



Maryland Department of Housing
And Community Development

LARRY HOGAN
Governor

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Lt. Governor

KENNETH C. HOLT
Secretary

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Deputy Secretary

Division of
Neighborhood Revitalization

**Fiscal Year 2019
State Revitalization Programs
Application**

Community Legacy



Community Legacy Neighborhood Intervention



Strategic Demolition Fund - Statewide



Baltimore Regional Neighborhood Initiative



**National Capital Strategic Economic Development
Fund**

DEADLINE FOR SUBMISSION:

Wednesday, May 16, 2018 at 3:00 p.m.

MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Division of

NEIGHBORHOOD REVITALIZATION

STATE REVITALIZATION PROGRAMS APPLICATION Fiscal Year 2019

DEADLINE FOR SUBMISSION:

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Page 1	Available Funding
Page 2	Application Process
Page 3	Review Process
Page 4	Local Government and Corporate Resolutions
Page 4	Reporting Requirements
Page 5	Community Legacy Program
Page 7	Community Legacy Neighborhood Intervention Program
Page 9	Strategic Demolition Fund Program - Statewide
Page 11	Baltimore Regional Neighborhood Initiative
Page 14	National Capital Strategic Economic Development Fund
Page 16	Regional Project Managers Map and Contract List

AVAILABLE FUNDING

Community Legacy/Community Legacy Neighborhood Intervention	\$8 million
Strategic Demolition Fund - Statewide	\$3.5 million
Baltimore Regional Neighborhood Initiative	\$8 million capital/\$750,000 operating
National Capital Strategic Economic Development Fund	\$1 million

APPLICATION PROCESS

Eligible Target Areas

Projects must be located in one of Maryland's designated Sustainable Communities. Sustainable Communities are areas found within Priority Funding Areas (PFAs) and are targeted for revitalization. To see your jurisdiction's Sustainable Community boundaries, please use the online revitalization mapping tool found at this website: <http://www.dhcd.state.md.us/GIS/revitalize/index.html>.

In addition to being located inside a Sustainable Community, projects should help achieve the strategies outlined in a local government's Sustainable Communities plan. All Sustainable Community plans can be found online: <http://dhcd.maryland.gov/Communities/Pages/dn/communities.aspx>

An application procedure has been developed for local governments to request or renew a Sustainable Communities designation. Please visit the Sustainable Communities website at <http://dhcd.maryland.gov/Communities/Pages/dn/default.aspx>.

Application Threshold Requirements

Current awardees of the Maryland Department of Housing and Community Development (the "Department")'s State Revitalization Programs are required to be in compliance with terms and conditions of their current award agreements. If you have received Community Legacy, Community Legacy Neighborhood Intervention, Strategic Demolition Fund or Baltimore Regional Neighborhood Initiative funding before, you must have achieved sufficient progress and be in good standing with all reporting requirements. This threshold requirement also includes any missing final reports and/or expense summaries from prior awards. Consult with your project manager to discuss the status of your existing project(s) before submitting an application.

Eligible Applicant Definitions

- *Local government* is a Maryland city, town or county government entity.
- *Group of local governments* is more than one city, town or county applying jointly; application requires support from each municipality.
- *Community development organization (CDO)* is a nonprofit organization which operates for the purpose of improving the physical, economic, or social environment of its geographic areas of operation.
- *Certified Community Development Financial Institution (CDFI)* is a mission-driven lender pursuing community development projects; applicant must have CDFI certification.

*Applicant eligibility varies by program. See program guidelines on the following pages for more details.

Application Training

Application training videos and documents are available in the DHCD Project Portal. These include a program overview and application step-by-step training. For more information about accessing and using the system, please contact your regional project manager. The regional project manager map and contact list can be found at the end of this document.

Mandatory Online Submission of Your Application

The online grants management system – [DHCD Project Portal](#) – is a web-based application that allows municipalities and organizations to apply for funding. ***If this is your first time applying to a State Revitalization Funding Program, contact your regional project manager to verify eligibility and authorize access to the system.***

REVIEW PROCESS

Department staff will lead a review team consisting of representatives from various State agencies that may include: Maryland Department of Planning, Maryland Historical Trust, Maryland Department of Transportation, Maryland Department of Natural Resources, Maryland Department of Commerce, and Maryland Department of the Environment. The review team will make project recommendations for consideration by the Department of Housing and Community Development Secretary.

Award Criteria

Proposals are reviewed and scored on demonstration of community need for reinvestment and community input (20 points); clarity of project scope (25 points); timeline and readiness to proceed (5 points); project financing and committed financial resources (30 points); and capacity of project sponsors and partners (20 points). Requests for loans will be given greater priority than requests for grants. In addition, geographic diversity will be considered in the awarding of financial assistance.

Additional Considerations

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

- Project C.O.R.E. initiatives, such as those that eliminate blight and revitalize communities in Baltimore City.
- Activities in the 28 designated Main Street Maryland communities and the Main Street Affiliate communities, as well as the 9 Baltimore City Main Street communities that further their revitalization efforts, and have a positive effect on surrounding residential areas.
- Programs and projects that incorporate and align a full range of State and local revitalization programs and financing tools (grants, loans, credit enhancements and tax credits).
- Capital investments and business practices that incorporate hiring practices of a diverse workforce that result in increased workforce development opportunities, generating both temporary construction and permanent jobs.

Site Visits and Follow-up Discussion

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

Reviews by Maryland Historical Trust and Codes Administration

All capital projects receiving State financial assistance are subject to review by the Maryland Historical Trust. State Revitalization Program applicants are encouraged to consult with their regional project manager about the potential effect their project will have on historic properties prior to submitting their application for funding. To begin this consultation process, applicants should submit information regarding the project location, description of the scope of work, and photographs to their regional project manager (regional project manager contact list is included at the end of this document). Please also indicate if you anticipate that the project will be funded through any other state or federal funding sources. Projects receiving funds are also subject to review by the Department's Codes Administration. **Work should not begin and funds will not be disbursed on these projects until the aforementioned reviews are completed.**

LOCAL GOVERNMENT AND CORPORATE RESOLUTIONS

Local Government Resolutions/Support

On behalf of all applicants, the Department will seek approval in the form of a local support resolution or letter of support from an authorized official in the county or municipal government in which the project is located.

A legally designated authorized official is a position or person that has been authorized by a local charter or resolution to execute legal documents on behalf of the county or municipal government.

If the Department does not receive any comments within sixty (60) days of notifying the local government of the projects within their jurisdiction, the Department will proceed to process the application.

Corporate Resolutions (for CDOs and CDFIs)

All CDO and CDFI applicants are required to submit a corporate board resolution and evidence of their charitable registration with the Maryland Office of the Secretary of State.

REPORTING REQUIREMENTS

Applicants that receive funding will be required to submit quarterly reports on project progress to the State Revitalization Program. The Program will summarize these reports on behalf of the Program for the General Assembly annually. In addition, statistics such as reporting compliance, leverage, and draw rates are also submitted as part of monthly reporting.

CONTACT INFORMATION

For more information about the application process, please contact your regional project manager. The regional project manager map and contact list can be found at the end of this document.

COMMUNITY LEGACY PROGRAM

**Fiscal Year 2019 Funding:
\$8 million**

**Eligible Applicants:
Local Governments
Groups of Local Governments
Community Development Organizations**

**DEADLINE FOR SUBMISSION:
Wednesday, May 16, 2018 at 3:00 p.m.**

General Description

Community Legacy, a program of the Maryland Department of Housing and Community Development (the “Department”), is implemented in close coordination with local community partners and other State agencies. Community Legacy is a tool that catalyzes new investment in older neighborhoods and business districts in support of local revitalization plans for designated Sustainable Community Areas. Community Legacy funds assist leaders from urban and suburban communities, and small towns that have a comprehensive approach to encourage community reinvestment, economic development and resource conservation. Over time, these strategies achieve and maintain vibrant places for Marylanders to live, work and prosper.

Leaders are taking on revitalization opportunities throughout Maryland’s traditional towns and older communities, and their projects clearly demonstrate the economic, civic and cultural importance of reinvestment strategies. With new investment in housing and small businesses, Maryland’s historic towns and cities can once again support vibrant centers of community, and better protect their surrounding farmland and open space from sprawl development. Such reinvestment also better utilizes existing infrastructure and reduces the burden on all State taxpayers for the cost of new and unsustainable growth.

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

Eligible Applicants and Projects:

Lead applicants will be local governments or community development organizations. Local government applications should be lead-sponsored by the Community and/or Economic Development agency, or, in the absence of such an agency or staff, the local agency designated by the jurisdiction’s chief executive. Supporting applicant team members can and should include housing agencies, planning departments, local non-profits, civic institutions and private sector companies and lenders.

Community Legacy funds support a wide range of local initiatives aimed at both attracting new residents and businesses and encouraging existing residents and businesses to remain and reinvest in a community.

Examples of revitalization activities supported in the past include, but are not limited to:

- Establishment of a revolving fund to attract home buyers to purchase and rehabilitate homes.
- Programs for existing homeowners and businesses to improve their properties.
- Development of mixed-use projects that may combine housing, retail, office, public and open space.
- Development and/or ownership of open space.
- Development of public infrastructure that is related to a Community Legacy project, such as parking, lighting and improvements to pedestrian and bicycle circulation.
- Streetscape improvements along streets that are generally not State highways.
- Strategic demolition, including land banking, to stimulate redevelopment.
- Acquisition and/or improvement of vacant buildings or unimproved land.

Specific Examples of Activities

Examples of previously funded Community Legacy projects or activities:

- Bowie’s Senior Citizen “Green” Housing Rehabilitation Program - providing incentives to allow the seniors to age in place while creating a more affordable and sustainable housing stock.
- Ocean City Community Development Corporation’s Façade Program – which has leveraged funds as high as 10:1 in the traditional downtown business district.
- Central Baltimore Partnership’s Baltimore Design School – an adaptive re-use of an abandoned factory building that created a state-of-the-art facility delivering educational rigor and training in the areas of fashion design, graphic design and architecture.
- Frederick’s Carroll Creek Park – new elements include brick pedestrian paths, water features, planters with shade trees and plantings, pedestrian bridges, and a 350-seat amphitheater for outdoor performances which has been an economic development catalyst for private investment along the park in downtown Frederick.

COMMUNITY LEGACY PROGRAM NEIGHBORHOOD INTERVENTION

Eligible Applicants:
Local Governments
Certified Community Development Financial Institutions

DEADLINE FOR SUBMISSION:
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General Description

Community Legacy, a program of the Maryland Department of Housing and Community Development (the “Department”), is implemented in close coordination with local community partners and other State agencies. Community Legacy is a smart growth tool that catalyzes new investment in older neighborhoods and business districts in support of local revitalization plans for designated Sustainable Community Areas. Community Legacy funds assist leaders from urban and suburban communities, and small towns that have a comprehensive approach to encourage community reinvestment, economic development and resource conservation. Over time, these strategies achieve and maintain vibrant places for Marylanders to live, work and prosper.

Leaders are taking on revitalization opportunities throughout Maryland’s traditional towns and older communities, and their projects clearly demonstrate the economic, civic and cultural importance of reinvestment strategies. With new investment in housing and small businesses, Maryland’s historic towns and cities can once again support vibrant centers of community, and better protect their surrounding farmland and open space from sprawl development. Such reinvestment also better utilizes existing infrastructure and reduces the burden on all State taxpayers for the cost of new and unsustainable growth.

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

Neighborhood Intervention Component

The Neighborhood Intervention (NI) component of the Community Legacy Program is intended to function as a preventative measure either in or outside of a designated Sustainable Community to address problem properties that are having a negative impact in an otherwise largely stable community.

Eligible Activities

The TWO eligible uses of a project are:

- Purchase of properties that need rehabilitation and redeveloping the properties through rehabilitation, demolition, reconstruction or reuse; or

- Strategic demolition of buildings that are dangerous for use or occupancy, or so deteriorated that rehabilitation is not feasible, and preparation of the property for revitalization, redevelopment or reuse.

Use and Repayment

The applicant shall repay the loan or grant amount from:

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

Maximum Award

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

STRATEGIC DEMOLITION FUND

Statewide

(All areas except Baltimore City)

**Fiscal Year 2019 Funding:
\$3.5 million**

**Eligible Applicants:
Local Governments and
Community Development Organizations
located outside of Baltimore City**

**DEADLINE FOR SUBMISSION:
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General Description

The Strategic Demolition Fund (SDF) is a program that invests in pre-development activities that accelerate economic development and job production in Maryland's Sustainable Communities. The program aims to improve the economic viability of "grey field development" which often faces more barriers than sprawling "green field development."

Eligible Applicants and Projects

Eligible applicants include local governments or community development organizations whose project is located outside of Baltimore City. Proposed projects should support strategies identified in a Sustainable Communities Action Plan.

Project awards are anticipated to average \$250,000. Funds from the SDF program can be used for, but are not limited to, the following pre-development activities:

- Demolition of derelict non-contributing structures.
- Site acquisition and assembly to create redevelopment-sized parcels or green space.
- Site development/infrastructure improvements.
- Construction-level architectural and engineering designs.
- Stabilization of buildings to prevent further deterioration and prepare properties for rehabilitation and reuse.

Budget/Match requirement: For each project application, applicants must provide evidence of matching funds equal to \$1 in non-State funding for every \$4 in State funding. Matching funds can include money from the federal government, local government or other public or private sources, real property and/or in-kind contributions. Funds expended before the date that the grant or loan is awarded but directly relate to the project(s) may be an eligible match. Consult with your regional project manager to confirm eligibility of your match.

Project Examples

Examples of previously funded SDF projects are:

Demolition Project:

The City of Cumberland used funds to demolish the long-time vacant Memorial Hospital. The demolition of this large building has created an opportunity for infill development.

Infrastructure Project:

The Town of Princess Anne partnered with an affordable housing developer to prepare a vacant site for an apartment complex that has more than 100 mixed income units which serves working individuals and families. The site was a grey field that sat vacant for over a decade. The site was previously the home and factory of the Procycle Feed Company, an animal feeds manufacturing company. Prior to the start of the project, the factory was demolished, leaving only a 1.6 acre concrete slab and its associated foundations. SDF funds were used to remove the slab and install stormwater management facilities to treat the new development's impervious cover.

Architecture and Engineering:

The City of Mount Rainier partnered with a developer to build the first net-zero townhomes in Prince George's County. SDF funds were used to cover some of the costs of architectural and engineering drawings. Four net-zero town homes were constructed on an in-fill development lot.

BALTIMORE REGIONAL NEIGHBORHOOD INITIATIVE

**Fiscal Year 2019 Funding:
\$8 million capital | \$750,000 operating**

**Eligible Applicants:
Community Development Organizations**

**DEADLINE FOR SUBMISSION:
Wednesday, May 16, 2018 at 3:00 p.m.**

General Description

The overarching goal of Baltimore Regional Neighborhood Initiative (BRNI) is to increase the competitiveness of the target communities for new homeownership and private-sector business, residential and commercial investment, through such activities as strategic property acquisition, redevelopment, rehabilitation and new infill development. Target communities are those that can build upon existing strengths and assets to accelerate their momentum in achieving healthy residential markets and economic growth. BRNI investments demonstrate how strategic and innovative approaches to local housing and economic development can lead to healthy, sustainable communities with a growing tax base and enhanced quality-of-life. The program is focused on areas where modest but sustained investment in a comprehensive strategy will have measurable neighborhood impact.

Eligible Applicants

Eligible applicants are locally based nonprofit community development corporations (CDCs, Coalitions or Partnerships) in Baltimore City, or the inner-beltway communities of Baltimore County or Anne Arundel County, that are implementing a clear revitalization strategy in a specific neighborhood or set of neighborhoods. Cross-jurisdictional partnerships are also eligible and encouraged, and projects may be located in more than one political subdivision. The revitalization strategy should aim for the goal of growing the targeted community's population and workforce, and improving key quality-of-life features that establish the conditions for increasing market-rate investment, positioning the target communities to become competitive for residential and economic investment in the region.

In addition to other partners that the community development organization recruits, eligible applicants are encouraged to apply along with one or more nonprofit Community Development Financial Institution (CDFI) partners that have the capacity and experience to assist in the financing of complex real estate projects within the community. The goal of such partnerships is to expand the private-sector project financing for larger scale revitalization projects, including commercial, residential, small businesses and mixed-uses in the Baltimore Regional Neighborhood Initiative communities.

Eligible applicants are encouraged to apply for projects and programs that build on their community and partner strengths and that will have short and long term outcomes as part of their overall revitalization strategy. Applicants may apply for multiple projects with multiple partners.

The lead applicants are also encouraged to collaborate with one another on programs with complementary goals.

Eligible applicants must also have an approved strategic neighborhood revitalization plan.

Neighborhood Revitalization Plan

Eligible Baltimore Regional Neighborhood Initiative applicants must submit a Neighborhood Revitalization Plan. The Neighborhood Revitalization Plan is a multi-year community revitalization strategy that focuses around six elements and is nestled within the municipality's Sustainable Community Plan. Frequently this plan is an existing strategy pursued by the Community Development Organization and its partners. Project proposals seeking BRNI funds should relate to the actionable items of the plan.

If a Community Development Organization is interested in applying to the program and does not have an approved strategic neighborhood revitalization plan, then it must submit a plan at the time of application along with its projects for which it is requesting funds. Prior to any funding awards, the strategic neighborhood revitalization plan must be approved by the Department.

If you DO NOT have an approved strategic neighborhood revitalization and are new to the BRNI program, please contact Olivia Ceccarelli-McGonigal.

CONTACT: Olivia Ceccarelli-McGonigal

E: olivia.ceccarelli@maryland.gov

P: 410-209-5826

Eligible Activities

Funds can support a wide range of community enhancement projects, including but not limited to:

- Down payment assistance to attract home buyers to purchase and rehabilitate homes.
- Programs to acquire or rehabilitate vacant or blighted properties.
- Programs to improve existing residential and business properties.
- Programs to achieve energy efficiency through weatherization and energy retrofits.
- Development of mixed-use projects that combine housing, retail and office space.
- Development or enhancement of community open space or public infrastructure.
- Workforce and employment development programs.
- Strategic demolition.
- Operating costs necessary to implement a community enhancement project.

There may be additional consideration given to applications that include:

- Opportunities that promote compact redevelopment and connect housing and job opportunities with transportation options.
- Activities in specially designated districts that encourage residential reinvestment that reinforces the success of the businesses in the districts.
- Community enhancement projects that encourage or incorporate elements that address environmental responsibility and stewardship into the site and project development, design and construction.
- Community enhancement projects that incorporate additional State and local revitalization programs and financing tools.
- Capital investments and business practices that incorporate inclusionary hiring practices that increase local workforce opportunities.
- Projects whose purpose is to identify for acquisition, acquire, develop or promote the development of vacant or blighted properties.

Threshold Requirements

Eligible applicants and their projects must have a revitalization plan and must be located within an approved Sustainable Community and in an approved Baltimore Regional Neighborhood Initiative target area in Baltimore City and/or the inner Baltimore Beltway communities of Anne Arundel and Baltimore Counties.

As previously stated, the Neighborhood Revitalization Plan application may only be obtained from Project Manager Olivia Ceccarelli-McGonigal and will be submitted at time of project proposal applications. Division of Neighborhood Revitalization staff will determine applicant eligibility, and the plan must be approved by the Department before projects can be awarded.

Budget requirement: Each organization may not apply for more than 40 percent of the total financial assistance from the Baltimore Regional Neighborhood Initiative program to be used for operating expenditures.

NATIONAL CAPITAL STRATEGIC ECONOMIC DEVELOPMENT FUND

**Fiscal Year 2019 Funding:
\$1 million**

**Eligible Applicants:
Local Governments and
Community Development Organizations**

**DEADLINE FOR SUBMISSION:
Wednesday, May 16, 2018 at 3:00 p.m.**

General Description

The National Capital Strategic Economic Development Fund (NCAP-EDF) is a program that provides competitive grants in support of commercial and residential predevelopment activities in areas targeted for revitalization.

Program Goals

Funds from the NCAP-EDF program should support the goals and objectives outlined in a targeted area's Sustainable Communities Action Plan; however, should **also support commercial and residential development projects**. Examples of commercial and residential development projects are:

- Renovation and rehabilitation of single family homes
- Acquisition and rehabilitation of vacant homes for resale to new home buyers
- Improvements to business properties
- Enhancement of community open space of public infrastructure
- Capital projects that support workforce and employment development programs

***Sustainable Communities Action Plans can be found at the following website:*

<http://dhcd.maryland.gov/Communities/Pages/dn/communities.aspx>

Eligible Areas Targeted for Revitalization

The majority (85%) of all NCAP-EDF funds will support predevelopment activities inside of a state-designated Sustainable Community located between Interstate Highway 495 and the District of Columbia.

The remaining NCAP-EDF funds can support predevelopment activities inside of state-designated Sustainable Community anywhere in the State.

Eligible Use of Funds

Funds can only be used for the following types of pre-development activities:

- Site Acquisition
- Land Assembly
- Site Development
- Construction-level architectural and engineering designs

Eligible Applicants

Eligible applicants include local governments and community development organizations.

Budget/Match requirement:

For each project application, applicants must provide evidence of matching funds equal to \$1 in non-State funding for every \$4 in State funding.

Matching funds can include money from the federal government, local government or other public or private sources, real property and/or in-kind contributions. Funds expended before the date that the grant is awarded but directly relate to the project(s) may be an eligible match. Consult with your regional project manager to confirm eligibility of your match.

Project Examples

Below are two examples of commercial and residential development projects that used State funds for predevelopment activities:

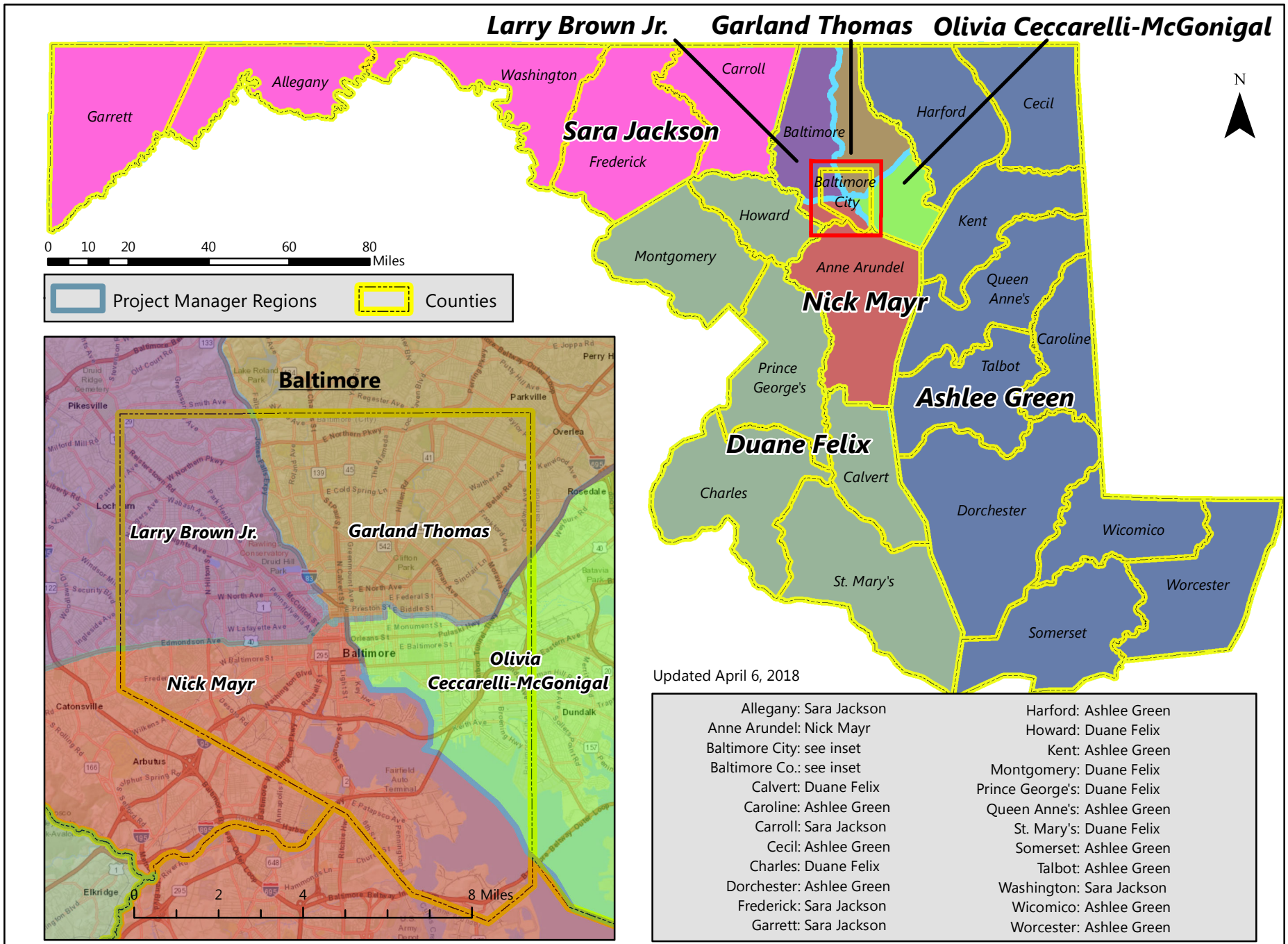
Construction-Level Architectural and Engineering Project:

The City of Mount Rainier (local government applicant) partnered with a developer to build the first net-zero townhomes in Prince George's County. State funds were used to cover some of the costs of architectural and engineering drawings. Four net-zero town homes were constructed on an in-fill development lot.

Site Acquisition Project:

Housing Initiative Partnership (non-profit community development organization applicant) acquired multiple vacant and distressed single family homes in the Kentland/Palmer Park Sustainable Community. Homes were renovated and resold to low/moderate income homebuyers.

DHCD State Revitalization Programs Project Manager Regions



**DIVISION OF NEIGHBORHOOD REVITALIZATION, STATE REVITALIZATION PROGRAMS
REGIONAL PROJECT MANAGERS**

As of April 2018

<p>REGION 1:</p> <ul style="list-style-type: none"> • Northwest Baltimore City • Northwest Baltimore County <p>Larry Brown Program Officer Phone: 410-209-5819 Email: larry.brownjr@maryland.gov</p>	<p>REGION 2:</p> <ul style="list-style-type: none"> • Northeast Baltimore City • Northeast Baltimore County <p>Garland Thomas Project Manager Phone: 410-209-5803 Email: garland.thomas@maryland.gov</p>	<p>REGION 3:</p> <ul style="list-style-type: none"> • Southeast Baltimore City • Southeast Baltimore County <p>Olivia Ceccarelli-McGonigal Project Manager Phone: 410-209-5826 Email: olivia.ceccarelli@maryland.gov</p>
<p>REGION 4:</p> <ul style="list-style-type: none"> • Southwest Baltimore City • Southwest Baltimore County • Anne Arundel County <p>Nick Mayr Project Manager Phone: 410-209-5842 Email: nicholas.mayr@maryland.gov</p>	<p>REGION 5:</p> <p>Western Maryland</p> <ul style="list-style-type: none"> • Allegany • Frederick • Garrett • Washington • Carroll <p>Sara Jackson Project Coordinator Phone: 410-209-5812 Email: Sara.jackson@maryland.gov</p>	<p>REGION 6:</p> <p>Central and Southern Maryland</p> <ul style="list-style-type: none"> • Prince George's • Montgomery • Howard County • Calvert • Charles • St. Mary's <p>Duane Felix Program Officer Phone: 410-209-5825 Email: Duane.Felix@maryland.gov</p>
<p>REGION 7:</p> <p>Eastern Shore</p> <ul style="list-style-type: none"> • Harford County • Caroline • Cecil • Kent • Queen Anne's • Talbot • Dorchester • Somerset • Wicomico • Worcester <p>Ashlee Green Project Manager Phone: 410-209-5815 Email: Ashlee.Green@maryland.gov</p>		