

MARYLAND
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
APPLICATION SFY 2022 Q 12-17 for completion by Caroline County

1. Name of Jurisdiction: Caroline County	County (Municipal applicants only):
2. Address: 109 Market St., Rm. 132, Denton MD 21629	3. Name of Subrecipient or Business, if applicable, and their DUNS Number: The Benedictine School for Exceptional Children, Inc., 80-079-7748
4. FID Number: 52-6000905 DUNS Number: 09-488-5712	5. Name, phone number and email of jurisdiction's contact person for this application: Margaret Roe, Director of Finance, 410.479.4118, mroe@carolinemd.org
7. Project title, brief description & location (Full street address(es) and zip code of Project is required): Transforming a Campus to Transform Lives, Benedictine, 14299 Benedictine Lane, Ridgely MD 21660 Critical to the successful achievement of the \$40M in capital work involved in "Transforming a Campus to Transform Lives" is first building a campus ring road and sidewalks, which is the focus of this CDBG funding request. The completion of the new ring road will provide site access during subsequent phases of construction, but more importantly, will offer immediate safety improvements for Benedictine clients and improve traffic flow for employees, family members, emergency personnel, student buses, vendors and other visitors to the Benedictine campus. The ring road will be separate from the existing mile lane, winding around the back of the campus for better site access overall, and will incorporate multiple safety improvements such as lighting and amenities such as walking trails, landscaping, seating areas and a new courtyard.	
8. Project type: <input type="checkbox"/> Housing <input type="checkbox"/> Public Facilities <input type="checkbox"/> Infrastructure <input type="checkbox"/> Economic Development <input type="checkbox"/> Other <input checked="" type="checkbox"/> Public Services	9. National objective(s): <input checked="" type="checkbox"/> Low and moderate income benefit <input type="checkbox"/> Elimination of slum/blight
10. CDBG request: \$ 698,058 Local funds \$ Other funds \$ 124,450 Total costs \$ 822,508	11. U.S. Congressional District No.1 State District No. 36 (List State legislators for entire district): Senator Stephen S. Hershey, Jr. Delegate Steven J. Arentz Delegate Jefferson L. Ghrist Delegate Jay A. Jacobs
12. Date Public Hearing held: <i>(Attach minutes and hearing notice to application)</i>	13. Required Resolution attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
14. Is Citizens Participation Plan current? <input type="checkbox"/> Yes <input type="checkbox"/> No Dated: If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
15. Is Anti-Displacement Plan current? <input type="checkbox"/> Yes <input type="checkbox"/> No Dated: If not, did you attach new plan? <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. If applicable, did you complete Debarment Check on application subrecipient, developer or business? <input type="checkbox"/> Yes <input type="checkbox"/> No	
17. Digital Photos and Drive included? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>(each must be labeled)</i>	18. Date:

PART A

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

For more than 60 years, the Benedictine School for Exceptional Children, Inc. (the Benedictine), Ridgely, Maryland, has been educating and training students and adults with developmental disabilities. Benedictine’s offerings include a residential program with a current capacity of 66 for students ages 5 to 21. This makes Benedictine one of largest non-public special education residential programs in the state. Benedictine serves students and adults with intellectual or multiple disabilities or autism; students on the autism spectrum now comprise at least 80% of the school population. In addition to the residential and day school, we serve almost 100 disabled adults with residential and meaningful day services through group homes, supported living for those in their own homes, job skills training, and personal enrichment. In 2018, Benedictine earned a two year accreditation from the National Commission for the Accreditation of Special Education Services (NCASES). The Benedictine School was among just 26 service providers nationwide to receive this honor. As an approved provider with the Maryland State Department of Education and the Division of Rehabilitation Services, Benedictine provides a valuable public service to low and moderate income persons. At 415 staff members, we are the second largest employer in Caroline County.

Because many of Benedictine’s current facilities are at or near the end of their useful life, Benedictine engaged in a planning process over the past three years to identify necessary facility upgrades. “Transforming a Campus to Transform Lives” is a careful orchestration of building renovation and new construction that will enable all vital programs and activities to continue in place during the upgrade. The goal of “Transforming a Campus to Transform Lives” is to make necessary capital improvements that address obsolescence, safety, and health issues and to meet the needs of both current and future students. Like all special education providers in the state, Benedictine’s population of students with a diagnosis on the autism spectrum has greatly increased over the past 15 to 20 years. Children with autism often have considerable sensory processing sensitivities that the current facility does not sufficiently support, e.g., small spaces, harsh fluorescent lighting, and hard surfaces that accentuate sounds. The plan allows for increased space, dedicated sensory areas, and improved living quarters.

After thoughtful planning and engagement by Benedictine’s senior management, Board, parents, and employees, award-winning Cox, Graae & Spack Architects crafted a master plan in 2018. Cox, Graae & Spack has extensive experience with master plans and architectural design for large educational facilities. Benedictine’s \$40M+ construction and renovation plan includes new student residences and classrooms, a nursing station, consolidated administrative space, and program space and program upgrades. Phase 1, scheduled to start in 2022, involves the completion of the new campus ring road, sidewalks, new student residences, program space, multi-purpose sensory/recreational spaces, a family visiting area and state-of-the art nursing station to meet the increasing medical needs of students. Phase 2, currently planned for 2023 through 2025, will create a new academic core of classrooms and areas for physical, speech, and occupational therapy. Phase 3, timeframe yet to be determined, will focus on a new administration section.

Critical to the successful achievement of all this work is first building a campus ring road and sidewalks, which is the focus of this CDBG funding request. The new road will provide

site access during subsequent phases of construction, but more importantly, will offer immediate safety improvements for students and improve traffic flow for employees, family members, emergency personnel, student buses, vendors and other visitors to the Benedictine campus.

The project will begin with tree clearing, grading and excavating the approximately three acre site to prepare for construction of a new 24' wide road and sidewalk system. Roadway construction of 1,700 linear feet will include installing a gravel base and two layers of asphalt paving. The 1,900 linear feet of bituminous 8' wide asphalt sidewalks will include four trail rest stops featuring permanent benches, shade structures, native landscaping, trash/recycling bins, and interpretive signage providing historical context and facts about Benedictine and its programs. Asphalt paving is the current surface of choice as it is best for the ADA requirements we must meet given the Benedictine population. Eighteen new lighting fixtures will match existing campus lighting and wayfinding signage will complement the roadway and sidewalk system. Halogen is the current lighting choice. As the project progresses, recycled and/or pervious materials for the sidewalks and LED lighting will be investigated for possible inclusion in the project.

This project is ready to proceed in Spring 2022. In January 2021, the campus plan was reviewed by the County Department of Planning and Codes and found to "conform to the intent of the Zoning Chapter and should be permitted." The ring road and nearby pedestrian sidewalks required a special use exception, which the County Board of Zoning Appeals unanimously approved April 13, 2021, for a period of two years, more than sufficient time to build the road, sidewalks and associated amenities. Conditional site plan approval and preliminary civil drawings are in hand, with final drawings in process. Final site approval is expected to be a fairly smooth process as the major design considerations and zoning hurdles have already been 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.

Critical to the successful achievement of all capital improvements to the Benedictine campus is first building a campus ring road and sidewalks. The new road will provide site access during subsequent phases of construction, but more importantly, will offer immediate safety improvements for students and improve traffic flow for employees, family members, emergency personnel, student buses, vendors and other visitors to the Benedictine campus. Currently, students use the existing mile lane to move around campus or to take exercise or get fresh air. This narrow lane with no sidewalks is shared with vehicular traffic and is quite busy during various points of the day. It is just wide enough for two vehicles to safely pass each other at a very slow speed. Walks, adaptive tricycle or bike rides, or wheelchair strolls are frequently interrupted by cars, buses, student transport vans, or trucks as they come and go throughout the day, with students, staff, trikes and bikes having to move off the pavement into soft grass and dirt. The completion of the new ring road and dedicated sidewalks will wind around the entire campus for better site access overall. It will incorporate multiple safety improvements such as sidewalks and lighting and amenities such as landscaping, seating areas, and a new courtyard.

The plan includes four seating areas along the sidewalks, with benches, enhanced plantings, shade as required, and signage, e.g., for sensory gardens and for information about native plants and pollinators. These areas will promote accessibility to nature for all ages and abilities, serve as community gathering places for students, clients and employees, and have positive health benefits. A review of 27 studies from sources such as Medline found that people with mobility disabilities, which is a large part of the Benedictine client population, could gain physical, mental and social health benefits from being outside in nature, with these psychological benefits reported most often: stress relief, improvement of cognition, relaxation, and self-efficacy.¹ Outdoor community gathering spaces have become even more necessary as a result of the COVID pandemic, when outside is sometimes safer and healthier than inside. There are leisure areas now on the Benedictine campus, such as a playground, grassy areas for field games, covered pavilions with picnic benches, and miscellaneous benches, chairs and small tables across campus. The new sidewalks will make use of these existing areas easier as some grassy or soft areas are not accessible to those with mobility issues.

Benedictine employs a full time Facilities Manager with responsibilities for the entire physical plant, either performing the work himself or calling on and overseeing experienced contractors who perform the actual work: water supply, wastewater treatment, HVAC, plumbing, lighting, fuel tanks, elevator, fire suppression systems, and emergency generators. Oversight for maintenance of the new ring road and sidewalks will be assigned to the Facilities Manager, e.g., for debris and snow removal, filling potholes, or eventual resurfacing.

¹ Zhang, Gaochao et al. "Health-Promoting Nature Access for People with Mobility Impairments: A Systematic Review." *International journal of environmental research and public health* vol. 14,7 703. 29 Jun. 2017, doi:10.3390/ijerph14070703

According to federal law, public schools across the country must meet the needs of students in the least restrictive environment possible. For many students, this can be accommodated in a general and/or special education classroom at a neighborhood school or at a dedicated special education facility in the respective county. However, for some special education students with severe disabilities that cannot be handled at the local level, a non-public school residential placement may be required. Benedictine is one of only nine state approved residential schools that serve students with intellectual or multiple disabilities, autism, or other health impairments. These schools are a critical part of Maryland's special education infrastructure, with the state providing technical assistance, service coordination, and collaborative problem solving. As of October 1, 2019, there were 3,585 Maryland special education students in non-public schools, including Benedictine.

At 415 staff members, Benedictine is the second largest employer in Caroline County and a vital part of the local economy. Median income for Caroline County residents is \$58,638, less than 70% of the state median, and the percentage of households at or below the federal poverty line is one third higher than that for the state.

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?**

Planning for "Transforming a Campus to Transform Lives" began more than three years ago, with the engagement of Cox, Graae & Spack Architects of Washington DC to craft a master plan. A multi-phase, multi-year plan to construct new residences, classrooms, and a nursing station has been adopted. Because completion of the ring road is critical for progress on subsequent steps, the Board of Benedictine has authorized funds of \$123,000 or about 15% of total cost for the ring road, which is shown in "Other Funds" on page one of this application. We believe this is a reasonable amount, given the scope and overall cost of Phase 1 construction over and above the ring road, as envisioned in the master plan. Planning for fundraising for the larger capital campaign has commenced.

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

NA

- 3. Will your project require payment from beneficiaries including, but not limited to: rent, fees for services, fees for participation, and utility charges?**

No

If yes, what is the estimated monthly cost? _____

Is the cost per person or households? _____

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 costs were determined: NA

Discuss how grantee or subrecipient determined that charges are affordable to beneficiaries: NA

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).

Before beginning work on the campus plan in 2018, our architects, Cox, Graee and Spack, conducted a survey about the current state of facilities and supplemented this with stakeholder interviews. There were 155 respondents internal to Benedictine and 11 external stakeholders representing leadership, administrative staff, school faculty, educational support specialists, school program support, residential programs, vocational programs, and adult program support. Sample questions included:

- In your opinion, what spaces or aspects of the school's current facilities (buildings and grounds) do not function well?
- Is the space you most frequently occupy on campus well located relative to other spaces/functions with which you and users of your space interact? If no, how could it be better located?
- What important aspects of the school's culture and/or mission should be preserved or strengthened through this Master Planning process?

In general, respondents wanted all campus renovations to support Benedictine values of Hospitality, Compassionate Caring, and the Dignity of Work and to honor its long history in Caroline County and that of the Benedictine Sisters who founded a school on the property in 1887. Specific to the ring road, respondents wanted to:

- Separate vehicular traffic and pedestrian/bicycle circulation.
- Enhance outdoor education and recreation opportunities.
- Provide facilities that are universally accessible.

As evidence of local support for the project, we are attaching letters from District 36 Senator Stephen S. Hershey, Jr. and Delegate Jefferson L. Ghrist, and also President, Board of Directors, Thomas J. Collamore, now an independent consultant and previously with the US Department of Commerce and US Chamber of Commerce. Mr. Collamore has a son who was a student at the Benedictine School. That son is now an adult client of the Benedictine and lives in one of our group homes.

The campus plan in general and the ring road in particular have been presented to Caroline County leadership. In a January 2021 meeting of the Caroline County Planning Commission, all six members of the Commission unanimously approved forwarding the plan to the County Board of Zoning Appeals for a special use exception. That Board unanimously approved the exception in April 2021 for a period of two years, more than sufficient time to build the road, sidewalks, and associated amenities.

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? ____ Yes No**

ATTACH MAP(S) OF PROJECT AREA

List Census Tract(s) and Block Groups for all projects:

According to the 2010 Caroline County, Comprehensive Plan, some of the county's objectives for economic development (page 178) include to:

- Maintain and enhance support of existing and new County businesses
- Support development of local and regional workforce training programs that target growing industry sectors, such as healthcare and technology

At 415 staff members, Benedictine is the second largest employer in Caroline County and a vital part of the local economy. Over the years, Benedictine's services for adult clients have resulted in employment at Caroline County businesses such as McDonald's, Food Lion and Katie Mae's Restaurant.

This project is in census tract 9552.01, block 1000

Civil engineering drawing highlighting the ring road is attached, as are concept pictures of both the existing and proposed campus showing the ring road.

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 *at least 150 annually for project with useful life of 30 years for a total of 4,500 beneficiaries* CDBG \$ per LMI beneficiary **\$178**

Total estimated # of LMI beneficiaries *at least 120 annually for project with useful life of 30 years for a total of 3,600 beneficiaries* CDBG \$ per LMI beneficiary **\$222**

% of LMI beneficiaries to total **81.2%**

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

This project will address two of the three national objectives. It will 1) benefit persons of low and moderate income (LMI) and 2) meet an urgent need that is an immediate threat to community health, safety or welfare. All 100 current disabled adults in Benedictine programs are LMI. By virtue of the nature of their disabilities, virtually all of the student population up to age 21 will transition to either the Benedictine or a similar adult program, whether day or residential, and be classified as LMI. At least 25% of our students and adult clients have mobility issues that impede access to the entire Benedictine grounds for recreation or transitioning between locations. In addition, walkers with and without balance issues and wheelchair, bike and adaptive trike users are forced to share a narrow non-shouldered road with cars, delivery trucks, and buses. Benedictine is one of only nine state approved residential schools that serve students with intellectual or multiple disabilities, autism, or other health impairments and is a critical part of Maryland’s special education infrastructure.

**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 149 (*Count by Persons*)
2. **Estimated** Total LMI Beneficiaries 121 (*Count by Persons*)
3. If the project benefits a group *presumed* to be low and moderate income, please identify the group:

<input type="checkbox"/> Abused Children	<input type="checkbox"/> Elderly Persons
<input type="checkbox"/> Battered Spouses	<input type="checkbox"/> Illiterate Adults
<input type="checkbox"/> Migrant Farm Workers	<input checked="" type="checkbox"/> Severely Disabled Adults
<input type="checkbox"/> Homeless Persons	<input type="checkbox"/> Person Living with AIDS

4. If the project is of such a *nature* and in such a *location* that it can be concluded that the income of the persons benefitting are primarily low and moderate income, please explain why the nature and location demonstrate this:

This project will create a safer, healthier environment for 149 children and adults with developmental disabilities, autism and/or other health impairments who live, attend school or receive employment training and other services at Benedictine. Benedictine serves those whose educational needs or activities of daily living cannot be met in their county school or home environment due to the complexity or severity of their disability. All 40 residential students ages 5 to 21 qualify for Medicaid and the federal Free and Reduced Meal program; all adult clients are considered severely disabled. (data as of Aug. 2021) As this project has a useful life of at least 30 years, many more children and adults with disabilities will be positively affected over the years, depending on capacity and enrollment in subsequent years.

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: **NA**

6. Describe the proposed accomplishments of the project:

This project will result in the creation of new 1,700 linear feet of campus ring road and new 1,900 linear feet of sidewalks on the Benedictine campus. There will be four rest stops/community gathering places on the sidewalk, with seating, shade, plantings, and signage. The ring road will alleviate a safety issue on campus of students and aides using the existing narrow mile lane, also used by vehicular traffic, to move around campus or to take exercise or get fresh air. The new road will also provide site access during subsequent phases of construction and will meet key goals as identified by our community during planning: 1) separate vehicular traffic and pedestrian/bicycle circulation, 2) enhance outdoor education and recreation opportunities, and 3) provide facilities that are universally accessible.

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 :	BENEDICTINE CASH:	BENEDICTINE IN KIND:		
Site clearing, incl. tree removal and strip and stockpile topsoil / loam	\$21,747					\$21,747	P
Grading	41,714					41,714	P
Excavation and removal	69,835					69,835	P
Erosion and sediment control	9,671					9,671	P
Paving, two layers, with gravel base; curbs and gutters included	199,337					199,337	P
Sidewalk base and paving	71,432					71,432	P
Landscaping and site improvements: benches, shade structures, and trash/recycle bins; planting prep and plants see note below	42,476			111,593		\$154,069	C for Benedictine contribution; otherwise P
Electrical: exterior lighting; 18 poles, bases and fixtures	51,627					51,627	P
Signage: wayfinding and historical interpretation	10,607					10,607	P

Design modifications <i>see note below</i>	58,212					58,212	P
Construction contingency and general requirements	95,261					95,261	P
Liability insurance	0			11,407		11,407	P
General contractor management of subcontractors	19,873					19,873	P
Project Admin. (Cash)	6,267					6,267	P
Project Admin. (In-Kind)					1,450	1,450	C for Benedictine contribution
General Admin. (Cash)							
General Admin. (In-Kind)							
TOTALS BY SOURCES OF FUNDS	\$698,058 <i>see note below</i>			\$123,000	\$1,450	\$822,508	

For changes to design throughout and up to completion of final drawings with approval and permitting

Planting preparation and plants to be paid for from Benedictine cash contribution

This figure of \$698,058 differs from the \$691,791 in the letters of support as it includes the costs for project administration as incurred by Caroline County staff at \$6,267. Direct construction costs are \$691,791 plus the Benedictine contribution of \$123,000, for a grand total of \$814,791.

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.

Scott Evans, Executive Director, will provide general oversight for the project and report to the Board on its progress. Mr. Evans has been with Benedictine since 2000 and assumed the duties of Executive Director in 2012. During his tenure at Benedictine, he has overseen numerous other capital projects including the design, construction and licensing of two universal design community group homes. In his current role, he has been involved in two successful Maryland Bond Bill requests. He also has experience with preventative maintenance programs, capital budgeting, and strategic planning. Mr. Evans has an MBA from Temple University and a B.S. in Finance from Villanova University.

April Frankton, Director of Finance and Accounting, will be the lead finance person supporting the project. She is an integral member of the leadership team and oversees all financial matters at the Benedictine. She began her accounting career as an auditor for Deloitte & Touche, followed by various accounting roles at DuPont. As Controller of Benedictine, Ms. Frankton administered the 2018 Community Development Block Grant for renovations to group homes. Ms. Frankton is a graduate of the University of Delaware, where she majored in Accounting.

Jody Winter, Principal of JFW Consulting, will provide project management and design/construction oversight services for the Benedictine. Jody has worked with Benedictine since late 2017 on its short-term facility goals, developing a master plan to better align its facilities with its strategic goals for the future, helping the school assemble its project team, and providing ongoing project management support. Ms. Winter has an MBA from the Wharton School, University of Pennsylvania, and a BS in Design & Environmental Analysis from Cornell University.

Peter Chew, LEED AP, will be Project Executive/Sr. Project Manager. Mr. Chew will have overall responsibility for performance, quality, and cost efficiency during the project's construction. He has worked with other non-profit organizations to effectively develop, implement and deliver building improvements to support the organization's mission. Mr. Chew has a BS in Construction Engineering from Purdue University.

Carlton Pippin, Facilities Manager for the Benedictine, has responsibilities for the entire physical plant, either performing the work himself or calling on and overseeing experienced contractors who perform the actual work: water supply, wastewater treatment, HVAC, plumbing, lighting, fuel tanks, landscaping and grounds, roads and sidewalks, elevator, fire suppression systems, and emergency generators. Oversight for maintenance of the new ring road and sidewalks will be assigned to Mr. Pippin, e.g., for debris and snow removal, filling potholes, or eventual resurfacing.

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

Margaret Roe, Director of Finance, Caroline County

Daniel Fox, Account Assistant III, Caroline County

Scott W. Evans, Executive Director, Benedictine

April Frankton, Director of Finance and Accounting, Benedictine

Carlton Pippin, Facility Manager, Benedictine

Kathleen Whaley, Sr. Development Officer, Benedictine

All costs for Benedictine staff will be covered as an in kind contribution from Benedictine.

3. Amount of funds requested for Project Administration, if any: \$6,267

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

Person	# Hours Anticipated to Work on Project	Hourly Wage	Total Funds
Margaret Roe	50	73.56	\$3,678
Daniel Fox	50	51.77	\$2,589
		Total	\$6,267

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

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:

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

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

<u>ACTIVITY</u>	<u>BEGIN</u>	<u>COMPLETION</u>	<u>RESPONSIBLE PERSON</u>
Grant Award	11/15/2021	11/15/2023	Applicant
Environmental Review	10/1/2020	11/30/2021	Applicant
Engineering	1/1/2020	10/31/2021	Applicant Design Team
Preliminary Site Plan Approval	Completed	1/13/2021	Caroline County Planning Commission
Caroline County Board of Zoning Special Exception Use approval	Completed	2/16/2021	Caroline County
Review and Approve Final Engineering Plans	11/26/2021	1/7/2022	Applicant Team
Final Site Plan Approval	1/13/2021	2/28/2022	Caroline County Planning Commission
Project Bonding/Surety	12/1/2021	3/31/2022	Applicant Team
County Building Permit	12/1/2021	3/31/2022	Caroline County and Applicant Team
Bidding for and Selection of Construction Firm	3/15/2022	5/15/2022	Caroline County and Applicant Team
Construction	6/1/2022 ²	10/1/2022	Applicant Team, incl. Design; selected construction vendor

² Construction start and completion dependent on length of bidding process

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.

a. Davis Bacon wages were incorporated into the project cost estimate by analyzing contractor estimates of Davis Bacon rates in comparison to the area's prevailing wage. In general, this accounted for an increase in the cost of labor over the prevailing wage of approximately 10%.

b. Davis Bacon wages were incorporated into the project cost estimate by analyzing contractor estimates of Davis Bacon rates in comparison to the area's prevailing wage. In general, this accounted for an increase in the cost of labor over the prevailing wage of approximately 10%.

PART J

ACQUISITION / RELOCATION:

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

This project is on property owned by Benedictine

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

<p>3. Estimated cost of acquisition: \$ NA</p>	<p>4. Sources of funds for acquisition: NA</p>
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<p>5. Number of parcels to be acquired: NA Residential: _____ Business: _____</p>	<p>6. Will acquisition be done with eminent domain if needed? NA <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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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:

<p>9. Estimated cost of relocation: NA \$</p>	<p>10. Sources of funds for relocation: NA</p>
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# 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:

In the past three years, one charge of employment discrimination was filed against Caroline County.

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:

Caroline County government no longer directly administers a housing program. However, the County continues to support affordable housing efforts where possible. The County works actively with partners like Habitat for Humanity, sponsors CDBG grants, and provides tax relief for some affordable housing developments. It also provides annual financial support to St. Martin's Ministries, which provides a variety of services, including a homeless shelter/transitional housing, provides funds to Mid-Shore Council on Family Violence which operates a domestic violence shelter/transitional home in Caroline County. The County also applies for and receives funds each year to provide rental assistance to Caroline residents in order to help them avoid homelessness (managed via a sub-recipient). Because the County's land use policies support residential growth within municipal limits, the County staff work with the ten municipalities in Caroline County to provide technical assistance around land use, redevelopment issues and advice on financing options. The County's Comprehensive Plan includes an extensive discussion of affordable housing needs in Caroline County.

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

The County has several fair housing advocates that work to assist county residents with housing. Currently, assistance to low income residents is provided by Saint Martin Ministries in Ridgely and His Hope Haven in Denton. There is no record of public or private complaints regarding discrimination at this time.

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 county-owned buildings are in compliance.

PART L

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

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

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

- Special Flood Hazard Area – an area that is lower than the base flood elevation level and has special flood or 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

For completion by Caroline County

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.

Larry C. Porter

10/05/2021

Typed Name and Title
Chief Elected Official

Signature

Date