# *STATE OF MARYLAND*
# *CDBG PROGRAM*

## SFY 2020
## APPLICATION

## COMMUNITY DEVELOPMENT
## SPECIAL PROJECTS

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

*Kenneth C. Holt, 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 2020

| | |
|---|---|
| **1.** Name of Jurisdiction:<br>**Pocomoke City** | **2.** County (Municipal applicants only):<br>**Worcester County** |
| **3.** Address:<br>**P.O. Box 29**<br>**101 Clarke Avenue**<br>**Pocomoke City, Maryland 21851** | **4.** Name of Subrecipient, Housing, Developer or Business, if applicable and their DUNS Number:<br>**N/A** |
| **5.** FID Number: **52-6000803**<br>DUNS Number: **169533049** | **6.** Name, phone number and email of jurisdiction's contact person for this application:<br>**Jeremy J. Mason, City Manager**<br>jeremy@pocomokemd.gov<br>**410-957-1333** |

**7.** Project title, brief description & location (**Full street address(es) and zip code of Project is required**):

**Pocomoke City Capital Improvement Plan (CIP)**

City-Wide Project
P.O. Box 29
101 Clarke Avenue
Pocomoke City, MD 21851

Pocomoke City is submitting this application in the amount of $30,000 to hire a consultant to develop a Capital Improvement Plan. This plan will provide a direct link between Pocomoke City's Comprehensive and Strategic Revitalization Plans as well as its annual budget. The outcome should provide a five-year plan and will identify capital public projects, equipment purchases, any suggested studies, in conjunction with construction and completion schedules, and in concert with financing plans.

| | |
|---|---|
| **8.** Project type:<br>☐ Housing ☐ Public Facilities<br>☐ Infrastructure ☐ Economic Development<br>☒ Other ☐ Public Services | 9. National objective(s):<br>☒ Low and moderate income benefit<br>☐ Elimination of slum/blight |
| 10. CDBG request: **$ 30,000.00**<br>Local funds $ _____<br>Other funds $ _____<br>Total costs **$ 30,000.00** | 11. U.S. Congressional District No. 1<br>State District No. 38A & 38C<br>(List State legislators for ***entire*** district):<br>**38A – Charles J. Otto**<br>**38C – Wayne A. Hartman**<br>**38 – Senator Mary Beth Carozza** |
| 12. Date Public Hearing held:<br>**November 9, 2020**<br>*(Attach minutes and hearing notice to application)* | 13. Required Resolution attached? ☒ Yes ☐ No<br>**Resolution No. 534** |

14. Is Citizens Participation Plan current? ☒ Yes ☐ No Dated: **May 21, 2018**

| | |
|---|---|
| If not, did you attach new plan? ☐ Yes ☐ No | |
| 15. Is Anti-Displacement Plan current? ☒ Yes ☐ No Dated: **May 7, 2018**<br>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 Not – Applicable | |
| 17. Digital Photos and CD included? ☐ Yes ☒ No *(each must be labeled)* | 18. Date: **11/16/2020** |

## PART A

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

Pocomoke City is submitting this application in the amount of $30,000 to hire a consultant to develop a Capital Improvement Plan (CIP). This plan will provide a direct link between Pocomoke City's Comprehensive and Strategic Revitalization Plans as well as its annual budget. The outcome should provide a five-year plan and will identify capital public projects, equipment purchases, any suggested studies, in conjunction with construction and completion schedules, and in concert with financing plans.

The Capital Improvement Plan (CIP) will also provide a working blueprint for sustaining and improving the community's infrastructure. It coordinates strategic planning, financial capacity, and physical development.

Pocomoke City has made some infrastructure improvements in the past three years by applying for grant funding for projects through various grant programs, such as the Department of Housing and Community Development (DHCD) Community Legacy (CL) grant where a Downtown Revitalization Program was developed to assist commercial property owners located within the Pocomoke City Sustainable Communities area, with the revitalization of building facades and other building projects/renovations. However, there is more to be completed as it pertains to aging infrastructure, as well as a wide variety of other city needs, necessitating a more structured plan to address these projects.

Pocomoke City is applying for funding to hire a consultant to complete a Capital Improvement Plan (CIP) that will prioritize citywide projects, as well as identify funding sources. Funding sources may include the general fund, water and wastewater funds, grants, and/or loans. The CIP may also address whether taxes are adequate for the city's needs, and whether Pocomoke City citizens can sustain any further tax increases.

Purposes of Capital Improvement Planning:

- Ensure the timely repair and replacement of aging infrastructure
- Provide a level of certainty for residents, businesses and developers regarding the location and timing of public investments
- Identify the most economical means of financing capital improvements
- Provide an opportunity for public input in the budget and finance process
- Eliminate unanticipated, poorly-planned, or unnecessary capital expenditures
- Eliminate sharp increases in tax rates, user fees and debt levels to cover unexpected capital improvements.
- Ensure the patterns of growth and development are consistent with the comprehensive plan
- Balance desired public improvements with the community's financial resources

Common categories of capital expenditures include:

- Purchase of major equipment (Ex. playground equipment, snow plow, computers).
- Acquisition of land for public purpose (ex. park, landfill, industrial site).
- Construction, expansion or major renovation of a public building or facility (ex. library, roads, sewage treatment plant, building retrofit for energy-efficiency).
- Related planning, engineering, design, appraisal or feasibility calls (ex. LEED certification, architectural fees).

Attached you will find a list of grants applied for and received during the past few years for a better understanding of what Pocomoke City has initiated to address community issues.

The consultant will work with the community, City Manager, Mayor and Council, and City staff department heads to prioritize needed projects. The CIP process will include at least two public hearings led by the consultant: one to identify potential projects and one to update the public about the outcome of the CIP. The consultant will work with the City Manager, Mayor and Council, and City Treasurer to identify city funding sources, and will also identify potential grant funding sources for these projects. When identifying grant funding sources, the CIP will account for matching funds needed as well as staff time.

The CIP will also take into account funds needed to hire an engineering firm or other consultants for future projects to be addressed.

**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.**

A Capital Improvement Plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period, usually four to six years. Capital improvements refer to major, non-recurring physical expenditures such as land, buildings, public infrastructure and equipment. The CIP includes a description of proposed capital improvement projects ranked by priority, a year by year schedule of expected project funding, and an estimate of project cost and financing sources. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities and funding opportunities.

Preparation of the CIP and annual budget are closely linked. The first year of the CIP, known as the capital budget, outlines specific projects and appropriate funding for those projects. It is usually adopted in conjunction with the annual operating budget.

A CIP would be a powerful tool for implementing Pocomoke City's comprehensive plan, strategic plan and other planning projects moving forward. Capital investments such as utility extensions, highway improvements, and purchases of parkland or environmental corridors can have a substantial impact on patterns of growth and development. By providing funding for strategic investment at any given time and location, the CIP will help ensure Pocomoke City that development occurs consistent with our community plans and vision.

It is important that we utilize a tool such as the CIP to help keep the public informed about future public improvements, thus providing a level of certainty to residents, developers and business owners regarding community vitality, tax burdens, and service calls.

The Capital Improvement Plan will provide a rational, defensible and analytical approach for scheduled and public improvements, thus reducing pressure to implement projects that are not highly ranked. Projects based on predetermined, measurable criteria such as number of residents served, geographic area served, or socioeconomic needs can help ensure that public improvements are strategically located where public needs and priorities are greatest.

There is a total population of 4082 individuals within Pocomoke City. Approximately 64.54% of those residents are classified as low-to-moderate-income (LMI). The poverty rate in Pocomoke City is 26.6%, the median age is 37.4 years, and the median household income is $35,139 with a median property value of $127,800.

There is no existing Capital Improvement Plan (CIP), so there is currently no formal method of prioritizing projects and identifying funding.

**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 application for funding to support the preperation of a Capital Improvement Plan is a result of the recommendation of the Maryland Department of Housing and Community Development by a meeting that took place in Pocomoke City Hall on Friday October 23, 2020 at 2:30 p.m. with Anne Stringer, DHCD representative, City Manager, Jeremy Mason and La Fabian Marshall, Grants and Public Administration Coordinator via Google Meets.

2. **Please provide copies of award and rejection letters.**

N/A

3. **Please provide financial information for the applicant and, if applicable, the proposed subrecipient or developer. Specifically, provide the annual budget for the current year including all existing debt.**

See attached FY 2021 Budget by Mayor and Council on June 01, 2020 as well as the FY 2019 – 2020 Financial Audit.

**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).***

Although no meetings, other than the public hearings, have been held to specifically address the creation of a Capital Improvement Plan, the community is very interested in improving Pocomoke City's infrastructure as well as improving prioritization and planning for the future. The Capital Improvement Plan application is expected to be widely supported.

Attached to this application you will find letters of support from the following;

- Tracey Gordy, Senior Regional Planner
  - Maryland Department of Planning
- Senator Mary Beth Carozza
  - State Senator – District 38
- Susan Marshall – Harris
  - Pocomoke City Mayor

**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:**

The proposed project to hire a consultant to develop a Capital Improvement Plan conforms to several planning strategies mentioned within the 2014 Pocomoke City Comprehensive Master Plan.

As stated on Page 1 of the Comprehensive Master Plan:

Pocomoke City acquired a Comprehensive Master Plan in 2014 that is effective until 2024. The plan provides the basic framework and direction for all components of what may be considered the city's planning program. The plan however is not a stand-alone document, but is supported and, in turn, supports related plan implementation elements such as the following;

- Pocomoke City Zoning Ordinance;
- Pocomoke City Subdivision Regulations;
- Capital Improvement Plans and Budgets;
- Water and Sewer Facility Plans; and
- Other important applicable ordinances such as sediment and erosion control, floodplain management, Chesapeake Bay critical areas, stormwater management, and forest conservation.

Stated within the Comprehensive Master Plan is Pocomoke City's Vision:

Pocomoke City's vision is for a vibrating urban center that:

- Provides safe and pleasant neighborhoods meeting the day-to-day needs of its residents;
- Enables a strong local economy serving the needs of its residents and the regional market while providing employment opportunities for residents;
- Provides the basic services and facilities its residents require to protect their health, safety, and welfare;
- Sensitively fits itself within the surrounding natural environment; and
- Protects its heritage for future generations.

Also mentioned within the Comprehensive Master Plan is a context for planning and the following are

mentioned;

- The land-use article (formally article 66b - Planning and Zoning enabling Act) (Page 2)
    - A statement of goals and objectives, principles, policies, and standards;
    - A land-use plan element;
    - A municipal growth element;
    - A sensitive areas element;
    - A transportation plan element;
    - A community facilities plan element;
    - A water resource element;
    - A mineral resources playing element, if current geological information is available;
    - An element that contains the planning commission's recommendations for land development regulations to implement the plan; and
    - other elements, such as a Community Renewal section, housing, conservation, natural resources, Etc., at the discretion of the Pocomoke City Planning and Zoning Commission.

- The Critical Area Act (Page 4)
    - Minimize adverse impacts on water quality that result from pollutant that are discharged from structures or conveniences or that have run off from surrounding lands;
    - Conserve fish, wildlife, and plant habitat in a critical area; and
    - Establish land use policies for development of the critical area that accommodate growth and address the fact that, even if pollution is control, the number, movement, and activities of persons in the critical area can create adverse environmental impacts.

- The Neighborhood Conservation and Smart Growth Areas Act of 1997 (Page 4)
    - This plan shows Pocomoke City designated growth areas including areas planned for annexation. This plan also shows what is known as the heart of the smart growth concept which is priority funding areas (PFAs) where State funding for capital projects will be targeted.

- The Maryland State Finance and Procurement Article (Page 5)
    - Links the concept that the majority of Pocomoke City is located within a Priority Funding Area (PFA) which suggests state financial assistance funding for infrastructure and other related projects.

- The 2006 Maryland House Bill 1141 (Page 5)
    - Mentions inter-governmental coordination for land use and growth management planning.

- The Smart and Sustainable Growth Act of 2009 (Page 6)
- The Sustainable Growth in Agricultural Preservation Act of 2012 (Page 7)

The context for planning in Pocomoke City also addresses the 12 "Visions" contained in the Maryland Growth Management, Resource Protection and Economic Development Act, namely:

- A high quality of life is achieved through universal stewardship of the land, water, and air, resulting in sustainable communities and protection of the environment.
- Citizens are active partners in the planning and implementation of community initiatives and are sensitive to their responsibilities in achieving the community's goals.
- Growth is concentrated in existing population and business centers, and growth areas are adjacent to these centers, or strategically selected new centers.

- A compact, mixed-use, walkable design consistent with existing community character and located near available or planned transit options is encouraged to ensure efficient use of land and transportation resources and the preservation enhancement of natural systems, open spaces, recreational areas, and historical, cultural, and archaeological resources.

On page 41 of the 2014 Pocomoke City Comprehensive Master Plan are goals and objectives of Pocomoke City, with the overall goal being listed as to ensure development is consistent with the overall growth goals and objectives of the Plan.

- Objective #1: Ensure the new growth is consistent with the city's visions.

- Objective #2: Promote controlled and compact development patterns that reflect good design practices, make efficient use of available land, and locate development where public facilities, services, and amenities can be provided in the most efficient manner.

- Objective #3: Analyze the impact of new growth and development on city services, facilities, and infrastructure and ensure a positive return on any public investment.

- Objective #4: Maintain good inter-jurisdictional coordination and cooperation with Worcester County.

- Objective #5: Update the city's development regulations as required to implement recommendations of the 2014 Pocomoke City Comprehensive Master Plan.

In Conclusion, on page 132 of the 2014 Pocomoke City Comprehensive Master Plan Capital Improvements, it is specifically stated that Pocomoke City should create and maintain a five-year Capital Improvement Program (CIP). This financial planning tool will allow Pocomoke City to schedule infrastructure priorities with available and expected future revenues. The CIP will identify capital project priorities and revenue sources; such as general obligation bonds, general fund balances, County, state or federal sources in addition to water and sewer revenues.

It continues, a capital improvement is usually defined as a major, non-recurring expenditure for physical facilities of government, such as cause for acquisition of land or interest in land, construction of buildings or other structures, including additions or major alterations, construction of highways or utility lines, fixed equipment, landscaping, and similar expenditures.

Projects will be selected and prioritized based on a variety of criteria, one of which is the recommendations of the plan. Each proposed project is approached individually with careful consideration of anticipated expenditures, source of revenue, and priority of need.

The plan goes on to state that the typical process of the capital improvement program is:

- An inventory of potential projects, including cost estimates and an initial evaluation of their relative priority;
- Analysis of project request;
- Investigation of the financing capabilities of the community and the various state and federal programs available to help finance improvement;
- A schedule of project execution in a long-range program list which considers the relationships of projects to each other and to financial requirements;
- Selection from the schedule of a slate of projects for early action; and
- Formal adoption of the capital budget usually after some form of public review.

It was suggested within the Pocomoke City Comprehensive Master Plan that in order to supplement local funding sources for the CIP and other programs, Pocomoke City should continue to work cooperatively with funding programs administered by Worcester County and or state agencies to implement key priorities.

A Capital Improvement Plan will assist with all of the planning strategies mentioned above by allowing for a systematic evaluation of all potential projects at the same time. It has potential to also serve as a public relations and economic development tool.

2.

A Capital Improvement Plant will assist the city with economic development projects, feasibility studies, economic conditions survey, financial analysis, economic impact assessment or market analysis needed to be completed for Pocomoke City.

3.

See attached Maps of Project Area: Pocomoke City

## 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)** 64.54% 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 **4075** CDBG $ per beneficiary $_____
Total estimated # of LMI beneficiaries **2630** CDBG $ per LMI beneficiary $_____
% of LMI beneficiaries to total **64.54%**

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

The adoption of a Capital Improvement Plan will benefit all residents within Pocomoke City, where the area has an LMI % of 64.54%. This was determined by utilizing the Maryland Community Development Block Grant Program, Towns with Population over 51% LMI Data Sheet dated April 1, 2019. (See Attached).

| 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<br>* 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<br>* neighborhood facilities<br>* 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:<br>* 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<br>* Require documentation on family size and income in order to show that at least 51% of the clientele are LMI; or<br>* Be of such a nature and in such a location that it can be concluded that clients are primarily LMI | * construction of senior center<br>* services for the homeless<br>* meals on wheels for the elderly<br>* construction of job training facilities for the disabled<br>* 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<br>* If structure contains more than 1 unit, at least 51% must be LMI occupied<br>* 2-unit structures must have at least one unit occupied by a LMI household<br>* 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<br>* conversion of non-residential structures into permanent housing<br>* 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<br>* 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<br>* 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<br>* 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<br>* Rehabilitation is limited to the extent necessary to eliminate a specific condition detrimental to public health and safety<br>NOTE: Must demonstrate code enforcement actions taken by the local government | * elimination of damaged retaining wall creating danger for pedestrians<br>* 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<br>* At least 51% of jobs must be retained by LMI persons<br>* Permanent, full-time jobs only<br>* LMI status is determined by income of the family | * acquisition of land to construct a distribution center<br>* extension of water and sewer service to land to be developed for a business(s)<br>* 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 __4075_____ (*Count by Persons)*

2. **Estimated** Total LMI Beneficiaries 2630__ (*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: | *RACE* | *Ethnicity (Hispanic or Latino)* |
|---|---|---|---|
| a. | Total White | 48.2% | 2.79% |
| b. | Total Black or African American | 43.7% | |
| c. | Total Asian | 1.74% | |
| d. | Total American Indian or Alaska Native | .514% | |
| e. | 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 | .49% | |
| | Total (number of all by Race must be the same as #1 above) | | |

4. **Total** Number of Female-Headed Households 53% for Pocomoke City and 34% for West Pocomoke

5. **Total** Number of Disabled _____

6. Describe the proposed accomplishments of the project:

- Ensure the timely repair and replacement of aging infrastructure
- Provide a level of certainty for residents, businesses and developers regarding the location and timing of public investments.
- Identify the most economical means of financing capital improvements.
- Provide an opportunity for public input in the budget and finance process.
- Eliminate unanticipated, poorly-planned, or unnecessary capital expenditures.
- Eliminate sharp increases in tax rates, user fees and debt levels to cover unexpected capital improvements.
- Ensure the patterns of growth and development are consistent with the comprehensive plan.
- Balance desired public improvements with the community's financial resources.

**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:

   ☐ Abused Children
   ☐ Battered Spouses
   ☐ Migrant Farm Workers
   ☐ Homeless Persons
   ☐ Elderly Persons
   ☐ Illiterate Adults
   ☐ Severely Disabled Adults
   ☐ 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? ☐Y ☐N 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, then 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 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: | | |
| Hire consultant to create Capital Improvement Plan (CIP) | $30,000.00 | | | | | $30,000.00 | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Project Admin. (Cash) | | | | | | | |
| Project Admin. (In-Kind) | | | | | | | |
| General Admin. (Cash) | | | | | | | |
| General Admin. (In-Kind) | | $13,770.00 | | | | | |
| TOTALS BY SOURCES OF FUNDS | $30,000.00 | $13,770.00 | $ | $ | $ | $43,770.00 | |

## 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.

Under the direction of the Pocomoke City Manager, Jeremy Mason, this project will be administered by the Grants and Public Administration Coordinator, La Fabian Marshall.

**2.** Identify others who will assist in the administration of this CDBG project.

The assistance of department heads as well as the Mayor and City Council of Pocomoke City, Pocomoke City residents and the hired consultant(s) will be relevant to the success of the CDBG project.

**3.** Amount of funds requested for Project Administration, if any:

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

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

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

| Expenses | Estimated Costs |
|---|---|
| | |
| | |
| | |
| | |
| | |

## 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 | August 1, 2019 | |
| Environmental Review | August 2019 | October 2019 |
| Preliminary Engineering | Completed | |
| Site Acquisition | November 2019 | November 2019 |
| Bidding & Selection Engineering | November 2019 | December 2019 |
| Meeting 180 Day Expenditure Requirement | January 27, 2020 | January 27, 2020 |
| Engineering | January 2020 | February 2020 |
| Bidding & Selection Construction | March 2020 | April 2020 |
| Construction | May 2020 | June 2021 |

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

| ACTIVITY | BEGIN | COMPLETION | RESPONSIBLE PERSON |
|---|---|---|---|
| GRANT AWARD | | | Applicant |
| ENVIRONMENTAL REVIEW | N/A Plans Only | | Applicant |
| RFP for Consultant | 1 Month from Award | 3 Months from Award | Applicant |
| Review and Council Approval of Consultant | 3 Months from Award | 4 Months from Award | Applicant |
| Creation of CIP – Including Research and Public Hearing(s) | 4-5 Months from Award | 12 Months from Award | Hired Consultant |
| Final Report to DHCD | 12 Months from Award | 12 Months from Award | Applicant |

## PART I

**DAVIS BACON:**

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. **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.**

The ***Davis-Bacon Act***, as amended, requires that each contract over $2,000 to which the United States or the District of Columbia is a party for the construction, alteration, or repair of public buildings or public works shall contain a clause setting forth the minimum wages to be paid to various classes of laborers and mechanics employed under the contract. Under the provisions of the Act, contractors or their subcontractors are to pay workers employed directly upon the site of the work no less than the locally prevailing wages and fringe benefits paid on projects of a similar character. The Davis-Bacon Act directs the Secretary of Labor to determine such local prevailing wage rates.

This Project involves planning only, therefore a Davis Beacon Clause is not necessary.

## PART J

**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:

   No complaints of discrimination in employment have been filed against Pocomoke City by employees regarding employment within the last three years.

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:

   Pocomoke City provides the State of Maryland Commission on Civil Rights document "What is fair housing"? in the public hallway at City Hall, 101 Clarke Avenue, Pocomoke City, MD 21851

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?

N/A

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?

Yes, all buildings owned or occupied by Pocomoke City, that are open to the public, are in compliance with the Americans 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 or rehabilitation 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 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:

## 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.

| Susan Marshall Harrison | Susan Marshall Harrison | Nov. 19, 2020 |
|---|---|---|
| Typed Name and Title<br>Chief Elected Official | Signature | Date |