***STATE OF MARYLAND***

***CDBG PROGRAM***

**SFY 2024**

**APPLICATION**

**COMMUNITY DEVELOPMENT**

**SPECIAL PROJECTS**



**Wes Moore, Governor**

**Aruna Miller, Lt. Governor**

*Jacob R. Day, 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*



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| **MARYLAND**  **COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**  **APPLICATION SFY 2024** | | |
| 1. Name of Jurisdiction: Town of Federalsburg | 1. County (Municipal applicants only): Caroline | |
| 1. Address: 118 N. Main Street | 1. Name of Subrecipient or Business, if applicable, and their Unique Entity Number:   N\A | |
| 1. FID Number: 52-6000788   Unique Entity Number: | 1. Name, phone number and email of jurisdiction’s contact person for this application:   Lawrence DiRe (410) 754-8173 [townmanager@federalsburg.org](mailto:townmanager@federalsburg.org) | |
| 1. Project title, brief description & location (**Full street address(es) and zip code of Project is required**):   Federalsburg Pump Stations  The Federalsburg sanitary sewer collection system is an aging system of gravity sewer, four lift stations and three pumping stations. One of the pumping stations is located at the wastewater treatment plant. The remaining two pumping stations are in disrepair and handle over 90% of the Town’s sewer flow. The stations and locations are shown on the attached exhibit and are referenced as Pumping Station 1 (PS 1) and Pumping Station 2 (PS 2). PS 1 is located in Marina Park and in close proximity to the Marshyhope Creek. PS 1 has two suction lift pumps capable of pumping at a design rate of 1,280 gallons per minute. With more frequent maintenance requirements and increased operational time for the stations, they are in desperate need of replacement. After 30 years, the cost of problematic repairs of failed pumps and associated internal systems is becoming a burden on the Town’s budget and outpacing the value of the station. | | |
| 1. Project type:   Housing Public Facilities  **X** Infrastructure Economic Development  Other  Public Services | 9. National objective(s):  Low and moderate income benefit  Elimination of slum/blight | |
| 10. CDBG request: $ 860,000  Local funds $ 1,000  Other funds $ 3,442,000  Total costs $ 4,303,000 | 11. U.S. Congressional District No. MD1  State District No. 37  (List State legislators for ***entire*** district):  John Mautz, IV – Senator; Sheree Sample-Hughes – Delegate 37A; Christopher Adams – Delegate 37B; Thomas Hutchinson – Delegate 37B. | |
| 12. Date Public Hearingheld: May 15, 2023  *(Attach minutes and hearing notice to application*) | 13. Required Resolution attached? **X** Yes  No | |
| 14. Is Citizens Participation Plan current?  Yes **X** No Dated: May 15, 2023  If not, did you attach new plan? **X** Yes  No | | |
| 15. Is Anti-Displacement Plan current?  Yes  No Dated: May 15, 2023  If not, did you attach new plan?  Yes  No | | |
| 16. If applicable, did you complete Debarment Check on application subrecipient, developer or business?  Yes  No **N\A** | | |
| 17. Digital Photos and Drive included? **X** Yes  No *(each must be labeled)* | | 18. Date: May 15, 2023 |

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| **PART A**  **PROJECT DESCRIPTION: Describe the proposed project in detail. Include location and specific activities to be undertaken.** |
| The proposed CDBG funding will support the complete renovation of the pumping stations including the replacement of pumps, headworks, comminutor, generator, and instrumentation.  The pumping station is housed in a three-level building approximately 25 feet deep. PS 1 was renovated in 1991. The 50-year-old station is in serious need for a replacement to improve pumping efficiency, reduced maintenance, and better system communications, having last been renovated over 30 years ago. Failing pump shafts, seals, and bearings represent regular maintenance and repair responsibilities that are increasing in frequency. Pumping station failures present a serious threat to the environment. Overflows at the pumping station can result in raw wastewater spills directly into the Marshyhope Creek. PS 2 is also located in close proximity of the Marshyhope Creek.  PS 2 is configured similarly to PS 1 but operates at a lower capacity of 350 gallons per minute. PS 2 was also renovated over 30 years ago and experiences the same maintenance and repair issues described for PS 1. Recently in December of 2022 there was an overflow at Pump Station 1. The aging pumps at Pump Station 2 were removed to be refreshed when the drive shaft at PS1 failed. This incapacitated both pump stations that serve 95% of the residents of Federalsburg. Approximately 500 gallons of raw sewage overflowed, some entering the Marshyhope Creek via the storm drain system. Upon failure, the pump in PS1 needed to be rebuilt, the pump in PS2 rushed back into service, and a temporary bypass system put in place temporarily. There was no backup to the backup; with the temporary diesel pump failing shortly after being made operational at PS1. This adds to the cost (diesel fuel and rental of the pump) and budgetary constraints of an unforeseen pump rebuild without having a failsafe against spillage.  Both stations are in need of replacement. The value of renovations or updating is not enough to go through that exercise. Replacement and rebuild to the current standards will ensure the stations are functional well into the future. Due to proximity to the Marshyhope Creek and the Marina Park and East Central Avenue Pumping Station Replacements Town of Federalsburg, MD floodplain, elevating the pump stations to the MDE CRAB requirements and building into additional wet wells and variable speed pumps will meet MDE requirements and reduce the negative effects on the environment. PS1 is within the special flood hazard area zone AE, with a BFE of approximately 11.7. Located within a public park with a public marina, any overflows contaminate public open space and present a public health hazard. PS2 is within the special flood hazard area zone AE, with a BFE of approximately 12.3. With both pump stations located within the flood zone, there is high potential they could be overwhelmed with a storm surge or heavy rainfall event allowing contamination of the open waterway. If this occurs, the wet wells would be inundated with flood waters causing an open mixing of the raw sewage in the pump station system and the open waters of the Marshyhope Creek. In addition, when back on-line, the WWTP would be treating floodwater; causing additional issues of increased treatment volume and affecting the mixture used to treat standard sewage.  Replacing both systems would allow for the new construction to be compliant with the Town’s floodplain regulations of 2’ of freeboard to provide resiliency in the case of flooding in the Marshyhope Creek. Further, the MDE CRAB model can be applied to ensure proper elevations and construction of new facilities to be resilient to mitigate the adverse effects of flooding and future sea level rise. Solar panels can be utilized on the top of the control building to provide green energy to the station, both during normal and backup operational periods. |

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| **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 Town of Federalsburg has applied for the current round of Congressionally Directed Spending (CDS) funding to make needed repairs and upgrades at two town sanitary sewer pump stations. Over the decades, and due to deferred and delayed maintenance, the pump stations experienced several structural weaknesses and operational failures which have caused it to be inefficient, posing a potential environmental hazard to the Marshyhope Creek and Nanticoke River watersheds should either station fail completely.  Recently in December of 2022 (see attached letter dated December 9, 2022 to the MDE Compliance Program) there was an overflow at Pump Station 1. The aging pumps at Pump Station 2 were removed to be refreshed when the drive shaft at PS1 failed. This incapacitated both pump stations that serve 95% of the residents of Federalsburg. Approximately 500 gallons of raw sewage overflowed, some entering the Marshyhope Creek via the storm drain system. Upon failure, the pump in PS1 needed to be rebuilt, the pump in PS2 rushed back into service, and a temporary bypass system put in place temporarily. There was no backup to the backup; with the temporary diesel pump failing shortly after being made operational at PS1. This adds to the cost (diesel fuel and rental of the pump) and budgetary constraints of an unforeseen pump rebuild without having a failsafe against spillage.  As a small community, Federalsburg has limited resources to develop a scope of work for design and perform capital repairs and improvements. The financial assistance requested will assist the town’s administration and help protect important environmental and recreational assets. I trust you see the value of the project for Federalsburg and the eastern shore. |

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| **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?**      1. **Please provide copies of award and rejection letters.** Please see attached. 2. **Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges?** Yes, utility charges   **If yes, what is the estimated monthly cost? \_\_\_\_\_\_\_\_\_\_**  **Is the cost per person or households?** Household  **If this project improves existing facilities, housing or utilities, is the estimated cost higher than the current amount? \_\_\_\_\_\_\_\_\_\_**  **If yes, what is the % increase? \_\_\_\_\_\_\_\_\_\_**  **Discuss how new or increased costs were determined:**  **Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries:** |

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| **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).*** |
| Over the past several years the town has pursued state funding for this project, and has not been successful. In those annual funding cycles, the condition of the pump stations and town engineer assessments were part of discussion at public meetings, and the pump stations as annual capital projects expenditures were discussed during the budget preparation, review, and adoption process. At no time was there community questioning or pushback on this project. Due to the project’s cost and the current high debt load on town utility users as shown through the debt service portion of the quarterly utility bill ($146.09\in-town residential user before any current water or sewer operational cost), all parties recognize this project requires full cost funding. Additional debt, if the town is even considered eligible for more debt, is passed along to the rate payers and functions as a regressive fee impacting low- and moderate-income users more significantly than higher income users who have a greater ability to pay.  Town staff have discussed the need for this project at numerous public meetings, and the town’s elected officials have discussed this project with our state legislative delegation and executive branch departments.  Please see the attached recent letters of support from the town’s state legislative delegation which were submitted in support of the March 2, 2023 request for Congressional Direct Spending (CDS) application, and a May 8, 2023 letter of support from the University of Maryland’s Environmental Finance Center Program Manager. |

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| **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.** 3. **Is your project located in a Priority Funding Area? X Yes \_\_\_\_ No**   **ATTACH MAP(S) OF PROJECT AREA**  **List Census Tract(s) and Block Groups for all projects:** |
| See attached map. |
| **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)**  % 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 \_\_\_\_\_\_\_\_ CDBG $ per beneficiary $\_\_\_\_\_\_\_\_  Total estimated # of LMI beneficiaries\_\_\_\_\_\_\_\_ CDBG $ per LMI beneficiary $\_\_\_\_\_\_\_\_  % of LMI beneficiaries to total \_\_\_\_\_\_%  **2. Elimination of Slum and Blight**:  Area Basis  Spot Basis |
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| **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 | \* 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. | \* 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 | Activity must qualify under one of the following:  \* 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 | \* 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 | \* 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 | \* 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 | \* 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 | \* 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 | \* 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  NOTE: Must demonstrate code enforcement actions taken by the local government | \* 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 | \* 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 | \* 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 \_\_\_\_\_\_\_ (*Count by Persons)*
2. **Estimated** Total LMI Beneficiaries  \_\_\_ (*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.

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|  | Count for all estimated persons in the service area: | ***RACE*** | *Ethnicity* *(****Hispanic or Latino)*** |
|  | Total White | \_\_\_ | \_\_\_ |
|  | Total Black or African American | \_\_\_ | \_\_\_ |
|  | Total Asian | \_\_\_ | \_\_\_ |
|  | Total American Indian or Alaska Native | \_\_\_ | \_\_\_ |
|  | Total Native Hawaiian or Other Pacific Islander | \_\_\_ | \_\_\_ |
| **f.** | Total American Indian or Alaska Native and White | \_\_\_ | \_\_\_ |
| **g.** | Total Asian & White | \_\_\_ | \_\_\_ |
| **h.** | Total Black or African American & White | \_\_\_ | \_\_\_ |
| **i.** | Total American Indian or Alaska Native & Black or African American | \_\_\_ | \_\_\_ |
| **j.** | Other Multi-Racial | \_\_\_ | \_\_\_ |
|  | Total ( number of all by Race must be the same as #1 above) | \_\_\_ | \_\_\_ |

1. **Total** Number of Female-Headed Households 448 (45%)
2. **Total** Number of Disabled \_\_\_\_
3. Describe the proposed accomplishments of the project: There was a recent overflow due to aging units in the existing pump stations. The pump in Station 2 was sent out for repairs when the drive shaft in Station 1 broke. This incapacitated both stations at the same time. Without replacement, this incidence rate will increase, thus contaminating the Marshyhope Creek adjacent to both pump stations. When overflows occur, the raw sewage runs through the public areas which introduces E. coli, fecal coliform, and nitrates above the drinking water MCL to the public spaces and Marshyhope Creek. New pump stations built to MDE CRAB standards and with improved pumps, wet wells, and state of the art designs will mitigate contamination in the open waterways.

When overflows occur, the raw sewage runs through the public areas which exposes those that enjoy recreation activities on the Marshyhope to be exposed to PFAS/Emerging Contaminants in the environment. With the Marshyhope discharging into the Nanticoke River, downstream contaminants can also occur.

When overflows occur, the raw sewage runs through the public areas into surface waters of the Marshyhope Creek. New pump stations built to MDE CRAB standards and with improved pumps, wet wells, and state of the art designs will mitigate contamination in the open waterways.

When overflows occur, the raw sewage runs through the public areas which exposes those that enjoy recreation activities on the Marshyhope to be exposed to the negative health contaminants of raw sewage. With climate change comes sea level rise and the increased possibility of flooding in the Marshyhope Creek. Currently both pump stations are located with the Special Flood Hazard Area zone AE. Having been constructing prior to any Flood zone regulations, the FFE of the current pump stations is near the elevation of the FEMA mapped BFE. They do not meet the 2’ of freeboard requirement. A 1% chance flood could easily inundate both pump stations, effectively shutting down 95% of the Town that both stations serve. (That is in addition to the pollution to the open waterway adjacent to both stations.) However, climate change is not just sea level rise. Increased rainfall intensities and volumes are occurring more frequently. If an intense storm were to drop a substantial amount of rain to the drainage are of the Marshyhope, the Creek would become bankful and potentially inundate the stations causing spills, outages, and contamination. New pump stations built to MDE CRAB standards and with improved pumps, wet wells, and state of the art designs will mitigate contamination in the open waterways.

**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.

**N\A All Questions.**

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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:

|  |  |
| --- | --- |
| Abused Children | Elderly Persons |
| Battered Spouses | Illiterate Adults |
| Migrant Farm Workers | Severely Disabled Adults |
| Homeless Persons | Person Living with AIDS |

1. 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:

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1. 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:

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**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.

**N\A All Questions**.

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? \_\_\_\_\_\_

1. 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? \_\_\_\_\_\_

1. For housing rehabilitation, how many total units will be rehabilitated? **\_\_\_\_\_**
2. For housing rehabilitation, how many total units will receive emergency repairs? \_\_\_\_\_
3. 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)***

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| **N\A** |

1. If the project addresses slum and blight on an area basis, does the area: N\A

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.

**N\A**

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**4.** Describe the proposed accomplishments of the project:

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| **N\A**  **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.**  N\A |

**Low/Moderate Income Benefit**

**Worksheet E**

**Jobs (LMJ)** **N\A All Questions**

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.

1. Provide a listing by job title of the permanent, full-time jobs to be created as a result of the CDBG assistance.
2. 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):

1. Product Line(s) or Service;
2. Discuss their market area(s) including geography, major customers and other

Characteristics; and

1. 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.

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| **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: | | | | |  |  |
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| Project Admin. (Cash) |  |  |  |  |  |  |  |
| Project Admin. (In-Kind) |  |  |  |  |  |  |  |
| General Admin. (Cash) |  |  |  |  |  |  |  |
| General Admin. (In-Kind) |  |  |  |  |  |  |  |
| TOTALS BY SOURCES OF FUNDS | $ | $ | $ | $ | $ | $ |  |

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| **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 for the *jurisdiction* who will administer this project. Discuss their experience with CDBG regulations and requirements as well as past grant and project implementation.   Lawrence DiRe, Town Manager. Past CDBG experience includes housing unit upgrades and water and wastewater utility line expansion\replacement for a low-income neighborhood bordering the Town of St. Pauls, NC (2005-2006). Mr. DiRe has extensive grant writing and administration experience during his fifteen-year local government administration career. Most recently he administered all American Rescue Plan Act (ARPA) funding received by the Town of Federalsburg totaling $2,621,774. In spring 2023 he wrote and submitted funding requests for this pump station project ($4,303,000), and local street paving and repairs ($1,440,000) for Congressional Directed Spending (CDS) and all those projects moved forward as recommended for federal funding. | | | | |
| 1. Identify others who will assist in the administration of this CDBG project.   Kristy Marshall, Town Treasurer | | | | |
| 1. Amount of funds requested for Project Administration, if any: $0.00 | | | | |
| 1. If Project Administration funds requested for staffing, please identify the following: N\A | | | | |
| Person | # Hours Anticipated to Work on Project | Hourly Wage | | Total Funds |
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| 1. If planning to use Project Administration funds for other expenses other than staffing,   identify those expenses and estimated costs. N\A | | | | |
| Expenses | | | Estimated Costs | |
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| **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:  Activity Begin Completion  Grant Award July 22, 2023  Environmental Review July 23 October 5  Preliminary Engineering Completed  Site Acquisition October November  Bidding & Selection Engineering December January 20234  Meeting 180 Day Expenditure Requirement January 18, 2024 January 18, 2024  Engineering February June  Bidding & Selection Construction June August  Construction September July 31, 2025  **NOTE: A*n Environmental Review is the first step for every funded grant after award date*** | | | |
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| **PART I**  **DAVIS BACON/BUILD AMERICA BUY AMERICA:**   1. **Do Davis-Bacon wage rates apply to the project?**  **Yes**  **No** 2. **If yes, do cost estimates reflect use of Davis-Bacon rates?  Yes  No** 3. **Will your project use iron and steel products?  Yes  No** |
| 1. **Discuss Davis-Bacon rates and their impact on the project.** 2. **Explain how you calculated the rates into your cost estimates.** 3. **Explain how you factored in Build America Buy America requirements for iron and steel, if applicable.** |

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| **PART J**  **ACQUISITION / RELOCATION:** | | | | | | | | | | | | | | | |
| 1. Has site control been secured? **Yes  No** If yes, explain how:   N\A All Questions. | | | | | | | | | | | | | | | |
| 1. Has an option been secured?  **Yes  No** If yes, explain how: | | | | | | | | | | | | | | | |
| 1. Estimated cost of acquisition:   $ | | | | | | | | 1. Sources of funds for acquisition: | | | | | | | |
| 1. Number of parcels to be acquired:   Residential:  Business | | | | | | | | 1. Will acquisition be done with eminent domain if needed?   Yes No | | | | | | | |
| 1. Is acquisition of easements required? YesNo   If yes, did applicant include costs associated with the Uniform Act?  Yes  No | | | | | | | | | | | | | | | |
| 1. 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: | | | | | | | | | | | | | | | |
| 1. Estimated cost of relocation:   $ | | | | | | | 1. Sources of funds for relocation: | | | | | | | | |
| **# Units in Property(s)** | | **Number of Units Occupied at time of application** | | | | | | | **Number of** | | | **Number of**  **Occupants to Remain** | | | |
| **\_\_\_\_\_\_\_\_** | | | **Owner** | | **Tenant** | | | | | **Occupants to be Displaced** | | | **Total** | | **Temporarily Relocated** |
| **Residential** |  | | |  | |  | | | | |  | | |  | |
| **Business** |  | | |  | |  | | | | |  | | |  | |
| **10.** Do the activities of this project trigger the one-for-one replacement housing requirements? YesNo  If yes, discuss how you plan to meet these requirements. | | | | | | | | | | | | | | | |
| 1. If property is to be leased, describe lease terms. | | | | | | | | | | | | | | | |

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| **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?  X Yes  No 2. In the past three years, have any complaints of discrimination in employment been filed against the jurisdiction by employees regarding employment? XYes  No If yes, please explain: A former employee accused a supervisor of gender-based discrimination. The employee voluntarily left town employment and filed a complaint. The Town conducted an internal investigation and found no wrong-doing on the supervisor’s part. The Town’s risk management agent conducted an investigation and found no wrong-doing on the supervisor’s part. The Maryland Commission on Civil Rights conducted an investigation and found no probable cause of violation on any claims made by the former employee against the supervisor. 3. Has the jurisdiction adopted a fair housing ordinance?  Yes X 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 X No If yes, please describe: 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? 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? |

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| **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?  X Yes-located in a NHR district  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     1. Will your project involve the abatement or removal of lead-based paint from a building?   Yes  No   1. Is your project new construction?  Yes  X 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 mudflow, 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:  Project sites, PS-1 and PS-2, are located within existing structures in the floodplain and this is discussed in PART B. |

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| **PART M**  **PROCUREMENT: All procurement must comply with the requirements and processes identified in the CDBG Financial and Procurement Manual.** |
| **REMINDER – For existing contractual agreements with an engineering firm, the applicant must be able to demonstrate that they hired the specific firm through a competitive process AND that the contract was for no more than a three year period with an option to extend twice for one year periods for a total of five years. Additionally, the contract must have identified all potential projects to be undertaken during the three to five year period including the one included in this application.**   1. **Will your project use CDBG funds for professional services?**  **X Yes  No**   **If yes, is it for new services?**  **Yes  X No**  **If yes, will services be under a new contract?  Yes  No**  **If no, please explain:** The town’s consulting engineering firm, GMB, works under a task order system from the mayor and town council as recommended by staff for specific projects. Please see attached Request for Proposals and documentation from Mayor and Town Council meetings where the engineering firm was selected.   1. **Will your project use CDBG funds for construction?  Yes  X No**   **If yes, will construction be under a new contract(s)?  Yes  No**  **If no, is it for a change order?  Yes  X No If the answer is yes, please contact CDBG staff to discuss further.** |

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:
8. 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
9. 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.
10. will certify, to the best of the certifying official's knowledge and belief, that:
11. 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

1. 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
2. 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.
3. 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
4. will prevent fraud, waste and abuse of federal funds and ensure that funds are expended on activities that are reasonable and necessary;
5. will comply with the requirements of the Build America, Buy America Act which was included in the federal Infrastructure Investment and Jobs Act which was signed into law on November 15, 2021;
6. will comply with the requirements of the Right to Report Crime and Emergencies from One’s Home which was included in the Violence Against Women Act Reauthorization Act of 2022;
7. 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
8. 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.

Kimberly Abner, Mayor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

Typed Name and Title Signature Date

Chief Elected Official