

STATE OF MARYLAND CDBG PROGRAM

**SFY 2023
APPLICATION**

**COMMUNITY DEVELOPMENT
SPECIAL PROJECTS**



**Lawrence J. Hogan, Governor
Boyd K. Rutherford, Lt. Governor**

*Kenneth C. Holt, Secretary
Owen McEvoy, Deputy Secretary*

*DHCD
Division of Neighborhood Revitalization
7800 Harkins Road
Lanham, MD 20706
301/429-7525
TTY/RELAY 711 or 1/800-735-2258*



**MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION SFY 2023**

| | |
|---|---|
| 1. Name of Jurisdiction: Rock Hall | 2. County (Municipal applicants only): Kent |
| 3. Address: 21447 Rock Hall Ave. / P.O. Box 367, Rock Hall, MD 21661 | 4. Name of Subrecipient or Business, if applicable, and their DUNS Number: N/A |
| 5. FID Number: 52-6001572 DUNS Number: 107680555 | 6. Name, phone number and email of jurisdiction's contact person for this application: Bob Resele, 410-639-7611, rresele@rockhallmd.gov |
| <p>7. Project title, brief description & location (Full Street address(es) and zip code of Project is required): Rock Hall – Boundary Avenue Water Main and Appurtenances Replacement</p> <p>The Town of Rock Hall proposes to utilize grant funds from the CDBG program to improve impaired water service to the low-income community of 22 residences along Boundary Ave. in Rock Hall (21661). The Town is seeking funds to replace 6" cast iron water main with C900 PVC, 5 hydrants, 22 service laterals, and mill and overlay to repair the road surface upon completion of the water main project. The project addresses are all residences along Boundary Ave. from 5535 Boundary Ave. Rock Hall, MD to 5697 Boundary Ave. Rock Hall, MD 21661. The current Town Hall address is 21447 Rock Hall Ave. / P.O. Box 367, Rock Hall, MD 21661.</p> | |
| <p>8. Project type:</p> <p><input type="checkbox"/> Housing <input type="checkbox"/> Public Facilities <input checked="" type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input type="checkbox"/> Public Services</p> | <p>9. National objective(s):</p> <p><input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight</p> |
| <p>10. CDBG request: \$ <u>590,000.00</u></p> <p>Local funds \$ <u>13,450.00</u></p> <p>Other funds \$ <u>0</u></p> <p>Total costs \$ <u>603,450.00</u></p> | <p>11. U.S. Congressional District No. 1 State District No. 36 (List State legislators for entire district):</p> <p>Stephen Hershey, Jeff Ghrist, Jay Jacobs, and Steve Arentz</p> |
| 12. Date Public Hearing held: 6/13/2022 <i>(Attach minutes and hearing notice to application)</i> | 13. Required Resolution attached? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 14. Is Citizens Participation Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: 10/1/21 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 15. Is Anti-Displacement Plan current? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dated: 10/1/21 If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| 16. If applicable, did you complete Debarment Check on application subrecipient, developer or business? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A | |
| 17. Digital Photos and Drive included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(each must be labeled)</i> | 18. Date: 10/4/21 |

PART A

PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.

The Town of Rock Hall proposes to utilize grant funds from the CDBG program to improve impaired water service to the low-income community of 22 residences along Boundary Ave. in Rock Hall. The Town is seeking funds to replace 6" cast iron water main with C900 PVC, hydrants, service laterals, and mill and overlay to repair the road surface upon completion of the water main project. The project addresses are all residences along Boundary Ave. from the intersection of E. Sharp to the intersection of Main St. The population of the project area is 37. The area is all residential. There is a mixture of older homes and newer ones.

The specific breakdown of the project cost is as follows:

2,075 6' PVC Water Main @\$110.00- \$228,250.00

5 hydrants@ \$12,000.00- \$60,000.00

22 service laterals @ \$2,500.00- \$55,000.00

2,075 linear feet of paving (2 'mill and overlay) @ \$50.00- \$103,750.00

Total Construction- \$447,000.00

The total project cost of **\$603,450** includes the above work items, as well as an allowance for engineering of \$111,750.00 and a 10% contingency allowance of \$44,700.00.

Boundary Ave. begins at the intersection of E. Sharp St and ends at the intersection of Main St. It is in the eastern part of town.

PART B

PROJECT NEED/IMPACT: Describe the need for the proposed project. Include statistics and other documentation supporting the described need. Discuss how the project will make an impact on the described need? If existing infrastructure or facility, discuss past maintenance and improvements undertaken or deferred.

The present water mains along Boundary Ave. were constructed around 1972. They are of cast iron with lead elbows, which corrodes over time. Due to this corrosion, discolored water often occurs. We have also seen leaks in the water mains. This has an impact on health and safety, as well as the public perception of the integrity of Rock Hall's water system. The town continually records complaints of discolored water and experiences frequent water main breaks and leaks. Discolored water usually occurs when hydrant flushing is done. The appearance of the water gives the perception that it is not safe to use.

Erosion of the iron over time results in pipe which is brittle and lacks strength and integrity. Seasonal changes in ground and water temperature, increases in water pressure, and/or ground movements, typically result in an increase of break rates. Leaks cause water to flow out and to be wasted. This taxes the wells in Rock Hall and results in unnecessary expense to the taxpayer. The town has had the following recent instances of repairs:

Due to the age of the system and likelihood of continuing and worsening problems which put undue financial and quality of life burdens on residents, the only feasible alternative is to replace these iron pipes with a new C900 PVC system. However, due to the cost, a grant is the only feasible alternative at this point. Economic indicators in Rock Hall are poor and it is not feasible to raise water usage rates.

The poverty rate in Rock Hall (23.1%) is two and a half times the state rate of 9.1%. The Kent County poverty rate is 13.1%. The median household income is \$41,875, almost half of the median household income for the state of Maryland, which is \$78,916. We have income survey data specifically for Boundary Ave., which shows that 62.2% of the residents are of low-and-moderate income.

This funding will have the maximum impact on the need for water main replacement on Boundary Ave., as the entire length of the street will be addressed. The new water main system should last for approximately 100 years.

Positive impacts include:

- Significantly enhanced integrity of water mains along Boundary Ave.
- Improvements in public health and safety
- Considerable cost savings to Rock Hall residents
- Low-and-moderate income residents of Rock Hall will be protected from having to pay for the cost of a new water main system
- Reduction in costly repairs and service interruptions associated with degraded infrastructure

PART B WORKSHEET

NOTE: First time applicants must provide a copy of the most recent audit and copy of the most recent single audit.

- 1. As CDBG funds are "Gap" financing, did you pursue appropriate other funds from state, federal agencies and/or private sources? What other funding sources did you pursue for this project? What is the status of those requests?**

The town has not pursued other sources of funding. However, the matching share of \$13,450 will be provided by the town from General Fund. The CDBG program appears to be the best fit for this work. The Maryland Department of the Environment (MDE) funds projects 2 years into the future. Due to the urgency of the need, the town thinks it is in the best interests of the residents to move forward expeditiously. Another consideration is that most MDE funding is in the form of a loan, which would not be affordable to the town. USDA funding for water and sewer projects is also in the form of a loan.

- 2. Please provide copies of award and rejection letters- N/A**
- 3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges?**

No payment will be required from beneficiaries.

If yes, what is the estimated monthly cost?

Utility Rates for water service are estimated at 56.06 per quarter. No additional fees will be levied on this low-income community

Is the cost per person or households? Per water meter connection

If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? No

If yes, what is the % increase? N/A

Discuss how costs were determined:

Costs are set by Mayor and Council Ordinance 2021-07 which set quarterly water service charges based on meter size.

Discuss how grantee or sub-recipient determined that charges are affordable to beneficiaries:

Quarterly water service rates are similar to water rates of comparable towns in the area when adjusted for the relatively low income documented for the identified community

PART C

COMMUNITY SUPPORT AND INVOLVEMENT: Describe community involvement with developing this project and application. Attach current letters of support for this project and the CDBG funding. *NOTE: This activity is separate from the public hearing(s).*

The Town of Rock Hall has made a substantial effort to communicate with the community and to understand and respond to the frustration of the community regarding the aging and unreliable water system for the Town. The Town has sent informational mailers, surveys, and has used door-to-door walking campaigns to raise awareness of the efforts to seek grant funds to address the problem and to solicit public input and support for the project. The community involvement in the pervasive water issues and the desperate need for a solution is evidenced in the outpouring of community letters of support and exhibits of need attached to this application. In addition to the letters and exhibits from residents, the community outreach and survey program boasts an 86.0% response rate which further demonstrates the need for an immediate solution.

PART D

LOCAL PLANNING/GROWTH MANAGEMENT: Answer the following questions:

- 1. Describe how the proposed project conforms to revitalization strategies, marketing studies, economic development strategies, capital improvement plans, housing study, a comprehensive plan or other community plan. Do *not* submit copies of the entire plan(s), but reference the name and date of the plan, the section and the page. You should attach a copy of the REFERENCED portion which specifically mentions your project.**
- 2. For economic development projects discuss any feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis completed in relation to the proposed activity. Provide the dates those items were completed and information on who prepared them. N/A**
- 3. Is your project located in a Priority Funding Area? Yes No**

ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects: Full Block Group ID: 240299505002 and that includes the shared tract number of 950500.

1. This project conforms to both the Rock Hall Comprehensive Plan and the Rock Hall Sustainable Communities Plan.

The Comprehensive Plan addresses water resources on pages 49-60. Implicit in this section is the desirability of maintaining an adequate water distribution system. Page 49 states as follows:

“The Water Resources goals for the Town are to maintain a safe and adequate water supply and adequate amounts of wastewater treatment capacity to serve additional growth” and to

“Take steps to protect and restore water quality”

A 30% increase in population from 2010 to 2030 was projected. This makes it imperative that inadequacies in the water system for existing residents be addressed as soon as possible.

The Town’s Sustainable Communities Plan likewise supports this project. One of the most important elements in the plan is the unique quality of life in Rock Hall, with an emphasis both on its history and on its location on the Chesapeake Bay. The integrity of the water distribution system is one of the most, if not the most, important services a municipality can provide to its citizens. Once that is in place, the town can proceed to develop its cultural resources and its waterfront attractions.

The Sustainable Communities describes the environment as the “foundation of the town’s economy”. However, basic water needs must be met to serve the population in order to promote an environment which provides a good quality of life.

PART E

NATIONAL OBJECTIVE:

1. Using the attached “National Objective” chart, determine which national objective will be met by the proposed project.
2. Next, fill out the appropriate worksheet (A, B, C, D or E). Insert that page behind this one in your application.
3. In the space below, describe in narrative form how the project will meet at least ONE of the national objectives.

1. Benefit to Low and Moderate Income Persons:

Area Benefit (LMA)62.2 % Determined by survey or census (Attach Survey Approval Ltr)

Housing (LMH) Single Family multi-Family

Financial Assistance

Water and Sewer Connections

Limited Clientele (LMC) Presumed

51% of clientele are persons whose family is LMI

Nature and location conclude area is primarily LMI

Removal of architectural barriers

Jobs (LMJ) Job Creation

Job Retention

Total estimated # of beneficiaries: 37 CDBG \$ per beneficiary \$16,309.00

Total estimated # of LMI beneficiaries: 23 CDBG \$ per LMI beneficiary \$26,237.00

% of LMI beneficiaries to total: 62.2%

2. Elimination of Slum and Blight: Area Basis Spot Basis

The income survey data for the Boundary Ave. residents was extrapolated from a town-wide income survey conducted in the winter of 2021 and spring of 2022.

There are a total of 37 people. Of these persons, 62.2%, or 23 people, are in the low-and-moderate income range.

The Town has worked closely with Justin Fair of the CDBG office in order to ensure that the survey meets guidelines. Almost 86% of the residents in the project area responded to the survey, which shows the importance of this project to the neighborhood.

NATIONAL OBJECTIVE CHART

| Nat. Objective | Subcategory | Definition | Test | Examples |
|-----------------------------|--------------------------|--|---|--|
| Low/Moderate Income Persons | Area Benefit (LMA) | Activity benefits all residents in an area where at least 51% of the residents are LMI | <ul style="list-style-type: none"> * Census - 51% of persons residing in the service area are LMI, determined by using the most recent data provided by State for cities or towns * Survey - applicant may do a survey of residents in the service area. The results must meet statistical reliability standards and be approved by DHCD. | <ul style="list-style-type: none"> * water and sewer lines * neighborhood facilities * roadway improvements |
| Low/Moderate Income Persons | Limited Clientele (LMC) | Activity that benefits a limited number of people as long as at least 51% of those served are LMI | <ul style="list-style-type: none"> Activity must qualify under one of the following: <ul style="list-style-type: none"> * Presumed Clientele - benefit to a group presumed to be principally LMI: abused children, battered spouses, elderly persons, severely disabled adults, homeless persons, illiterate adults, persons living with AIDS and migrant workers; or * Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or * Be of such a nature and in such a location that it can be concluded that clients are primarily LMI | <ul style="list-style-type: none"> * construction of senior center * services for the homeless * meals on wheels for the elderly * construction of job training facilities for the disabled * construction of Head Start Center |
| Low/Moderate Income Persons | Housing Activities (LMH) | Activity that is undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by LMI persons | <ul style="list-style-type: none"> * Structures with one unit must be occupied by LMI persons * If structure contains more than 1 unit, at least 51% must be LMI occupied * 2-unit structures must have at least one unit occupied by a LMI household * Rental buildings under common ownership and management located on the same or contiguous properties may be considered as a single structure | <ul style="list-style-type: none"> * rehabilitation of owner-occupied housing * conversion of non-residential structures into permanent housing * infrastructure for new housing |
| Slum/Blight | Area Basis (SMA) | Activity that aids in the prevention or elimination of slums or blight in a designated area | <ul style="list-style-type: none"> * Delineated area in which the activity occurs must meet definition of slum, blighted, deteriorated or deteriorating area under state or local law; and * Substantial number of deteriorated or deteriorating buildings or public improvements in the area, and the activity must address one or more of the conditions which contributed to the deterioration of the area; and * Documentation must be maintained by recipient on the boundaries of the area and the conditions that qualified the area at the time of its designation | <ul style="list-style-type: none"> * public facilities or improvements * elimination of safety hazards |
| Slum/Blight | Spot Basis (SBS) | Activity that eliminates specific conditions of blight or physical decay on a spot basis not located in a slum or blighted area | <ul style="list-style-type: none"> * Only acquisition, clearance, relocation, historic preservation and building rehabilitation activities qualify for this national objective * Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety <p>NOTE: Must demonstrate code enforcement actions taken by the local government</p> | <ul style="list-style-type: none"> * elimination of damaged retaining wall creating danger for pedestrians * demolition of vacant, deteriorating building |
| Low/Moderate Income Persons | Jobs (LMJ) | Activity that results in the creation and/or retention of jobs | <ul style="list-style-type: none"> * At least 51% of jobs must be taken by LMI persons * At least 51% of jobs must be retained by LMI persons * Permanent, full-time jobs only * LMI status is determined by income of the family | <ul style="list-style-type: none"> * acquisition of land to construct a distribution center * extension of water and sewer service to land to be developed for a business(s) * acquisition of equipment |

**Low/Moderate Income Benefit
Worksheet A
Area Basis (LMA)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through area benefit (LMA) activities, please fill out this form and attach it to Part E of your application.

1. **Estimated** Total Beneficiaries 37 (Count by Persons)
2. **Estimated** Total LMI Beneficiaries 23 (Count by Persons)
3. **FOR THOSE WITH AN APPROVED SURVEY ONLY** – Provide race and ethnicity data for persons in the service area. The following is required for Civil Rights reporting.

| Count for all estimated persons in the service area: | | <i>RACE</i> | <i>Ethnicity (Hispanic or Latino)</i> |
|---|--|-------------|---|
| a. | Total White | <u>34</u> | <u> </u> |
| b. | Total Black or African American | <u>3</u> | <u> </u> |
| c. | Total Asian | <u> </u> | <u> </u> |
| d. | Total American Indian or Alaska Native | <u> </u> | <u> </u> |
| e. | Total Native Hawaiian or Other Pacific Islander | <u> </u> | <u> </u> |
| f. | Total American Indian or Alaska Native and White | <u> </u> | <u> </u> |
| g. | Total Asian & White | <u> </u> | <u> </u> |
| h. | Total Black or African American & White | <u> </u> | <u> </u> |
| i. | Total American Indian or Alaska Native & Black or African American | <u> </u> | <u> </u> |
| j. | Other Multi-Racial | <u> </u> | <u> </u> |
| Total (number of all by <u>Race</u> must be the same as #1 above) | | <u>37</u> | <u>0</u> |

4. **Total** Number of Female-Headed Households 8

5. **Total** Number of Disabled 3

6. **Describe the proposed accomplishments of the project**

The Town of Rock Hall proposes to utilize grant funds from the CDBG program to improve impaired water service to the low-income community of 22 residences along Boundary Ave. in Rock Hall (21661). The Town is seeking funds to replace 6" cast iron water main with C900 PVC, 5 hydrants, 22 service laterals, and mill and overlay to repair the road surface upon completion of the water main project. This project will reduce the financial burden on the residents of Boundary Ave. while improving their quality of life by ensuring adequate and reliable access to clean drinking water. This LMI community does not have the resources to accomplish these goals on their own as the debt burden of a project of this scale on an already financially impaired community would be crippling. The expected useful life of this water main replacement is 100 years and would allow the community to secure reliable drinking water for generations.

**Low/Moderate Income Benefit
Worksheet B
Limited Clientele (LMC)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through limited clientele (LMC) activities, please fill out the following form and then attach it to Part E of your application.

1. **Estimated** Total Beneficiaries _____ (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries _____ (*Count by Persons*)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

| | |
|---|---|
| <input type="checkbox"/> Abused Children | <input type="checkbox"/> Elderly Persons |
| <input type="checkbox"/> Battered Spouses | <input type="checkbox"/> Illiterate Adults |
| <input type="checkbox"/> Migrant Farm Workers | <input type="checkbox"/> Severely Disabled Adults |
| <input type="checkbox"/> Homeless Persons | <input type="checkbox"/> Person Living with AIDS |
4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:

5. If the project requires information on family size and income, does the information demonstrate that at least 51% of the clientele served are persons from households whose income does not exceed the LMI income limits. The activity is restricted to the LMI persons. Please identify activities:

Describe the proposed accomplishments of the project:

**Low/Moderate Income Benefit
Worksheet C
Housing (LMH)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) by providing, constructing or improving permanent residential housing, please fill out this form and attach it to Part E of your application.

1. **Estimated** Total Beneficiaries *Count* _____ *Units AND* _____ *Persons*
2. For new construction, acquisition and/or renovation of rental units, how many units will be made available to rent? _____
Of these, how many are to be occupied by LMI persons? _____
3. For new construction, acquisition and/or renovation of homeownership units, how many units will be made available to sell? _____
Of these, how many are to be occupied by LMI persons? _____
4. For housing rehabilitation, how many total units will be rehabilitated? _____
5. For housing rehabilitation, how many total units will receive emergency repairs? _____
6. If providing financial assistance to homebuyers, how many homebuyers will be assisted? _____
7. Will requested funds for new housing be targeted to an area of minority concentration or a specific geographical area? YN If yes, provide specific explanation of why this area was targeted.

8. Will program income be generated by this activity? Y N
If yes, provide Re-Use Plan as an attachment to this application. Previously approved Re-Use Plans will not be accepted

Slum/Blight Worksheet D

If you have determined that the proposed project will meet the national objective of the elimination of slum/blight, please fill out this form and attach it to Part E of your application.

Check One: Slum and Blight - Area Basis **OR** Slum and Blight - Spot Basis

1. Provide property address or boundaries of blighted area. ***This activity requires a street address(s)***

2. If the project addresses slum and blight on an area basis, does the area:

Have an official designation of blight by local government? No Yes

If yes, what is the date of designation? _____

Please provide a copy with your application.

Meet a definition of slum, blighted, deteriorated or deteriorated area under State or local law? No Yes

Have a substantial percentage of deteriorated buildings? No Yes

What is the percentage? %

3. Does the activity address one or more of the blighting conditions? How?
Identify each type of improvement located within the area and its condition at the time the area was designated slum/blight.

4. Describe the proposed accomplishments of the project:

NOTE: If your project involves the acquisition of property as an activity to eliminate blight, than the national objective should address the intended use of the property.

**Low/Moderate Income Benefit
Worksheet E
Jobs (LMJ)**

If you have determined that the proposed project will meet the national objective of benefit to low and moderate income (LMI) persons through job creation and/or retention activities, please fill out this form and attach it and all supporting documents to Part E of your application.

1. Will this project create new jobs? _____ Or will this project result in retention of existing jobs? _____
2. How many total jobs are estimated to be created? _____
Of those created, how many will be taken by LMI persons? _____
3. How many total jobs are estimated to be retained? _____
Of those jobs retained, how many are retained by LMI persons? _____

Taken By Standard

In cases where the businesses will demonstrate that at least 51% of the jobs created will be taken by LMI persons, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide a written commitment by the business that at least 51% of all the jobs created on a full time equivalent basis will be taken by LMI persons.
2. Provide a listing by job title of all employees at the time the application for assistance is submitted.
3. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.
4. Provide evidence supporting the estimated number of jobs to be created.

Retention Standard

Retained jobs are those that would be permanently lost due to a business closing or relocating out of the area without CDBG financial assistance. In cases where the business will retain jobs that are held by persons that are at least 51% LMI, in addition to information identified in the Policies and Procedures Manual, provide the following:

1. Provide clear and objective evidence that, in the absence of the CDBG assistance, the jobs would be lost. This includes a notice provided to affected employees, a public announcement, or analysis of relevant financial records demonstrating the need for job cuts.

Worksheet E Continued

2. Provide a written commitment from the business that they will meet the standard for retained jobs involving the employment of LMI persons.

3. Provide a listing by job title of the full-time, permanent jobs to be retained as a result of the CDBG assistance.

Business Information

Please provide the following information on the business to be assisted. If more than one, please provide information for each.

1. Name of Business;
2. Ownership of Business;
3. Business Management;
4. Company History including start-up date, type of operation, progress and number of employees to date;
5. Current Location(s):
6. Product Line(s) or Service;
7. Discuss their market area(s) including geography, major customers and other Characteristics; and
8. Certificate of Good Standing from the State of Maryland if an existing business.

For projects which provide CDBG assistance as a financing measure to profit making businesses, discuss the need for financial assistance. Attach three years of historical financial statements and personal financial statement for principal owner(s) and a five year pro-forma. Explain the basis for requesting assistance (e.g., gap financing). Additional financial information may be requested.

PART F

SOURCES AND USES OF FUNDS: List each specific project activity separately (*please break down the costs as far as possible*). Type in the actual sources of other funding. Indicate whether funds are “L” for loan or “G” for grant. **INDICATE STATUS OF FUNDS** using “P” for pending, “C” for committed, “R” for received, “N” for no action. **Attach commitment letters and cost estimates directly behind this page of the application.** For administrative costs, indicate what portion of local contribution is cash and what portion is in-kind.

THE APPLICANT IS THE JURISDICTION. ALL PROJECTS MUST INCLUDE ADMINISTRATIVE COSTS FOR THE APPLICANT.

| ACTIVITY | SOURCES OF FUNDS | | | | | TOTALS BY ACTIVITY | STATUS |
|--|---------------------|--------------------|---------|--------|--------|---------------------|---------------------------------|
| | CDBG: | APPLICANT | OTHER : | OTHER: | OTHER: | | |
| Replace 2,075 linear feet of 6” cast iron water main with C900 PVC, 5 hydrants, 22 service laterals, and 2,075 of mill and overlay to repair the road surface upon completion of the water main project. | \$590,000.00 | \$13,450.00 | | | | \$603,450.00 | CDBG-P; G Town- C; G |
| | | | | | | | |
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| | | | | | | | |
| Project Admin. (Cash) | | | | | | | |
| Project Admin. (In-Kind) | | | | | | | |
| General Admin. (Cash) | | | | | | | |

| | | | | | | | |
|----------------------------|--------------|-------------|----|----|----|--------------|--|
| General Admin. (In-Kind) | | | | | | | |
| TOTALS BY SOURCES OF FUNDS | \$590,000.00 | \$13,450.00 | \$ | \$ | \$ | \$603,450.00 | |

PART G

STAFFING AND PROJECT MANAGEMENT: This section will discuss the capacity of the applicant to administer the project and how CDBG funds will be used for project administration costs. Project costs for engineering, architectural services and inspections are to be identified as separate line items in Part F.

1. Identify the primary person who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.
 Program administration and implementation will be handled by the Town Manager, Robert Resele. Mr. Resele has a strong background in project management, having been previously associated with Black and Decker, VOITH Industrial Services (where he was a country director) and Premier MSS.

The town has successfully administered a number of grants, including a Maryland Heritage Areas grant to prepare a management plan for utilizing the town's several museum collections. In addition, a USDA grant for the purchase of a lawn mower and trailer was awarded and successfully implemented.

2. Identify others who will assist in the administration of this CDBG project.
 The Town Clerk, Stephanie Loller, will assist Mr. Resele by providing financial management and oversight.

3. Amount of funds requested for Project Administration, if any: N/A

4. If Project Administration funds requested for staffing, please identify the following:

| Person | # Hours Anticipated to Work on Project | Hourly Wage | Total Funds |
|--------|--|-------------|-------------|
| N/A | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

5. If planning to use Project Administration funds for other expenses other than staffing, identify those expenses and estimated costs.

| Expenses | Estimated Costs |
|----------|-----------------|
| N/A | |
| | |
| | |
| | |

PART H

PROJECT SCHEDULE: Using the anticipated month of grant award as the start of the activities, list all project activities and the anticipated dates for the start and end of specific activities. A CDBG grant agreement provides a 24-month implementation period so all activities to be paid for with CDBG funds must occur within this timeframe. If an activity is completed prior to application or award, indicate the actual dates.

EXAMPLE: For a Community Development application, CDBG funds are being requested for site acquisition and construction. The applicant provided the following schedule:

| <u>Activity</u> | <u>Begin</u> | <u>Completion</u> |
|---|-------------------|-------------------|
| Grant Award | November 15, 2021 | |
| Environmental Review | November 17 | December 31 |
| Preliminary Engineering | Completed | |
| Site Acquisition | January | February |
| Bidding & Selection Engineering | February | April |
| Meeting 180 Day Expenditure Requirement | May 14 | May 14 |
| Engineering | May | September |
| Bidding & Selection Construction | September | October |
| Construction | November | November 30, 2023 |

NOTE: *An Environmental Review is the first step for every funded grant after award date*

| <u>ACTIVITY</u> | <u>BEGIN</u> | <u>COMPLETION</u> | <u>RESPONSIBLE PERSON</u> |
|-----------------------------|--------------|-------------------|---------------------------|
| GRANT AWARD | 8/1/22 | 8/1/22 | Applicant |
| ENVIRONMENTAL REVIEW | 8/2/22 | 9/15/22 | Applicant |
| ENGINEERING | 10/3/22 | 12/31/22 | Engineering Firm |
| BIDDING | 1/2/23 | 2/13/23 | Applicant |
| MEETING 180-DAY EXPENDITURE | 2/1/23 | 2/1/23 | Applicant |
| CONSTRUCTION | 2/20/23 | 2/12/24 | Contractor |

PART I

DAVIS BACON:

1. Do Davis-Bacon wage rates apply to the project? X Yes No
2. If yes, do cost estimates reflect use of Davis-Bacon rates? X Yes No
3. Use the space below to:
 - a. Discuss Davis-Bacon rates and their impact on the project; and
 - b. Explain how you calculated the rates into your cost estimates.

a.

Davis-Bacon wage rates will not have any impact on the project, as the Town included those rates in the cost of the project. Moreover, most contractors in the area are paying at or above Davis-Bacon rates already.

b.

The cost estimates were prepared in-house by Rock Hall staff who are familiar with construction projects of this nature. The staff is aware that Davis-Bacon wage rates must be paid for construction projects over \$2500 when CDBG funding is involved. Those wage rates were calculated into the cost of the project.

PART J- N/A

ACQUISITION / RELOCATION:

1. Has site control been secured? Yes No If yes, explain how:

2. Has an option been secured? Yes No If yes, explain how:

3. Estimated cost of acquisition:
\$

4. Sources of funds for acquisition:

5. Number of parcels to be acquired:
Residential: _____
Business _____

6. Will acquisition be done with eminent domain if needed?
 Yes No

7. Is acquisition of easements required? Yes No
If yes, did applicant include costs associated with the Uniform Act? Yes No

8. Has anyone been forced to move from the site within the three months prior to the initial application for funds? Yes No Unknown
If yes, explain:

9. Estimated cost of relocation:
\$

10. Sources of funds for relocation:

| # Units in Property(s) _____ | Number of Units Occupied at time of application | | Number of Occupants to be Displaced | Number of Occupants to Remain | |
|---------------------------------|---|--------|-------------------------------------|-------------------------------|-----------------------|
| | Owner | Tenant | | Total | Temporarily Relocated |
| Residential | | | | | |
| Business | | | | | |

10. Do the activities of this project trigger the one-for-one replacement housing requirements? Yes No
If yes, discuss how you plan to meet these requirements.

11. If property is to be leased, describe lease terms.

PART K

FAIR HOUSING/EQUAL OPPORTUNITY: Applicants certify that a grant will be conducted and administered in conformity with applicable federal fair housing and equal opportunity laws and regulations. Complete the following to show what steps have been taken by the jurisdiction in these areas in recent years.

1. Does the jurisdiction have written employment and personnel policies and practices with equal opportunity guidelines? Yes No

2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? Yes No If yes, please explain:

3. Has the jurisdiction adopted a fair housing ordinance? Yes No

4. Has the jurisdiction taken any actions to affirmatively further fair housing through activities such as land development, zoning, site selection policies or programming or needs assessment? Yes No If yes, please describe:

We are undertaking a public education program on fair housing.

5. Are there fair housing advocates or agencies that work in your county? If yes, who are they? Have they informed you of either public or private issues or complaints regarding discrimination?

The following area agencies work to promote the cause of fair housing:

- Kent Attainable Housing – Based in Chestertown, MD
 - <https://kentattainablehousing.org/>
- Rebuilding Together Kent County – Based in Chestertown, MD
 - <https://www.rebuildingtogetherkcmd.org/>
- Department of Human Services has a local office out of Kent County Department of Social Services which assists with Low Income and Subsidized Housing
 - <https://dhs.maryland.gov/local-offices/kent-county/>

We have not been informed of any issues or complaints regarding discrimination.

6. Are all buildings owned or occupied by the jurisdiction that are open to the public in compliance with the Americans with Disabilities Act? If not, which ones, and what are the plans to bring them into compliance?

All buildings owned or occupied by the Town of Rock Hall that are open to the public are in compliance with the Americans with Disabilities Act.

PART L

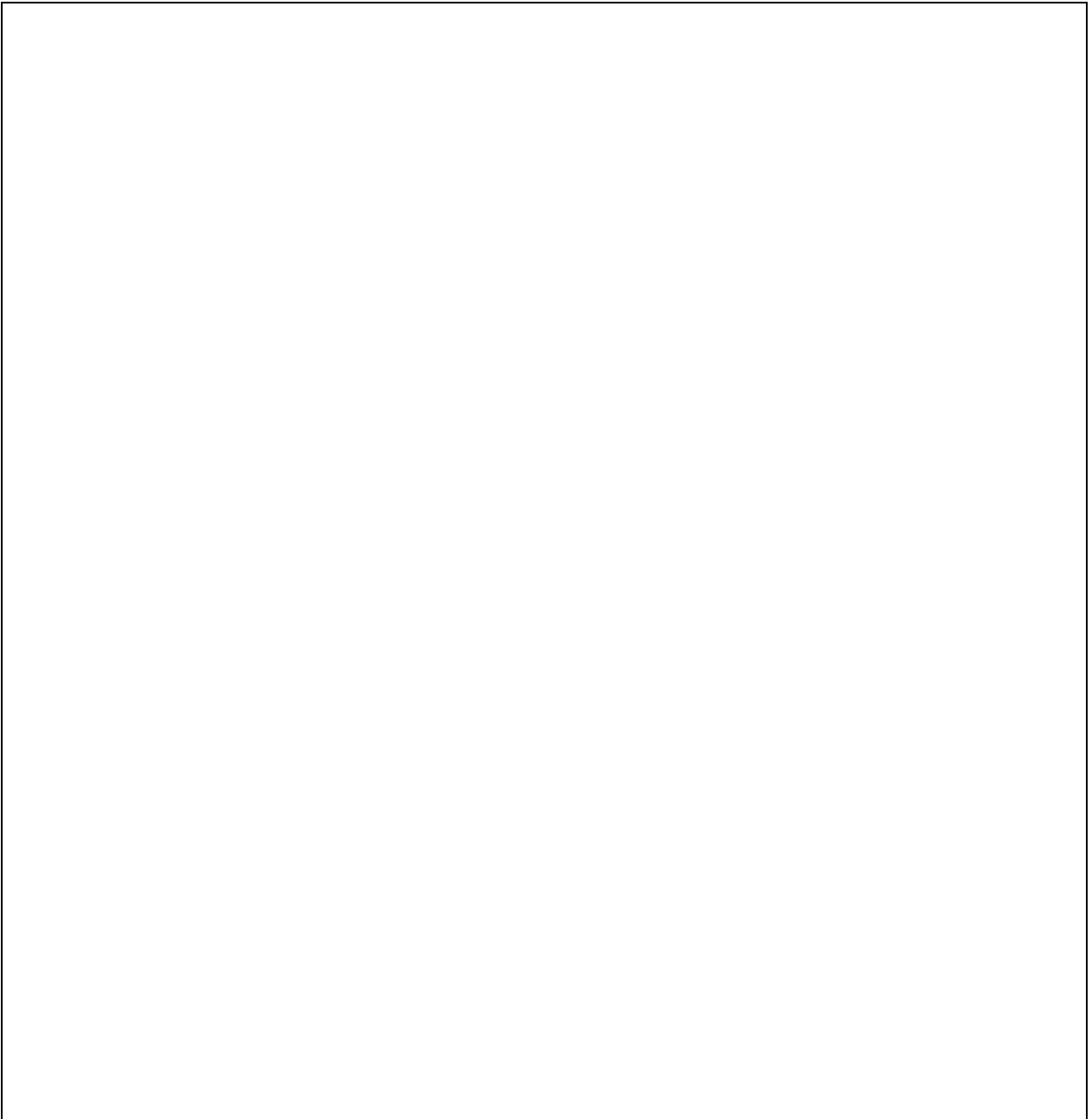
ENVIRONMENTAL IMPACT: Complete the following information related to your overall project to the best of your knowledge. Provide copies of letters or other information received to date from state and/or federal agencies about these issues related to your project. Schedule and budget should account for any mitigation or corrective actions to be taken.

1. Will your project involve the renovation of a building that is at least 50 years old or is located in a national historic register district? Yes No
2. Will your project involve or impact an archaeological site? Yes No
3. Will your project impact any wildlife that is threatened or endangered? Yes No
4. Will your project involve the abatement or removal of asbestos from a building?
 Yes No
5. Will your project involve the abatement or removal of lead-based paint from a building?
 Yes No
6. Is your project new construction? Yes No

If you answered YES, is the proposed project located in any of the following:

- Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or mud flow, and/or flood related erosion hazard
- 100 Year Floodplain – an area that has a 1 in 100 or 1% probability of a flood event occurring in a given year
- Regulatory Floodway – an area beside a river or other watercourse that has certain restrictions placed on it related to discharging moving floodwaters downstream
- Coastal High Hazard Area – an area along the coast subject to high velocity wave action from storms or seismic sources
- 500 Year Floodplain – an area that has a 1 in 500 or .02% probability of a flood event occurring in a given year
- Non-Special Flood Hazard Area – an area that has a moderate to low risk of flooding

Comments:



STATEMENT OF ASSURANCES AND CERTIFICATIONS

The applicant hereby assures and certifies that it:

1. has adopted and maintains a written Citizen Participation Plan in accordance with the citizen participation requirements for the Community Development Block Grant (CDBG) Program at the Code of Federal Regulations 24 Part 570.486; and
2. held a public hearing and provided appropriate notice to ensure participation of citizens in the development the project and of this application for CDBG funding; and
3. assures that all reasonable steps have been taken to minimize the displacement of persons as a result of CDBG assisted activities identified in this application; and
4. in the event that our project does trigger displacement of persons, we will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49CFR Part 24 and it has in effect and is following a Residential Anti-Displacement and Relocation Assistance Plan required under Section 104(d) of the Housing and Community Development Act of 1974, 42 U.S.C. § 5304(d), as amended, in connection with any activity assisted with funding under the CDBG Program; and
5. will not attempt to recover any capital costs of public improvements assisted with CDBG funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if CDBG funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than with CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds if the State certifies that it lacks CDBG funds to cover the assessment; and
6. will conduct and administer grant in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations and agrees to take action to affirmatively further fair housing; and
7. has adopted and is enforcing or will adopt if a new applicants:
 - a) a policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
 - b) a policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location that is the subject of such non-violent civil rights demonstrations within its jurisdiction.
8. will certify, to the best of the certifying official's knowledge and belief, that:
 - a) no Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a

Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement; and

- b) if any funds other than Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with this Federal contract, grant, loan or cooperative agreement, it will complete and submit Standard Form- LLL, Disclosure Form to Report lobbying in accordance with its instructions; and
 - c) it will require that the language of paragraphs (a) and (b) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
9. will adhere to federal and state Code of Conduct or Conflict of Interest standards relative to conflict of interest restrictions and financial disclosure requirements for local elected officials and candidates; and
10. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
11. will comply with the provisions of Title I of the Housing and Community Development Act of 1974, 42 U.S.C. § 5301 et seq., as amended, Title 24 CFR Part 570, and with other applicable State and Federal laws if awarded this grant; and
12. will ensure that, if applicable, any subrecipient, developer or business will comply with all regulations, policies and laws that govern this grant.

I declare that I am duly authorized to make these certifications on behalf of the applicant and certify that the above actions have or will be taken.

Mayor Dawn Jacobs _____
Typed Name and Title Signature

_____ Date

