

COMMUNITY LEGACY PROGRAM NEIGHBORHOOD INTERVENTION APPLICATION FY 2012

The TWO eligible uses of a Neighborhood Intervention Project are:

- **To buy properties that need rehabilitation and redeveloping the properties through rehabilitation, demolition, reconstruction, or re-use; or**
- **Strategically demolishing buildings that are dangerous for use or occupancy, or so deteriorated that rehabilitation is not feasible and preparing the property for revitalization, redevelopment, or re-use.**

Eligible Applicants:

Local Governments

Certified Community Development Financial Institutions

DEADLINE FOR SUBMISSION:

Electronic Application: October 26, 2011 by 3:00 PM

Hard Copies: October 27, 2011 by 3:00 PM

**Maryland Department of Housing and Community Development
Division of Neighborhood Revitalization
10 North Calvert Street, Suite #444
Baltimore, Maryland 21202**

Martin O'Malley
Governor

Anthony G. Brown
Lt. Governor

Raymond A. Skinner
Secretary

Clarence J. Snuggs
Deputy Secretary

General Description of Community Legacy Program

Community Legacy, a program of the Maryland Department of Housing and Community Development (DHCD), is implemented in close coordination with local community partners and other State agencies. Community Legacy is a Smart Growth tool that catalyzes new investment in older neighborhoods and business districts in support of local revitalization plans. Community Legacy funds assist urban neighborhoods, suburban communities, and small towns that have a comprehensive approach to reversing decline and disinvestment. Over time, these strategies achieve and maintain vibrant places for Marylanders to live and prosper.

Maryland's traditional towns, cities and neighborhoods demonstrate every day a potential for beauty and civic pride that is nearly impossible to recreate today. With new investment in existing housing and small businesses, Maryland's historic towns and cities can once again support vibrant centers of community, and better protect their surrounding farmland and open space from sprawl development. Such reinvestment also better utilizes existing infrastructure and reduces the burden on State taxpayers for the cost of new and unsustainable growth.

Community Legacy provides resources to assist local governments and certified community development partners in realizing comprehensive community revitalization initiatives. It is intended as a flexible resource to fill key funding gaps not being met by other State or local financing and to position older communities for increased private investment.

Neighborhood Intervention Component

The Neighborhood Intervention Component of the Community Legacy Program is intended to function as a preventative measure either in or outside of a Sustainable Community to address problem properties that are having a negative impact on the community.

Eligible Activities

The TWO eligible uses of a Neighborhood Intervention Project are:

- To buy properties that need rehabilitation and redeveloping the properties through rehabilitation, demolition, reconstruction, or re-use; or
- Strategically demolishing buildings that are dangerous for use or occupancy, or so deteriorated that rehabilitation is not feasible and preparing the property for revitalization, redevelopment, or re-use.

Use and Repayment

The applicant shall repay the CL loan or grant amount from:

- The net proceeds of the sale of the property on which the demolition took place; or
- Any payment to the applicant relating to the property, including any payment for the costs of demolishing the improvements on the property.

Maximum Award

- The Community Legacy Program shall not allocate annually more than 15% of the Community Legacy fund to Neighborhood Intervention projects.
- The Community Legacy Program may not award more than \$500,000 for any Neighborhood Intervention project.

Community Legacy Funds for FY 20122

The FY 2011 budget includes \$4.250 million in capital funds. The FY 2012 Community Legacy budget does NOT include any operating funds.

Community Legacy Award Criteria

The Community Legacy Proposals are reviewed and scored on the following criteria:

- Demonstration of community need for reinvestment – 20 points
- Clarity of project details and readiness to proceed – 30 points
- Capacity of projects sponsors and partners – 20 points
- Committed financial resources and other leverage – 30 points

Additional Considerations

Additional consideration will be given to projects that address the following issues:

- Revitalization of older communities in areas that can be positioned to absorb increased growth due to the Base Re-alignment and Closure (BRAC) activities in Maryland.
- Transit-Oriented Development (TOD) that promotes compact redevelopment and connects housing with job opportunities.
- Activities in the 23 Main Street Maryland communities as well as the 10 Baltimore City Main Street communities that further their revitalization efforts, particularly encouraging residential reinvestment that reinforces the success of the business districts.
- Projects and programs that encourage or incorporate “Green Elements” into the design, construction and implementation within a neighborhood revitalization activity.

2011 Sustainable Communities Plan

Effective June 1, 2010, all Community Legacy areas and Designated Neighborhoods will become Sustainable Communities for the interim. This new, consolidated designation will be easier to understand for program users and will simplify program administration for state and local governments.

The interim Sustainable Communities designation will continue for a transition period, during which time local governments will have the opportunity to apply for continued designation. The term of the transition period is as follows:

- Community Legacy areas designated prior to January 1, 2008 will become a Sustainable Community for 24 months after June 1, 2010.
- Existing Community Legacy areas designated on or after January 1, 2008 will be considered a Sustainable Community for a period of 36 months after June 1, 2010.
- Existing Designated Neighborhoods will automatically become Sustainable Communities effective June 1, 2010. The designation will continue for a period of 24 months, during which time local governments will have the opportunity to apply for continued Sustainable Communities designation.

An application procedure has been developed for local governments to request continued Sustainable Communities designation beyond the transition period. Please visit the [Sustainable Communities web page at www.MdHousing.org](http://www.MdHousing.org).

APPLICATION PROCESS:

Mandatory Training

There will be mandatory training sessions for those who **have not applied electronically to the Community Legacy Program previously**. It is requested that the actual person completing the electronic application be in attendance. However, anyone wishing to attend the training as a refresher is welcome. [Click here to register](#) or visit www.NeighborhoodRevitalization.org and Click on Training. **If you fall into this category, attendance at one of these sessions is a requirement for submitting an application in the FY 2012 funding round.** If you or your representative is unable to attend one of the mandatory training sessions, consult with Valerie Carpenter at 410-209-5829 or by email carpenter@mdhousing.org.

Application Threshold Requirements

Current Community Legacy awardees are **required to be in compliance with terms and conditions of their current CL agreements**. If you have received Community Legacy funding before, you must have achieved sufficient progress and be in good standing with all reporting requirements. This threshold requirement also includes any missing Final Reports and/or Expense Summaries from prior awards. Consult with your Community Legacy Project Manager to discuss the status of your existing project(s) before submitting an application [Community Legacy Project Managers](#)

Please Note: For all projects, geographic diversity will be critical factors in the review of applications.

Mandatory Online Submission of Your Application

The Community Legacy Program will be utilizing an online application system. Each applicant will receive a password and must submit an application online. ADDITIONALLY, we are requesting each applicant to submit **three hard copies (one original and two copies)** of their application with all required attachments. DHCD reserves the right to not consider applications that are not complete, including all required attachments. Hard copies should be submitted in three ring binders with sections separated by tabs – use the first printed page of the electronic application is a **Table of Contents**. This should also serve as a checklist and be used to provide corresponding tabs. In addition to the hard copies of your application, please submit on flash drive or CD all pictures and maps. Include pictures in a JPEG format, if possible.

DEADLINE FOR SUBMISSION:

Electronic Application: October 26, 2011 by 3:00 PM

Hard Copies: October 27, 2011 by 3:00 PM

No LATE applications will be accepted

Deliver Community Legacy Application to:

Community Legacy Program
Division of Neighborhood Revitalization
Department of Housing and Community Development
10 North Calvert Street, Suite #444
Baltimore, MD 21202
410-209-5800

Site Visits and Follow-up Discussion

During the application review process, the review teams may make on-site visits and/or hold meetings with applicants. In addition, applicants may be contacted by DHCD for follow-up discussions prior to awards.

Reviews by Maryland Historical Trust and Codes Administration

Projects receiving CL funds for demolition, construction, and/or renovation are subject to review by the Maryland Historical Trust, located within the Maryland Department of Planning and DHCD's Codes Administration. **Work should not begin and funds will not be disbursed on these projects until the aforementioned reviews are completed.**

Local Resolution

A local support resolution from the incorporated town (or if not incorporated, the county in which the project is located) must be submitted with your application. Applications submitted without the resolution will not be accepted. (If there are extenuating circumstances that would require a delay in your resolution being submitted with your application, please contact your Project Manager for instructions).

Reporting Requirements

Applicants that receive funding will be required to submit quarterly reports on their progress to the Community Legacy Program; DHCD will summarize these reports on behalf of the Program for the General Assembly annually. In addition, Community Legacy statistics such as reporting compliance, leverage, and draw rates are also submitted monthly as part of the Governor's State Stat Report.

Assistance with the Community Legacy Application

Questions regarding technical information using the online application *only*, please call Virginia Tepper at 410-514-7259 or email - Tepper@MdHousing.org

All other questions contact your [Community Legacy Project Managers](#)

**NEIGHBORHOOD INTERVENTION
APPLICATION**

APPLICANT INFORMATION

Legal Name of Applicant:

Applicant's Street Address:

City: County: State: Zip Code:

Phone Number: Fax Number: Web Address:

Applicant's Federal Identification Number:

Community Legacy Coordinator - Name: Title:

Address: City: State: Zip Code:

Phone Number: Fax Number: E-mail Address:

Person to be contacted for Award notification: Title:

Address: City: State: Zip Code:

Phone Number: Fax Number: E-mail Address:

SUSTAINABLE COMMUNITY INFORMATION

Name of Sustainable Community: [Online applications will provide a drop down selection for this question](#)

Funding Request: (Please note: The total funding request amount and number of projects will automatically be calculated as the online application is completed.)

Capital Request: \$ _____ **Operating Request:** None in FY 2012

Total funding request: \$ _____ **Number of projects:** _____

Please Note: SKIP Number 10 and 11 if you have NOT previously received CL Funds

PRIOR COMMUNITY LEGACY FUNDS AWARDED

Please complete a numeric self evaluation of your funded projects progress relative to the original expectations. A score of “1” should represent the highest assessment, while a “5” should indicate the lowest.

<u>Project Name</u>	<u>Fiscal Year</u>	<u>Funds Awarded</u>	<u>Remaining CL Funds</u>	<u>Self Evaluation</u>	<u>Percent Complete</u>

STATUS OF PRIOR COMMUNITY LEGACY PROJECTS

Since you have previously received Community Legacy funds, discuss in detail your self evaluation above and the progress you have made, including actions taken to implement previously funded projects, partnerships generated, other investment or improvements in the neighborhood and benchmarks met. Also discuss any factors that may have hindered your progress. *(Online application limit to 4000 characters)*

INDIVIDUAL PROJECT DESCRIPTIONS AND SOURCES AND USES OF FUNDS

Complete information for **each** project proposed for funding and include under Tab #3:

Project Name: _____

Address of the Project: Street: _____ City: _____

Zip Code: _____ County: _____

Community or Neighborhood Name: _____ Primary State Legislative District: _____

Brief project description: (Please limit to 25 words or less) _____

What type of project are you seeking funding for? **Please check only one of the following:**

- Homeownership Rental Residential Commercial Industrial Recreational
- Façade Program Infrastructure Mixed-use Economic Development Planning
- Acquisition Rehab Public Safety Demolition Operation Support Social Services
- Revolving Loan Fund Entertainment Facility

COMMUNITY NEED AND SUPPORT:

Describe the community problem that requested funds will address. *(Online application limit to 4000 characters or less)*

How and what public input was received on the project? Include the nature and extent of public support for or opposition to the proposed project. Explain the decision-making process that has led to this proposal. *(Online application limit to 4000 characters or less)*

Describe the community's commitment to Smart Growth policies and approaches and how this project furthers that commitment? *(Online application limit to 4000 characters or less)*

PROJECT SCOPE:

Describe the scope of the project and the connection to the community need stated above. Why is this project the best approach? *(Online application limit to 4000 characters or less)*

For capital projects, indicate the status of site control as well as zoning and building code approval. Also for capital projects, give the age of the building(s), and indicate if the project is located within a local historic district or a National Register historic district. Include names of consultants, architects, or contractors that you plan to use. *(Online application limit to 4000 characters or less)*

Explain in detail how this revitalization impact/outcome measured. What benchmarks will be used to measure and report this outcome on a quarterly basis? *(Online application limit to 4000 characters or less)*

Describe how this project fits into your Community Legacy Plan. *(Online application limit to 4000 characters or less)*

Describe in detail how this project/program will be implemented including guidelines and/or marketing tools. (For example, if this is a Revolving Loan Fund, please describe your underwriting criteria and the repayment terms.) Demonstrate how this project is ready to proceed and complete the timeline to include begin and completion dates for the entire project. *(Online application limit to 4000 characters or less)*

TIMELINE: Include dates referring to the Starting Date range, Mid-Cycle range and the Completion Date range

Date	Description of Activity
01/01/2012 – 03/31/2012	Execute Award Contracts - Starting Range
04/01/2012 – 06/30/2012	Solicit bids and proposals - Mid-Cycle
07/01/2012 – 08/31/2012	Secure permits and MHT approval - Mid-Cycle
09/01/2012 – 12/31/2012	Complete construction/renovation, etc - Completion Date

ORGANIZATIONAL CAPACITY:

Explain your organizational structure and who will oversee this project. Please indicate who will be responsible for submitting the quarterly reports and payment requests. *(Online application limit to 4000 characters or less)*

Describe your organization's past experience in administering similar projects/awards successfully. If this project involves partnerships with any government entity, public or private organizations, please describe their role and capacity to assist in administering similar projects/awards successfully. *(Online application limit to 4000 characters or less)*

PROJECT BUDGET – SOURCES AND USES OF FUNDS

Project Financing: The Community Legacy Statute gives priority in awarding financial assistance to applicants that are likely to repay the financial assistance.

What type of financing are you seeking? Please check one of the following:

Loan

Loan-Grant Combination

Grant

What other sources of financing were pursued and/or secured for this project? **(Provide supporting documentation with your application for each committed funding source under Tab #3.)** *(Online application limit to 4000 characters or less)*

What is your strategy for raising funds that are not yet committed? Describe when each source of funding will be committed. *(Online application limit to 4000 characters or less)*

What are the projected revenues, expenses and debt service on the project? *(Online application limit to 4000 character or less)*

For those projects containing repayments, explain in detail how you will structure the repayment. *(Online application limit to 4000 characters or less)*

For those projects that do not have a repayment plan, explain in detail why repayment is not possible. *(Online application limit to 4000 characters or less)*

Using the budget form which follows, please complete the uses and sources budget sheet for each project. Also, explain expenditures included under each line item, what activities will be covered by each funding source, the status and source of the matching funds, and the basis (cost estimates, etc.) for the estimated expenses.

USES OF FUNDS BY ACTIVITY	SOURCES OF FUNDS			Amount	TOTALS BY ACTIVITY Totals	*STATUS OF FUNDING
	Community Legacy Neighborhood Intervention Request (\$500,000 Maximum)	Applicant's Contribution	Other Sources (Identify other funding sources)			
Building/Site Acquisition	\$	\$		\$	\$	
Demolition	\$	\$		\$	\$	
New Construction	\$	\$		\$	\$	
Rehabilitation/Renovation	\$	\$		\$	\$	
Project Admin. (Cash)	\$	\$		\$	\$	
Project Admin. (In kind)	\$	\$		\$	\$	
Other (please describe)	\$	\$		\$	\$	
Other (please describe)	\$	\$		\$	\$	
TOTALS BY SOURCES OF FUNDS	\$	\$		\$	\$	

***Status Codes:**

R = Requested, C = Committed - Include proof of all funding commitments under Tab #3.

PROJECT IMPACT DATA SHEET

The chart below will be used to help assess the impact of your project. The impact will be a consideration in the review and ranking of your application. **Complete a separate form for each project.** The information you provide should relate only to this project as anticipated upon its completion. We recognize that the following 27 questions will not apply to all projects. Please fill in as many as possible. If necessary, please provide an estimate if unknown.

PROJECT NAME: _____

NAICS CODE: _____ [NAICS Association Search - www.nacis.com/search.htm](http://www.nacis.com/search.htm)

PROJECT IMPACT:		Numerical Value
1.	“As is” tax value of the property(ies)*	
2.	“As completed” tax value of the property(ies)*	
3.	Number of existing housing units that will be renovated	
4.	Number of new housing units that will be created	
5.	Number of new homeowners (each household equals 1 homeowner)	
6.	Percentage of Community Legacy funds that will be repaid within 5 years	
7.	Number of existing clients to be served annually at the project location*	
8.	Number of new clients to be served annually at the project location*	
9.	Number of commercial facades that will be improved	
10.	Number of linear feet of streetscapes that will be improved	
11.	Number of linear feet of water/sewer lines that will be added or improved	
12.	Additional neighborhood investment that will result from this project over the next 3 years*	
13.	Annual increase in sales (for retail and commercial activities)*	
14.	Number of vacant/underutilized buildings that will be put back into operation	
15.	Square footage of vacant/underutilized space that will be put back into operation	
16.	Length of time building(s)/space referenced above has been vacant	
17.	Number of blighted properties to be removed	
18.	Increase in inventory of developable lots	
19.	Number of direct permanent employees*	
20.	Number of direct temporary employees*	
21.	Number of direct permanent Maryland resident employees*	
22.	Number of direct temporary Maryland resident employees*	
23.	Annual wages/salaries of direct permanent employees*	
24.	Annual wages/salaries of direct temporary employees*	
25.	Annual project operating expenditures including wages/salaries*	
26.	Other (please explain)*	
27. Visitor-based activities**	Number of new annual day-trip patrons*	
	Number of new annual overnight patrons*	
	Admission fee (per entry)	

* Provide a brief explanation (show your math) of how you arrived at the value

** Visitor-based activities include those engaged in visual arts, museums, amusement and recreation, theaters, etc.

Community Legacy Application Documents

Sample Local Government Resolution

Sample Local Government Resolution for Community Development Financial Institution

Sample Corporate Resolution for Community Development Financial Institution

Disclosure Authorization and Certification

Checklist and Table of Contents

SAMPLE

LOCAL RESOLUTION- IF THE APPLICANT IS A LOCAL GOVERNMENT

Resolution of TYPE Name of Local Governing Body has approved/is approving the application and receipt of financing for a[Community Legacy Project(s)] (the "Project") further described in the Community Legacy Application("The Application"), to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, TYPE Name of Local Governing Body recognizes that there is a significant need for reinvestment and revitalization of the communities in TYPE Name of County/Baltimore City; and,

WHEREAS, the Department, either through Community Legacy or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by TYPE Name of Local Governing Body and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, TYPE Name of Local Governing Body hereby endorses the Project in the; and, HEREBY approves the request for financial assistance in the form of a grant or loan, up to the amount of \$ _____; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating [his or her] approval thereof; and,

BE IT FURTHER RESOLVED THAT, [name of individual or title of position] is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

READ AND PASSED THIS _____ day of _____, 20_____.

BY ORDER: _____, I hereby certify that Resolution Number _____ is true and correct and duly adopted by the _____(Legislative Body) of _____ (City or County).

ATTEST/WITNESS:

TYPE NAME OF LOCAL GOVERNING BODY HERE

By: _____

Name: _____

Title: _____

Approved By: _____

Name: _____

Title: _____

[Chief elected executive official]

Date: _____

LOCAL RESOLUTION - IF THE APPLICANT IS A COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION

Resolution of TYPE Name of Local Governing Body has approved/is approving the [a Sustainable Communities Plan] and application and receipt of financing for a Community Legacy Project(s) further described in the Community Legacy Application (“The Application”) either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, TYPE Name of Local Governing Body recognizes that there is a significant need for reinvestment and revitalization of the communities in TYPE Name of County/Baltimore City; and,

WHEREAS, TYPE Name of Community Development Organization proposes develop a Community Legacy [Project] (the “Project”) as further described in the Application, the purpose of which will be to contribute to the reinvestment and revitalization in the Area; and,

WHEREAS, the Department, either through Community Legacy or through other programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Sustainable Community is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of a Sustainable Community, the Project, and the Project financing by TYPE Name of Local Governing Body and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, TYPE Name of Local Governing Body hereby endorses the Project; and, HEREBY approves the request for financial assistance in the form of a grant or loan up to the amount of \$ _____; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating [his or her] approval thereof; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

READ AND PASSED THIS _____ day of _____, 20_____.

BY ORDER: _____, I hereby certify that Resolution Number _____ is true and correct and duly adopted by the _____ (Legislative Body) of _____ (City or County).

ATTEST/WITNESS:

TYPE NAME OF LOCAL GOVERNING BODY HERE

By: _____

Name: _____

Title: _____

Approved By: _____

Name: _____

Title: _____

[Chief elected executive official]

Date: _____

Corporate Resolution – If applicant is a community development organization

CORPORATE RESOLUTION OF
(TYPE APPLICANT’S LEGAL NAME)

I, _____, do hereby certify the following:

1. I am the duly elected and acting Secretary of _____, a corporation organized and existing in good standing under the laws of the State of Maryland (the "Corporation").

2. Paragraph three below constitutes a true and correct statement of the resolutions (the “Resolutions”) which were duly adopted by the Board of Directors of the Corporation at a meeting held on _____, 20____.

3. **RESOLVED:** That the Corporation is hereby authorized to apply for and accept a Community Legacy Award up to the amount of \$ _____ from the Department of Housing and Community Development of the State of Maryland ("DHCD"), (the "Award"), for the implementation of a Community Legacy Project or Projects (the “Project”) further described in the Community Legacy Application dated _____ (“The Application”), which Award shall be upon those terms and conditions as the Corporation shall deem appropriate;

FURTHER RESOLVED: That the Corporation is hereby authorized to accept the Award on such terms and conditions as DHCD and the Authorized Officer(s) (as identified and defined below) shall deem appropriate for financing the Project;

FURTHER RESOLVED: That the approval of this Board of Directors is hereby deemed conclusively evidenced by the execution of any and all documents required to effectuate the Award, including, without limitation, letters of agreement, award agreements and any other documents pertaining to the Award , by the Authorized Officer(s) of the Corporation, and the Secretary or Assistant Secretary of the Corporation be, and each of them is, hereby authorized to attest to the signatures of the Authorized Officer(s) and to certify a copy of these resolutions to any party having a valid interest therein.

FURTHER RESOLVED: That the Board of Directors approves the inclusion of a confession of judgment clause in favor of DHCD, and the execution and delivery of the Award documents, including a confession of judgment clause by the Authorized Officer(s), shall be conclusive evidence of approval.

4. The Resolutions have not been amended, rescinded, or modified and are in full force and effect on the date hereof in the form originally adopted, and are in conformity with the Corporation’s Articles of Incorporation and By-Laws.

5. The Articles of Incorporation dated _____, as amended on _____ (date), and the By-Laws dated _____, as amended on _____ (date), all of which were submitted to DHCD on the _____ day of _____, 20____, have not been amended, rescinded, or modified and are in the full force and effect on the date hereof.

6. The following persons are (i) duly elected, qualified, and acting officers of the Corporation in the capacity indicated or are otherwise authorized to execute and deliver documents on behalf of the Corporation for the purpose of binding the Corporation (the “Authorized Officers”), and (ii) the signatures set forth after their names and titles are their true and genuine signatures:

Name	Office	Signature
_____	_____	_____
_____	_____	_____
_____	Executive Director	_____
_____	Project Manager	_____

WITNESS, my signature and the seal of the Corporation this _____ day of _____, 20____.

_____ (SEAL)

**COMMUNITY LEGACY APPLICATION
DISCLOSURE AUTHORIZATION AND CERTIFICATION**

The undersigned authorizes the Department of Housing and Community Development (the “Department”) to make such inquiries as necessary, including, but not limited to, credit inquiries, in order to verify the accuracy of the statements made by the applicant and to determine the creditworthiness of the applicant.

In accordance with Executive Order 01.01.1983.18, the Department advises you that certain personal information is necessary to determine your eligibility for financial assistance. Availability of this information for public inspection is governed by Maryland’s Access to Public Records Act, State Government Article, Section 10-611 et seq. of the Annotated Code of Maryland (the “Act”). This information will be disclosed to appropriate staff of the Department or to public officials for purposes directly connected with administration of this financial assistance program for which its use is intended. Such information may be shared with State, federal or local government agencies, which have a financial role in the project. You have the right to inspect, amend, or correct personal records in accordance with the Act.

The Department intends to make available to the public certain information regarding projects recommended for reservation of funds by Community Legacy. The information available to the public will include the information in this application, as may be supplemented or amended. This information may be confidential under the Act. If you consider this information confidential and do not want it made available to the public, please indicate that in writing and attach the same to this application.

You agree that not attaching an objection constitutes your consent to the information being made available to the public and a waiver of any rights you may have regarding this information under the Act.

I have read and understand the above paragraph. Applicant’s Initials: _____

Anyone who knowingly makes, or causes to be made, any false statement or report relative to this financial assistance application, for the purposes of influencing the action of the Department on such application, is subject to immediate cancellation of financial assistance and other penalties authorized by law.

The undersigned hereby certifies that the Plan or Project(s) proposed in this Application can be accomplished in accordance with the development budget set forth herein and further certifies that the information set herein and in any attachment in support hereof is true, correct, and complete to the best of his/her knowledge and belief.

Authorized Signature	Type Name and Title	Date
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CHECKLIST & TABLE OF CONTENTS

APPLICANT: _____

NAME OF SUSTAINABLE COMMUNITY: _____

Please review the checklist of attachments and furnish all of the attachments that are applicable. Contents of the notebook should be tabbed and organized as follows:

- TAB #1 Executive Summary** – Attach a brief summary of the application, this is **required** for all applications. (*Online application limit to 4000 characters or less*)
- TAB #2 – Core Community Legacy Application** – Applicant Information, Contact Information, Funding Request, Prior Community Legacy Funds Awarded, Status of Prior Community Legacy Projects.
- TAB #3 – Individual Project Descriptions, Budgets, Project Impact Data Sheets, and Related Documents** – Individual projects(s) budget(s), Project Impact Data Sheet(s), and documentation of funding commitments.
 - Photographs** - Include photographs of the project(s) (interior and exterior) or, if the project(s) is a site, please provide photographs of the site area.
 - Construction or Renovation Projects** - Include the following items as available: plans/specs, construction drawings, general contractor, construction monitor, etc. A Minority Business Enterprise Plan will be required if funds will exceed \$250,000 in construction/renovation costs.
- TAB #4 – Local Support Resolutions** - Local Government Resolution or Local Government Resolution for Community Development Organization.
- TAB #5 – Organizational Documents for Community Development Financial Institutions**
 - Corporation Resolution**
 - Articles of Incorporation**
 - Bv-Laws**
 - IRS Tax Exempt Determination Letter**
 - List of Organization’s Board of Directors**
 - Certificate of Good Standing** - Obtain a current Certificate of Good Standing from the Maryland Department of Assessments and Taxation by calling 410-767-1340 or visiting their website [Maryland SDAT Certificate of Status System](#)
 - Organization’s Operating Budget for the Current Year**
 - Most Recent Independent Financial Audit of the Organization**
 - CDFI Certification Letter**
- TAB #6 – Signed Community Legacy Application Disclosure Authorization and Certification**