Office of the County Executive

Danielle Hornberger County Executive

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Department of Community Services

David P.Trolio, Director

Housing and Community Development

Earl Grey, Chief 410.996.5245 410.658.4041 TTY 1-800-735-2258 Fax: 410.996.5256

County Information 410.996.5200 410.658.4041

The Cecil County Department of Community Services, through its Housing and Community Development Division, will accept Community Development Block Grant (CDBG) proposals from organizations for projects in Cecil County. As a non-entitlement jurisdiction, Cecil County Government applies for CDBG funds competitively through the Maryland Department of Housing and Community Development. These applications are normally accepted by the State on an annual basis by a prescribed due date in June, although applications for certain situations may be accepted on a rolling basis throughout the year.

In order to provide an efficient and competitive application process for CDBG funds, Community Services has developed a formal process that identifies, evaluates, and selects projects for submission to the State. Successful proposals must provide a benefit to Low to Moderate Income persons, not to exceed \$800,000 in requested funds, and be ready to proceed when awarded. Proposals will be evaluated based on several criteria, including but not limited to:

- Meeting Federal CDBG national objectives
- Conforming with Maryland CDBG objectives
- Alignment with the Cecil County Strategic Plan
- Organizational capacity to successfully complete a project
- Financial viability of a project
- Location, urgency, cost effectiveness, and impact

Additionally, these proposals are evaluated against the needs of other County initiatives and projects that may involve services, business, and infrastructure development that meet the required criteria. Acceptance or approval of a preliminary or final CDBG project application is not a guarantee of award. Cecil County, the recipient, will not make any awards to sub recipient applicants until full approvals and awards are received from the State.

Preliminary project proposals should be submitted to the Department of Community Services using the enclosed form and additional documents (budget, photos, etc.) as needed. Please refer to the enclosed calendar for due dates and an overview of the entire process.

A review committee will score and evaluate proposals and subsequently make a recommendation to the County Executive for application submission for CDBG funds, to the Maryland Department of Housing and Community Development.

Submit proposals to: Address: DCS - Housing and Community Development

200 Chesapeake Blvd, Suite 1800

Elkton, Maryland 2121

Email: cecilhousing@ccgov.org

Fax: 410-996-5256

Please contact the Department with any questions prior to submission.

Date	Estimated Event/Activity Timelines
December	CDBG Working Group Preliminary Meeting
February (mid)	CDBG Request for Proposals Open: Prospective sub-recipients should submit a preliminary project form for initial consideration.
February 28	RFP Close date.
February/March	Maryland DHCD CDBG Training Event
February 28	Working Group begins first round of project refusals. Organizations will be notified in writing.
March	Working Group selection and notification of projects and sub-recipient proposals.
April (mid)	Final completed CDBG project applications are due to County.
May	Public notice, review, hearing, and comment period (approx. 4 weeks)
June	Maryland CDBG Application Due
August	Maryland CDBG Annual Round Awards announced.
September	Preparation and Execution of final grant documents
October	Cecil County CDBG Point of Contact coordinates project implementation.

Cecil County Community Development Block Grant Program







Preliminary CDBG Proposal

Organization Name:
Organization Address:
Organization Phone:
Principal Management (Name, Title):
Organization Mission:
Organization History:
Current Locations:
Certificate of Good Standing from State of Maryland and/or 501c3 designation (Attach)
DESCRIPTION OF PROJECT

LOW-MODERATE INCOME REQUIREMENTS
Funded project must meet LMI requirements. Please check those that apply:
 □ Area Benefit □ Limited Clientele Benefit □ Housing □ Job Creation □ Job Retention
CECIL COUNTY STRATEGIC PLAN REQUIREMENTS
Check strategic plan areas your project will address:
 □ Economic Development □ Fiscal Stability □ Education □ Infrastructure □ Safe, Healthy, and Active Communities
FINANCIAL INFORMATION
Please include complete budget information for the project, including detailed revenue and cost projections. Be sure to name sources of funding and indicate if funds are held, committed, or pending. Attach files/pages if desired. Maximum request amount must be less than \$800,000.00 and funds must be expended within two years.
PROCUREMENT REQUIREMENTS
Funded Project is subject to Cecil County Government Procurement Policies and the State of Maryland Financial and Procurement Requirements.
SUBMISSION INFORMATION
Information Submitted by (Name):
Email Contact:
Phone Contact:
Date Submitted: