# Application Funding Program Type (Select One):

Baltimore Regional Neighborhoods Initiative (BRNI)

# Project/Program Name:

Brooklyn Park Property Rehabilitation Program

# Applicant Organization Information:

*Instruction: Review the information below. Contact your DHCD Project Manager to verify changes of Legal Name or Federal ID. If your organization's office address has changed, please contact your DHCD Project Manager to ensure state records are correct and consistent.*

**Organization Legal Name:** Greater Baybrook Alliance

**Federal ID #:** 52-0897806

**Office Address:** 3503 N Charles St Baltimore Maryland 21218

**County:** Baltimore City

**Phone:** (617) 388-2350

# Fax:

1. **Provide the contact information for the person completing this application:**

*Instruction: This should be the primary contact for the person coordinating the elements of this application.*

**Contact Name:** Erin S. Karpewicz

**Contact Title:** Policy & Development Coordinator

**Contact Email:** ekarpewicz@acdsinc.org

**Contact Phone #:** (410) 222-3957

# Award Notification Contact Info:

*Instruction: Provide the full name and title of the person to be contacted should this application be awarded. Typically, this will be your organization's chief executive or elected official.*

# Executive/Elected Official Prefix: Ms.

**Executive/Elected Official Name:** Karen

**Executive/Elected Official Last Name:** Stokes

**Executive/Elected Official Title:** Chief Executive Officer

**Mailing Address - Street:** 3503 N Charles St

# Mailing Address - City, State, Zip: Baltimore

MD 21218

1. **Project/Program Name:**

Brooklyn Park Property Rehabilitation Program

# Project/Program Description:

Funds will be used to continue expansion of the Arundel Community Development Services, Inc. (ACDS) property rehabilitation programs in Brooklyn Heights and Arundel Village in partnership with GBA.

# Select: Is this a project or a program?

Project  Program

# For the following, select the options that best describes the project or program for which you are seeking funding:

**Project/Program Type:** Acquisition/Rehabilitation **Project/Program Site and Use Description:** Property - Residential Use **Primary Use of Funding:** Site PreDev - Acquisition

# If you are submitting more than one application in this round, where does this one rank?

*(Describe your priority for this project; for example: 1st of 5, 3rd of 6, etc.)*

4 of 10

# Your proposed project or program address(es) must be located within the boundaries of a designated Sustainable Community.

**Select the name of the Sustainable Community in which the proposed project or program is located.**

*For assistance in identifying the Sustainable Community, you may use the* [*DHCD Mapper Tool found HERE*](http://www.dhcd.state.md.us/GIS/revitalize/index.html)*. Print and save a copy of the map(s) for attachment below.*

Anne Arundel County - Brooklyn Park

# Primary/Mapping Address for this project or program:

*Provide a primary address for this application. In most cases, this will not be your organization's business address. This location must be within a designated Sustainable Community.*

**7a. Street Address:** 202 Southerly Avenue

**City:** Brooklyn Park **State:** MD **ZIP:** 21225

# 7b. Provide a comment why this address was selected:

This address is in the heart of the targeted area. Exact addresses will be scattered around as sites are selected.

**7c. County:** Anne Arundel County

# 7d. State Legislative District: 31

**7e. If you have indicated Baltimore City, please select the most appropriate neighborhood from the drop-down list below:**

**7f. Project or Program Location Map:**

*Print/Save and upload a copy of the map displaying the proposed project/program address(es) within the boundaries of Sustainable Community, as generated from the* [*DHCD Mapper website*](http://www.dhcd.state.md.us/GIS/revitalize/index.html)*. If you have multiple addresses and maps, you may upload multiple print-outs. Click the save button after each attachment.*

https://projectportal.dhcd.state.md.us/\_Upload/32216-DHCDMapperBrooklynPark.JPG

# 7g. Please provide the following detail for the primary address of the project: If not applicable to your project, please enter a Zero (0).

**Note: These fields are required for SDF-Project C.O.R.E Applications**

**Building Size to be demolished/acquired/stabilized (SqFt):** 0

**Lot Size (SqFt):** 0

**Lot acreage:**

**Address Block Number: (e.g. "9000")** 0

**Property Owner's Name:** 0

1. **What number of site addresses are involve d with this project or program?**

10

# Will the project or program's activities occur in multiple counties?

 No Yes

# Within what other existing federal, state, or local designation(s) will this project/program occur?

**Arts & Entertainment District:**

**Base Realignment and Closure Zone (BRAC)**

 **Enterprise Zone**

**Designated Main Street** (either designated Main Street Maryland or Baltimore City Main Streets) Main Street Maryland:

Baltimore City Main Street:

**Heritage Area:** (Select One)

*Find your Maryland Heritage Area by Visiting the Maryland Historic Trust Here.*

**Local Historic District:** (Name of Historic District)

# Maple Street Maryland:

**Maryland Scenic Byway:** (Select One)

*Find information about the MD Scenic Byways at* [*Visit Maryland*](http://www.visitmaryland.org/scenic-byways)*.*

# National Register Historic District:

*Find your National Historic District by visiting the Maryland Historic Trust’s Search.*

# National Road (Name of National Road Segment):

**State Designated Transit Orientated Development (TOD):**

**Other:** BRNI Site

# None of the Above

**State Revitalization Programs Application FY2018**

**Organization: Greater Baybrook Alliance** **SRP-BRNI-2018-GBA-00309**

**Version Date: 06/08/2017 15:21:55**

**Additional Program Address Details**

**List the additonal proposed PROJECT or PROGRAM address(es):**

In the table below, enter any additonal addresses identified for your project or program.

*\*Where possible, you may enter ranges of addresses (e.g. 100-300 East Main Street), but only if the set is continuous within the same street.*

* *You may also enter "To Be Determined" in an address line, but please provide as much other detail as possible, including City, State, Zip Code and Baltimore City Neighborhood (where applicable).*
* *Where applicable, enter the Block #, Lot, acreage and/or Building Size (in Square Feet) and current property owner's name. (Required by SDF-Project C.O.R.E. Applicants)*
* *By clicking the "Save" button, additional table rows will become available.* [*Find your USPS Zip Code HERE*](https://tools.usps.com/go/ZipLookupAction%21input.action)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Street Address** | **City** | **State** | **ZIP** | **County** | **Baltimore Neighborhood (if in Baltimore City)** |
| **Primary Address:** |
| 202 Southerly Avenue | Brooklyn Park | MD | 21225 | Anne Arundel County |  |
| To Be Determined |  |  |  |  |  |

06/27/2017

Greater Baybrook Alliance

Page 1 of 1

**PROJECT NAME:** Brooklyn Park Property Rehabilitation Program

# Describe the community conditions that requested funds will address in this project/program. What positive outcomes or impacts on neighborhood revitalization and economic development are expected? How will the quality of life in the surrounding community be enhanced?

Traditionally an industrial maritime hub, like much of the Baltimore region, the Greater Baybrook peninsula experienced an economic downturn in the late 20th century as industry became globalized and anchor businesses moved out of the area. This economic downturn was exacerbated by the housing crisis of 2007, which hit the peninsula exceptionally hard. All of these factors have caused large-scale demographic shifts in the neighborhoods. Most notable among these shifts have been the increase in minority residents, including black and Latino neighbors, increasing unemployment, and a large shift in resident tenure rate, with the renter population jumping by more than 10% since 2000 alone.

The communities targeted by this application within the Brooklyn Park Sustainable Community, which include Arundel Village and Brooklyn Heights, contain a significant proportion of the County’s affordable housing. Yet these neighborhoods are in need of revitalization assistance in order to make them attractive places for workforce families – within both the rental and homeownership markets. The Office of Planning and Zoning estimates that approximately 65 percent of units in Brooklyn Park are

single-family detached homes and 35 percent are rowhomes, with the majority of the attached units concentrated in Brooklyn Heights and Arundel Village. Over time, many rowhomes were poorly converted to two or three unit apartments and rented on a short term basis to multiple tenants. The Brooklyn Park Small Area Plan estimated that over 70 percent of the housing units in the area were built prior to 1960, compared to just 32 percent for the County overall. The attached units comprise a disproportionate number of aging housing units and exhibit signs of deferred maintenance. The facades of these units are architecturally uninteresting and diminish the potential market value of the properties. In the Spring of 2009, the Maryland Department of Housing and Community Development (DHCD) identified the Brooklyn Park community as “high risk” of foreclosure incidents based on a number of variables, including the high numbers of foreclosed and abandoned properties, high unemployment and other economic variables affecting housing demand and low household incomes. More significantly, the decline in home values has discouraged private investment from homeowners who may have little equity or may be ‘under water,’ owing more than their home is worth. Rehabilitation costs run high on units such as these, due to the amount of work needed, while acquisition costs are not insignificant. High development costs make it difficult to acquire and develop these units without some public subsidies.

Meanwhile, despite downward trends in the homeownership market, there continues to be a lack of quality affordable rental units in the County, especially for low and moderate income households (earning below 80 percent AMI, as noted in the Anne Arundel County Consolidated Plan: 2016 – 2020). These households pay a significant portion of their household income toward housing costs. The relatively low cost housing stock in Brooklyn Park has the potential to create affordable rental units; however, improvements are needed to bring the units up to housing quality standards.

ACDS and GBA envision an opportunity to acquire homes to counteract negative effects, like foreclosures and disinvestment, on the neighborhood and local housing market, while simultaneously meeting the demand for quality affordable housing in the rental market. ACDS and GBA also seek to stabilize the owner-occupied market in these targeted communities by providing low cost financing to

homeowners to make much needed interior structural improvements as well as façade improvements to change the image of the community.

# Project alignment with State and local plans: your jurisdiction’s Sustainable Communities Action Plan, comprehensive plan, small area or sector plan, local revitalization or economic development plan, or transit oriented-development plan have provided baseline information about the conditions of your community. How does your project /program meet the goals and objectives of these plans? In what way does the project/program advance State-level Smart Growth plans and goals (e.g. consistent with 12 Visions, Plan MD)?

Brooklyn Park became a State Designated Neighborhood in 1998 and a designated Community Legacy Area in 2001. The County’s most recent Five Year Consolidated Plan identifies the target area within Brooklyn Park as a “Priority Revitalization Community” where the County will continue to target local, federal and State resources. The area was also recently identified in the Baltimore Region Housing Plan, developed through the Baltimore Metropolitan Council's Opportunity Collaborative, as a “vulnerable area” where it is recommended that programs to rehabilitate the housing stock be undertaken.

In 2013, DHCD accepted and approved Anne Arundel County’s application for designating Brooklyn Park as a Sustainable Community Initiative (SCI) area. The application included an Action Plan which identified continuation of the ACDS acquisition/rehab and owner-occupied rehabilitation programs as key strategies. In 2015, ACDS joined the Brooklyn/Curtis Bay/Brooklyn Park Baltimore Regional Neighborhood Initiative (BRNI) Planning Workgroup, which resulted in the creation of the Greater Baybrook Alliance. The workgroup identified continuation of acquisition/rehabilitation and

owner-occupied rehabilitation programs, including façade improvements as key residential revitalization strategies, in the Greater Baybrook Vision & Action Plan. It is this Plan which guides the work of the Greater Baybrook Alliance today.

The continuation of acquisition/rehabilitation and owner-occupied activities in Brooklyn Park is very much consistent with the approved SCI Plan and the strategies identified by the BRNI Planning Workgroup, as well as with the needs and strategies identified in existing County plans. The Brooklyn Park SCI Action Plan states the following as part of its goal to “Promote Equitable Access to Affordable High Quality Housing”:

* continue rehabilitation of existing residential properties in the Brooklyn Park community,
* concentrate efforts in the Brooklyn Heights and Arundel Village neighborhoods, which contain significant amounts of affordable housing but that are in need of revitalization assistance.

Outcomes will include (1) a stable and increasing homeownership market; leveraging private investments in owner-occupied homes causing increased real estate values; (2) enhanced architectural and visual appeal of the community and (3) increase in quality affordable scattered site rental units.

Consistent with Smart Growth principles and policies, ACDS, GBA, and the County are committed to concentrating limited public resources into neighborhood revitalization areas with existing infrastructure, including Brooklyn Park. Federal, State and local resources will be utilized to rehabilitate existing structures in the target area. Additional resources will support the provision of after school activities and other community development services, such as arts programming and economic development initiatives, homeownership and foreclosure prevention counseling, financial literacy, and marketing.

Finally, a broad range of County social service agencies are working with the Casey Cares Foundation

to develop Brooklyn Park as a “Community of Hope,” bringing together community stakeholders to identify social service and quality of life needs in the community and develop strategies to address those needs. This work is very complementary to efforts to revitalize the built environment.

# Describe public input received on the project/program? Include the nature and extent of public support for (or opposition to) the proposed project/program. In addition to presenting the proposed project/program at a County, City, or Town council meeting, local governments and their partners are encouraged to use social media, local PTA/O's and/or social service agencies as a means to reach their constituents.

Both the Brooklyn Park Acquisition/Rehabilitation and owner occupied Property Rehabilitation Programs are consistent with and in response to the County’s Consolidated Plan: LFY 2015 – LFY 2020. The Plan identifies the targeted area of Brooklyn Park as a Priority Revitalization Community, where revitalization activities, as well as federal and State resources, should be concentrated. Our major goals for this area include acquiring and rehabilitating homes as a means for expanding the supply of affordable housing and preserving the existing affordable stock of owner-occupied units, while making significant visual impacts to the properties and the overall community.

The Consolidated Plan was approved after a lengthy public participation process which included three public hearings, in addition to a hearing conducted by the County Council. Each year additional funds are appropriated for these programs through the annual budget process, which also includes at least two public meetings. These programs were developed based on information from the planning sessions which were part of the Brooklyn Park Small Area Plan process, including focus groups with community stakeholders and planning charrettes. These programs were endorsed again as part of the County’s lengthy Five Year Consolidated Planning process, which included outreach to community groups and public meetings and forums.

These strategies were again well vetted and approved as part of the GBA Vision & Action Plan process. In addition to monthly stakeholder meetings, monthly Residential Property Task Force meetings were held where participants identified feasible strategies to revitalize dilapidated housing structures in the area, and the ACDS property rehabilitation programs were identified as welcome programs in the area. More recently, the GBA's Housing Task Force was created and has met monthly to coordinate and guide implementation of housing components identified in he GBA Vision and Action Plan and has continued to support this programming.

The community was instrumental in developing the design standards for the programs, as ACDS conducted a design charette with the community when first developing the initiative, in partnership with the Neighborhood Design Center. Community input was incorporated into the final specifications for the program. Each year, ACDS staff attends Brooklyn Park Association meetings to promote the program as well as receive community input about what might be working and what might not be working. Staff

routinely hold outreach events at the Senior Center, library, and Brooklyn Night Out events, to market the programs and solicit feedback. Community residents overwhelmingly support the program and our most successful marketing efforts have been from excited neighbors or “word of mouth.” See attached letters of support from: Brooklyn Heights Improvement Association (x2), Chesapeake Center for Youth Development, Chesapeake Arts Center, Concerned Citizens of Better Brooklyn, the 46th Legislative

District, Strong City Baltimore, the Baltimore City Department of Planning, the University of Maryland Baltimore Washington Medical Center, the Anne Arundel Economic Development Corporation, the Anne Arundel Department of Planning and Zoning, and the Anne Arundel County Executive.

# Explain how this proposal developed, from project/program genesis through decision-making and adoption.

Due to the lack of affordable housing and the high cost of land and construction, Anne Arundel County and Arundel Community Development Services, Inc. has adopted a strategy of rehabilitating and modernizing homes in existing communities as a means of creating quality affordable housing opportunities for County residents. In addition, the County concentrates its rehabilitation resources for owner-occupied properties in its older neighborhoods, thereby improving the economic opportunities for existing residents. In the late 1990’s, ACDS began acquiring homes in Brooklyn Park, as well as focusing on owner-occupied rehabilitation, as part of the overall neighborhood revitalization strategy. The program has been extremely successful and has made a visible impact in the community. However, the extensive rehabilitation needed to convert these homes to single family units, as well as to complete necessary upgrades and façade improvements, is not supported by the existing housing market. Hence, the cost for rehabilitation requires a significant subsidy for each unit, whether it is a unit acquired by ACDS or an owner-occupied unit. In order to continue and expand the program, GBA and ACDS are requesting BRNI funds to complement the CDBG and County funds already committed to these efforts.

**Project Name:** Brooklyn Park Property Rehabilitation Program

# Funding type: Is this a capital or operating program/project or both? Capital

1. **Is this an ongoing project/program?** Yes
2. **Who is going to administer this project/program?** Applicant Partner Partner Name(s):

Arundel Community Development Services, Inc. (ACDS)

# If this project/program involves a specific property(ies), has Maryland Historical Trust compliance review been requested?

Yes

# Redevelopment/Revitalization Activities

*Where applicable to your project or program, provide the following. If the question does not apply, enter a zero (0) or "No".*

# Total number of units to be developed for single family 4

# homeownership:

# Total number of rental units to be developed: 6

# 5c. Is the redevelopment Mixed-Use (contains commercial, No

**residential, etc.)?**

**5d. Does the project contain on-site community open space?** No

**5e. Are on-site community open space/enhancements available to the public?**

Not Applicable

# If this project/program involves a specific property(ies), do you have site control? Include a more detailed response, addressed within question nine (9) below.

Pending

# Describe the scope of the project/program and the connection to the community conditions stated previously. Why is this project/program the best approach?

ACDS and GBA will leverage BRNI funds, along with County funds, local CDBG funds, and Lead Paint Grant funds to acquire and rehabilitate approximately six (6) housing units in the Brooklyn Park community and rehabilitate approximately four (4) owner-occupied housing units.

ACDS will conduct comprehensive rehabilitation work implementing the special design standards, which were developed specifically for the Brooklyn Park community, including interior and exterior

enhancements. Interior improvements will include HVAC, doors, windows and electric to meet property standards and local code. Green design principles will also be included, whenever feasible.

The acquired and rehabilitated properties will be rented to households earning up to 80 percent of area median income. Available homes will be marketed to renters currently living in the community and to the County's workforce employed in the area. The owner-occupied rehabilitation program will be marketed to owner-occupants earning 80 percent of Area Median Income, but when non-federal funding sources are available, we will leverage BRNI funds to assist homeowners who are over-income, but do not have all the equity necessary to conduct a full rehabilitation and exterior improvement.

Why is this the best approach? The need for revitalization through visual improvements in the community will be met by our focus on adhering to consistent design standards. Just as importantly, the aging housing stock will be upgraded with major improvements to interior systems, doors and windows. Finally, these programs will help support an important affordable housing need by providing quality affordable rental units, as well as the stabilizing the stock of homeownership units when homeowners lack the equity or resources to make necessary improvements.

# Describe the additional documentation that you have procured or developed related to the development of the project/program. For example, what vendor quotes have you obtained that led to your request? Or, describe the guidelines and/or marketing tools that you have created for your program. If this is a revolving loan fund, please describe your underwriting criteria and the repayment terms.

**Upload these documents as attachments in the "Upload Pertinent Documentation" section of this application.**

ACDS has been acquiring and rehabilitating homes in the Brooklyn Park area for the past 15 years. The ACDS budget is based on an average of current cost estimates. Attached is a sample work write up for a typical rehab, a settlement sheet for a typical acquisition, and the design standards developed for this program. Photographs of recently rehabilitated properties are also attached, as well as marketing materials for the owner-occupied program and for our finished rental units. Finally, we have provided letters of support from community associations in the area and from ACDS Executive Director, Kathleen Koch, confirming ACDS' partnership and the leveraged funds ACDS will bring to the projects.

# Describe the development activity over the past five years in the Sustainable Community in which this project/program is located. To your knowledge have businesses and real estate developers successfully secured financing for proposed projects? Also, provide any relevant market data that demonstrates the feasibility of the proposed project/program.

The Ritchie Highway (MD 2) corridor in Brooklyn Park is one of the County’s Commercial Revitalization districts, where commercial property owners and developers have access to the Commercial Revitalization Tax Credit Program, financial incentives, and architectural services. The Anne Arundel Economic Development Corporation (AAEDC) Business Corridor Investment Loan Program provides up to $35,000 at zero percent interest for façade improvements to commercial properties. Private investment in the last five years has included a $1 million renovation of the Shoppers Grocery Store on Ritchie Highway, and a proposed 1300-unit residential development at Ritchie Highway and MD 695.

The Greens at Hammonds Lane housing development was constructed in 2012, utilizing a combination of nearly $14.5 million in local, State, federal and private funding, to provide 90 units of affordable housing for low income seniors, and the developer, Enterprise Homes, is planning a market rate rental development on the corner of Ritchie Highway and Hammonds Road.

# Describe the status of site control (specify property ownership) as well as zoning and building code approval, historic review issues, traffic impact studies, environmental permitting or any other applicable review. Also for capital projects/programs, 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. Clarify any issues that may relate to clearing and/or transfer of title or other issues related to site readiness.

**Upload proof of site control in the "Upload Pertinent Documentation" section of this application.**

The Brooklyn Park Rehabilitation Programs will target properties located in the Brooklyn Heights and Arundel Village communities, which are residentially zoned (R-15) communities of individually owned townhomes. For the acquired units, once financing is committed, ACDS will negotiate with individual unit owners on a case by case basis to secure site control. The homes were constructed prior to 1960, but are not part of a local or National historic district. For the owner-occupied program, which provides financing for the rehabilitation of owner-occupied homes, ACDS will select homes based on the pipeline of applications we intake through ACDS' and GBA's outreach and marketing for the program, as well as referrals from other satisfied clients.

The Maryland Historic Trust has already signed off on an Historic Preservation Law Compliance Review form indicating that the rehabilitation activities carried out under our rehabilitation programs will have no adverse effect for homes located in the targeted areas. A copy of this is attached.

# 11a. Provide the names of consultants, architects, or contractors that you plan to use.

ACDS worked initially with the Neighborhood Design Center to develop a concept and then with a local architect to develop detailed exterior façade improvement guidelines and standards for units rehabilitated through the Brooklyn Park Acquisition and Rehabilitation and Property Rehabilitation Programs. Design plans were completed with input from the community and shared with the respective community associations. As ACDS acquires properties and approves eligible homeowners, ACDS staff will procure contracting services from a list of 50 ACDS pre-approved qualified contractors, with input from the homeowner if applicable. ACDS also works closely with Michael J. Dowling, Architect, for any modifications to the approved exterior enhancement guidelines. In addition, ACDS utilizes Baltimore Lead Testing for lead-based paint testing and risk assessments on each unit.

# 11b. Are any of the partners listed above minority owned or women owned businesses?

The Neighborhood Design Center is a nonprofit 501(c)(3) organization. All of the construction contractors that will be procured as part of the programs are prequalified and selected from the ACDS Eligible to Bid list. As a recipient of federal funds, ACDS has a MBE/WBE plan in place and conducts significant outreach to minority and women owned businesses to encourage them to apply to be on the

**Project/Program Scope - 25 Points**

Eligible to Bid list. Currently, there are 11 MBE/WBE firms on the list.

# 12. You will be required to provide quarterly progress reports for this project/program. Explain in detail how this revitalization impact/outcome will be measured. Include quantifiable measures. What benchmarks will be used to measure and report this outcome on a quarterly basis? Also discuss how these impacts/outcomes relate to those described in the Sustainable Community Action Plan.

GBA and ACDS anticipate that the award of FY 2018 BRNI will result in the acquisition and rehabilitation of five to six (6) homes and the rehabilitation of approximately four (4) owner-occupied homes. The newly acquired homes will be rented to limited income households. Through rehabilitation and upgrades, these homes will feature energy efficiency improvements and will meet market standards and encourage private investment as the exterior improvements are completed. Units that are rented will be managed consistently by ACDS's experienced management team. It is an important means of providing affordable housing for the low and moderate income workforce. In a County where many low and moderate income renters and homebuyers are being priced out of the market, increasing the stock of affordable units is critical. Affordable financing for owner-occupied renovations will allow workforce households to remain in their homes while making necessary and significant improvements to interior systems and improving the overall visual “curb appeal” of their homes and community.

Quarterly benchmarks will include: (1) the number of homes purchased or rented through the Program;

(2) the number of owner-occupied homes completed; (3) the number of cases under construction; and

(4) the number of homes rented to limited income households. Long term outcomes that will be measured include: (1) an increase in quality workforce housing units in the area; and (2) a continued increase in property values.

These benchmarks and outcomes are consistent with the Brooklyn Park Sustainable Communities Action Plan, which specifically includes the following outcome and benchmarks:

Outcome 4: Aging and deteriorating rowhomes, specifically in the Brooklyn Heights and Arundel Village communities, have been transformed to quality affordable housing options.

Benchmark 4-1: Twenty existing townhomes will be acquired and rehabilitated, including extensive exterior enhancements, for sale or rent to qualified households over the next five years.

Benchmark 4-2: Twenty owner-occupied rowhomes will be rehabilitated, including extensive exterior enhancements, utilizing a combination of low or no interest financing over the next five years.

Benchmark 4-3: Include energy retrofits in all property rehabilitation projects where feasible.

**Project Name:** Brooklyn Park Property Rehabilitation Program

The timeline lists activities necessary for how your project/program will be accomplished.

The Community Legacy, Strategic Demolition Fund, Baltimore Regional Neighborhoods Initiative and Community Legacy/Neighborhood Intervention Programs require that 50% of awarded funds be expended by the first anniversary of the award.

100% of funds must be expended within two years of award.

Fill in the timeline, beginning with the anticipated project commencement date (start date), closing with the anticipated project completion date (end date); and finally include as the last activity line, the anticipated final reporting date (45 days after project completion) with the project completion date (end date).

***Example:***

*07/01/2018* *07/01/2018* *Commencement Date*

*...(other activity lines)...*

|  |  |  |
| --- | --- | --- |
| *06/30/2020* | *06/30/2020* | *Completion Date* |
| *08/15/2020* | *08/15/2020* | *Final Report Date* |

At minimum, you are required to enter four line items in this timeline, including the commencement and completion dates.

|  |  |  |
| --- | --- | --- |
| **1.** **Start Date** | **End Date** | **Description of Activity** |
| (mm/dd/yyyy) | (mm/dd/yyyy) | (25 characters or less) |
| 1/31/2018 | 2/28/2018 | Execute grant agreements |
| 2/8/2018 | 6/20/2018 | Market program homeowners |
| 2/8/2018 | 9/30/2019 | Identify acquisition unit |
| 7/10/2018 | 12/31/2019 | Rehabilitation work |
| 1/31/2019 | 12/31/2019 | 50% funds expended |
| 1/1/2019 | 1/31/2020 | Final invoicing/Complete |
| 3/31/2020 | 3/31/2020 | Final Report |

# 2. Provide a narrative of the above timeline that also demonstrates how and why this project is ready to proceed:

ACDS has identified a number of properties on the market in the target area for acquisition and has an established outreach and marketing strategy to identify interested owner-occupied units in place. In addition, ACDS has secured County and local CDBG, HOME and HOME matching funds as part of Anne Arundel County's FY 2018 Budget. Once BRNI funds are secured, ACDS will immediately begin to identify specific properties for purchase and owner-occupants to participate in the owner-occupied program. We will also utilize the newly formed GBA Engagement Task Force to help market the program in the community. We anticipate no obstacles to expending at least 50 percent of the grant award by the

first anniversary of the award. Based on prior experience, we are anticipating an award start date of April 1, 2018; however, if grant documents are executed before then, ACDS will be ready to proceed with acquisition and processing the owner-occupant cases.

**PROJECT NAME:** Brooklyn Park Property Rehabilitation Program

**USES OF FUNDS BY ACTIVITY**

**REQUEST/AWARD AMOUNTS** **OTHER SOURCES OF FUNDS** **TOTALS BY**

**ACTIVITY**

**STATUS OF OTHER FUNDINGS SOURCES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Capital Amount | Operating Amount | Applicants Contribution | Names of Other Sources | Other Sources Amount |  |
| Site Pre-Dev: Acquisition | $270,000 | $0 | $0 | CDBG/County | $180,000 | $450,000 | Confirmed from Other Source |
| Site Pre-Dev: Arch/Eng Design | $0 | $0 | $0 |  | $0 | $0 |  |
| Site Pre-Dev: Demolition | $0 | $0 | $0 |  | $0 | $0 |  |
| Site Pre-Dev: Infrastructure | $0 | $0 | $0 |  | $0 | $0 |  |
| Site Pre-Dev: Stabilization | $0 | $0 | $0 |  | $0 | $0 |  |
| Site Dev: New Construction | $0 | $0 | $0 |  | $0 | $0 |  |
| Site Dev: Rehabilitation/ Renovation | $80,000 | $0 | $0 | CDBG, HOME, Lead Paint | $760,000 | $840,000 | Confirmed from Other Source |
| Operations - Studies (Market/ Feasibility) and Planning | $0 | $0 | $0 |  | $0 | $0 |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Operations - Project Admin. (Cash) | $0 | $0 | $0 |  | $0 | $0 |  |
| Operations - Project Admin. (In-Kind) | $0 | $0 | $20,000 |  | $0 | $20,000 |
| Other (a)Construction Management (owner-occupied) | $0 | $0 | $0 |  | $60,000 | $60,000 |
| Other (b) Developer Fee (acq/rehabs) | $0 | $0 | $0 | CDBG/County | $120,000 | $120,000 | Confirmed from Other Source |
| Other (c) | $0 | $0 | $0 |  | $0 | $0 |  |
| Other (d) | $0 | $0 | $0 |  | $0 | $0 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **TOTALS OF FUNDS** | $350,000 | $0 | $20,000 | $1,120,000 | $1,490,000 |
| **BY SOURCES** |  |  |  |  |  |
| **Total Request/Award Amount** | $350,000 |  |  |  |  |
| **Total Project Cost:** | **$1,490,000** |  |  |  |  |

# Break-out of Other Sources of Funds:

*Instructions: Based on the total of the "Other Sources Amount" column in the project budget table above, for the following required questions,*

*provide the amount of each type of source.*

# Total Amount of Local Government Funds applied to the project:\* $100,000.00

1. **Total Amount of Federal Funds applied to the project:**\* $900,000.00
2. **Total Amount of (other) State Funds applied to the project:**\* $120,000.00
3. **Total Amount of Private (for-profit, non-profit or individual) Funds** $0

**applied to the project:**\*

1. **Total Amount of Committed Funds:**\* $1,120,000.0 0

# Total Amount of Uncommitted Funds (all "Other Sources"):\* $0

**Estimated Complete Total Project Cost:**

*Instructions: Provide an estimate cost of the project when all aspects and phases are completed. This estimated Total Project Cost would include not only the current phase, for which you are currently requesting funding, but also any completed phase(s) or future phase(s) of development.*

$6,000,000.00

# If you are committing your own funds, please upload documentation:

**Document File Upload** **Document Brief Description**

https://projectportal.dhcd.state.md.us/\_Upload/32966-lttr\_supportforbprehabLetter of Commitment from ACDS Executive Director

\_acds.pdf

# For each "Other Source" that you have indicated funds Committed, please upload documentation:

**Document File Upload** **Document Brief Description**

https://projectportal.dhcd.state.md.us/\_Upload/32966-lttr\_supportforbprehab\_acd s.pdf

Anne Arundel County/ACDS FY2018 Budget Passed 5/2018

Anne Arundel County Housing & Community Development Budget

**PROJECT NAME:** Brooklyn Park Property Rehabilitation Program

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

 Grant Loan/Grant Combination Loan

# If you have requested a grant explain in detail why a loan is not possible.

Repayment on a loan is not possible at this time due to the fact that there will be no net revenue earned from the developed units. Because the units will be rented at affordable prices to low and moderate income households, rental income will be minimal and will cover maintenance, operating costs and replacement reserves. Similarly, owner-occupied rehabilitation cases will involve low income homeowners who are typically unable to afford repayments.

# Please provide a narrative description of your budget, including a description of the specific activities the requested award will fund.

BRNI funds will be utilized to acquire/rehabilitate six (6) homes and rehabilitate four (4) owner-occupied homes.

BRNI funds will be used toward capital acquisition costs and eligible rehabilitation costs.

Eligible acquisition costs include acquisition and carrying costs, for an average of $60,000 per unit. Rehabilitation costs, for both acquired and owner-occupant units, include construction costs associated with replacement of heating and ventilation systems, upgrading electrical and plumbing systems, installing new doors and windows, and other improvements consistent with Community Development Block Grant rehabilitation standards, as well as exterior façade improvements and construction management. Lead paint abatement work is also completed. Rehabilitation costs for acquired units, which need more extensive work, average $87,346 per units. Rehabilitation costs for owner-occupied units average $75,000.

# Provide the uses and sources of other funds that have been identified as part of the total project cost. Describe your financial and/or in-kind contributions to the project/program. Be sure you have uploaded supporting documentation with your application for each committed funding source in the previous form.

ACDS will leverage BRNI funds with a variety of other sources as follows below. All sources, except for BRNI, are already committed.

Acquisition/Rehabilitation Activities

$ 620,000 FY18 CDBG funds committed to Scattered Site Rental Program

$ 100,000 FY 18 County funds committed to Housing Development Loan Fund

$ 120,000 State of Maryland Lead Paint Funds\*

$ 270,000 FY 18 BRNI funds (requested)

$1,110,000 TOTAL

Owner-Occupied Rehabilitation Activities

$160,000 FY 18 HOME committed to Property Rehabilitation Program

$ 60,000 FY 18 CDBG funds committed to Rehabilitation Advisory Services

$ 60,000 State of Maryland Lead Paint Funds\*

$ 80,000 FY 2018 BRNI funds (requested)

$360,000 TOTAL

In addition, ACDS will leverage these capital costs with an in-kind commitment of $20,000 to support general administration of this program, including reporting, financial management, office space and modification of policies and procedures, as needed.

COMBINED TOTAL: $1,490,000

\* These funds are committed as each eligible case is settled, up to $25,000 per eligible home, but we estimate just $15,000 per case for owner-occupied cases and $20,000 for acquired units. ACDS is already an approved local administrator for this funding source.

All funds have already been allocated to ACDS through the County's budget process, which includes funds to acquire and rehabilitate units ($650,000 in the CDBG “Scattered Site Rental Program” and

$100,000 in County HOME “Housing Development Loan Fund”), funds to rehabilitate owner-occupied units ($200,000 in the HOME “Property Rehabilitation Program”), and funds to cover construction management ($525,000 in “Rehabilitation Advisory Services”). These programs were all funded as part of the County's capital budget for FY 2018, as detailed in the attached County Housing and Community Development Budget sheets.

# Will you have all funds needed to complete the project/program if all requested funds are awarded?

Yes

# What is your strategy to secure the remaining funds necessary to complete the project/program if your award amount is less than requested? When would the necessary funding be secured?

We will still move forward with the project, but adjust the number of completed units accordingly. All other funds are secured.

**PROJECT NAME:** Brooklyn Park Property Rehabilitation Program

# Explain how your organization will administer and oversee the project/program.

ACDS staff will manage the acquisition of properties, selection of qualified owner-occupants, rehabilitation work, the lease-up process, and the on-going management of newly rehabilitated rental units, as well as the administration of BRNI funds and all applicable reporting requirements. Staff is very experienced in working in these targeted communities, having successfully utilized past Community Legacy, NCI and other State sources of funding. This has given ACDS firsthand knowledge of this small local real estate market, and the expertise to acquire and manage rental units, as well as community connections to market our owner-occupied program.

Staff regularly monitors current listings and keeps in touch with the community associations to discuss vacant and abandoned properties, making us keenly aware of available properties or potential properties for development. We are ready to proceed with acquisition as soon as a Community Legacy Agreement is executed. ACDS construction staff will prepare extensive scopes of work, encompassing all of the required rehabilitation work and will procure contractors based on a list of pre-qualified contractors maintained by ACDS. ACDS construction staff will manage the rehabilitation work, which will incorporate green design improvements. These design improvements include the installation of Energy Star appliances and thermostats; high efficiency HVAC systems and heat recovery ventilation systems; energy efficient windows and doors; whole house insulation packages; and landscaping incorporating native plants and shade trees. In addition, when possible, bamboo floors and tankless water heaters may be used.

While construction is in process, the Program Development Specialist will market the properties to prospective renters. Staff will market the properties to existing renters in the community and to renters in the County as a whole through ads on Craigslist, the Pennysaver, the ACDS website, fliers, contact with area employers, other local nonprofits, community fairs and special events. If the homeownership market continues to be weak, ACDS will market the properties for rent in the same manner, as well as through the County’s Housing Commission. The ACDS Program Development Specialist will review all clients to ensure they meet income guidelines required by our other funding sources.

For owner-occupied homes, the ACDS Program Manager and his staff will partner with GBA to continue to market the program, while reviewing existing applications. After initial eligibility is determined, homeowners will go through an underwriting process with one of our experienced Housing Financial Advisors. Construction Specialists will work with the homeowner to select a qualified home improvement contractor from our eligible to bid list after developing a comprehensive scope of work. The Construction Specialist will manage the construction process with the owner.

# Provide names, titles, names of departments, etc., along with roles and responsibilities of project/program administrators.

Arundel Community Development Services, Inc.'s (ACDS) operations are overseen by an 11 member Board of Directors, with its everyday direction and administration managed by an Executive Director. The Executive Director works with the Project Director, who oversees the Program Development Specialist and the Construction Specialists in the daily implementation of the Brooklyn Park Acquisition and Rehabilitation Program and the Property Rehabilitation Program. A Projects Planner assists with

general grant administration and reporting, while professional finance staff prepare all invoices and ensure that appropriate financial documentation is included and financial records are maintained. Brief bios are included below.

Kathleen M. Koch, Executive Director, brings over 30 years of experience in managing State, federal and local housing and community development activities. In addition to the program staff described below, Ms. Koch oversees the Director of Finance and will sign off on all Requests for Payment associated with this award.

William F. Gibbons, Project Director, has 30 years of experience administering federal, State and local housing and community development programs for ACDS and Anne Arundel County. Mr. Gibbons manages construction specialists, who prepare work write-ups and manage the construction process. Sherry L. Williams, Program Development Specialist, has over 30 years of experience of private and public sector real estate financing. Her experience has given her extensive knowledge of the real estate and mortgage industries. She is very knowledgeable of the local housing market and adept at finding available properties for acquisition, even in tight markets. Ms. Williams is especially skilled at conducting financial feasibility analyses, negotiating acquisition of properties, ensuring the marketability of properties once complete, marketing the property to eligible homebuyers and renters, and ultimately working with the homebuyers to reach settlement on the home or executing lease agreements with tenants. Ms. Williams coordinates with our Housing Financial Advisors to ensure clients are ready to purchase or rent.

Chauncey A. Hall, Program Director, has over 14 years of experience in both the private and nonprofit sectors in single family underwriting for both homeownership purchases and rehabilitation loans. Mr. Hall manages 4 full time Housing Financial Advisors, who review applications for our Property Rehabilitation Programs and underwrite all local and State financing for each project.

Meredith Chaiken, Interim Executive Director: Ms. Chaiken will lead the day-to-day operations of the Greater Baybrook Alliance, executing the Strategic Vision and Action Plan, guiding the growth and organizational capacity of the various Task Forces, developing relationships with stakeholders, and realizing new funding opportunities.

Dan McGinty, Treasurer, Greater Baybrook Alliance: Mr. McGinty oversees all financial matters for Greater Baybrook Alliance and will work closely with Strong City Baltimore to manage the budget, coordinate the processing of payments, and ensure proper bookkeeping and auditing requirements are met.

Emma Simpson, Account Executive, Strong City Baltimore: Account Executive Emma Simpson will provide intensive, consistent, and high-quality customer service to the GBA leadership. Specifically, by performing site visits; supporting the development of budgets and fundraising plans; grants management; supporting their day-to-day administrative needs; and training client staff and contractors on Strong City’s policies, systems, and procedures, while also identifying and improving connections between the clients and the staff and programs of Strong City, its VISTA sites, and other partners. The Strong City Baltimore Finance office provide oversight and implementation of financial policies and procedures, as well as basic accounting services to GBA.

# Who will be responsible for submitting the quarterly reports and payment requests if awarded funds?

Greater Baybrook Alliance is fiscally sponsored by Strong City Baltimore and will work with Strong City Baltimore ensure timely submission of quarterly reports and invoices for the program. Strong City Baltimore has provided back-office fiscal sponsorship and fiscal management services for over 10 years. A substantial portion of the $19 million in assets that Strong City has managed over the history of the fiscal sponsorship program has come in the form of grants. If a client is awarded a grant through Strong City, the client is required to work with Strong City to complete all grant deliverables and grant reports, both narrative and financial. Account Executives will provide clients with calendar items and timely reminders of upcoming grant-related deadlines.

Erin Karpewicz, Policy & Development Coordinator at ACDS and Co-Chair of the Greater Baybrook Alliance, has over 15 years experience in local and State government developing and implementing housing and community development strategies. She will be responsible for submitting quarterly reports and serving as a liaison to the GBA and DHCD.

James C. Sylvester, Finance and Administration Director, has over 25 years of progressively responsible experience directing the financial, grant management and administration areas spanning across the nonprofit and for profit sectors. Experience in the management, administration and implementation of State and federal funded programs will ensure that requests for payments meet DHCD requirements.

# Describe your organization’s capacity and past experience in administering similar projects/awards successfully.

Greater Baybrook Alliance will be working closely with Strong City Baltimore to ensure appropriate administration of our projects through fiscal sponsorship.

So far in Fiscal Year 2017 (July 1, 2016 – June 30, 2017), Strong City has provided fiscal management to nearly 100 projects, managing over $7.4 million in assets on their behalf. This program, known as Non-Profit Business Services (NPBS), uses Strong City’s in-house administrative expertise and capacity to support projects engaged in charitable and community-oriented activities – leaving them with more time and energy to pursue their missions and creating increased program connectivity among

Baltimore’s non-profit and community organizations. Strong City’s clients cover most of the geography of Baltimore City, stretching from Curtis Bay/Brooklyn to Forest Park, and from Hollins Market to Middle East and Beverly Hills.

Since its inception, Non-Profit Business Services at Strong City has managed over $19 million on behalf of clients. Included in these funds are public funding streams such as operating grants and reimbursable contracts with Baltimore City Public Schools, the Baltimore City Health Department, Mayor’s Office of Employment Development, Mayor’s Office of Human Services, and Video Lottery Terminal funds (as administered by the Family League of Baltimore City), and the Maryland State Department of Education. Separate from the NPBS funds managed on behalf of clients, Strong City’s finance office oversees hundreds of thousands of dollars each year in programmatic grants revenue through the State of Maryland Department of Labor, Licensing, and Regulation (DLLR), and the federal funding body the Corporation for National and Community Services (CNCS).

Additionally, Greater Baybrook Alliance has recently hired an interim Executive Director, and will soon add a full-time VISTA volunteer, as dedicated personnel to oversee and implement this project.

ACDS has successfully administered funding from DHCD for acquisition and rehabilitation programs, as

well as other sources, since its founding in 1993. ACDS staff constantly works to evaluate its acquisition/rehabilitation policies and procedures to ensure they are in line with current market conditions, while complying with funding source requirements. As a result, ACDS has acquired nearly 50 units in the Brooklyn Park, Spring Meadows and Stillmeadows communities, many of which are currently rented to moderate income households. Already an experienced landlord, ACDS has increased its rental portfolio to over 60 units and several additional units are under construction in Brooklyn Park and will be rented to income eligible renters once completed.

To assist in these accomplishments, ACDS has worked closely with DHCD staff to access a variety of State funds for acquisition and rehabilitation activities. These funds have included over $2 million in past and current Community Legacy Awards, as well as over $700,000 in Maryland Home Financing Program (MHFP) funds, $2.2 million in NCI funds, and a revolving loan program supported with DHCD administered HOME funds.

ACDS has successfully managed a variety of other State housing and community development programs. For example, the organization is Anne Arundel County’s designated local administering agency for DHCD Special Loan Program funds for the Maryland Home Rehabilitation Program and the Lead Paint Abatement Program. Utilizing these programs, in combination with local CDBG funds and State Community Legacy funds, ACDS has overseen the rehabilitation of over 60 units in the Brooklyn Park Community alone. ACDS has successfully demonstrated its capacity to administer Community Legacy capital funds through previous awards for the Brooklyn Park Acquisition/Rehabilitation and Property Rehabilitation Programs.

# Has the applicant received any funding through DHCD programs in the past two years, such as Community Legacy, Community Development Block Grant, Strategic Demolition Fund, Community Investment Tax Credit, Maryland Affordable Housing Trust, etc.? Please provide a brief description of those projects/programs funded and indicate the year, amount awarded, and amount expended.

Greater Baybrook Alliance was awarded five BRNI grants in 2017:

$325,000 for Arundel Community Development Services Inc. Brooklyn Park Housing Expansion - funds the expansion of current ACDS Program to acquire three (3) additional homes and rehabilitate three (3) additional owner-occupied homes in Brooklyn Park.

$200,000 for Baybrook Youth Athletic Complex - funds the completion of an athletic field complex in Farring Baybrook Park.

$85,000 for Greater Baybrook operational support - supports GBA's execution of the Vision and Action Plan

$50,000 for Greater Baybrook block improvement program - funds block improvement and beautification projects, including exterior home improvements, beautification, and sanitation improvements

$50,000 for Greater Baybrook identity and branding initiative - supports signage projects and an art installation to develop the Baybrook identity across the peninsula.

These projects are just getting underway and to date, funds have not been expended. We will report any amounts expended by June 30, 2017 in our Q1 reports.

In addition, Strong City Baltimore has received multiple sources of DHCD funding over the past two

years, including:

* + BRNI (2016, $8,000): These funds were awarded for the Charles Street Scenic Byway Fac¸ade Improvement Program and were available for local businesses in south Charles Village along Charles and St. Paul Streets to receive facade improvement grants.
	+ NCI (2015, $500,000): NCI funding was awarded to complete the Whitridge Row development, a gap financing project to rehabilitate 12 previously vacant homes in the Harwood neighborhood for homeownership.
	+ TAG (2016, $50,000): A Technical Assistance Grant was awarded to support the neighborhood planning effort in Brooklyn, Curtis Bay, Brooklyn Park that led to the Greater Baybrook Vision and Action Plan.

ACDS was awarded $250,000 in FY 2016 Community Legacy funds, which are 80% expended, well ahead of our schedule to have them 50% expended by June 30, 2017. Additionally, ACDS was recently awarded, through a subrecipient agreement with GBA's current fiscal sponsor, Strong City Baltimore,

$325,000 in FY 2017 BRNI funding to support these programs. The subrecipient agreement between ACDS and Strong City was just fully executed and ACDS is searching for eligible properties to acquire/rehabilitate and actively taking new applications from homeowners.

All funds are expected to be expended on-time and within the grant period specified. ACDS has an excellent track record administering and expending State funding, including Community Legacy, NCI, MHCF, and Maryland Special Loan funding.

# How are you working collaboratively to achieve your economic, community, and housing development goals? Will you have government, public or private organization partners taking a role in implementing the project/program? List and describe the public/private entities with whom you are partnering.

ACDS and GBA will work closely with a number of stakeholders, including Anne Arundel County government and the Anne Arundel Economic Development Corporation (AAEDC) to carry out the economic, community and housing development goals in the targeted Brooklyn Park area. ACDS staff worked closely with County Office of Planning and Zoning and AAEDC staff to develop the Brooklyn Park Sustainable Communities Initiative Action Plan, which was approved by DHCD. ACDS has also worked with the Department of Health in developing the County's Rodent Abatement Program for the Brooklyn Park area.

ACDS also administers federal grants on behalf of the County, which go to support programs to improve the quality of life for Brooklyn Park residents, and includes partnerships with community nonprofit organizations such as the Chesapeake Center for the Arts. In addition, ACDS works closely with the three community associations in the area to set and achieve our housing and community development goals. Specifically, ACDS worked with the associations five years ago to develop five year

Consolidated Plan goals and strategies. ACDS also meets with the associations on a regular basis to discuss acquisition/rehabilitation and owner-occupied rehabilitation activities, tweak the program as necessary and solicit the groups' assistance in spreading the word about the programming. Finally, ACDS is an active participant in the Greater Baybrook Steering Committee, as well as the Housing Task Force and related committees. For example, Erin Karpewicz, Policy & Development Coordinator, recently led a tour of ACDS properties for Housing Task Force members. Ms. Karpewicz currently serves as the GBA Steering Committee Co-Chair and leads the Housing Committee.

# Indicate your partner/s’ roles, responsibilities, and percentage of the project they will carry out.

ACDS will carryout 90 percent of the rehabilitation programs on behalf of GBA. However, ACDS will rely on its partnership with GBA, especially its Engagement Task Force, and area community associations, to help market the programs to potential owner-occupants and renters. GBA is in the process of hiring a full-time AmeriCorps VISTA volunteer. This position will support volunteer the outreach and communications program for Greater Baybrook Alliance.

# Describe your partner/s’ capacity and past experience in administering similar projects successfully.

Our partners, especially the Brooklyn Park Improvement Association and Arundel Improvement Association, have been successful in helping ACDS market the acquisition/rehabilitation and

owner-occupied rehabilitation programs in the past. While newly established, the GBA's Engagement Committee promises to be a strong partner in helping get the word out about the availability of our programming.

The chart below will be used to help assess the impact of your project/program. The impact will be a consideration in the review and ranking of your application.

The information you provide should relate only to this project/program as anticipated upon its completion. We recognize that the following 27 questions will not apply to all projects/programs. Please fill in as many as possible. Please provide an estimate if exact amounts are unknown.

**PROJECT NAME:** Brooklyn Park Property Rehabilitation Program

**NAICS Code:** 236118

# For questions below that include a text box, provide a brief explanation (and/or calculation) to describe/demonstrate how you arrived at the numerical value. If you provide a numerical value, you are required to provide a brief description (max 100 characters).

**Numerical Value**

1. **"As is" tax value of the property(ies) per** [**SDAT:**](https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx) $650,000 before rehab value $65,000 X 10
2. **"As completed" tax value of the property(ies) as assessed per** [**SDAT:**](https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx) $1,200,000 After rehab value $120,000 X 10

# Number of existing housing units that will be renovated: 10

1. **Number of new housing units that will be created:**
2. **Number of new homeowners** (each household equals 1 homeowner):

# Percentage of State Revitalization Program funds that will be repaid within %

**5 years:**

1. **Number of existing clients to be served annually at the project location:**
2. **Number of new clients to be served annually at the project location:**
3. **Number of commercial facades that will be improved:**
4. **Number of linear feet of streetscapes that will be improved:**
5. **Number of linear feet of water/sewer lines that will be added or improved:**
6. **Estimated additional neighborhood investment that will result from this project over the next three (3) years:**

$10,000,000

Includes private, government and grant funding

1. **Annual increase in sales** (for retail and commercial activities):

# Number of vacant/underutilized buildings that will be put back into operation:

1. **Square footage of vacant/underutilized space that will be put back into operation:**
2. **Length of time (in years) building(s)/space referenced above has been vacant:**
3. **Number of blighted properties to be removed:**
4. **Increase in inventory of developable lots:**
5. **Number of Full Time Equivolent (FTE) direct permanent employees:**
6. **Number of FTE temporary employees** (e.g. construction): 15

Estimate 1 FTE retained or created for every $91,000

# Number of FTE direct permanent employees that are Maryland residents:

1. **Number of FTE temporary employees that are Maryland residents:**
2. **Annual wages/salaries of direct permanent employees:**
3. **Annual wages/salaries of temporary employees:**
4. **Annual project operating expenditures including wages/salaries:**
5. **Visitor-based Activities:**

**26 (a) Number of new annual day-trip patrons:**

**26 (b) Number of new annual overnight patrons:**

**26 (c) Admission fee** (per entry):

# For Community Impact activity of your project/program not addressed by the previous questions, provide a short description and numerical count (e.g. “50 Trees planted at $50 each,” 2500).

# PROPOSAL UPLOAD REQUIRED BY BRNI APPLICANTS (OTHER PROGRAMS OPTIONAL)

**Local Government Resolution - READ CAREFULLY**

*A Local Government Resolution is required of all Baltimore Regional Neighborhood Initiative (BRNI) applications. If a signed resolution can not be obtained in-time for the deadline, you are required to provide evidence of the request (Scanned letter(s) or emails to your local government).*

*For other application types, if you have obtained a Local Government Resolution for your proposed project in-time for the application deadline, please attach the file below. For all other (Non-BRNI) applicants, this document is not required at application, but must be obtained if the project is awarded.*

Click here for a Sample Local Government Resolution template (Word Doc) https://projectportal.dhcd.state.md.us/\_Upload/32616-AACountyandrequestforBC.pdf

# PROPOSAL UPLOAD REQUIRED BY ALL APPLICANTS

1. Disclosure Authorization (to certify the application) \*

Click here for a Sample Disclosure Authorization template (Word DOC)

Upload a PDF file scan of *completed and signed* form below.

https://projectportal.dhcd.state.md.us/\_Upload/32616-GBADisclosureAuthorization.pdf

# PROPOSAL UPLOAD REQUIRED BY NON-GOVERNMENT APPLICANTS

**Additional Document Requirement for NON-GOVERNMENT Applicants**

1. **Corporate Resolution**

*Non-Profit applicants must also provide a Corporate Resolution. Upload this document in the space below.*

Sample Corporate Resolution Template (Word DOC)

https://projectportal.dhcd.state.md.us/\_Upload/32616-GBACorporateResolutionBRNIFY2018.pdf

# ORGANIZATION UPLOADS REQUIRED BY NON-GOVERNMENT APPLICANTS

**The following documents may also be uploaded and stored on the "Organization Uploads" page related to your user account and affiliated Organization Profile.**

*Review the documents below by clicking on the link.*

*If any required document is missing or if a document is out-of date, upload a new file to replace the old.*

*You will only need to review or revise these uploaded documents one time for each application round. They will be included by-reference to any application you submit using the DHCD Project Portal system.*

1. **Articles of Incorporation** Date of Doc Last Updated (Date, Person)

5/1/1970 6/5/2017, Meredith Chaiken

1. **By-Laws** Date of Doc Last Updated (Date, Person) 6/30/2015 6/5/2017, Meredith Chaiken

# IRS Tax Exempt Determination Letter

Date of Doc Last Updated (Date, Person)

8/4/2015 6/6/2017, Meredith Chaiken

# List of Organization’s Board of Directors

Date of Doc Last Updated (Date, Person)

5/26/2017 6/5/2017, Meredith Chaiken

# Certificate of Good Standing

[Go to the Maryland eGov Site](https://egov.maryland.gov/BusinessExpress/EntitySearch) to obtain evidence of Good Standing. Save/print a PDF copy of your organization's current status and attach or update below.

NOTE An official and current Certificate must be obtained if the application is awarded.

Date of Doc Last Updated (Date, Person)

6/6/2016 6/6/2017, Meredith Chaiken

# Organization’s Operating Budget for the Current Year

Date of Doc Last Updated (Date, Person)

7/1/2016 6/5/2017, Meredith Chaiken

# Most Recent Independent Financial Audit of the Organization

Date of Doc Last Updated (Date, Person)

6/30/2016 6/5/2017, Meredith Chaiken

# Maryland Charitable Organization Registration

*Non-Profit organizations are required to be registered as a Charitable Organization with the Maryland Office of the Secretary of State to accept donations. This registration must be renewed annually.*

*Upload a letter verifying nonprofit is a Registered Charitable Organization with the* [*MD Secretary of State*](http://www.sos.state.md.us/Charity/Pages/Registering-Charity.aspx)

Date of Doc Last Updated (Date, Person)

5/18/2017 6/6/2017, Meredith Chaiken

Note: The system will not permit you to Submit your application unless all required legal exhibit documentation has been uploaded.

**Upload pertinent documents related to your project/program below. Examples include: support letters, photographs, Maryland Historical Trust approval, evidence of site control, program guidelines, cost estimates and Memoranda of Understanding.**

**Note 1:** There is no limit to the number of documents you may upload. Once four documents have been uploaded and the page has been saved, spaces for additional uploads will appear below.

**Note 2:** Any file-type (PDF, JPEG, DOC, etc.) is accepted. There is a 25 MB size limitation for each click of

the “Save” button. It is recommended that you click the “Save” button after each file upload has been performed.

# REQUIRED - PHOTOGRAPH

**Please upload one high-quality photograph for your proposed project/program below. This photo will be used during review and award recommendations to be representative of the application. This may be a photo of a project-specific property or site in its current state; or in cases of programs or operating funding, a photo that represents the type of activity performed or supported.**

**Document File Upload** **Document Brief Description**

https://projectportal.dhcd.state.md.us/\_Upload/33795- BrooklynParklandscapesunyday.jpg

Photograph for Brooklyn Park Property Rehabilitation Programs

# MD HISTORICAL TRUST (MHT) REVIEW REQUESTS & APPROVALS (where applicable)

**Upload requests and approval letters from the Maryland Historical Trust below. In the description, enter the short date (MM/DD/YY) and street address of the property related to this MHT review. If needed, additional spaces will appear after clicking the "Save" button:**

**Document File Upload** **Document Brief Description**

https://projectportal.dhcd.state.md.us/\_Upload/33795- HistoricforBrooklynPark.pdf

MHT Review of Target Areas

# EVIDENCE OF SITE CONTROL

**Upload evidence of site control. In the description, enter the street address of the related property. If needed, additional spaces will appear after clicking the "Save" button:**

**Document File Upload** **Document Brief Description**

**Document File Upload** **Document Brief Description**

https://projectportal.dhcd.state.md.us/\_Upload/33795- photosfor18brni.pdf

Additional Photographs

https://projectportal.dhcd.state.md.us/\_Upload/33795-s ampleworkwriteup.doc

Sample work write-up/scope of work

https://projectportal.dhcd.state.md.us/\_Upload/33795- RentalFLyer.pdf

Sample rental marketing flier

https://projectportal.dhcd.state.md.us/\_Upload/33795- owneroccupiedrehabflier.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 2-ACDSBRNI2017-BHIA.doc

https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 3-BHIAACDS2017grant.doc https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 4-letterofsupportfromsrs.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 5-BRNIGBACCYDLoS6.7.17.pdf

https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 6-CACletterofsupport.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 7-CCBBletterofsupport.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 8-D46BRNIGreaterBaybrookAllianceSupport.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 9-GBAEndorsementLetter.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 10-SCBLetterofSupport6.6.17.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 11-GBASteeringCommitteeList.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 12-ThomasStosurletterofsupport.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 13-UMBWMCletterofsupport.pdf

https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 15-LetterofSupport-AAEDC.pdf https://projectportal.dhcd.state.md.us/\_Upload/33795\_ 16-OPZLetterofSupportforBRNIApplication2017\_2.pdf

Sample Marketing Flier

Letter of support from Brooklyn Improvement Association

Letter of support from BP resident and association member

Letter of Support Anne Arundel County Executive CCYD Letter of Support

Chesapeake Arts Center Letter of Support

Concerned Citizens of Better Brooklyn Letter of Support

District 46 Letter of Support GBA Endorsement Letter

Strong City Baltimore Letter of Support GBA Steering Committee List

Baltimore City Planning Letter of Support UM BWMC Letter of Support

AA Planning and Zoning Letter of Support

Anne Arundel Economic Development Corp Letter of Support

AA Planning and Zoning Letter of Support

**To review and save a complete set of your application forms in Adobe Acrobat PDF format, return to the Forms Menu and click the link labeled “Print Application - With Responses.” You may then save or print the document for your review and records.**

Prefix: Ms.

First Name: Meredith

Last Name: Chaiken

Title: Interim Executive Director