

**RENTAL ALLOWANCE PROGRAM (RAP)
LOCAL PROGRAM APPLICATION**

(Fiscal Year 2016)

Return to: Department of Housing & Community Development Division of Neighborhood Revitalization 7800 Harkins Road Lanham, MD 20706 Attention: April Abel-Tongue (301) 429-7508	This Space for NR Use Application No. _____ Date Received _____ Received By _____
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I. APPLICANT

Name of Jurisdiction County Commissioners of Caroline County

Name of Agency Administering for the Jurisdiction Saint Martin's Ministries

Address of Administering Agency PO Box 996 14374 Benedictine Lane
(Street)
Ridgely MD 21660
(City) (Maryland) (Zip Code)

Name of Contact Person Sue McLernon Tel No 410-634-2537 ext 103

Jurisdiction's Federal Identification Number 52-6000905
(Do not use the FID of the administering agency)

II. RENTAL ALLOWANCE PRIORITIES

List priorities, if any, among types of eligible recipients (i.e. homeless/emergency or critical housing need).

1. Homeless/at risk of homelessness families with children.
2. Homeless/at risk of homelessness individuals.

III. LEVEL OF RAP PARTICIPATION

A. Detail Level of activity with FY 15 funding:

Total amount of FY 15 Grant:	40,000
Total amount expended to date:	10,440
Total number of recipients served to date:	14
Total number of applicants on RAP waiting list:	2
Number of recipients that have been served the full 12 month term:	0
Number that received an extension to the subsidy period:	0

B Briefly describe the responsibilities of each agency, department, social service agency or organization (public or private) that will be participating in the Local Program. (Include outreach, intake, certification, inspection, support services, RAP payments, and requests for extension of subsidy procedures).

All operational functions in day to day administration are handled by Saint Martin's Ministries, including monthly reports submitted online through the DHCD portal. Commissioners of Caroline County provide sponsorship, oversight, and serve as the conduit for disbursement requests and receipts.

C. Grantees may use up to 10% of the total RAP allocation for administrative costs associated with the Program.

Do you wish to claim administrative funding for FY 16? Yes No

What percentage of your total allocation do you expect to use for administrative costs?

10%

(Not to exceed 10% of allocation awarded.)

IV. NOTICES

The Applicant agrees to provide the following notices, either on a standardized application form or on a separate statement, to all applicants for Rental Allowance Payments through the Rental Allowance Program:

- (1) "In accordance with Executive Order 01.01.1983.18, the Department of Housing and Community Development (the "Department") advises you as follows regarding the collection of personal information:

Certain personal information requested by the Department is necessary in determining recipient eligibility for a Rental Allowance Payment. Failure to disclose this information may result in the denial of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, State Government Article, Sections 10-611 et seq of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department or to public officials, for purposes for which its use is intended. Such information is routinely shared with state, federal or local government agencies. You have the right to inspect, amend or correct personal records in accordance with the Maryland Public Information Act."

- (2) A person applying for Rental Allowance Payments through the Rental Allowance Program may not knowingly make or cause any false statement or report to be made for the purpose of influencing the action of the Program on an application for Rental Allowance Payments or the purpose of influencing any action of the Program affecting any Rental Allowance Payments already made. A person who knowingly makes or causes to be made such a false statement or report shall, at the option of the Program, be subject to the termination of any benefits under the Program."

V. ASSURANCE OF COMPLIANCE (Attachment A)

Applicant agrees to comply with all applicable federal and State laws regarding discrimination and equal opportunity in employment, housing and credit practice, including without limitation Title VI and VII of the Civil Rights Act of 1964 and VIII of the Civil Rights Act of 1968, as amended, the Federal Fair Housing Amendments Act of 1988 as amended, and the State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces. Please execute the attached Assurance of Compliance.

IN WITNESS WHEREOF, the applicant has caused this document to be duly executed in its name
on the 25th day of August, 2015.

Signature _____
(Chief Elected Official or Designee)

Larry C. Porter
Typed/Printed Name

President of County Commissioners of Caroline County
Typed/Printed Title

8/25/15
Date

Name: Commissioners of Caroline County ("Applicant/Grantee")

**RENTAL ALLOWANCE PROGRAM
ASSURANCE OF COMPLIANCE
WITH EEO, CIVIL RIGHTS, DRUG AND ALCOHOL FREE
WORKPLACE AND OTHER REQUIREMENTS**

**THE APPLICANT/GRANTEE IDENTIFIED ABOVE HEREBY AFFIRMS THAT IT IS
IN COMPLIANCE WITH AND WILL CONTINUE TO COMPLY WITH:**

A. Title VI of the Civil Rights Act of 1964 (the "Act"), as amended, to the end that, in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant/Grantee receives financial or technical assistance from the Department of Housing and Community Development of the State of Maryland.

B. Title VII of the Civil Rights Act of 1964, as amended, to the end that, in accordance with Title VII of that Act, it shall be an unlawful employment practice for an employer:

1. to fail or refuse to hire or to discharge any individual, or otherwise discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex or national origin;

2. To limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee because of such individual's race, color, religion, sex, or national origin.

C. Title VIII of the Civil Rights Act of 1968, as amended, to the end that, it is the policy of the United States to provide, within constitutional limitations, for fair housing throughout the United States.

D. The Federal Fair Housing Amendments Act of 1988, 42 U.S.C. §3601 *et. seq.*, as amended (the "Fair Housing Amendments Act"), to the end that it shall be unlawful to discriminate based on race, color, religion, sex, handicap, familial status, or national origin, in connection with rental, sales or financing of residential real property (as those terms are defined in the Fair Housing Amendments Act).

E. Title 20 of the State Government Article of the Annotated Code of Maryland, as amended, which establishes the Commission on Human Relations and prohibits discrimination in employment and residential housing practices.

F. State of Maryland Executive Order 01.01.1989.18 relating to drug and alcohol free workplaces for non-State entities, promulgated November 28, 1989.

G. The Secretary of the Department of Housing and Community Development of the State of Maryland's (the "Secretary") Policy Statement on Equal Opportunity, to the end that, the Department of Housing and Community Development of the State of Maryland shall not knowingly approve grants of financial or technical assistance to recipients who are engaged in discriminatory employment practices.

H. The Department of Housing and Community Development's Relocation Policy where applicable.

I. All other related applicable Federal and State laws, regulations and rules.

THE APPLICANT/GRANTEE HEREBY GIVES ASSURANCE THAT it will immediately take any measures to effectuate this agreement.

THIS ASSURANCE is given on the date below, in consideration of and for the purpose of obtaining and shall continue for the period of any State financial or technical assistance extended after the date hereof to or on behalf of the Applicant/Grantee by the Department of Housing and Community Development of the State of Maryland. The Applicant/Grantee recognizes and agrees that such State financial or technical assistance will be extended in reliance on the representations and agreements made in this assurance. This assurance is binding on the Applicant/Grantee, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Applicant/Grantee.

WITNESS/ATTEST:

APPLICANT/GRANTEE:

_____ By: _____
(Chief Elected Official or Designee)

Name: Larry C. Porter

Title: President of the Commissioners of Caroline County

Date: 8/25/15