:**

\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***(Note: For resolutions supporting multiple projects, please list projects and amounts)***

• • • Exhibit E • • •

**GUIDE FOR RESIDENTIAL ANTI DISPLACEMENT AND RELOCATION ASSISTANCE PLAN**

\_\_\_\_\_ 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.

\_\_\_\_\_ will replace all occupied, and vacant occupiable, low/moderate-income dwelling units demolished or converted to a use other than as low/moderate-income housing in connection with activities assisted with funds provided under 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,

\_\_\_\_\_ 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.

\_\_\_\_\_ will provide relocation assistance, as described in 24 CFR 42.350, to each low/moderate-income household displaced by the acquisition or demolition of housing or by the conversion or rehabilitation of low/moderate-income dwelling to another use as a direct result of assisted activities.

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 displacement not covered by the URA, \_\_\_\_\_ accepts the following as the anti-displacement and relocation standards by which the local CDBG project will be administered, including determination of entitlement to and payment of relocation benefits:



## 1. Definitions

- A. The term "tenant" includes any family, individual, business, nonprofit organization or farm that is a renter. It also includes any owner-occupant displaced as a direct result of non-URA acquisition by \_\_\_\_\_ with the power of eminent domain, and any displaced owner-occupant of a mobile home who rents the site.
- B. The term "displaced" refers to a tenant who moves from his or her dwelling if:
  - i. The tenant has not been provided a decent, safe and sanitary dwelling unit on the property following the completion of the assisted activity, at a monthly cost for rent and utilities that does not exceed the greater of:
    - a. The tenant's cost for rent and utilities at the time that \_\_\_\_\_ lets a contract for \_\_\_\_\_ assistance with the owner;  
or
    - b. Thirty (30) percent of the tenant household's gross income; or
  - ii. If temporary relocation is required, the tenant is not reimbursed for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation.

## 2. Eligibility Criteria for Benefits

- A. Any tenant legally occupying the property at the time that \_\_\_\_\_ enters into a contract to provide assistance for the acquisition or rehabilitation; and
- B. Any tenant who legally moves into the property between such event and the actual acquisition, conversion, demolition, or rehabilitation without receiving prior written notice of his or her possible displacement as a result of the planned acquisition, conversion, demolition, or rehabilitation.

## 3. Benefits

Any tenant who is to be displaced as a result of CDBG financed rehabilitation, acquisition, conversion, or demolition, but whose displacement is not subject to the URA, will be provided with relocation assistance, including at a minimum;

- A. Reasonable moving expenses;
- B. Advisory services needed to help in relocating;
- C. Interim living costs;
- D. Security deposits and credit checks; and
- E. For a displaced residential tenant:
  - i. Referral to at least one suitable, decent, safe and sanitary replacement dwelling unit. \_\_\_\_\_ 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

- ii. 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”, as determined under 24 CFR Part 813. 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.

#### 4. **General Policies**

- A. \_\_\_\_\_ will assure compliance with the provisions of benefits to displace residential tenants. However, \_\_\_\_\_ 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.
- B. 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.
- C. If any owner or occupant of assisted property disagrees with the determination of \_\_\_\_\_ that these requirements do not apply to an acquisition or a displacement, the person may appeal that determination to:

Maryland CDBG Program  
Department of Housing and Community Development  
100 Community Place  
Crownsville MD 21032-2023

- D. Consistent with the goals and objectives of the CDBG Program, will take every preventable action to minimize the involuntary displacement of persons from their homes and neighborhoods. Examples of action which, among others, may be taken to minimize or prevent displacement include:
  - I. 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.
  - II. 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.
  - III. 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.

ATTEST/WITNESS

\_\_\_\_\_

\_\_\_\_\_  
(Typed Name of Chief Elected Official

\_\_\_\_\_  
(Signature)

This Anti-Displacement Plan is hereby adopted by \_\_\_\_\_  
on \_\_\_\_\_, 20\_\_\_\_. It is effective for a 3 year period until \_\_\_\_\_.