

**COUNTY COUNCIL OF PRINCE GEORGE'S COUNTY, MARYLAND**  
**2007 Legislative Session**

Resolution No. CR-37-2007

Proposed by Council Members Dean, Harrington and Exum

Introduced by Council Members Dean, Harrington, Exum and Bland

Co-Sponsors \_\_\_\_\_

Date of Introduction June 5, 2007

**RESOLUTION**

1 A RESOLUTION concerning

2 Professional Football Stadium Impact Funding

3 For the purpose of providing grants to one or more community-based organizations located in  
4 and providing services within the Impact Area as defined by CR-73-2005.

5 WHEREAS, in anticipation of the construction of a professional football stadium, the  
6 County Council adopted CR-64-2005 and subsequently developed a ten-year economic strategy  
7 to bring measurable economic growth to the special and secondary impact areas by establishing  
8 specific goals which will capitalize on the unique economic stimulus created by the stadium; and

9 WHEREAS, the Prince George's County Council recognized that the areas immediately  
10 surrounding the football stadium have experienced a significant change in character of the  
11 community; and

12 WHEREAS, given the magnitude of the operations of the football stadium and the direct  
13 adverse impact on the residents in the Impact Area, the Prince George's County Council adopted  
14 CR-73-2005; and

15 WHEREAS, CR-73-2005 contemplated an appropriation in the amount of \$500,000 to be  
16 proposed by the County Executive in the following budget cycle; and

17 WHEREAS, CB-35-2006 as amended by CR-5-2007 and CR-28-2007, adopted and enacted  
18 the Annual Budget and Appropriation Ordinance of Prince George's County for Fiscal Year  
19 2007 authorized an appropriation in the amount of \$500,000 in the Non-Departmental Grants and  
20 Transfers Operating Budget for the Professional Football Stadium Impact Area Grant; and

21 WHEREAS, the County Council of Prince George's County now desires to provide the  
22 aforementioned grants to one or more community based organizations within the Impact Area

1 defined by CR-73-2005; and

2 WHEREAS, the County Council of Prince George’s County now desires to incorporate by  
3 reference the Grant Manual and Rules of the Central Prince George’s County Community  
4 Development Corporation (“CDC”) located at 6180 Old Central Avenue, Capital Heights,  
5 Maryland, (Attachment A); and

6 NOW, THEREFORE, BE IT RESOLVED by the County Council of Prince George's  
7 County, Maryland, that the \$500,000 appropriated in the Annual Budget and Appropriation  
8 Ordinance of Prince George’s County for Fiscal Year 2007 for the Professional Football Stadium  
9 Impact Grant will be administered and distributed to community based groups in the Impact Area  
10 defined by CR-73-2005 by the Central Prince George’s County Community Development  
11 Corporation in accordance with the Grant Manual and Rules attached herein; and

12 BE IT FURTHER RESOLVED that the County Auditor will have access to any and all of  
13 the CDC’s records pertaining to the administration of the Professional Football Stadium Impact  
14 Grant and is directed to provide periodic financial audits of the CDC to the County Council.

Adopted this 19th day of June, 2007.

COUNTY COUNCIL OF PRINCE  
GEORGE'S COUNTY, MARYLAND

BY: \_\_\_\_\_  
Camille A. Exum  
Chair

ATTEST:

\_\_\_\_\_  
Redis C. Floyd  
Clerk of the Council

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**CENTRAL PRINCE GEORGE'S COUNTY  
COMMUNITY DEVELOPMENT CORPORATION**

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10640 Campus Way South, Suite 110  
Largo, Maryland 20774  
Phone: 301.772-7080  
Fax: 301.772-7141  
www.centralprincegeorgescdc.com

**PROFESSIONAL FOOTBALL STADIUM IMPACT GRANT MANUAL AND RULES**

**CHAPTER 1: GRANTS**

The following rules shall govern the application for, and approval of, the Professional Football Stadium Impact Grant administered by the Central Prince Georges County Development Corporation (“CPGCCDC”).

**A. Eligibility for Grants.**

The applicant must be a Community based organization providing services to citizens within the stadium impact area that directly benefits the residents of the impacted communities. All applications are subject to review and approval by the CPGCCDC Grant Review Committee (“Committee”), the availability of funds, and must meet the following *minimum* criteria:

- The organization must be *community based, in good standing and incorporated by the State of Maryland and not for profit.*
- The organization must be located within the geographic Impact Area as defined by the Prince George’s Council Resolution, CR-73-2005, *the area within the Town of Cheverly and the area beginning (1) at the intersection of the boundary between Maryland and the District of Columbia and Maryland Route 295 (Baltimore-Washington Parkway) then (2) easterly to the intersection of Maryland Route 295 (Baltimore-Washington Parkway) and Maryland Route 202 (Landover Road) then (3) northeasterly to the intersection of Maryland Route 202 (Landover Road) and U. S. Route 50 (John Hanson Highway) then (4) then easterly to the intersection of Maryland Route 50 (John Hanson Highway) and Maryland Route 193 (Enterprise Road and Watkins Park Road) then (5) southerly to the intersection of Maryland Route 193 (Watkins Park Road) and Oak Grove Road then (6) southwesterly to the intersection of Oak Grove Road and Maryland Route 202 (Largo Road) then (7) westerly to the intersection of Maryland Route 202 (Largo Road) and White House Road then (8) westerly to the intersection of and White House Road and Ritchie-Marlboro Road then (9) westerly to*

*the intersection of Ritchie-Marlboro Road and Interstate 95 (Capital Beltway) then (10) southerly to the intersection of Interstate 95 (Capital Beltway) and Maryland Route 4 (Pennsylvania Avenue) then (11) westerly to the intersection of Maryland Route 4 (Pennsylvania Avenue) and the boundary between Maryland and the District of Columbia then (12) northeasterly along the boundary between Maryland and the District of Columbia (Southern Avenue) then (13) northwesterly along the boundary between Maryland and the District of Columbia (Eastern Avenue) to the point of beginning.*

- The organization must complete the Professional Football Stadium Impact Grant application
- The organization is subject to application review and approval by the CPGCCDC Grant Review Committee as outlined in this Manual
- All disbursements are subject to the terms provided in the Grant Approval/Acceptance letter

#### **B. Policy on Awarding Grants.**

The Professional Football Stadium Impact Grant was established to mitigate any negative impacts on the communities resulting from the construction and operation of the stadium. All applications are subject to the review and approval by the CPGCCDC Grant Review Committee. The awarding of a grant shall not be deemed a right or an entitlement to the applicant for a grant.

It is the CPGCCDC's policy to award grants to meet community needs such as recreational or educational programs, etc. The process of awarding the Professional Football Stadium Impact Grant includes, but is not limited to the following:

1. CPGCCDC will advertise and announce to the impacted communities the existence of the Professional Football Stadium Impact Area Grant and the eligibility requirements.
2. Organizations applying for the grant must provide a detailed description of the project using the CPGCCDC Grant Application. (See Application attached)
3. The CPGCCDC Grant Committee comprised jointly of local and impact area residents will make award decision. (See Evaluation and Selection Criteria attached)
4. Grants may be approved and distributed to multiple local incorporated organizations in the impacted area. Where appropriate, there can be multiple distributions to the same community organization based on separate grant applications.
5. Community organizations that receive a grant award will be issued a grant award letter.
6. Pursuant to the terms of the grant award letter, recipients are required to:
  - Submit quarterly reports to the CPGCCDC Grants Committee and the Prince George's County Auditor's Office

- Consent to audit
- Provide a detailed accounting of the funds received and expended no later than 90 days following completion of their respective grant project to the CPGCCDC Grants Committee and Prince George's County Auditor's Office

(See copy of Grant Approval/Acceptance letter attached)

### **C. Amount of Grant.**

The amount of any grant shall be determined by the Committee after recommendation by the organization originating the application. In determining the amount of the grant, the Committee will take into consideration the particular circumstances of each applicant, including the organization's mission and contribution to the community, requested program or use of the funds, amount requested, and all other relevant factors.

### **D. Form and Duration of Grants.**

The Professional Football Stadium Impact Grant is one time grant disbursement, by check issued from the CPGCCDC. However, the same organization may make multiple applications. In such case, each application will be treated as a new grant and is subject to review and approval by the Committee.

The recipient community group has no property right or entitlement in the amount of the approved grant. The setting of the amount of the grant is a statement of intention only on the part of the CPGCCDC. The CPGCCDC may, at its total discretion, cease disbursement of the funds of the grant to any recipient, at any time and advise the recipient of the reason for the termination.

### **E. Completion of Application Forms.**

All requests for grants must be made on the application form approved by the CPGCCDC. All questions on the application form must be answered carefully and comprehensively by the applicant. All information received in connection with an application for assistance will be regarded as confidential. No grants will be made on the basis of an incomplete application.

### **F. Handling of Application Forms.**

Application forms can be received and submitted to the CPGCCDC at the following location:

**Central Prince George's County Community Development Corporation**  
**Attention: Professional Football Stadium Impact Grant**  
10640 Campus Way South, Suite 110  
Largo, Maryland 20774

#### **G. Consideration of Application by Committee.**

Copies of all applications shall be sent to all members of the Committee. A letter of notification of approval of the grant will be sent to the member of the Board of Directors of the CPGCCDC. That Board may request additional information if it so desires.

Applications will be mailed via certified mail to Committee members and Applications may be approved by return mail ballot. A majority of votes by members of the Committee is required for approval. In approving a grant application, if at least five affirmative votes are cast for the entire requested amount, the full grant amount will be approved and forwarded to the applicant. In the event that exactly five affirmative votes are cast and one or more of the affirmative votes are cast for an amount less than the requested sum, the grant will be approved at an amount equal to the lowest grant amount approved. Votes not received within 20 days after the day of issuance of the mail ballot shall be considered as affirmative votes.

#### **H. Notice and Payment of Approved Grants.**

On approval of an application by the Committee, an order is issued for the payment of a grant. Notice of the grant is sent to the authorized individuals of the organization.

### **CHAPTER II: GRANT RECIPIENTS**

As a condition of award, all Professional Football Stadium Impact Grant recipients shall use the funds only for the stated purpose contained in the application for which the grant was approved and agree to the terms stated in the Grant Approval/Acceptance letter, see copy attached.

Failure to file required financial statements shall cause risk of withdrawal of eligibility to participate in grants made by the CPGCCDC Grant Program.

### **CHAPTER III: GRANTS OUTREACH**

An integral part of the program services shall include best efforts to advertise this opportunity to all eligible community organizations through community outreach programs. Specifically, to collaborate with other community organizations to do community outreach. As the Administrator of the Professional Football Stadium Impact Grant, the CPGCCDC will, at a *minimum*;

- Provide Financial statements annually to the Prince George's County Auditor and provide any additional documents upon request
- Complete at least four (4) outreaches annually to provide the community with an opportunity to apply for the grant funds
- Monitor the programs and activities of the grant recipients to ensure that the funds are being used as appropriately

## **CHAPTER IV: CPGCCDC ADMINISTRATION**

### **A. Chairman and Director of the Grants Committee.**

The Chairman shall be selected by the Board of Directors of the CPGCCDC. The Chairman shall preside at all meetings of the Grants Committee. The Chairman shall prepare or cause to be prepared the budget, the annual report, and all tax returns and related documents. The Chairman shall undertake such additional duties as may be assigned to him or her by the Board or provided in these *Rules*. A Financial Consultant or CPA shall be employed CPGCCDC and perform duties and responsibilities as directed by the Chairman of the Grants Committee. The Secretary of the Grants Committee shall give all notices of both regular and special meetings of the Committee and the Secretary shall have general and custodial supervision of the accounting records and correspondence of the Grants Committee which shall be kept in the CPGCCDC Office located at 9701 Apollo Drive, Suite 304, Largo, Maryland.

### **B. Meetings of the Committee.**

The members of the Grants Committee may hold their meetings in the Headquarters Office of the CPGCCDC located at 9701 Apollo Drive, Suite 304, Largo, Maryland. A regular or annual meeting of the Committee shall be held on a day selected by the President of the CPGCCDC. A majority of the Board of Directors may also call for a regular meeting.

### **C. Contracts and Checks.**

All written contracts entered into on recommendation of the CPGCCDC Grant Program shall be signed by the President of the CPGCCDC and attested by the Secretary of the CPGCCDC as provided in the Bylaws of the CPGCCDC. Funds deposited in banks and other depositories to the credit of the CPGCCDC Grant Program shall be drawn from such banks and depositories by check signed by the President and the Treasurer of the CPGCCDC or by such person or persons as the CPGCCDC Board of Directors may from time to time designate.

### **D. Fiscal Year.**

The fiscal year of the CPGCCDC Grant Program shall be from the first day of July 1 each year to the last day of June.

**E. Grant Administration Expenses.**

Beginning in Fiscal Year 2008, funding for administrative expenses associated with managing the Professional Football Stadium Impact Grant will be provided to the CPGCCDC via the Community Development Block Grant (CDBG).

**CHAPTER V: AMENDMENT OF THESE RULES**

The CPGCCDC Board of Directors by majority vote, with the approval of the Membership, may amend these *Rules* from time to time.



# GRANT APPLICATION

Return Application to:  
**Central Prince George's County Community  
 Development Corporation Grants**  
**10640 Campus Way South**  
**Suite 110**  
**Largo, MD 20774**  
 Phone: (301) 333-4440

Grant Request: \$ _____  Tax Exempt Status: No _____ Yes _____  Federal Tax ID # _____
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**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Web Address:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nature of Organization:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Mission/Purpose of the Organization:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>Project Title</b>	
<b>Total Project Budget Use of Grant funds</b>	\$ _____

**Type of Funds:**  
 \_\_\_\_\_ Start-up    \_\_\_\_\_ Technical Assistance    \_\_\_\_\_ General Support    \_\_\_\_\_ Other

**Director of Organization:**  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Contact Person**  
 Name: \_\_\_\_\_ Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

**CPGCCDC GRANTS**  
*Page 2*

**Brief summary of how the Grant will be used:**

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**Brief summary of the timeline of events:**

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**What are the organization's future plans for the Grant-funded program?**

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**CERTIFICATION**

*I hereby approve the submission and contents of this application and agree that any grant awarded pursuant to this application will be subject to review.*

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## EVALUATION AND SELECTION CRITERIA

Grant Recipients will be invited by application so that an in-depth description of their program can be included as well as a listing of the preferred qualities for qualified grantees. Final selection of grant recipients will consider variables such as representation across desired groups (i.e. civic associations, educational and recreational services, family crisis providers, quality of life counselors, etc.), community support experience, and subject matter knowledge. Grantees will also be screened for conflict of interest and will not be allowed to read other proposals from their community.

Reviewers will use a detailed rubric of required application elements to score the applications. At this time, the proposed grant application sections and point values are as follows:

<u>Application Section</u>	<u>Point Value</u>
Need	30 points
Project Design & Management Plan	60 points
Resources/Budget	<u>10 points</u>
Total Point Value	100 points

The need for the project is weighted heavily in terms of the assigned point value as well as the absolute and competitive priorities that relate to need (e.g. Established Community school-wide, schools in need of improvement, extent of poverty and mobility) identified generally. The Project Design section is heavily weighted to ensure that high quality plans that focus on social and economic improvement will be those most likely to be funded. Consensus feedback from the scoring team will be sent to unsuccessful applicants. Recommendations for funding will be reviewed by the CDC Grants Review Panel and will then be presented to the County Council for their approval per County policy. Grant award notifications will then be executed.

The application must address each of the following criteria:

1. **Project Need** - How will the proposed project advance the community's goals and objectives?

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EVALUATION AND SELECTION CRITERIA (CONTINUED)

Make sure to describe community resources affected by the project, including whether they are listed in the County Plans and/or designated at the State or local level. (30 points)

2. **Project Design** - Why is the proposed project the most appropriate action or strategy for the sustainment of community values and enrichment, preservation of resources, and economic development at this time? (60 points)
3. **Budget** - Is the project feasible, are the costs both reasonable and eligible. (i.e. able to be completed within the proposed activities, schedule, and budget) (10 points)



Date

Organization

Address

City, State Zip Code

RE: Grant# \_\_\_\_\_

The Board of the Central Prince George's County Community Development Corporation (CPGCCDC) is pleased to inform you that a grant has been approved in the amount of \$ \_\_\_\_\_ for **[description of grant]**. Acceptance of this award including the terms and conditions below is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system. Please read all the terms and conditions carefully, sign, and return this signed contract letter no later than **[date to be returned]**. After we receive your signed contract, we will arrange the transfer of funds to your organization.

Your grant award is subject to compliance with all contractual obligations as laid out below:

1. The project must be executed within the limits of the budget outlined in your grant application and within the dates stated, as approved by this committee. (Please see GAP Sub-grantee Guidelines for a complete list of ineligible expenses. All project activities must be held, and expenses incurred within the current fiscal year – July 1, 2006 – June 30, 2007).
2. All expenditures of grant funds must be directly related to the purpose of the grant as specified in the grant application and in compliance with GAP Sub-grantee Guidelines.

**Upon signing this contract, your agency states that you agree to notify us if there is any change in your corporation status. In addition, we request quarterly reports on the expenditure of our grant and a final report after ninety (90) days. The quarterly reports must be filed within ten (10) days following the close of each quarter. All reports must be filed both with the CPGCCDC and Prince George's County Auditor.** When available, please furnish us with a copy of any audited statement of the finances of the project. By signing this document, you consent to audit, and will maintain financial accountability standards.

Please note the Grant number above. We ask you refer to that number on all progress reports an inquiries related to your grant. This contract also gives the CPGCCDC your permission to use photographs, logos, published/printed information, and any other materials you supply, without further notice, in press releases and/or publications. We encourage you to publicize your grant from the CPGCCDC by submitting a press release to local media outlets and by mentioning the support you received in any of your organization's publications.

Congratulations on this recognition of your important efforts. We look forward to working with you during the coming year.

Sincerely,

ACCEPTED AND AGREED:

\_\_\_\_\_  
Executive Director